



## AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, September 16, 2025 at 05:00 PM

City Hall Courtroom

Notice that certain aldermen may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. You may also call (662) 234-2453 (voice) or (662) 232-2300 (voice/TTY).

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### 1. Opening the Meeting

- 1.a. Call to Order.
- 1.b. Adopt the agenda for the meeting.
- 1.c. Mayor's Report

### 2. Regular Agenda: City Clerk's Office

- 2.a. Request permission to approve the minutes of the Regular Meeting on September 2, 2025 and the Recess Meeting on September 10, 2025. (Ashley Atkinson)
- 2.b. Request permission to approve the accounts for all City departments. (Ashley Atkinson)

### 3. Consider the consent agenda:

#### 3.a. Fixed Asset Management:

- i. Request permission to declare equipment surplus in the Development Services - Building Department and authorize its disposal. (Johnathan Mizell)
- ii. Request permission to declare equipment surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)
- iii. Request permission to declare equipment surplus in the Buildings & Grounds Department and authorize its disposal. (Greg Pinion)
- iv. Request permission to declare equipment surplus at mTrade Park and authorize its disposal. (Brad Freeman)

#### Attachments

- 1. [Bldg Dept- surplus of 4 iphones.pdf](#)
- 2. [OPD\\_surplus.pdf](#)
- 3. [B&G Surplus Items- BOA 9.16.25.pdf](#)

4. mTrade- surplus combined.pdf

3.b. Grants:

- i. Request permission to accept the FY2026 405D Alcohol and Drug Impaired Driving Training Grant, No. M5TR-2026- MD-22-51, from the MS Department of Public Safety, MS Office of Highway Safety in the amount of \$560,097.94 for the Oxford Police Department. (Jeff McCutchen)
- ii. Request permission to apply for a MS Opioid Settlement Fund Grant, for up to \$50,000.00 with no required match, for the benefit of the Oxford Fire Department. (Joey Gardner)

Attachments

1. OPD- Training Grant Agreement.pdf

3.c. Human Resources:

- i. Request permission to promote four employees in the Oxford Police Department. (Braxton Tullos)
- ii. Request permission to correct an employee's salary in the Oxford Police Department. (Braxton Tullos)
- iii. Request permission to hire a full-time employee in the Oxford Police Department. (Braxton Tullos)
- iv. Request permission to accept the resignation of an employee in the Oxford Conference Center Department. (Braxton Tullos)
- v. Request permission to hire one full-time employee in the Oxford Fire Department. (Braxton Tullos)
- vi. Request permission to transfer and promote one employee from seasonal Laborer in the Environmental Services Department to full-time Hydrant Technician in the Oxford Fire Department. (Braxton Tullos)
- vii. Request permission to approve the resignation of four part-time employees for Historic Properties. (Braxton Tullos)
- viii. Request permission to hire two part-time employees in the mTrade Park Department. (Braxton Tullos)
- ix. Request permission to promote a seasonal Driver to a full-time Driver in the Environmental Services Department. (Braxton Tullos)

3.d. Miscellaneous:

- i. Request permission to accept a donation for the benefit of the Oxford Police Department. (Jeff McCutchen)
- ii. Request permission to approve Nicole Strobel and Stephen Guirl as drivers for Local Bike Taxi, LLC. (Jeff McCutchen)
- iii. Consider Water and/ or Sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)

Attachments

1. OU- Water Sewer Adjustments.pdf

3.e. Travel Requests:

- i. Request permission for one OPD employee to attend Pistol Optics Fundamentals & Proficiency on October 1– 2, 2025, in Tupelo, MS, at an estimated cost of \$309.27. (Jeff McCutchen)
- ii. Request permission for four OPD employees to attend the Emergency Vehicle Operation Instructor training on November 17– 21, 2025, in Moorhead, MS, at an estimated cost of \$5,832.00. (Jeff McCutchen)
- iii. Request permission for two OFD employees to attend the 2025 Tennessee Fire Safety Inspectors Association Conference on December 2– 5, 2025, in Murfreesboro, TN, at an estimated cost of \$1,854.00. (Joey Gardner)
- iv. Request permission for an OFD employee to attend Special Operations in the Fire Service on November 17–21, 2025, in Pensacola, FL, at an estimated cost of \$842.35. (Joey Gardner)
- v. Request permission for nine OFD employees to attend an ARFF Live Burn at the MS State Fire Academy on September 18, 2025, at no cost to the City. (Joey Gardner)

- vi. Request permission for two OFD employees to attend Haz Mat A & O training at the MS State Fire Academy on September 21–25, 2025, at no cost to the City. (Joey Gardner)
- vii. Request permission for two OFD employees to attend Haz Mat A & O training at the MS State Fire Academy on November 9–13, 2025, at no cost to the City. (Joey Gardner)
- viii. Request permission for one employee from the City Clerk's Office to attend the Winter Clerk Conference on December 10–12, 2025, in Flowood, MS, at an estimated cost of \$900.00. (Ashley Atkinson)
- ix. Request permission for one employee in the General Government Department to attend the MAST Conference on October 15–17, 2025, in Long Beach, MS, at an estimated cost of \$574.00. (Hollis Green)
- x. Request permission for three employees to travel to Washington, D.C., on November 2–5, 2025, to meet with legislators on behalf of the City of Oxford at an estimated cost of \$6,500.00. (Hollis Green)
- xi. Request permission for one employee in the Oxford Utilities Department – Electric Division to attend the North Mississippi Engineering and Operations Plant Tour on October 16, 2025, in Tuscaloosa, AL, at an estimated cost of \$178.00. (Rob Neely)
- xii. Request permission for one employee in the HR Department to attend the Mississippi Economic Council's third session of Leadership Mississippi on October 1–3, 2025, in Starkville, MS, at an estimated cost of \$400.00. (Braxton Tullos)

#### 4. Regular Agenda: Other Departments

- 4.a. Request permission to approve and authorize the Mayor to sign a purchase/order agreement, in the amount of \$1,353,877.00, for a 75' Ladder Truck for the Oxford Fire Department. (Joey Gardner)
- 4.b. Consider Oxford Utilities Department - Electric Division Construction Policy. (Rob Neely)

##### Attachments

- 1. [OU- Construction Policy.pdf](#)

#### 5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly Permit for the UM Athletics Department to have a photoshoot/video shoot on the top floor of the City's Downtown Parking Garage on September 22, 2025 from 4:00-7:00pm. (Jeff McCutchen)

##### Attachments

- 1. [UM\\_Parade\\_Assembly\\_Permit.pdf](#)

#### 6. Regular Agenda: Development Services-Planning Department

- 6.a. Request approval of a Final Plat for Case #3260, MFM Developments (JW McCurdy) for 'Colonnade Crossing Subdivision, Phase 5', for property located at Claremont Avenue (PPIN #4563)

##### Attachments

- 1. [3260 MBoA.pdf](#)

- 6.b. Request approval of a Preliminary and Final Plat for Case #3261, Landmark Properties, LLC (Bryan Boyle) for 'Oxford Farms Subdivision, Phase 13', for property located at 2665 Oxford Way (PPIN #7984)

##### Attachments

- 1. [3261 MBoA.pdf](#)

#### 7. Regular Agenda: Special Projects

- 7.a. Consider Change Order No. 1 from BCI, Inc. for the OPC Activity Center Campus Camera System Project. (Mark Levy)
- 7.b. Request permission to advertise for bids for the FY 2025-2026 Police Vehicle Upfits. (Mark Levy)

##### Attachments

- 1. [GenGovt- Advertise for police vehicle upfits.pdf](#)

- 7.c. Request approval of a professional services contract with Beard + Riser for the interior renovation of the Oxford Orthopedic Indoor Practice Facility at mTrade Park. (Mark Levy)

Attachments

1. [GenGovt- Beard + Riser contract for mTrade IPF.pdf](#)

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Request to accept the low bids for the Fiscal Year 2025-2026 Annual Material Bids for the City of Oxford. (John Crawley)

Attachments

1. [Eng- FY2526 Annual Bid.pdf](#)

- 8.b. Request to accept the low bid for the Fillmore Avenue, South 11th Street, and Lincoln Avenue Drainage Improvements Project. (John Crawley)

Attachments

1. [Eng- Fillmore, South 11th, Lincoln Drainage.pdf](#)

- 8.c. Request permission to advertise for the Sewer Extension at Highway 314 and Gus Booker Road. (John Crawley)

Attachments

1. [Eng- Advertise for Sewer Ext at Hwy 314 and Gus Booker Road.pdf](#)

- 8.d. Request permission for the Mayor to execute the professional services contracts with Elliott and Britt, PA, for the Pegues Road Extension Project. (John Crawley)

Attachments

1. [Eng- Contract for Pegues Road Extension.pdf](#)

- 8.e. Request to approve Change Order No. 1 for the College Hill Lift Stations Project. (John Crawley)

Attachments

1. [Eng- Change Order 1- College Hill Lift Stations Project .pdf](#)

- 8.f. Request to approve Change Order No. 4 for the North Lamar Sewer Improvements Project. (John Crawley)

Attachments

1. [Eng- Change Order 4 - North Lamar Sewer Improvements Project .pdf](#)

- 8.g. Request to approve Change Order No. 8 for the SR 7 Water and Sewer Relocations Project, Phase 2 B. (John Crawley)

Attachments

1. [Eng- Change Order 8- SR 7 Utility Relocations Project Phase 2B .pdf](#)

- 8.h. Request to approve Change Order No. 9 & Final for the SR 7 Water and Sewer Relocations Project, Phase 2 B. (John Crawley)

Attachments

1. [Eng- Change Order 9 and Final - SR 7 Utility Relocations Project Phase 2B .pdf](#)

- 8.i. Request to approve night work for the contractor for the South Lamar Pedestrian Improvements Project. (John Crawley)

Attachments

1. [Eng- Night Work for the South Lamar Ped Improv Project.pdf](#)

- 8.j. Request permission to close Varner Loop. (John Crawley)

Attachments

1. [Eng- Close Varner Loop .pdf](#)

9. Regular Agenda: Closing the Meeting

- 9.a. Consider an executive session.



9.b. Adjourn.



# MEMORANDUM

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**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO / Rob Neely, General Manager, P.E.

**Date:** September 16, 2025

**Re:** Request Permission to Obtain Two Appraisals,  
Easement Needed for Howell Loop Lift Station Upgrades

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Engineering requests permission to seek two appraisals for an easement needed to make necessary improvements to the Howell Loop lift station.

See attached for a survey plat and legal description.



OXFORD  
ENGINEERING  
DEPARTMENT

JOHN CRAWLEY, P.E.  
107 COURTHOUSE SQUARE  
OXFORD, MS 38655  
662-232-2306

PROPOSED LIFT STATION  
HOWELL LOOP

REVISIONS:

DATE:  
09/02/2025

DRAWN BY:  
BMD

SHEET TITLE:  
Easement Survey

SHEET NO.

EX. A

**Point of Commencement:**  
3/4" Iron Pipe in Concrete Found Marking the  
Northwest Corner of Section 25, Township 08 South,  
Range 04 West, Lafayette County, Mississippi  
N=1,770,619.5966'  
E=758,885.0345'  
Convergence Angle: -00°25'17.55"

LEGEND

- Proposed Easement Lines
- Adjoiner Property Lines
- Overhead Electric Lines
- Existing Centerline
- Service Pole
- Guy Wire
- 1/2" X 18" Capped Rebar (Stamped PS 3183) Set

Notes:

- This Survey Is Classified As A Class "B" Survey.
- Source Of Information From Deeds Recorded At The Office of The Chancery Clerk of Lafayette County, Mississippi.
- Property Bearings Were Based On GPS Observation.  
State Plane MS East  
Horizontal Datum: NAD 83  
Horizontal Scale Factor: 0.99995
- Property is subject to all easements recorded or unrecorded, shown or not shown on this plat of survey.
- Field survey was completed on July 29, 2025.
- This survey was platted and completed on September 02, 2025.
- No title search was performed for this survey.
- All monuments set are 1/2" x 18" capped rebar stamped "PS 3183", unless noted otherwise.
- All adjoining property lines are shown in their approximate location.

Certification:

I Hereby Certify That This Plat of Survey Conforms to the Minimum Standards of Practice For A Class "B" Survey As Set Forth By the Mississippi Board of Licensure For Professional Engineers And Surveyors.

Benjamin M. Daniel  
P.S. No. 3183

Heritage Developments, LLC &  
Evergreens 314, LLC  
Ins. 2022-8614





# MEMORANDUM

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**To:** Mayor and Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Hollis Green, COO, Rob Neely, General Manager, Oxford Utilities

**Date:** September 16, 2025

**Re:** Request Permission to have Execution of Contract Documents,  
Oxford Regional Supply and Treatment Project, Haley Well No. 2

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Engineering requests permission for the mayor to execute the contract documents related to the above-captioned project. The low bid of **Donald Smith Company** was accepted by the Board of Aldermen at the regular meeting on August 5<sup>th</sup> in the amount of **\$2,783, 120.00**.



# THE CITY OF OXFORD

## INVITATION TO BID

### Temporary Ice Skating Rink for Holly Jolly Holiday

107 Courthouse Square  
Oxford, Mississippi

#### Mayor

Robyn Tannehill

#### Board of Alderman

Erin Smith, Ward I

Mark Huelse, Ward II

Brian Hyneman, Ward III

Kesha Howell-Atkinson, Ward IV

Preston Taylor, Ward V

Jason Bailey, Pro-Tem, Ward VI

Mary Margaret Crowe, Alderman At-Large

107 Courthouse Square  
Oxford, Mississippi 38655

July 2025

July 30, 2025

## NOTICE TO BIDDERS

The Mayor and Board of Aldermen of the City of Oxford, Mississippi, will receive sealed bids for the following project:

### Temporary Ice Skating Rink for Holly Jolly Holiday

The CITY OF OXFORD is seeking bids from qualified companies to provide, install, and maintain a 40' x 80' ice skating rink from November 22<sup>nd</sup> 2025 until January 4<sup>th</sup> 2026 at mTrade Park in Oxford, Mississippi. The technical specifications are available to view free of charge at [oxfordmsbids.com](http://oxfordmsbids.com). Bidders are encouraged to download and review documents prior to submission. A non-voluntary pre-bid meeting will be held at the mTrade Park (the site) outdoor pavilion (328 Highway 314, Oxford, MS) on at 11:00 am on August 19<sup>th</sup>.

Bids may be submitted via hand-delivery, US Mail, or electronic submission. All bids are due on or before **Thursday, August 28<sup>nd</sup> at 11:00 am** at which time qualified bids will be publicly opened. Bids must be accompanied by a bid bond or certified check not less than 5% of the total bid.

Submit sealed hard copies via hand-delivery or mail to:

City of Oxford  
Temporary Ice Skating Rink for Holiday Jolly Holiday  
107 Courthouse Square  
Oxford, MS 38655

Electronic submission may be uploaded to:

[www.oxfordmsbids.com](http://www.oxfordmsbids.com)

For questions regarding website registration and online orders, please contact Plan House Printing at (662) 407-0193.

For questions regarding the technical specifications, please contact Mark Levy at (662) 236-1206 or [mlevy@oxfordms.net](mailto:mlevy@oxfordms.net)

The project will be awarded based on the best-qualified bid and is subject to the approval by the Mayor and Board of Aldermen. The Board of Aldermen reserves the right to reject any and all bids and to waive any and all informalities.

### **Publish:**

Wednesday, July 30, 2025  
Wednesday, August 6, 2025

July 30, 2025

## INSTRUCTIONS TO BIDDERS

### PART 1 - GENERAL

- 1.01 **QUESTIONS:** Questions should be directed to the Professional. Should a Bidder find discrepancies in, or omissions from, the procurement documents, or be in doubt as to their meaning, the Bidder should immediately notify the Professional. The Professional will send written instruction(s) or interpretation(s) to all known holders of the documents. Neither the Owner, nor the Professional, will be responsible for any oral instruction or interpretation.
- 1.02 **BIDDER'S QUALIFICATIONS:**
- A. **Certificate of Responsibility:** The Mississippi State Board of Contractors is responsible for issuing Certificates of Responsibility to Contractors. To be awarded a Contract for public work, Sections 31-3-15 and 31-3-21 of the **Mississippi Code of 1972, Annotated** requires a Contractor to have a current Certificate of Responsibility at bid time and during the entire length of the job. The Certificate of Responsibility number issued becomes a significant item in all public bidding.
  - B. **Bid Under \$50,000:** If a Bidder submits a bid not exceeding \$50,000, no Certificate of Responsibility number is required; however, a notation stating the *bid does not exceed \$50,000* shall appear on the face of the envelope, or a Certificate of Responsibility number.
  - C. **Bid Over \$50,000:** Each Bidder submitting a bid in excess of \$50,000 shall show its Certificate of Responsibility number on the bid and on the face of the envelope containing the bid.
  - D. **Joint Venture Bid:** When multiple Contractors submit a joint venture bid in excess of \$50,000, a *joint venture* Certificate of Responsibility number shall be shown on the bid and on the face of the envelope containing the bid. If the Multiple-Contractor joint venture has no *joint venture* Certificate of Responsibility number, each of the Contractors participating in the bid shall indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.
- 1.03 **NON-RESIDENT BIDDER:** When a non-resident Bidder (a Contractor whose principal place of business is outside the State of Mississippi) submits a bid for a Mississippi public works project, one of the following is required and shall be submitted with the Proposal Form: (Code 31-3-21(3))
- A. **Copy of Law:** If the non-resident Bidder's state has a resident Bidder preference law, a copy of that CURRENT law shall be submitted with the Proposal Form.
  - B. **Statement:** If the state has no such law then a statement indicating *the State of (Name of State) has no resident Contractor preference law* shall be submitted with the Proposal Form.
- 1.04 **DISQUALIFICATION OF BIDDER:** A Bidder may be disqualified for any of the following reasons:
- A. Failure to comply with the bid requirements.
  - B. Bidder is in arrears on existing Contracts with the Owner or another state agency, university, community college, or junior college.
  - C. Bidder is involved in an ongoing dispute related to the Bidder's execution, workmanship, or timely performance of a previous Contract with the Owner or another state agency, university, community college, or junior college.
  - D. Bidder has defaulted on a previous Contract with the Owner or another state agency, university, community college, or junior college.
- 1.05 **CONDITIONS OF WORK:** Each Bidder must fully inform himself of all conditions relating to the construction of the Project and employment of labor thereon. Failure to do so will not relieve a successful Bidder of obligations to furnish all material and labor necessary to carry out the provisions of the Contract. Insofar as possible, the Bidder must employ methods, or means, which will not cause interruption of, or interference with, the work of any other Bidder, or Contractor.
- 1.06 **EXAMINATION OF SITE:** All Bidders, including the general Contractor and Subcontractors, shall visit the building site, compare the Drawings and Project Manual with any work in place and be informed of all conditions. Failure to visit the site will in no way relieve the successful Bidder from furnishing any materials or performing any work required to complete work in accordance with Drawings and Project Manual without additional cost to the Owner.
- 1.07 **LAWS AND REGULATIONS:** The Bidder's attention is directed to the fact that all applicable Mississippi state laws, rules and regulations of all authorities having jurisdiction over construction of the Project apply to the Contract.
- 1.08 **OBLIGATION OF BIDDER:** At the bid opening, each Bidder will be presumed to have inspected the site, read and

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become thoroughly familiar with the Drawings and the Project Manual, including all addenda.

- 1.09 **BID DOCUMENT DEPOSIT AND RETURN:** The deposit amount, if any, shall be established as the estimated actual cost of copying and reproduction plus shipping via USPS standard Ground Transportation, is shall be indicated in the Advertisement for Bids. Bidders may request shipping via express carrier or expedited delivery at their own additional cost. Upon returning the documents to the Professional within ten (10) working days of the bid date and in good condition, all document holders will be refunded the full deposit amount. Further, any document holder who is awarded the contract, related subcontracts and/or vendor agreements may elect to retain their documents and request refund of the full deposit amount upon execution of the construction contract and approval of general contractor, however; such documents shall be counted toward the total number of copies furnished free of charge to the general contractor. No partial sets of documents will be issued. Selected trade organizations, plan rooms and web-based distribution networks will be issued one (1) set of documents without charge.

## **PART 2 - PROPOSAL FORM**

- 2.01 **METHOD OF BIDDING:** Lump sum, single bids received on a general contract will include general, mechanical and electrical construction and all work shown on Drawings or specified in the Project Manual.
- 2.02 **PROPOSAL FORMS:** The Bidder shall make all proposals on forms provided and shall fill all applicable blank spaces without interlineations or alteration and must not contain recapitulation of the work to be done. No oral or telegraphic proposals will be considered.
- 2.03 **TIME OF COMPLETION:** The Bidder shall agree to commence work on, or before, a date specified in a written *Notice to Proceed* and fully complete the Project within the calendar days indicated on the Proposal Form.
- 2.04 **BASE BID AND ALTERNATES:**  
A. On the Proposal Form, the Bidder shall write out the Base Bid amount in words and include the numerical amount. The written word shall govern.  
B. The Proposal Form shall contain a brief description of each alternate modifying the scope. The Bidder shall write out the amount in words and include the numerical amount for each alternate. The written word shall govern.
- 2.05 **SUBSTITUTIONS:** No substitutions, qualifications or redefining of the Specification requirements are allowed to be marked on the Proposal Form, unless specifically required by the Bid Documents.
- 2.06 **ADDENDA:** Any addenda to the Drawings or Project Manual issued before or during the time of bidding shall be included in the proposal and become a part of the Contract. The Proposal Form will have ample space to indicate the receipt of addenda. When completing the Proposal Form, the Bidder shall list the Addendum number in spaces provided.
- 2.07 **BIDDER IDENTIFICATION:**  
A. **Signature:** The Proposal Form shall be signed by any individual authorized to enter into a binding agreement for the Business making the bid proposal.  
B. **Name of Business:** The name appearing on the Proposal Form should be the complete spelling of bidder's name exactly as recorded at the Secretary of State, which should also be the same as at the Mississippi State Board of Contractors.  
C. **Legal Address:** The address appearing on the Proposal Form should be the same address as recorded at the Secretary of State, which should also be the same as at the Mississippi State Board of Contractors.  
D. **Certificate of Responsibility Number(s):** The Certificate of Responsibility Number(s) appearing on the Proposal Form should be the same number appearing in the current Mississippi State Board of Contractors Roster.
- 2.08 **BID SECURITY:** The Bid Security shall be in the form of a Bid Bond, or a Certified Check:  
A. **Bid Bond:** The Bidder may submit a Bid Bond by a Surety licensed in Mississippi in the amount of five percent (5%) of the base bid. The Bid Bond shall be duly executed by the Bidder, a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department OR signed by the Surety AND countersigned by a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department (<https://www.mid.ms.gov> (or most up-to-date link) (No standard form is required for the Bid Bond.) Where bid is to be submitted electronically, a scanned copy of bid bond is acceptable.  
B. **Certified Check:** The Bidder may submit a certified check made out to the *Owner* in the amount of five percent (5%) of the base bid. All checks received from Bidders will be returned upon request, unless a Bidder is one (1) of the three

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(3) apparent low Bidders. The three (3) apparent low Bidder's checks will be held for forty-five (45) days, unless a Contract is awarded and executed in less time. Where bid is to be submitted electronically, certified check must be physically delivered to the address indicated on the Advertisement for Bids prior to the time and date stated.

- 2.09 **POWER OF ATTORNEY:** Each bid security must be accompanied by an appropriate Power of Attorney. No Power of Attorney is necessary with a certified check.

### PART 3 - SUBMITTING THE PROPOSAL FORM

- 3.01 **SUBMITTAL:** A bid must be either submitted electronically via [www.oxfordmsbids.com](http://www.oxfordmsbids.com) or physically delivered to the address indicated on the Advertisement for Bids prior to the time and date stated.

- A. **Physical Submittal:** If physically submitted, only one original of Bid Proposal shall be submitted which should be sealed in an opaque envelope marked, mailed or hand-delivered as shown below. If the Bid is mailed, the bid envelope shall be placed inside a second envelope to prevent inadvertent premature opening of the Proposal.

*(In upper left hand corner)*

**Name of Firm** (complete spelling of bidder's name and address – exact as recorded at the Secretary of State which should be the same as you applied for at the Mississippi State Board of Contractors)

*(Bid shall be addressed and delivered to)*

*(In lower left hand corner)*

Bid for Project # \_\_\_\_\_

Title \_\_\_\_\_

Using Agency \_\_\_\_\_

Under \$50,000.00 (add statement)

- B. **Electronic Submittal:** Bidders must be registered prior to submitting bids electronically. It is the responsibility of the Bidder to allow sufficient time to complete or confirm such registration before the date and time established to receive bids. Information on registration and bidding electronically may be found at [www.oxfordmsbids.com](http://www.oxfordmsbids.com). For further assistance e-mail Mark Levy at [mlevy@oxfordms.net](mailto:mlevy@oxfordms.net)

- 3.02 **MODIFICATION TO BID:** A bidder may only modify the bid prior to the scheduled closing time indicated in the Advertisement for Bids in the following manner:

- A. **Physical Bid:** A modification may be written on the outside of the sealed envelope containing the bid.  
B. **Electronic Bid:** Information and attachments may be modified and re-submitted.

- 3.03 **WITHDRAWAL OF BID:** Any bid may be withdrawn prior to the scheduled time for opening of bids. However, after the scheduled opening, bids may not be withdrawn until forty-five (45) calendar days after bid opening.

### PART 4 - BID OPENING AND AWARD OF CONTRACT

- 4.01 **OPENING OF BIDS:** Bids will be publicly opened shortly after the time stated in the Advertisement for Bids. Bidder representatives are invited; however, attendance is not mandatory. Closure of agency preventing the opening of bids at the advertised date and time due to Force Majeure Event reasons will result in bids being received and publicly opened by the next business day that the agency shall be open and at the previously advertised time unless an Addendum is issued. Physical Bids without a Certificate of Responsibility on the outside of the envelope, or a statement indicating bid is under \$50,000.00, will not be opened. Electronic Bids where Certificate of Responsibility or statement indicating bid is under \$50,000.00 is not entered as response to required question will, not be considered.

- 4.02 **IRREGULARITIES:** The omission of any information requested on the Proposal Form may be considered as an informality, or irregularity, by the awarding public body when in their opinion the omitted information does not alter the

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amounts contained in the submitted bid proposal, or place other Bidders at a disadvantage.

- 4.03 **PROTEST:** Any protest must be delivered in writing to the Owner within twenty-four (24) hours after the bid opening.
- 4.04 **ERRORS:** Any claim of error and request for release from bid must be delivered in writing to the Owner within twenty-four (24) hours after the bid opening. The Bidder shall subsequently and promptly provide sufficient documentation with the written request clearly proving an error was made. Failure to provide such documentation adequate to prove an error may result in forfeiture of Bid Security to the Owner.
- 4.05 **AWARD OF CONTRACT:** The Owner reserves the right to reject any or all bids. A Contract will be awarded (subject to receipt of an executable contract) on the basis of the lowest, responsive, responsible base bid, or lowest combination of base bid and those alternates selected by the Owner generally in the order listed unless a different order is determined to be in the best interest of the Using Agency and/or Owner and which produces a total within available funds. Where such bidder fails to enter into a contract, the Owner reserves the right to award to the next lowest responsive, responsible bidder or resolicit the project.
- 4.06 **FAILURE TO ENTER INTO A CONTRACT:** The Bidder shall forfeit the Bid Security to the Owner as liquidated damages for any of the following reasons:
- A. Prior to award, failure, or refusal, to furnish the names, classifications and COR #s of Sub-Contractors over Fifty Thousand Dollars (\$50,000.00) as well as entities who are to furnish materials or equipment fabricated to a special design within three (3) working days after receipt of Notice of Intent to Award the Contract.
  - B. Prior to award, failure, or refusal, to furnish substitute acceptable Sub-Contractors or entities within five (5) working days of when the Owner or Prime Professional has made reasonable objection to those initially submitted.
  - C. Following Notice of Award (subject to executable contract), failure, or refusal, to execute and deliver the Form of Agreement Between the Owner and the Contractor, the Performance and Payment Bond, and the Certificate of Insurance within ten (10) working days after receipt of same from the Professional.
- 4.07 **SECURITY FOR FAITHFUL PERFORMANCE:** Simultaneously, with delivery of the executed Contract, the Contractor will furnish a Surety Bond, or Bonds, as security for faithful performance, the payment of all persons performing labor on the project, and furnishing materials in connection with this Contract. The Surety on such Bond, or Bonds, will be a duly authorized surety company satisfactory to the Owner and meeting all of the following requirements:
- A. Licensed at the time of award by the State of Mississippi's Commissioner of Insurance for the purpose of providing surety. <https://www.mid.ms.gov> (or most up-to-date link)
  - B. Listed at the time of award in the Department of the Treasury's **Federal Register** as a company holding certificates of authority as acceptable sureties on Federal Bonds, commonly referred to as the Treasury List.
  - C. All Bonds shall be executed on the form provided in the Project Manual under Section 00 6100 entitled *Contract Bond*.
  - D. The Contract Bond shall be duly executed by the Bidder, a Surety licensed in Mississippi signed by a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department OR signed by the Surety AND countersigned by a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department with the name and address typed (or lettered legibly), and Surety Seal (preferably embossed). <https://www.mid.ms.gov> (or most up-to-date link)
  - E. All Bonds must be accompanied by an appropriate Power of Attorney dated same as Contract Bond and sealed (preferably embossed).

## PART 5 - BIDDER'S CHECKLIST

The following checklist is for the Bidder's assistance only. It is not inclusive and does not have to be included with the Proposal Form when submitting a bid proposal.

5.01 **PROPOSAL FORM:** (only one original proposal form to be submitted)

**Base Bid**

(x) Write in the amount of the base bid in words and numbers. In the case of a conflict, the written word shall govern.

**Alternates**

( ) Write in each alternates amount in words and numbers. In the case of a conflict, the written word shall govern.

**Addenda**

(x) Acknowledge the receipt of each addendum by writing in the number of the addendum.

**Acceptance**

(x) Proposal is signed by authorized person

(x) Name of Business - complete spelling of bidder's name and address - exact as recorded at the Secretary of State

which should be the same as you applied for at the Mississippi State Board of Contractors.

(x) Legal address of the business listed above (at SOS and Contractor's Board)

( ) Correct Certificate of Responsibility Number(s) as it appears in the current MS State Board of Contractors Roster

**Certificate of Responsibility Number(s)**

( ) Base Bid is under \$50,000 and no number is required AND the statement "bid does not exceed \$50,000" is on the outside of the sealed envelope or statement included with electronic bid

OR ( ) Base Bid is \$50,000 or more and number is required and is on the outside of the sealed envelope or included with electronic bid

( ) Joint Venture and *joint venture* number is required

OR ( ) Joint Venture participants' numbers are required

5.02 **BID SECURITY:**

( ) Included Bid Bond

OR (x) Included Certified Check

5.03 **POWER OF ATTORNEY:**

( ) Included Power of Attorney

5.04 **NON-RESIDENT BIDDER:**

( ) Attached a Copy of Non-Resident Bidder's Preference Law

OR (x) Attached a Statement

5.05 **SUB-CONTRACTORS NAME:**

( ) List any Mechanical, Plumbing, and/or Electrical Sub-Contractors regardless of cost.

\* List name even for under \$50,000 (see 5.06 regarding COR)

\* Fire Protection Sprinkler Contractors do not have to be listed

\* If there is a separate HVAC/Plumbing Sub-Contractor, so notate as mentioned herein

\* If Mechanical, Plumbing, and/or Electrical Sub-Contractor is performed by the General, be sure the General has a COR for said discipline

\* If there is no Mechanical, Plumbing, and/or Electrical Sub-Contractor listed, then use of Sub-Contractor to perform such scope will not be permitted.

5.06 **SUB-CONTRACTORS' COR NUMBER**

( ) \* List Certificate of Responsibility Number for any listed Sub-Contractor over \$50,000.00

**\*\*\* END OF SECTION \*\*\***

**July 30, 2025**

PROPOSAL FORM

To: City of Oxford  
107 Courthouse Square  
Oxford, Mississippi 38655

Re: Project # 2024-0021  
Project Title Temporary Ice Skating Rink for Holly Jolly Holiday  
Location 328 Old Sardis Road, Oxford, MS 38655

I propose to complete all work in accordance with the Bid Specifications and Drawings by November 22<sup>nd</sup>, 2025 for the sum of:

**BASE BID:** (Write in the amount of the base bid in words and numbers. In case of conflict, the written word governs.)

Words: Sixty-nine thousand five hundred and 00/100 Dollars  
Figures: (\$ 69,500.00)

**ALTERNATES:** (Write in the amount of all of the alternates in words and numbers. In case of conflict, the written word governs.)

**Alternate #1** ☐ Adds ☐ Deducts  
Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)  
Description: \_\_\_\_\_

**Alternate #2** ☐ Adds ☐ Deducts  
Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)  
Description: \_\_\_\_\_

**Alternate #3** ☐ Adds ☐ Deducts  
Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)  
Description: \_\_\_\_\_

**Alternate #4** ☐ Adds ☐ Deducts  
Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)  
Description: \_\_\_\_\_

**Alternate #5** ☐ Adds ☐ Deducts  
Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)  
Description: \_\_\_\_\_


**ADDENDA ACKNOWLEDGMENT:**

No. 1, August 22, 2025 No. \_\_\_\_\_ No. \_\_\_\_\_  
No. \_\_\_\_\_ No. \_\_\_\_\_ No. \_\_\_\_\_

**ACCEPTANCE:**

July 30, 2025

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

(X) Signature  Date August 27, 2025  
Name and Title Roberto Pennino, CEO  
Name of Business Industrial Frigo USA Inc  
Address 200 Hope Street (mailing)  
Address 200 Hope St (physical)  
City/State/Zip Code Longwood, Florida, 32750 County USA  
Phone 407 868 6767 Fax \_\_\_\_\_ Email sonia@industrialfrigoice.com

■ **BIDDER'S CERTIFICATE OF RESPONSIBILITY NUMBER:** \_\_\_\_\_

■ **Mechanical / Plumbing / Electrical Contractors:**

Regarding said Divisions of the Specifications of the Owner's Standard Form of Agreement Between The Owner and The Contractor:

List any Mechanical/Plumbing and/or Electrical Sub-Contractors that will perform work of this contract, regardless of cost even for under \$50,000.00. COR must be included where sub-contract exceeds \$50,000.00. If no sub-contractor is listed, and such work is within scope of contract and over \$50,000.00, bidder's own COR classification(s) must be sufficient to self-perform any such work. If no sub-contractor is listed, then use of sub-contractor to perform such scope will not be permitted.

Mechanical Contractor: _____	Certificate of Responsibility No. _____
Plumbing Contractor: _____	Certificate of Responsibility No. _____
Electrical Contractor: _____	Certificate of Responsibility No. _____

July 30, 2025

STANDARD FORM OF AGREEMENT BETWEEN  
THE OWNER AND THE CONTRACTOR

This Agreement made the 15th day of September, 2025 between the Owner,

City of Oxford  
107 Courthouse Square  
Oxford, Mississippi 38655

and between the Contractor:

Business Name INDUSTRIAL FRIGO USA INC  
Address 200 Hope St  
City/State/Zip Longwood, Florida 32750 Phone: 407-868-6767 Fax: \_\_\_\_\_ Email: sonia@industrialfrigoice.com

The Contractor is a (check and complete one of the following):

S ☒ CORPORATION or ☐ LLC solely organized and existing under the laws of the State of  
Florida and having its principal office in Longwood, Seminole  
Florida (City) (County)  
(State)

\_\_\_\_ PARTNERSHIP of the following (list all partners):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X SOLE PROPRIETORSHIP

For the following Project:

Temporary Ice Skating Rink for Holly Jolly Holiday

This Agreement entered into as of the day and year first written above:

OWNER:

CONTRACTOR:

**Industrial Frigo USA Inc.**

**200 Hope Street Longwood, FL 32750**

**EIN 58-4119053 / Tel.. +1 407 335 6920**

**www.industrialfrigoiceusa.com**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

Roberto Penocchio, CEO

\_\_\_\_\_  
(Name and Title)

APPROVED AS TO FORM:

By: \_\_\_\_\_  
(Signature of Attorney)

THE OWNER AND THE CONTRACTOR AGREE AS SET FORTH IN PAGES ONE THROUGH THREE, ARTICLES ONE THROUGH FIVE, AS  
FOLLOWS:

July 30, 2025

**ARTICLE 1: THE WORK AND CONTRACT DOCUMENTS**

1.1.1 The Contractor will perform all the work required by the Contract Documents for the Project indicated above.

**1.2 THE CONTRACT DOCUMENTS**

1.2.1 The Contract Documents which constitute the entire Agreement between the Owner and the Contractor, are enumerated as follows:

1.2.2 Project Manual dated \_\_\_\_\_

**BIDDING REQUIREMENTS**

Advertisement for Bids

Instructions to Bidders

Proposal Form

**STANDARD FORM OF AGREEMENT BETWEEN THE OWNER AND THE CONTRACTOR**

**CONTRACT BOND**

**POWER OF ATTORNEY**

**CERTIFICATE OF INSURANCE**

**AFFIDAVIT OF PAYMENT TO ALL SUBCONTRACTORS**

**CONDITIONS OF THE CONTRACT**

General Conditions

Supplementary Conditions

Labor Requirements

Minority Participation

Special Conditions

**ADDENDA**

**SPECIFICATIONS**

1.2.3 Addenda

Addendum No. 1, dated August 22, 2025

Addendum No. 2, dated \_\_\_\_\_

Addendum No. 3, dated \_\_\_\_\_

Addendum No. 4, dated \_\_\_\_\_

Addendum No. 5, dated \_\_\_\_\_

1.2.4 Drawings date: Not Applicable

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

Sheets No. \_\_\_\_\_ through \_\_\_\_\_

1.2.5.1 Other documents, dated \_\_\_\_\_

\_\_\_\_\_

July 30, 2025



## ARTICLE 2: CONTRACT SUM

### 2.1 CONTRACT SUM

- 2.1.1 The Owner will pay the Contractor in current funds for the performance of the work subject to additions and deductions by Change Order as provided in the Contract Documents, the Contract Sum of

Sixty-nine thousand five hundred \_\_\_\_\_ Dollars  
(\$ 69,500.00 \_\_\_\_\_). The Contract sum is determined as follows:

Base Bid	\$ 69,500.00
Modifications ( ) Adds ( ) Deducts	\$ _____
Negotiations	\$ _____
Alternate No. _____ ( ) Adds ( ) Deducts	\$ _____
Alternate No. _____ ( ) Adds ( ) Deducts	\$ _____
Alternate No. _____ ( ) Adds ( ) Deducts	\$ _____
Alternate No. _____ ( ) Adds ( ) Deducts	\$ _____
Alternate No. _____ ( ) Adds ( ) Deducts	\$ _____
<b>Total Contract Sum</b>	<b>\$ 69,500.00</b>

### 2.2 LIQUIDATED DAMAGES

- 2.2.1 The stipulated liquidated damages described in Paragraph 9.11 of the *Supplementary Conditions* are in the amount five hundred dollars and zero cents (\$ 500.00) for each calendar day.

## ARTICLE 3: CONTRACT TIME

### 3.1 TIME

- 3.1.1 The work to be performed under this Contract shall be commenced upon the date stated in the Notice to Proceed. The work is to be substantially complete, subject to approved Change Orders, no later November 22, 2025.

**Industrial Frigo USA Inc.**  
200 Hope Street Longwood, FL 32750  
EIN 38-4119053 / Tel.. +1 407 335 6920  
[www.industrialfrigo.com](http://www.industrialfrigo.com)

## ARTICLE 4: PAYMENTS AND FINAL PAYMENTS

### 4.1 PROGRESS PAYMENTS

- 4.1.1 Based upon applications for payment submitted to the Professional by the Contractor and *Certificates for Payment* issued by the Professional, the Owner will make progress payments on account of the Contract Sum to the Contractor as provided in the Contract Documents.

### 4.2 FINAL PAYMENT

- 4.2.1 Final payment constituting the entire balance of the Contract Sum will be paid by the Owner to the Contractor when the work has been completed, the Contract fully performed and a final Certificate for Payment has been issued by the Professional and approved by the Owner.

## ARTICLE 5: MISCELLANEOUS PROVISIONS

### 5.1 DEFINITION OF TERMS

- 5.1.1 Terms used in this Agreement which are defined in the General, Supplementary, and Special Conditions of the Contract will have the meanings designated in those Conditions.

### 5.2 CONTRACTOR'S INTEREST IN AGREEMENT

- 5.2.1 The Contractor will not assign, sublet, or transfer the interest in this Contract agreement without the written consent of the Owner. The Owner and Contractor hereby agree to the full performance of the covenants contained herein.

### 5.3 PROFESSIONAL

- 5.3.1 The Professional assigned to this Project is as follows:

Name Mark Levy, PLA, ASLA City of Oxford Project Manager  
Address 107 Courthouse Square, Oxford, MS 38655  
Telephone (662) 236-1206 Fax Number \_\_\_\_\_ E-Mail Address mlevy@oxfordms.net

\*\*\* END OF SECTION \*\*\*

July 30, 2025

## CONTRACT BOND

## I. PREAMBLE

KNOW ALL MEN BY THESE PRESENTS: THAT

Principal, a \_\_\_\_\_, residing at \_\_\_\_\_

Mississippi under the laws thereof, and \_\_\_\_\_, authorized to do business in the State of \_\_\_\_\_, authorized to do business in the State of Mississippi under the laws thereof, are held and firmly bound unto the Owner on behalf of the State of Mississippi, Oblige, hereinafter referred to as "Owner," for the use and benefit of the Owner and those claimants and others set forth herein below and described in Sections 31-5-51 and 31-5-3, **Mississippi Code of 1972, Annotated**, as amended, in the amount of

Dollars (\$ \_\_\_\_\_), lawful money of the United States, for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these present.

WHEREAS, Principal has by written agreement dated \_\_\_\_\_, 20\_\_\_\_\_, entered into a Contract with the Owner for the following:

as provided in said Contract and in accordance with the Contract Documents. All of the terms and provisions of the above mentioned Contract, drawings, Project Manual, and addenda are by reference made a part hereof and fully incorporated herein, and are hereinafter referred to as "the Contract." All of the terms and provisions of Sections 31-5-51, 31-5-3, supra, Section 31-5-53 of the **Mississippi Code of 1972, Annotated**, as amended, and all other code sections cited herein are also by reference made a part hereof and fully incorporated herein.

## II. PERFORMANCE BOND

NOW, THEREFORE, the condition of this Performance Bond is such that if Principal shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise, it shall remain in full force and effect, subject however, to the following conditions:

Whenever the Owner has performed its obligation but the Principal has defaulted under the terms of the Contract, or any portion thereof, and the Owner has declared the Principal to be in default, the Surety shall promptly:

1. Remedy the default, or
2. Complete the Contract in accordance with its terms and conditions, or
3. Procure the completion of the Contract in accordance with its terms and conditions.

Even if there should be a succession of defaults, the Surety is responsible for completion of the Contract. The Surety shall provide sufficient funds to pay the cost of completion of the Contract in its entirety including other costs and damages for which the Surety may be liable thereunder, less the balance of the Contract price. The term "balance of the Contract price," as used in this paragraph, shall mean the total amount payable by Owner to Principal under the Contract and any Change Orders thereto, less the amount paid by Owner to Principal.

## III. LABOR AND MATERIAL PAYMENT BOND

NOW, THEREFORE, the condition of this Labor and Material Payment Bond is such that if Principal shall promptly make payments to all persons supplying labor or material used in the prosecution of the work under said Contract, then this obligation shall be null and void; otherwise, it shall remain in full force and effect; however, the Owner shall not be liable for the payment of any costs or expenses of any suit described in Subsection (2) of Section 31-5-51, supra.

July 30, 2025



NOT REQUIRED

#### IV. BOND FOR PAYMENT OF TAXES AND OTHER ASSESSMENTS

NOW THEREFORE, the condition of this Bond for Payment of Taxes and Other Assessments is such that if Principal shall promptly make payment of all taxes, licenses, assignments, contributions, damages, penalties, and interest thereon, when and as the same may lawfully be due the State of Mississippi, or any County, Municipality, Board, Department, Commission, or political subdivision thereof, by reason of and directly connected with the performance of said Contract or any part thereof as provided by Sections 27-65-1, 27-65-21, 27-67-1, and 31-5-3, **Mississippi Code 1972, Annotated**, or any other applicable statute or other authority, then this obligation shall be null and void; otherwise, it shall remain in full force and effect.

#### V. GENERAL CONDITIONS

The following conditions apply to all three (3) of the above-mentioned Bonds:

1. The Performance Bond is for an amount equal to the full amount of said Contract.
2. The Labor and Material Payment Bond is for an amount equal to the full amount of said Contract.
3. If any changes are made in the work, or any extensions of time are granted, or any increases in the total dollar amount of the Contract are made, such changes, extensions, increases, or other forbearance on the part of either the Owner or the Principal will not, in any way, release the Principal and Surety, or either of them, from their liability hereunder, or any portion thereof, notice to the Surety of any such change, extension, increase, or forbearance being expressly waived.
4. These Bonds are governed by and shall be construed in accordance with Mississippi law. Any inconsistency with these Bonds and any provision of Mississippi law shall be remedied by deleting the inconsistent portion of these Bonds and leaving the remaining consistent portions in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SURETY \_\_\_\_\_

Mississippi NAIC number: \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
 Attorney-in-Fact

(Typed Name)

(Title)

Surety Agent MS Ins Dept License Number: \_\_\_\_\_

(Leave blank if you do not have a Mississippi #)

\_\_\_\_\_  
 (Surety Address)

\_\_\_\_\_  
 (Surety City/State/Zip/Phone)

\_\_\_\_\_  
 (MS LICENSED AGENT COMPANY NAME)

(add MS Agent's address below)

COUNTERSIGNED: (if Surety Agent above is NOT MS Licensed)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 Licensed Mississippi

Agent

(Typed Name)

(Title)

Countersignature Agent MS License Number: \_\_\_\_\_

\_\_\_\_\_  
 (MS Licensed Agent Address)

\_\_\_\_\_  
 (MS Licensed Agent City/State/Zip/Phone)

PRINCIPAL

By: \_\_\_\_\_

\_\_\_\_\_  
 (Signature) (same person on Bond and Contract page)

\_\_\_\_\_  
 (Typed Name and Title)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (City/State/Zip/Phone)

Surety Company, Surety Agent's Name, Address, etc. should be typed and with seal (preferably embossed seal) on Bond and P/A. The P/A should be for the Attorney-in-Fact with seal (preferably embossed seal).

The Contract Bond shall be duly executed by the Bidder AND a MS Licensed Agent said Surety approved by the MS Ins Dept  
 OR

signed by the Surety's Agent AND countersigned by a MS Licensed Agent for said Surety approved by the MS Ins Dept.

Countersignature, when signed, can be the same as the Attorney-in-Fact when the Attorney-in-Fact and/or Surety IS licensed in Mississippi. Countersignature will be different when the Attorney-in-Fact and/or Surety is "not" licensed in Mississippi. P/A will be for the Attorney-in-Fact.

Check the Surety Company AND the Surety Agent  
 AND/OR the Countersignature Company and/or Agent at MS Ins Dept web:  
<https://www.mid.ms.gov> (or most up-to-date link)

Easier to locate Agent at MID when name agrees with MID licensed name.)

(Bond Agent MID or Code requirements are different from the Ins Cert Agent MID or Code requirements.)

July 30, 2025

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## CERTIFICATE OF INSURANCE INSTRUCTIONS

1. The *Certificate of Insurance* is a tabulation of insurance required for this Project as specified in Article 11 entitled *Insurance and Bonds* in the General Conditions (AIA Document A201, Sixteenth Edition, 2017).
2. The *Certificate of Insurance* must be completed, certified by the original signature of a Mississippi Licensed Insurance Agent and/or countersignature, dated, and bound in each set of the Contract Documents. Insurance Companies providing coverage and Agent and/or Countersignature Agent must be approved by the Mississippi Insurance Department on their web at <https://www.mid.ms.gov> (or most up-to-date link). (Agent does not have to be on the MID web "for providers necessarily" – but must be an approved Agent on MID web. Easier to locate Agent at MID when name agrees with MID licensed name.)
3. Indicate Insured, Project, Companies providing coverage, policy numbers and policy periods in the blanks as applicable.
4. If the "OWNERS/CONTRACTORS PROTECTIVE LIABILITY" insurance is part of the Commercial General Liability Insurance Policy, or included by endorsement, indicate the policy number and period of the CGL policy in the "OWNERS/CONTRACTORS PROTECTIVE LIABILITY" blank spaces.
5. Automobile Liability Insurance may be provided which covers Bodily Injury and Property Damage in one (1) Combined Single Limit, or may be provided with separate minimum limits as shown on the Certificate of Insurance and specified in Article 11 of the Supplementary Conditions. The person signing the Certificate of Insurance should show which option the Contractor has selected by marking out the coverage that is not provided under the policies indicated.
6. OTHER INSURANCE (if required) will be indicated by typing in the "OTHER" block and detailed in Article 11 of the Supplementary Conditions.
7. CERTIFICATION wording may not be changed without specific written approval from the Owner (nor on any Owner documents even beyond Insurance Certificate).
8. "Riders", Binders, TBA, TBD, or other unsolicited attachments, are not allowed as part of the *Certificate of Insurance* unless specifically requested in writing by the Owner, or specified as part of the requirements for this Project (nor on any Owner documents even beyond Insurance Certificate).
9. CAUTION: The *Certificate of Insurance* is intended to be used for all Projects. The Contractor must provide all insurance specified in the Contract Documents for this Project, whether indicated on this form, or not. The Contractor must verify all insurance has been provided as required.
10. In accepting the Insurance Certificate by Owner, it would be helpful if some indication is given when, and if, the Provider is a Surplus Line Carrier, a Broker, or Self Insured (because they may not be on the MID web list referenced herein). (The Owner will have to ask MID (or know) at some point.)
11. The Workers Comp insurance provider must be approved and show up on the Workers Comp web at <http://www.mwcc.state.ms.us> / Services / Proof of Coverage Inquiry / accept / etc. and at the last step – enter the "contractor's name".

Note: Regarding #2 and #11. At the MID web – you enter the Surety Company / Provider / Agent. At the MWCC web – You enter the Vendor's name, then click on the policy number to see the MWCC Ins Provider.

\*\*\* END OF SECTION \*\*\*

AFFIDAVIT CERTIFYING

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July 29, 2025

**PAYMENT TO ALL SUBCONTRACTORS**

NO SUBCONTRACTORS  
REQUIRED

Owner

I acknowledge that, pursuant to Miss. Code Ann. §31-5-25 and H.B. 1562, Laws of 2002, that I am required to submit monthly certification indicating payments to subcontractors on prior payment requests. I, the undersigned Contractor, do hereby certify that I have paid the following amounts to subcontractors for Work which has been performed and incorporated into previous Applications for Payment which were issued and payment received from the Owner on the project listed below. I understand that this document must be submitted on a monthly basis after the submittal, approval and payment of Application for Payment #1. I understand that the Owner reserves the right to require me, the undersigned, to provide verification of payment and/ or additional information.

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Using Agency: \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

NO SUBCONTRACTORS  
REQUIRED

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

(Attach additional list of subcontractors and amounts, if necessary)

Contractor Name and Title: \_\_\_\_\_

Contractor Certificate of Responsibility Number: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MISSISSIPPI

COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned notary public,

this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_

July 29, 2025

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**GENERAL CONDITIONS**

**PART 1 - GENERAL**

**1.01 DESCRIPTION**

- A. **SCOPE:** The **General Conditions of the Contract for Construction**, AIA Document A201, Seventeenth Edition, 2017, Articles 1 through 15 inclusive, is a part of this Contract and is incorporated herein.
- B. **BIDDING COPY:** For the purpose of bidding, Contractors are presumed to be familiar with AIA Document A201, a copy of which may be obtained from the Professional, or examined in the Professional's office.

**\*\*\* END OF SECTION \*\*\***

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July 29, 2025



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## SUPPLEMENTARY CONDITIONS

### PART 1 – GENERAL

#### 1.01 Description

A. **Owner:** These supplements are necessary because the Owner is an agency, or political subdivision, of the State of Mississippi and occupies a different position from that of the usual Owner.

B. **Document:** The following supplements modify, change, delete from, or add to the **General Conditions of the Contract**, AIA Document A201, Seventeenth Edition, 2017. When any Article of the **General Conditions** is modified, or deleted, by these *Supplementary Conditions*, the unaltered provisions of that Article, Paragraph, Subparagraph, or Clause will remain in effect.

#### Article 1

#### GENERAL PROVISIONS

#### 1.1 Basic Definitions

##### 1.1.1 The Contract Documents

Change this subparagraph to read as follows:

*The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and Special Conditions), Drawings, Specifications and Addenda issued prior to the execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for minor changes in the Work issued by the Prime Professional. The Contract Documents also include the advertisement or invitation for bids or proposals, Instructions to Bidders, and the Contractor's bid or proposal.*

##### 1.1.2 The Contract

Change each instance of the word "Architect" to "Prime Professional" and each instance of the word "Architect's" to "Prime Professional's".

##### 1.1.7 Instruments of Service

Change the word "Architect" to "Prime Professional" and change the word "Architect's" to "Prime Professional's".

##### 1.1.8 Initial Decision Maker

Change this Subparagraph to read as follows:

*The Initial Decision Maker is the person identified as the Professional in Paragraph 5.3.1 of the Standard Form of Agreement Between the Owner and the Contractor and will render initial decisions on Claims in accordance with Section 15.2.*

##### 1.1.9 Add a new Subparagraph as follows:

###### **Commissioning Authority Professional**

*A professional independent of the Prime Professional retained by the owner who manages a quality-focused process for*

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enhancing the delivery of the project. The process focuses upon verifying and documenting that the facility and all of its systems are planned, designed, installed, tested, operated, and maintained to meet the Owner's project requirements.

1.2.1 Change this Subparagraph to read as follows:

*The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor and unless otherwise provided in the Contract Documents, this shall include all labor, materials, equipment, tools, machinery, water, heat, utilities, transportation, and other facilities and services, whether temporary or permanent and whether or not incorporated in the Work. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results. In case of any direct conflict among the Contract Documents, the specifications shall take precedence over the drawings, supplemental or special conditions shall take precedence over more general conditions or requirements, details shall take precedence over plans, and larger scale drawings shall take precedence over smaller scale drawings.*

1.5 **Ownership and Use of Drawings, Specifications, and Other Instruments of Service**

1.5.1 Change each instance of the word "Architect" to "Prime Professional" and each instance of the word "Architect's" to "Prime Professional's" and add a new sentence at the end of this Subparagraph:

*This Paragraph in no way supersedes the Owner's document rights set forth in the separate Agreement Between the Owner and the Professional.*

1.5.3 Add a new Subparagraph as follows:

**Transparency**

*In accordance with the Mississippi Accountability and Transparency Act of 2008, §27-104-151, et seq., of the Mississippi Code of 1972, as Amended, the American Accountability and Transparency Act of 2009 (P.L. 111-5), where applicable, and §31-7-13 of the Mississippi Code of 1972, as amended, where applicable, a fully executed copy of this agreement shall be posted to the State of Mississippi's accountability website at: <https://www.transparency.mississippi.gov>*

1.6 **Notice**

1.6.1 Change this Subparagraph to read as follows:

*Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is address and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if transmitted to the government or business issued e-mail address of the respective party.*

1.7 **Digital Data Use and Transmission**

Delete the last sentence of this Paragraph.

1.8 **Building Information Models Use and Reliance**

Change this Paragraph to read as follows:

*Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in a written documents shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.*

**Article 2**  
**OWNER**

2.1 **General**

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2.1.1 Change this Subparagraph to read as follows:

*The Owner, as used in these Documents, refers to the Owner, acting for and on behalf of the State of Mississippi and for the benefit of the Institution, Agency, or Department for which the Work under this Contract is being performed. The Owner is the entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner's representative, who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization, is the individual who signed the Agreement Between the Owner and the Contractor, his successor in the case of that individual's retirement or termination, or his direct supervisor in the case of that individual's absence. Except as otherwise provided in Subparagraph 4.2.1, the Prime Professional does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.*

2.1.2 Delete this Subparagraph in its entirety.

**2.2 Evidence of the Owner's Financial Arrangements**

2.2.1 Delete this Subparagraph in its entirety.

2.2.2 Delete this Subparagraph in its entirety.

2.3.1 Delete this Subparagraph in its entirety.

2.2.3 Delete this Subparagraph in its entirety.

2.2.4 Delete this Subparagraph in its entirety.

**2.3 Information and Services Required of the Owner**

2.3.2 Add the word "or Engineer" following each instance of the word "Architect" and add the words "or engineering respectively" following each instance of the word "architecture".

2.3.3 Add the word "or Engineer" following each instance of the word "Architect".

2.3.6 Change this Subparagraph to read as follows:

*Unless otherwise provided in the Contract Documents, the Contractor will be furnished, free of charge, such copies of Drawings and Project Manuals as are reasonably necessary, but in no instance to exceed twenty-five (25) copies, for the execution of the Work.*

**2.4 Owner's Right to Stop the Work**

Change this Subparagraph to read as follows:

*If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents as required by Section 12.2 or fails to carry out Work in accordance with the Contract Documents, the Owner may issue, or direct the Prime Professional to issue, a written order to the Contractor to stop the Work or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3. The rights and remedies under this Subparagraph are in addition to and do not in any respect limit any other rights of the Owner, including the right to terminate in accordance with Article 14.*

**2.5 Owner's Right to Carry Out the Work**

Change this Paragraph read as follows:

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If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. The Prime Professional may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Prime Professional's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Prime Professional, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

### **Article 3**

#### **CONTRACTOR**

##### **3.1 General**

- 3.1.3 Change the word "Architect" to "Prime Professional" and change the word "Architect's" to "Prime Professional's".

##### **3.2 Review of Contract Documents and Field Conditions by Contractor**

- 3.2.2 Change each instance of the word "Architect" to "Prime Professional".
- 3.2.3 Change each instance of the word "Architect" to "Prime Professional".
- 3.2.4 Change the word "Architect" to "Prime Professional".

##### **3.3 Supervision and Construction Procedures**

- 3.3.1 Change each instance of the word "Architect" to "Prime Professional".

##### **3.4 Labor and Materials**

- 3.4.2 Change each instance of the word "Architect" to "Prime Professional" and add the words "where such substitution results in a modification of the Contract Sum or Contract Time" to the end of this sentence.
- 3.4.4 Add a new Subparagraph as follows:

**Employee Status Verification System** If applicable, the Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, et seq. of the Mississippi Code Annotated (Supp 2008), and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. The Contractor agrees to maintain records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. The Contractor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. The Contractor understands and agrees that any breach of these warranties may subject the Contractor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to the Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such cancellation/termination, the Contractor would also be liable for any additional costs incurred by the State due to the contract cancellation or loss of license or permit.

- 3.4.5 Add a new Subparagraph as follows:

*In providing labor for the proper execution and completion of the Work, the Contractor shall comply with the provisions of Section 31-5-19 of the Mississippi Code of 1972, Annotated.*

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3.4.6 Add a new Subparagraph as follows:

*In providing materials for the proper execution and completion of the Work, the Contractor shall comply with the provisions of Section 31-5-23 of the Mississippi Code of 1972, Annotated.*

3.5 **Warranty**

3.5.1 Change each instance of the word "Architect" to "Prime Professional".

3.7 **Permits, Fees, Notices and Compliance with Laws**

3.7.1 Change this Subparagraph to read as follows:

*Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for any applicable permits, fees, licenses, and inspections by government agencies necessary for the proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.*

3.7.3 Delete the words "knowing it to be" from this Subparagraph.

3.7.4 Change each instance of the word "Architect" to "Prime Professional" and change the word "Architect's" to "Prime Professional's".

3.7.5 Change the word "Architect" to "Prime Professional".

3.9 **Superintendent**

3.9.2 Change this Subparagraph to read as follows:

*The Contractor, as soon as practicable after award of the Contract, and prior to commencement of any on-site Work, shall notify the Owner and Prime Professional of the name, qualifications and references of the proposed superintendent and any assistant superintendents where provided for in the Contract Documents. Within 14 days of receipt of the information, the Prime Professional shall notify the Contractor stating whether the Owner or the Prime Professional (1) has reasonable objection to the proposed superintendent based upon information provided or other requirements provided for in the Contract Documents or (2) requires additional information or time for review. Failure of the Prime Professional to respond within the 14-day period shall constitute notice of no reasonable objection.*

3.9.3 Change the word "Architect" to "Prime Professional".

3.10 **Contractor's Construction and Submittal Schedules**

3.10.1 Change this Subparagraph to read as follows:

*The Contractor, promptly after being awarded the Contract, and no later than fifteen days after the date established in the Notice to Proceed, shall submit for the Owner's and Prime Professional's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed the time limits current under the Contract Documents. Submission of a schedule that indicates or expresses an intent to complete Work prior to the time limits established by the Contract Documents shall not make the Owner liable to the Contractor for any failure to achieve early completion or obligate the Owner to take or prevent any actions to facilitate the Contractor's completion prior to the expiration of the Contract Time. The schedule shall be revised monthly or at more frequent intervals as required by the conditions of the Work and Project.*

3.10.2 Change each instance of the word "Architect's" to "Prime Professional's" and change the word "Architect" to "Prime Professional".

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3.10.3 Change the word "Architect" to "Prime Professional".

**3.11 Documents and Samples at the Site**

Change each instance of the word "Architect" to "Prime Professional".

**3.12 Shop Drawings, Product Data and Samples**

3.12.4 Change each instance of the word "Architect" to "Prime Professional".

3.12.5 Change each instance of the word "Architect" to "Prime Professional".

3.12.6 Change the word "Architect" to "Prime Professional".

3.12.7 Change the word "Architect" to "Prime Professional".

3.12.8 Change each instance of the word "Architect's" to "Prime Professional's" and change the word "Architect" to "Prime Professional".

3.12.9 Change the word "Architect" to "Prime Professional" and change the word "Architect's" to "Prime Professional's".

3.12.10.1 Change each instance of the word "Architect" to "Prime Professional".

3.12.10.2 Change each instance of the word "Architect" to "Prime Professional".

**3.15 Cleaning Up**

3.15.2 Change this Subparagraph to read as follows:

*If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the cost thereof shall be assessed to the Contractor.*

**3.16 Access to Work**

Change this Paragraph to read as follows:

*The Contractor shall provide the Owner, Prime Professional, Commissioning Authority Professional, Separate Contractors and their authorized representatives with access to the Work in preparation and progress wherever located. This shall include the provision of lifts, ladders, scaffolding and/or equivalent for access to elevated work.*

**3.17 Royalties, Patents and Copyrights**

Change each instance of the word "Architect" to "Prime Professional".

**3.18 Indemnification**

3.18.1 Change this Subparagraph to read as follows:

*To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the Owner, Prime Professional, Prime Professional's consultants, Commissioning Authority Professional, Commissioning Authority Professional's consultants, as well as the State of Mississippi, its Commissioners, Board Members, officers, employees, agents, and representatives, from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of or caused by Contractor's and/or its partners, principals, agents, employees, and/or subcontractors in the performance of or failure to perform this Agreement. In the State's sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State; Contractor shall be solely liable for all reasonable costs and/or expenses associated with such defense and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc., without the State's concurrence, which the State shall not unreasonably withhold.*

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**Article 4**  
**ARCHITECT**

Change the title of this article from "ARCHITECT" to "PRIME PROFESSIONAL".

**4.1 General**

4.1.1 Change this Subparagraph to read as follows:

*The Prime Professional is the person identified as the Professional in the Agreement Between the Owner and the Contractor and retained by the Owner pursuant to Section 2.3.2.*

4.1.2 Change each instance of the word "Architect" to "Prime Professional".

**4.2 Administration of the Contract**

4.2.1 Change the first line of this Subparagraph to read as follows:

*The Prime Professional will provide administration of the Contract as described in the Contract Documents, and will be the Owner's representative during construction until the end of the period for correction of Work as described in Section 12.2.*

4.2.2 Change each instance of the word "Architect" to "Prime Professional".

4.2.3 Change each instance of the word "Architect" to "Prime Professional".

4.2.4 Change each instance of the word "Architect" to "Prime Professional" and each instance of the word "Architect's" to "Prime Professional's".

4.2.5 Change the word "Architect's" to "Prime Professional's" and change the word "Architect" to "Prime Professional".

4.2.6 Change each instance of the word "Architect" to "Prime Professional".

4.2.7 Change each instance of the word "Architect" to "Prime Professional" and each instance of the word "Architect's" to "Prime Professional's".

4.2.8 Change each instance of the word "Architect" to "Prime Professional".

4.2.9 Change the word "Architect" to "Prime Professional".

4.2.10 Change each instance of the word "Architect" to "Prime Professional" and the word "Architect's" to "Prime Professional's".

4.2.11 Change the word "Architect" to "Prime Professional" and the word "Architect's" to "Prime Professional's".

4.2.12 Change each instance of the word "Architect" to "Prime Professional".

4.2.13 Change the word "Architect's" to "Prime Professional's".

4.2.14 Change each instance of the word "Architect" to "Prime Professional".

**Article 5**  
**SUBCONTRACTORS**

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5.2 **Award of Subcontracts and Other Contracts for Portions of the Work**

5.2.1 Change this Subparagraph to read as follows:

*Unless otherwise stated in the Contract Documents or the bidding requirements, the Contractor, prior to award of the Contract by the Owner, shall furnish in writing to the Owner through the Prime Professional, the names, classifications, and COR #'s of Sub-Contractors over Fifty Thousand Dollars (\$50,000.00) (as well as entities who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. Such list shall also include any Mechanical, Plumbing, or Electrical Sub-Contractor as listed on Proposal Form regardless of amount. Within 7 days of receipt of the information, the Prime Professional shall notify the Contractor whether the Owner or the Prime Professional (1) has reasonable objection to any such proposed Sub-Contractor or entity based upon information provided or other requirements provided for in the Contract Documents or (2) requires additional information or time for review. Failure of the Prime Professional to respond within the 7-day period shall constitute notice of no reasonable objection. Where a Project involves a Mississippi Landmark or a building and/or site potentially eligible for such designation, the Contractor shall also furnish documentation that all Sub-Contractors, regardless of Sub-Contract amount, have at least the minimum number of years of successful experience specified by the Prime Professional in work on previous projects involving State or National Landmarks of similar type, scale and complexity and that all key personnel to be utilized to perform the Work are experienced craftsmen with not less than five (5) years of experience.*

5.2.2 Change this Subparagraph to read as follows:

*The Contractor shall not contract with a proposed Sub-Contractor or entity to whom the Owner or Prime Professional has made reasonable and timely objection. Other than the Mechanical, Plumbing, or Electrical Sub-Contractors as listed on the Proposal Form, the Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection. Only where the listed Mechanical, Plumbing, or Electrical Sub-Contractor has (1) closed their business (2) entered into bankruptcy or (3) refuses to enter into a contract with the Contractor will substitution of such Sub-Contractor be permitted prior to the execution of the Agreement Between the Owner and Contractor. Substitution for refusal to enter into contract shall not be permitted if the reason for such refusal is due to unilateral reduction by Contractor of such Sub-Contractor's bid price.*

5.2.3 Change this Subparagraph to read as follows:

*If the Owner or Prime Professional has reasonable objection to a Sub-Contractor or entity proposed by the Contractor, other than the Mechanical, Plumbing, or Electrical Sub-Contractors as listed on the Proposal Form, the Contractor shall propose another to whom the Owner or Prime Professional has no reasonable objection. Neither the Contract Sum nor Contract Time may be increased or decreased due to any change in Sub-Contractor or entity. Failure of Contractor to identify Sub-Contractors or entities to whom the Owner and Prime Professional have no reasonable objections within 10 working days of initial submission shall result in the bid or proposal being deemed non-responsible at which time the Owner may elect to award to the next lowest responsive, responsible bidder or resolicit the project.*

5.2.4 Change this Subparagraph to read as follows:

*Following the execution of the Agreement Between the Owner and Contractor, the Contractor shall not substitute a Sub-Contractor or entity for one previously selected if the Owner or Prime Professional makes reasonable objection to such substitution. In no case shall substitution of Mechanical, Plumbing or Electrical Sub-Contractors be permitted except where such Sub-Contractor has (1) closed their business (2) entered into bankruptcy (3) becomes in arrears or (4) becomes involved in an ongoing dispute with the Contractor related to the Sub-Contractor's execution, workmanship, or timely performance of their portion of the Work.*

**Article 6**

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## CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

- 6.2.2 Change each instance of the word "Architect" to "Prime Professional".
- 6.3 Change the word "Architect" to "Prime Professional".

### **Article 7** **CHANGES IN THE WORK**

#### **7.2 Change Orders**

- 7.2.1 Change each instance of the word "Architect" to "Prime Professional".
- 7.2.2 Add a new Subparagraph as follows:

*The maximum mark-up included in a Change Order for profit and overhead is limited to twenty percent (20%) of the total of the actual cost for materials, labor and subcontracts. Profit and overhead include: all taxes, fees, permits, insurance, bond, job superintendent, job and home office expense. All Sub-Contractors and Sub-Sub-Contractors shall acquiesce to the same requirements when participating in a Change Order.*

#### **7.3 Construction Change Directives**

- 7.3.4 Change the word "Architect" to "Prime Professional".
- 7.3.4.1 Change the word "Architect" to "Prime Professional".
- 7.3.6 Change this Subparagraph to read as follows:

*Upon receipt of a Construction Change Directive signed by the Prime Professional and the Owner, the Contractor shall promptly proceed with the change in the Work and advise the Prime Professional of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.*

- 7.3.7 Change this Subparagraph to read as follows:

*A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall become effective once signed by the Prime Professional and the Owner and will subsequently be incorporated into a Change Order.*

- 7.3.8 Change the word "Architect" to "Prime Professional".
- 7.3.9 Change this Subparagraph to read as follows:

*Until such time that a Construction Change Directive is recorded as a Change Order, the Contractor may not request payment for Work completed under the Construction Change Directive in Applications for Payment.*

- 7.3.10 Change each instance of the word "Architect" to "Prime Professional".
- 7.4 Change each instance of the word "Architect" to "Prime Professional" and the word "Architect's" to "Prime Professional's".

### **Article 8**

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## TIME

### 8.1 Definitions

#### 8.1.2 Change this Subparagraph to read as follows:

*The date of commencement of the Work is the date established in the Notice to Proceed.*

#### 8.1.3 Change the word "Architect" to "Prime Professional".

### 8.2 Progress and Completion

#### 8.2.1 Change this Subparagraph to read as follows:

*Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work and acknowledges that such period includes time for all applicable submittals, selections, reviews, approvals, inspections, meetings, as well as discovery and investigation of any latent conditions.*

#### 8.2.2 Change this Subparagraph to read as follows:

*The Contractor shall not knowingly commence the Work prior to the date established in the Notice to Proceed or the effective dates of bond and insurance required to be furnished by the Contractor.*

### 8.3 Delays and Extensions of Time

#### 8.3.1 Change this Subparagraph to read as follows:

*If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Prime Professional, of an employee of either, or of a Separate Contractor; (2) by labor disputes, pandemics, acts of terrorism, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions in excess of any weather days otherwise provided for in the Contract Documents that are documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (3) by delay authorized by the Owner pending dispute resolution; or (4) by other causes that the Contractor asserts, and the Owner, in consultation with the Prime Professional determines justify delay, then the Contract Time shall be extended for such reasonable time as the Owner, in consultation with the Prime Professional, may determine. Such determination shall take into consideration the critical path of the Work and will be reduced by any float in the Contractor's Construction Schedule that does not affect the overall completion of the Work. Except where such delay is due to suspension by the Owner in accordance with Article 14 or such delay has the effect of stopping all progress of the Work for 14 calendar days or more, the Contract Sum will not be increased for additional general overhead expenses; however, it may be increased for direct expenses directly related to the delay of specific portions of the Work so delayed. Any claim for loss or any delay occasioned by any Sub-Contractor or entity under contract with the Contractor, shall be settled between the Contractor and such other Sub-Contractor or entity.*

## Article 9

## PAYMENTS AND COMPLETION

### 9.2 Schedule of Values

#### Change this Paragraph to read as follows:

*Where the Contract is based on a stipulated sum, the Contractor shall submit a schedule of values to the Prime Professional, at least 10 working days before the first Application for Payment, a schedule of values allocating the entire Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Prime Professional. This schedule, unless objected to by the Prime Professional or Owner, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any subsequent changes to the schedule of values shall be submitted to the Prime Professional and supported by such data to substantiate its accuracy as the Prime Professional may require, and unless object to by the Prime Professional or Owner, shall be used as a basis for reviewing the*

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*Contractor's subsequent Applications for Payment.*

**9.3 Applications for Payment**

**9.3.1 Add a new sentence to the end of this Subparagraph:**

*The form of Application for Payment will be AIA Document G702, Application and Certification for Payment, supported by AIA Document G703, Continuation Sheet, or a computer generated form containing similar data.*

**9.3.1.1 Delete this Subparagraph in its entirety.**

**9.3.1.3 Add a new Clause to Subparagraph 9.3.1 as follows:**

*On any contract as described herein, of which the total amount is Two Hundred Fifty Thousand Dollars (\$250,000.00) or greater, or on any contract with a subcontractor, regardless of amount, five percent (5%) shall be retained until the Work is at least fifty percent (50%) complete, on schedule and satisfactory in the Prime Professional's opinion, at which time fifty percent (50%) of the retainage held to date shall be returned, subject to consent of surety, to the prime contractor for distribution to the appropriate subcontractors and suppliers; provided, however, that future retainage shall be withheld at the rate of two and one-half percent (2 1/2%). When submitting request for reduction in retainage, the Contractor will include, with the application, a Consent of Surety to Reduction which is AIA Form G707A, and a Power of Attorney. (Code 31-5-33)*

**9.3.1.4 Add a new Clause to Subparagraph 9.3.1 as follows:**

*The Contractor must submit each month with this Application for Payment a separate letter stating that he is requesting an extension of time or that he had no need for an extension for that period of time. No payment on a monthly application will be considered due and payable until the letter is received. Complete justification such as weather reports or other pertinent correspondence must be included for each day's request for extension. A Contractor's letter, or statement, will not be considered as adequate justification. The receipt of this request and data by the Owner will not be considered as approval of the Owner or Prime Professional in any way.*

**9.3.2.1 Add a new Clause to Subparagraph 9.3.2 as follows:**

*Payment in an amount not greater than the documented cost paid by the Contractor for ~~on~~ materials stored at some location other than the Project site, may be approved by the Prime Professional and the Owner after the Contractor has submitted the following items:*

- .1 An acceptable Lease Agreement between the General Contractor and the owner of the land, or building, where the materials are stored covering the specific area where the materials are located.*
- .2 Consent of Surety, or other acceptable Bond, to cover the materials stored off-site.*
- .3 All Perils Insurance coverage for the full value of the materials stored off-site.*
- .4 A Bill of Sale from the Manufacturer to the General Contractor for the stored materials.*
- .5 A complete list and inventory of materials manufactured, stored and delivered to the storage site and of materials removed from the storage site and delivered to the job site.*
- .6 A review by the Prime Professional of the materials stored off-site prior to release of payment. Where the storage location is greater than 50 miles of the building site, the Contractor shall pay or reimburse reasonable travel costs of the Prime Professional and/or his Consultants for such review.*
- .7 Guarantee no storage costs, additional delivery fees, or subsequent costs to the Owner.*

**9.4 Applications for Payment**

**9.4.1 Change each instance of the word "Architect" to "Prime Professional" and the word "Architect's" to "Prime Professional's".**

**9.4.2 Change each instance of the word "Architect" to "Prime Professional" and each instance of the word "Architect's" to "Prime Professional's".**

**9.5 Decisions to Withhold Certification**

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9.5.1 Change each instance of the word "Architect" to "Prime Professional" and the word "Architect's" to "Prime Professional's".

9.5.1.7 Delete the word "repeated" from this Clause.

9.5.2 Change the word "Architect" to "Prime Professional".

9.5.3 Delete this Subparagraph in its entirety.

9.5.4 Change each instance of the word "Architect" to "Prime Professional".

**9.6 Progress Payments**

9.6.1 Change each instance of the word "Architect" to "Prime Professional".

9.6.2 Change the first line of this Subparagraph to read as follows:

*The Contractor shall pay each Sub-Contractor and material supplier, in accordance with Section 31-5-27 of the Mississippi Code 1972, Annotated, in proportion to the percentage of work completed by each less applicable retainage.*

9.6.3 Change each instance of the word "Architect" to "Prime Professional".

9.6.4 Change the word "Architect" to "Prime Professional".

9.6.9 Add a new Subparagraph as follows:

*The amount retained by the Contractor from each payment to each Sub-Contractor and material supplier shall not exceed the percentage retained by the Owner from the Contractor.*

9.6.9.1 Add a new Clause to Subparagraph 9.6.9 as follows:

*The Contractors shall submit monthly certification, in accordance with Section 31-5-25 of the Mississippi Code 1972, Annotated, on Owner's "Affidavit Certifying Payment to All Subcontractors" form, to the Prime Professional indicating payments to subcontractors on prior payment request.*

9.6.10 Add a new Subparagraph as follows:

*The Owner agrees to make payment in accordance with Mississippi Law on "Time for full and final payment to contractors; exemptions; monthly submission by contractors of proof of payment to subcontractors", Section 31-5-25 of the Mississippi Code of 1972, Annotated, which generally provides for payment of undisputed amounts within forty-five (45) days of when they are due and payable. Payments by state agencies using the statewide electronic payment and remittance vehicle shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency. No payment, including final payment, shall be construed as acceptance of defective or incomplete work, and the Contractor shall remain responsible and liable for full performance.*

**9.7 Failure of Payment**

Change this Paragraph to read as follows:

*The Contractor and the Owner shall be subject to the remedies as prescribed in Section 31-5-25 of the Mississippi Code 1972, Annotated.*

**9.8 Substantial Completion**

9.8.1 Add the following sentence to the end this Subparagraph to read as follows:

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*In order to be considered occupiable or utilizable by the Owner, all life safety systems must be operable and tested and the commissioning requirements for the Work or designated portion thereof must be complete except for thermographs of electrical systems, trend log monitoring, seasonal testing, near-warranty end activities and verification of training sessions.*

9.8.3 Change this Subparagraph to read as follows:

*Upon receipt of the Contractor's list, the Prime Professional will promptly visit the site to determine whether the Work or designated portion thereof is substantially complete. If, in the opinion of the Prime Professional, the Work or designated portion thereof is not substantially complete, the Prime Professional will not proceed with inspection and the Prime Professional will report the reasons for such determination to the Contractor. In such case, the Contractor shall then submit a revised list and request for inspection when these reasons have been resolved.*

9.8.4 Change this Subparagraph to read as follows:

*When the Work or designated portion thereof is substantially complete and affirmed by the Owner, the Prime Professional will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the punch list accompanying the Certificate. Unless otherwise provided in the Contract Documents, warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.*

9.9 **Partial Occupancy or Use**

9.9.1 Change each instance of the word "Architect" to "Prime Professional".

9.9.2 Change the word "Architect" to "Prime Professional".

9.10 **Final Completion and Final Payment**

9.10.1 Change this Subparagraph and add the associated Clauses to read as follows:

*When, in the opinion of the Contractor, the Work is ready for final inspection and acceptance by the Owner, the Contractor shall make such notice to the Prime Professional.*

- 1. Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance by the Owner, the Prime Professional will promptly visit the site and assess the state of the Work to determine if it is ready for final inspection by the Owner. If, in the Prime Professional's judgment, the Work is not ready for final inspection, the Prime Professional will report the reasons for such determination to the Contractor. In such case, the Contractor shall then submit a revised request for final inspection when these reasons have been resolved.*
- 2. Once the Prime determines the Work is ready for final inspection, the Prime Professional will call for final inspection of the Work with the Owner for the purpose of determining whether the Work is acceptable under the Contract Documents.*
- 3. The final inspection shall be conducted in the presence of the Owner and a list of defects or discrepancies, if any, will be compiled into a final punch list furnished to all parties.*
- 4. Once corrections of all final punch list items have been confirmed by the Prime Professional, the Prime Professional will provide a letter recommending final acceptance of the Work to the Owner.*

9.10.2 Change this Subparagraph to read as follows:

*Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Prime Professional (1) final application for payment, (2) consent of surety to final payment, (3) power of attorney, (4) Contractor's affidavit of release of liens, (5) Contractor's affidavit of payment of debts and claims, (6) Contractor's guarantee of work, (7) Project Record Documents and (8) certificates, warranties, guarantees, bonds or documents as called for in the individual sections of the Project Manual. The final payment will be reduced by the value of any amounts assessed to the Contractor*

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per Section 2.5 Owner's Right to Carry Out the Work, Section 6.3 Owners Right to Clean Up, or Section 9.11 Liquidated Damages where such amounts have not been reconciled by a Change Order per Section 7.2 prior to final acceptance unless such amounts have been resolved via separate agreement(s) between the Owner and the Contractor.

**9.11 Liquidated Damages**

**9.11.1 Add a new Paragraph as follows:**

*Time being of the essence and a matter of material consideration thereof, a reasonable estimate in advance is established to cover losses incurred by the Owner if the project is not substantially complete on the date set forth in the Contract Documents. The Contractor and his Surety will be liable for and will be assessed by the Owner the sums stipulated in Paragraph 2.2 of the Standard Form of Agreement Between the Owner and the Contractor as fixed and agreed as liquidated damages for each calendar day of delay until the work is substantially complete unless circumstances dictate otherwise in the discretion of the Owner. The Contractor and his Surety acknowledge that losses to the Owner caused by the delay of the Contractor are not readily ascertainable and that the amount estimated per day and established as liquidated damages is reasonable and not a penalty.*

**Article 10**

**PROTECTION OF PERSONS AND PROPERTY**

**10.2 Safety of Persons and Property**

**10.2.5 Change this Subparagraph to read as follows:**

*The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Clauses 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Sub-Contractor, a Sub-Sub-Contractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible for Clauses 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss attributable to acts or omissions of the Owner or Prime Professional and not attributable to the fault or negligence of the Contractor. Where damage or loss is insured under property insurance required by the Contract Documents, the Contractor shall promptly report, file and facilitate the claim process so as to minimize any impacts on the timely completion of the Work. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Paragraph 3.18.*

**10.3 HAZARDOUS MATERIALS**

**10.3.2 Delete this Subparagraph in its entirety.**

**10.3.3 Delete this Subparagraph in its entirety.**

**10.3.4 Delete this Subparagraph in its entirety.**

**10.3.5 Delete this Subparagraph in its entirety.**

**10.3.6 Delete this Subparagraph in its entirety.**

**Article 11**

**INSURANCE AND BONDS**

**11.1 Contractor's Insurance and Bonds**

**11.1.1 Add a sentence to the end of this Subparagraph as follows:**

*Insurance shall be purchased to protect the Contractor from claims set forth below for not less than the limits of liability specified below or required by law, whichever coverage is greater, which may arise out of or result from the Contractor's*

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operations and completed operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Sub-Contractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Add new Clauses as follows:

1 GENERAL LIABILITY:

Commercial General Liability  
(Including XCU)

General Aggregate.....	\$ 1,000,000.00 Aggregate
Products & Completed Operations.....	\$ 1,000,000.00 Aggregate
Personal & Advertising Injury.....	\$ 500,000.00 Per Occurrence
Bodily Injury & Property Damage.....	\$ 1,000,000.00 Per Occurrence
Fire Damage Liability.....	\$ 50,000.00 Per Occurrence
Medical Expense.....	\$ 5,000.00 Per Person

2 OWNERS & CONTRACTORS PROTECTIVE LIABILITY:

Bodily Injury & Property Damage.....	\$ 1,000,000.00 Aggregate
Bodily Injury & Property Damage.....	\$ 500,000.00 Per Occurrence

3 AUTOMOBILE LIABILITY:

(Owned, Non-owned & Hired Vehicles)

Contractor Insurance Option Number 1:

Bodily Injury & Property Damage.....	\$ 500,000.00 Per Occurrence
(Combined Single Limit)	

Contractor Insurance Option Number 2:

Bodily Injury.....	\$ 250,000.00 Per Person
Bodily Injury.....	\$ 500,000.00 Per Accident
Property Damage.....	\$ 100,000.00 Per Occurrence

4 EXCESS LIABILITY:

(Umbrella on projects over \$500,000)

Bodily Injury & Property Damage.....	\$ 1,000,000.00 Aggregate
(Combined Single Limit)	

5 WORKERS' COMPENSATION:

(As required by Statute)

EMPLOYERS' LIABILITY:

Accident.....	\$ 100,000.00 Per Occurrence
Disease.....	\$ 500,000.00 Policy Limit
Disease.....	\$ 100,000.00 Per Employee

6 PROPERTY INSURANCE:

Builder's Risk.....	\$ Equal to Value of Work
or	
Installation Floater.....	\$ Equal to Value of Work

11.1.5 Add a new Subparagraph to read as follows:

Insurance shall be maintained without interruption from the date of commencement of the Work until the date of final payment unless otherwise noted on the Certificate of Substantial Completion.

11.1.6 Add a new Subparagraph to read as follows:

Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to final execution of the Contract and

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thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by this Section 11.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished by the Contractor with reasonable promptness.

11.1.7 Add a new Subparagraph as follows:

*If the coverages are provided on a claims-made basis, the policy date or retroactive date shall predate the Contract; the termination date, or the policy, or applicable extended reporting period shall be no earlier than the termination date of coverages required to be maintained after final payment.*

11.1.8 Add a new Subparagraph as follows:

*If any insurance requires deductibles, the Contractor shall pay costs not covered because of such deductibles.*

11.1.9 Add a new Subparagraph as follows:

*The Owner as fiduciary shall have power to adjust and settle a loss with Insurers unless one of the parties in interest shall object in writing within five (5) days after occurrence of loss.*

11.2 **Owner's Insurance**

Delete this Paragraph in its entirety and substitute the following:

*The Contractor shall purchase and maintain such insurance as will protect the Owner from his contingent liability to others for damages because of bodily injury, including death, and property damage, which may arise from operations under this Contract and other liability for damages which the Contractor is required to insure under any provision of this Contract. Certificate of this insurance will be filed with the Owner and will be the same limits set forth in 11.1.5.*

11.2.1 Delete this Subparagraph in its entirety.

11.2.2 Delete this Subparagraph in its entirety.

11.2.3 Delete this Subparagraph in its entirety.

11.3 **Waivers of Subrogation**

11.3.1 Delete this Subparagraph in its entirety.

11.3.2 Delete this Subparagraph in its entirety.

11.5 **Adjustment and Settlement of Insured Loss**

11.5.1 Delete this Subparagraph in its entirety.

11.5.2 Delete this Subparagraph in its entirety.

**Article 12**

**UNCOVERING AND CORRECTION OF WORK**

12.1 **Uncovering of Work**

12.1.1 Change each instance of the word "Architect's" to "Prime Professional's", change the word "Architect" to "Prime Professional",

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and add the words "or Contract Sum" at the end of this sentence.

12.1.2 Change each instance of the word "Architect" to "Prime Professional".

**12.2 Correction of Work**

12.2.1 Change the word "Architect" to "Prime Professional" and the word "Architect's" to "Prime Professional's".

12.2.2.1 Change the word "Architect" to "Prime Professional".

**Article 13**  
**MISCELLANEOUS PROVISIONS**

**13.1 Governing Law**

Change this Paragraph to read as follows:

*The Contract shall be governed by the laws of the State of Mississippi.*

**13.3 Rights and Remedies**

13.3.2 Change the word "Architect" to "Prime Professional".

**13.4 Tests and Inspections**

13.4.1 Change each instance of the word "Architect" to "Prime Professional and Commissioning Authority Professional".

13.4.2 Change the first two instances of the word "Architect" to "Prime Professional" and the second two instances of the word "Architect" to "Prime Professional and Commissioning Authority Professional".

13.4.3 Change the word "Architect" to "Prime Professional's and Commissioning Authority Professional's".

13.4.5 Change each instance of the word "Architect" to "Prime Professional\_and/or the Commissioning Authority Professional".

13.5 Delete this Paragraph in its entirety.

**Article 14**  
**TERMINATION OR SUSPENSION OF THE CONTRACT**

**14.1 Termination by the Contractor**

14.1.1.3 Change the word "Architect" to "Prime Professional".

14.1.1.4 Delete this Clause in its entirety.

14.1.3 Change the word "Architect" to "Prime Professional".

14.1.4 Change the word "Architect" to "Prime Professional".

**14.2 Termination by the Owner for Cause**

14.2.1.1 Delete the word "repeatedly" from this Clause.

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14.2.1.3 Delete the word "repeatedly" from this Clause.

14.2.1.3 Delete the word "or" from this Clause.

14.2.1.4 Change the period to a semi-colon and add the word "or" to this Clause.

14.2.1.5 Add a new Clause as follows:

*fails to achieve Substantial Completion of the Project within the time limits established by the Contract Documents.*

14.2.2 Change the word "Architect" to "Prime Professional" and change the words "certification by" to "advice of".

14.2.4 Change the word "Architect's" to "Prime Professional's".

## **Article 15**

### **CLAIMS AND DISPUTES**

#### **15.1 Claims**

15.1.2 Change this Subparagraph to read as follows:

##### ***Commencement of Statutory Limitation Period***

*The Owner and Contractor shall commence all claims and causes of action within the time period specified by applicable state law.*

15.1.3.1 Change each instance of the word "Architect" to "Prime Professional".

15.1.4 Change this Subparagraph to read as follows:

*Where both the Owner and the Contractor concur with the Initial Decision Maker's decision, the Contract Sum and Contract Time shall be adjusted in accordance with Article 7 and the Prime Professional will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.*

15.1.7 Delete this Subparagraph in its entirety.

#### **15.2 Initial Decision**

15.2.1 Change this Subparagraph to read as follows:

*Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3 and 10.4, shall be referred to the Initial Decision Maker for initial decision. The Prime Professional will serve as the Initial Decision Maker. An initial decision by the Initial Decision Maker shall be required as a condition precedent to arbitration or litigation of all Claims between the Contractor and Owner arising prior to the date final payment is due, unless 30 days have passed after the Claim has been referred to the Initial Decision Maker with no decision having been rendered by the Initial Decision Maker. The Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.*

15.2.2 Change the words "approve the Claim" to "recommend approval of the Claim to the Owner".

15.2.4 Change the words "reject or approve the Claim" to "recommend rejection or approval of the Claim to the Owner".

15.2.5 Change the Subparagraph to read as follows:

*The Initial Decision Maker will render an initial decision to recommend approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision recommendation shall (1) be in writing; (2) state the*

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*reasons therefor; and (3) notify the parties and the Prime Professional, if the Prime Professional is not serving as the Initial Decision Maker, of any recommended change in the Contract Sum or Contract Time or both. Where the Owner concurs with the recommendation it is binding on the parties but subject to arbitration or litigation.*

15.2.6 Delete this Subparagraph in its entirety.

15.2.6.1 Delete this Clause in its entirety.

15.3 **Mediation**

15.3.1 Delete this Subparagraph in its entirety.

15.3.2 Delete this Subparagraph in its entirety.

15.3.3 Delete this Subparagraph in its entirety.

15.3.3 Delete this Subparagraph in its entirety.

15.3.4 Delete this Subparagraph in its entirety.

15.4 **Arbitration**

15.4.1 Delete this Subparagraph in its entirety.

15.4.1.1 Delete this Clause in its entirety.

15.4.2 Delete this Subparagraph in its entirety.

15.4.3 Delete this Subparagraph in its entirety.

15.4.4 Delete this Subparagraph in its entirety.

15.4.4.1 Delete this Clause in its entirety.

15.4.4.2 Delete this Clause in its entirety.

15.4.4.3 Delete this Clause in its entirety.

15.5 Add a new Paragraph as follows:

***Arbitration Procedures for the Owner***

*All matters of dispute arising out of any agreement with the Owner or Owner's Board for planning, design, engineering, construction, erection, repair, or alteration of any building, structure, fixture, road, highway, utility or any part thereof, or any agreement with the Owner or Owner's Board for architectural, engineering, surveying, planning, and related professional services which provides for mediation or arbitration, shall comply with the following course for resolution. No arbitration hearing shall be granted on any claim in excess of One Hundred Thousand Dollars (\$100,000.00).*

15.5.1 Add a new Subparagraph and Clauses as follows:

***Conditions Precedent to Arbitration***

*.1 The aggrieved party must first notify opposing party in writing in detail of the matter(s) in dispute the amount involved and*

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the remedy sought. Such writing shall include copies of any documents, writings, plans, or other matter pertinent to the resolution of the dispute. The Director/Head of the Owner and a principal of the opposing party shall be the proper parties for such notice and shall be active parties in any subsequent dispute resolution.

- 2 If the dispute cannot be satisfactorily resolved, within thirty (30) days of the complaint being rejected in writing by either party, notice by certified mail shall be given to the Director or Head of Owner or Owner's Board. A copy of the notice shall be sent by certified mail to the opposing party. Such notice shall be in writing setting forth in detail the matter(s) in dispute, the amount involved, the remedy sought and state that informal resolution between the parties cannot be reached. Such writing shall include copies of any documents, writings, plans, or other matter pertinent to the resolution of the dispute. Opposing party shall have the opportunity to set forth in writing a rebuttal with pertinent documents attached. At the sole discretion of the Deputy Director, oral testimony may be had on the matter.

15.5.2 Add a new Subparagraph as follows:

#### **Requests for Arbitration**

Within thirty (30) days of a claim being rejected in writing by the Director or Head of Owner or Owner's board, either party may request arbitration. Notices for requests for arbitration shall be made in writing to the Executive Director / Director of Owner or Owner's Board. Such notice shall set forth in detail the matter(s) in dispute, the amount involved, and the remedy sought. A copy of the request shall be mailed to the opposite party. The party requesting arbitration must deposit the sum of two hundred (\$200.00) with its request as a deposit against costs incurred by the arbitrators. Each party will be notified in writing in any manner provided by law of certified mail not less than twenty (20) days before the hearing of the date, time and place for the hearing. Appearance at the hearing waives a party's right to notice.

15.5.3 Add a new Subparagraph as follows:

#### **Selection of Arbitrators**

Upon request for arbitration, a panel of three (3) arbitrators shall be chosen. One (1) member shall be appointed by the Executive Director / Director or Head of Owner or Owner's Board. One (1) member shall be appointed by the executive director of a professional or trade association which represents interests similar to that of the non-state party. The third member shall be appointed by the first two.

15.5.4 Add a new Subparagraph as follows:

#### **Hearings**

All hearings shall be open to the public. All hearings will be held in Jackson, Mississippi, unless another location is mutually agreed to by the parties. The hearings shall be conducted as prescribed by **Mississippi Code 1972, Annotated**, Sections 11-15-113, 11-15-115, and 11-15-117. A full and complete record of all proceedings shall be taken by a certified court reporter. The scheduling and cost of retaining the court reporter shall be the responsibility of the party requesting arbitration. The costs of transcription of the record shall be the responsibility of the party requesting such transcript. No arbitration hearing shall be held without a certified court reporter. Deliberations of the arbitrators shall not be part of the record.

15.5.5 Add a new Subparagraph as follows:

#### **Awards**

Awards shall be made in writing and signed by the arbitrators joining in the award. A copy of the award shall be delivered to the parties by certified mail.

15.5.6 Add a new Subparagraph as follows:

#### **Fees and Expenses**

Reasonable fees and expenses, excluding counsel fees, incurred in the conduct of the arbitration shall be at the discretion of

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*the Arbitrator except each party shall bear its own attorney's fees and costs of expert witnesses.*

- 15.5.7 Add a new Subparagraph as follows:

***Modifications, Confirmations, and Appeals***

*All modifications, confirmations and appeals shall be as prescribed by Mississippi Code 1972, Annotated, Section 11-15-123 et seq. All awards shall be reduced to judgment and satisfied in the same manner other judgments against the State are satisfied.*

- 15.5.8 Add a new Subparagraph as follows:

***Secretary for the Arbitrators***

*All notices, requests, or other correspondence intended for the arbitrators shall be sent to Executive Director / Director / Head of Owner or Owner's Board.*

**PART 2 – FEDERAL REQUIREMENTS**

**2.01 APPLICABILITY**

When project funding includes Federal funds, the applicable Federal Labor Standards Provisions will be included herein, to which the Contractor, and all Subcontractors, shall be subject to. Where no such pages are included, then no special provisions shall apply.

**PART 3 - WAGE RATES**

**3.01 GENERAL**

When project funding includes Federal funds, the applicable Federal Government Wage Determinations will be included herein, to which the Contractor, and all Subcontractors, shall be subject to. Where no such pages are included, then no special wages shall apply.



**THE CITY OF  
OXFORD**

**Specifications**

**Temporary Ice Skating Rink for Holly Jolly Holiday**

**107 Courthouse Square  
Oxford, Mississippi**

**Mayor**

Robyn Tannehill

**Board of Alderman**

Erin Smith, Ward I

Mark Hulse, Ward II

Brian Hyneman, Ward III

Kesha Howell-Atkinson, Ward IV

Preston Taylor, Ward V

Jason Bailey, Pro-Tem, Ward VI

Mary Margaret Crowe, Alderman At-Large

107 Courthouse Square  
Oxford, Mississippi 38655

July 2025

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July 29, 2025

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I. Technical Specifications

A. The prospective bidder agrees to provide, install, and maintain the following:

- 40' x 80' ice skating rink with sides (curved or 90 degree corners). The skating area will be 3,200 square feet.
- High Efficiency Refrigeration Chiller adequate to control ice for the ice rink. The chiller shall include a heat pump, Glycol tanks and dasher board for the 3,200 square foot ice rink.
- 225 ice skates of various sizes.
- Skating aids (10 or more).
- Technician(s) needed for ice skate setup and breakdown.
- Maintenance technician for repair and maintenance service during event. If the skating rink has to be closed for repair, a maintenance technician must be able to be on-site and to repair the rink to full operational status within 24 hours. If the equipment is not working for more than 24 hours, resulting in loss of revenue from the City of Oxford, then the average daily sales will be deducted from final pay app.

B. The City of Oxford will provide the following items necessary for operation of the ice skating rink:

- Power source for skating rink within 20 feet of skating rink. 480 volts 3 phase 60 Hz 200 amps
- Tap water connection and fees for water use.
- Covered, level, concrete deck area for installation.
- Fork lift to unload materials.

II. Installer's requirements

- Installers must provide references for similar projects upon request.
- Insurance requirements are listed in Article 11.
- The equipment must be in good working order. Damages resulting from unloading or loading are the responsibility of the installer.
- If the equipment is not working for more than 24 hours, resulting in loss of revenue from the City of Oxford, then the average daily sales will be deducted from final pay app.

III. Performance requirements

The equipment provided should be in good working order. Damages to equipment during unloading or loading is the responsibility of the bidder. The City of Oxford is not responsible for any damages to equipment resulting from installation and maintenance of the product.

A bid bond (or 5% certified check) and a performance bond will be required for this contract. Per the terms on Bonds General Conditions (Page 15), "The Performance Bond is for an amount equal to the full amount of said Contract".

IV. Pre-Bid Conference

A non-voluntary pre-bid meeting will be held at the mTrade Park Pavilion at 11:00 am on August 19<sup>th</sup>. Potential bidders are highly encouraged to attend the pre-bid meeting.

V. Ice Skating Rink Location See Appendix A



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## **Appendix A**

### **Location of Temporary Ice Skating Rink**





**GENERAL  
GOVERNMENT**  
107 Court House Square  
Oxford, Mississippi 38855

Marian Levy, M.A., ASLA

**Temporary Ice Skating Rink Layout**  
mTrade Park Pavilion  
328 Old Sardis Road  
Oxford, Mississippi

## REFERENCES

DATE: \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

SITE OF AN...

SHEET NO.

L100

510

- [illegible]

FLAT CONCRETE PAVING

40' X 80' ICE SKATING RINK







# MINUTES

**City of Oxford**

**Board of Aldermen**

**Regular Meeting**

**Tuesday, September 02, 2025 at 05:00 PM**

**City Hall Courtroom**

## 1. Opening the Meeting

### 1.a. Call to Order.

The Regular Meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, September 2, 2025, in the courtroom of Oxford City Hall, when and where the following were present:

Robyn Tannehill, Mayor  
Erin Smith, Alderman Ward I  
Mark Hulse, Alderman Ward II-via Microsoft Teams  
Brian Hyneman, Alderman Ward III  
Kesha Howell-Atkinson, Alderman Ward IV  
Preston Taylor, Alderman Ward V  
Jason Bailey, Alderman Ward VI  
Mary Martha Crowe, Alderman At-Large

Mayo Mallette, PLLC- Of Counsel  
Ashley Atkinson- City Clerk  
Hollis Green- Chief Operating Officer  
Mark Levy- General Government  
Braxton Tullos- Human Resources Director  
Holly Tubbs- Human Resources  
Ben Requet- Dev Svcs- Director of Planning  
John Crawley- Dev Svcs- City Engineer  
Johnathan Mizell- Dev Svcs- Building Official  
Jeff McCutchen- Police Chief  
Rusty Rasberry- Deputy Police Chief  
David Sabin- PACE Unit, Oxford Police Department  
Paul Sheppard- Oxford Police Department  
Joey Gardner- Fire Chief  
Shane Fortner- Emergency Management Director  
Marlee Carpenter- Stronger Together Director  
Rob Neely- General Manager of Oxford Utilities  
Amberlyn Liles- Environmental Services Superintendent  
Greg Pinion- Buildings & Grounds Superintendent  
Kara Giles- Executive Assistant to the Mayor

Kinney Ferris- Visit Oxford Director  
Chris Simmons- IT Director-absent  
Bryce Hertl- IT Department  
Kelli Briscoe- Oxford Animal Resource Center Director  
Nickie Denley- Municipal Court Clerk

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Smith, seconded by Alderman Hyneman to adopt the agenda for the meeting, with the addition of item 4.d. and to move items 7.a. and 7.b. to items 1.d. and 1.e. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

1.c. Mayor's Report

1.d. Consider a Resolution regarding the sale of city property not needed for municipal purposes.  
(Mark Levy)

Agenda Attachments

1. [Consider Resolution Regarding the Sale of City Property Not Needed for Municipal Purpose.pdf](#)

The Mayor gave an update of the timeline for the events surrounding this decision and reiterated that the green space around Cedar Oaks would continue to be maintained by the City as a park and walking trail. Former Alderman Rick Addy spoke and encouraged the Cedar Oaks Guild to take the house back. Cedar Oaks Guild President Keri Dibrell spoke and asked for more time to make a decision about taking the house back.

It was moved by Alderman Hyneman, seconded by Alderman Bailey to adopt a Resolution of the Mayor and Board of Aldermen regarding the sale of city property not needed for municipal purposes, as presented. All the aldermen present voting aye, with the exception of Alderman Smith who voted no, Mayor Tannehill declared the motion carried.

1.e. Request permission to advertise for sealed bids for the sale of the Cedar Oaks house. (Mark Levy)

Agenda Attachments

1. [Permission to solicit bids for the sale of Cedar Oaks.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to advertise for sealed bids for the sale of the Cedar Oaks house. The bids are due on October 15, 2025. The Cedar Oaks Guild has until October 14th to let the City know if they want to take the house. All the aldermen present voting aye, with the exception of Alderman Smith who voted no, Mayor Tannehill declared the motion carried.

2. Regular Agenda: City Clerk's Office

2.a. Request permission to approve a correction to the minutes of the Regular Meeting on September 17, 2024. (Ashley Atkinson)

Agenda Attachments

1. [Corrected\\_minutes\\_09172024.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Crowe to approve a correction to the minutes of the Regular Meeting on September 17, 2024, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request permission to approve the minutes from the Recess Meeting on August 6, 2025 and the Regular Meeting on August 19, 2025. (Ashley Atkinson)

Agenda Attachments

1. [Draft\\_08062025\\_Minutes.pdf](#)

2. [Draft\\_08192025\\_minutes.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve the minutes from the Recess Meeting on August 6, 2025 and the Regular Meeting on August 19, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.c. Request permission to approve the accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 137673-137847 and ACHs 292-294, Water & Sewer claims numbered 40287-40310 and ACHs 254-255, Trust & Agency claims numbered 53373-53437 and ACHs 193-195, Metro Narcotics claims numbered 9228-9230 and ACHs 90-91, OPC Activity Fund claims numbered 4370-4399, an SB2468 claim numbered 1007, and totaling \$1,148,604.14. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.d. Budget Hearing for fiscal year 2025-2026 proposed budget. (Ashley Atkinson)

Agenda Attachments

1. [Resolution Mill Rate 2025-2026\\_2025\\_taxroll.pdf](#)
2. [FY2025\\_2026\\_Budget\\_Summary.pdf](#)

City Clerk-Finance Director, Ashley Atkinson, presented the proposed budget for FY 2025-2026. There will be no change to the mill rate for the upcoming year and there were no public comments. The budget and the mill rate will be adopted at the upcoming Recess meeting on September 10, 2025 at 4:00pm.

3. Consider the consent agenda:

3.a. Fixed Asset Management:

- i. Request permission to declare a rim clamp 5060A tire machine with SN 594103937 surplus in the City Shop Department and authorize its disposal. (Lynwood Jones)
- ii. Request permission to declare an Apple iPad Air with SN DMPFN0ZJQ19C (audit system # 4010), an Apple Pencil with SN HJTFKWNNJKM & an Apple Smart Keyboard with SN FTPDJE7ZMJ66 (audit system # 4009- includes both pencil and keyboard), and an Apple iPad Pro with SN DMPTF2Z0GXQ4 (audit system # 2622) surplus in the Development Services - Building Department and authorize their disposal. (Johnathan Mizell)
- iii. Request permission to declare a 3rd Eye Side Camera, model AWT2049SC36 and SN 220653223, a 3rd Eye Rear Camera, model AWT2020T and SN 5374A TPC, a 3rd Eye Curbside Camera, model AWT2020T and SN 4C1FE8TPC, and a 3rd Eye Rear Camera, model AWT2020T and SN 4C1FE0TPC surplus in the Environmental Services Department and authorize their disposal. (Amberlyn Liles)
- iv. Request permission to declare a 2018 Ford Explorer with VIN 1FM5K8AR6JGA36971 (audit system # 2877) and a 2019 Dodge Charger with VIN 2C3CDXAG6KH547010 (audit system # 3650) surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)
- v. Request permission to declare a set of green John Deere pallet forks (audit system # 1515), a green John Deere grapple bucket with yellow asset tag 02759 & Wasp tag 22116 (audit system # 1895), a Ventrac Leaf Vac RU602 with SN RV602-AB01499 (audit system # 671), a Ventrac Edger ED202 with SN ED202-AA02322 and asset tag 03724 (audit system # 1023), a Ventrac Buffalo Turbine with SN 31173 and asset tag 03722 (audit system # 3327) surplus in the Buildings & Grounds Department and authorize their disposal. (Greg Pinion)
- vi. Request permission to declare a Motorola APX 6000 handheld radio with SN 481CRX9843, yellow asset tag 3122, and Wasp tag 21103 (audit system # 2363) surplus in the Oxford Fire Department and authorize its disposal. (Joey Gardner)

Agenda Attachments

1. [Tire Machine Surplus.pdf](#)
2. [Dev Svcs\\_Bldg DeptSurplus.pdf](#)
3. [Surplus Form - 3rd Eye Camera from TK411 8.18.2025.pdf](#)
4. [Surplus Form - 3rd Eye Camera from TK433 8.18.2025.pdf](#)
5. [Surplus Form - 3rd Eye Camera from TK449 8.18.2025.pdf](#)
6. [Surplus form 3rd Eye Camera System Kit - TK424.pdf](#)
7. [Surplus form - Ice Maker Machine.pdf](#)
8. [Surplus of 2 totaled chargers.pdf](#)
9. [B\\_G\\_Surplus.pdf](#)
10. [OFD\\_surplus.pdf](#)
11. [Apple Inv AF10220253- Megan Baker old iPad.pdf](#)

12. [Megan Baker old ipad form.pdf](#)
13. [Purch. details- megan baker old ipad.pdf](#)

3.b. Grants:

- i. Request permission to accept a grant, #25LE286, from the MS Office of Homeland Security, in the amount of \$102,000.00, for the Regional Fusion Center at the Oxford Police Department. (Jeff McCutchen)

Agenda Attachments

1. [MOHS\\_grant\\_Fusion\\_Center.pdf](#)

3.c. Human Resources:

- i. Request permission to promote Israel Ojeda from RDO I/EMT to Lieutenant I/EMT in the Oxford Fire Department, with a new annual salary of \$60,887.40. (Braxton Tullos)
- ii. Request permission to accept the resignation of Charles Barranco in the Oxford Fire Department, effective September 2, 2025. (Braxton Tullos)
- iii. Request permission to accept the voluntary demotion of Marley Barlow from Patrol Corporal to Records Clerk in the Oxford Police Department, with a new annual salary of \$39,351.41, effective September 4, 2025. (Braxton Tullos)
- iv. Request permission to hire Eden Cain as a Full-time Communications Officer in the Oxford Police Department, with an annual salary of \$37,575.24. (Braxton Tullos)
- v. Request permission to promote Sam Rutherford to Corporal in the Oxford Police Department, with a new annual salary of \$60,222.86, effective September 4, 2025. (Braxton Tullos)
- vi. Request permission to approve Thompson Dabney as an unpaid volunteer for the Oxford Police Department. (Braxton Tullos)
- vii. Request permission to promote Caylynn Scott from Part-time Communications Officer to Full-time Communications Officer in the Oxford Police Department, with a new annual salary of \$37,575.24, effective September 1, 2025. (Braxton Tullos)
- viii. Request permission to hire Senneca Evans as a Part-time employee, with an hourly rate of \$15.00, and to hire Beverly McGlofin as a Deputy Court Clerk, with an annual salary of \$45,205.60, in the Municipal Court Department. (Braxton Tullos)
- ix. Request permission to hire Barry Arrington as a Part-time Sports Turf Specialist in the mTrade Park Department, with an hourly rate of \$30.00. (Braxton Tullos)
- x. Request permission to hire Hannah Michaels as a Part-time Office Worker in the Environmental Services Department, with an hourly rate of \$15.00. (Braxton Tullos)
- xi. Request permission to accept the resignation of Keuntea Booker in the Environmental Services Department, effective August 21, 2025. (Braxton Tullos)
- xii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.d. Miscellaneous:

- i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
- ii. Update several ADA policies. (Braxton Tullos)
- iii. Accept donations on behalf of the Oxford ARC. (Kelli Briscoe)

Agenda Attachments

1. [Water\\_sewer\\_adj\\_09022025.pdf](#)
2. [LEP Policy - City of Oxford.pdf](#)
3. [City of Oxford MDOT Title VI Agreement.pdf](#)
4. [City of Oxford ADA Policy 2025.pdf](#)
5. [City of Oxford ADA Grievance Procedure.pdf](#)
6. [ADA GRIEVANCE FORM.pdf](#)
7. [ADA 2025 Updates Memo.pdf](#)
8. [donations.pdf](#)

3.e. Travel Requests:

- i. Request permission for an employee to attend the MSAE Annual Conference in Cleveland, MS on November 3-5, 2025 at an estimated cost of \$656.00. (Micah Quinn)

- ii. Request permission for two employees to attend the MS Tourism Association Governor's Conference in Vicksburg, MS on October 1-3, 2025 at an estimated cost of \$1,505.00. (Micah Quinn)
- iii. Request permission for an employee to attend the 2025 Municipal Court Clerk's Conference in Oxford, MS on September 17-19, 2025 at no cost to the City. (Nickie Denley)
- iv. Request permission for an Alderman to attend the 2025 MML Small Town Conference in Choctaw, MS on October 15-16, 2025 at an estimated cost of \$500.00. (Ashley Atkinson)
- v. Request permission for two employees to attend the Central Service Association (CSA) Fall Financial Conference on November 19-21, 2025 in Franklin, TN at an estimated cost of \$2,603.00. (Rob Neely)

#### 4. Regular Agenda: Other Departments

##### 4.a. Adopt a proclamation declaring September as Suicide Prevention Month.

It was moved by Alderman Smith, seconded by Alderman Crowe to adopt a proclamation declaring September as Suicide Prevention Month. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

##### 4.b. Consider an employee dress code.

###### Agenda Attachments

###### 1. [Dress Code Final.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to adopt an employee dress code, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

##### 4.c. Second Reading and Public Hearing for a proposed Ordinance amending Chapter 38, Article II- Technical Codes of the Code of Ordinances of The City of Oxford, to accept the 2024 edition of the International Fire Code. (Joey Gardner)

###### Agenda Attachments

###### 1. [OFD\\_code\\_changes.pdf](#)

After calling for public comment and receiving none, it was moved by Alderman Hyneman, seconded by Alderman Bailey to approve Ordinance 2025-11 to amend Chapter 38, Article II- Technical Codes of the Code of Ordinances of the City of Oxford, to accept the 2024 edition of the International Fire Code. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

##### 4.d. Request permission to approve budget amendments for the 5311 grant for the Oxford-University Transit System. (Donna Zampella)

###### Agenda Attachments

###### 1. [OUT Budget Amendment SA#1 8-2025.pdf](#)

###### 2. [OUT-SA #1 5311 503730 City of Oxford 24-25 Transmittal Letter.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to approve the budget amendments for the 5311 grant for the Oxford-University Transit system, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

#### 5. Regular Agenda: Police Department

##### 5.a. Request permission for St. John's Catholic Church to hire uniformed, off duty officers for traffic assistance, at an hourly rate of \$46.00. (Jeff McCutchen)

It was moved by Alderman Bailey, seconded by Alderman Hyneman to approve a request by St. John's Catholic Church to hire uniformed, off-duty officers for traffic assistance, at an hourly rate of \$46.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

##### 5.b. Request permission for St. Peter's Episcopal Church to hire uniformed, off duty officers for traffic assistance, at an hourly rate of \$46.00. (Jeff McCutchen)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to approve a



request by St. Peter's Episcopal Church to hire uniformed, off-duty officers for traffic assistance, at an hourly rate of \$46.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.c. Request permission to approve a Parade/Assembly permit for MS Sports Medicine to host a Radio show on September 8, 2025 from 1:30pm-2:30pm. (Jeff McCutchen)

Agenda Attachments

1. [Sports\\_Med\\_Parade\\_permit.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve a Parade/Assembly permit for MS Sports Medicine to host a radio show on September 8, 2025 from 1:30pm-2:30pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.d. Request permission to approve a Parade/Assembly permit for Janice Carr to host a Peaceful Protest on October 18, 2025 from 11am-1pm. (Jeff McCutchen)

Agenda Attachments

1. [Carr\\_permit.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve a Parade/Assembly Permit for Janice Carr to host a Peaceful Protest on October 18, 2025 from 11:00am-1:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.e. Request permission to approve seven Parade/Assembly Permits for Visit Oxford to host events around the square during the upcoming months. (Kinney Ferris/Jeff McCutchen)

Agenda Attachments

1. [VO-permits\\_.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Smith to approve seven Parade/Assembly Permits for Visit Oxford to host events around the square during the upcoming months. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

- 6.a. Second Reading and Public Hearing for a proposed Ordinance amending the Zoning Map for Case #3253 by Elizabeth Fitts, to rezone +/- .44 acres from Suburban Residential (SR) to Neighborhood Residential (NR) for property located on Christman Road, being further identified as PPIN #30663. (Ben Requet)

Agenda Attachments

1. [3253 MBoA Second Reading.pdf](#)

After calling for public comment and receiving none, it was moved by Alderman Hyneman, seconded by Alderman Smith to approve Ordinance 2025-12 to amend the Zoning Map for Case #3253 by Elizabeth Fitts, to rezone +/- .44 acres from Suburban Residential (SR) to Neighborhood Residential (NR) for property located on Christman Road, being further identified as PPIN #30663. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. Second Reading and Public Hearing for a proposed Ordinance amending the Zoning Map for Case #3254 by Elizabeth Fitts, to remove +/- .44 acres from the Blackberry Hills Planned Unit Development for property located on Christman Road, being further identified as PPIN #30663. (Ben Requet)

Agenda Attachments

1. [3254 MBoA Second Reading.pdf](#)

After calling for public comment and receiving none, it was moved by Alderman Smith, seconded by Alderman Crowe to approve Ordinance 2025-13 to amend the Zoning Map for Case #3254 by Elizabeth Fitts, to removed +/- .44 acres from the Blackberry Hills Planned Unit Development for property located on Christman Road, being further identified as PPIN

#30663. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.c. Second Reading and Public Hearing for a proposed Ordinance amending the Zoning Map for Case #3255 by Andy Callicutt, to amend the Blackberry Hills Planned Unit Development for property located on Northwood Trails & Christman Road, being further identified as PPIN #4975, #5004, #5047, #26268 & #30362. (Ben Requet)

Agenda Attachments

1. [3255 MBoA Second Reading.pdf](#)

After calling for public comment and receiving none, it was moved by Alderman Smith, seconded by Alderman Hyneman to approve Ordinance 2025-14 to amend the Zoning Map for Case #3255 by Andy Callicutt, to amend the Blackberry Hills Planned Unit Development for property located on Northwood Trails & Christman Road, being further identified as PPINs #4975, #5004, #5047, #26268, and #30362. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Special Projects

- 7.a. Consider the recommendation of the Avent Park Selection Committee to accept a proposal and begin negotiations on a contract for the purchase of playground equipment. (Mark Levy)

Agenda Attachments

1. [Avent Park Playground Selection Committee.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve the recommendation of the Avent Park Selection Committee and accept the proposal from Planet Recess and to begin negotiations on a contract for the purchase of playground equipment. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Consider bids received for a Temporary Ice Skating Rink for Holly Jolly Holidays at mTrade Park. (Mark Levy)

Agenda Attachments

1. [Consider bids for the Temporary Ice Skating Rink for Holly Jolly Holiday.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Crowe to accept the bids received for a Temporary Ice Skating Rink for Holly Jolly Holidays at mTrade Park. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Consider Change Order No. 1 from Century Construction for the City Hall Renovation Project. (Mark Levy)

Agenda Attachments

1. [Consider Change Order No. 1 with Century Construction for the renovation to the Historic City Hall.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve Change Order #1, in the amount of \$400.00, from Century Construction for the City Hall Renovation Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Request permission to approve and authorize the Mayor to sign a contract for the purchase of Lot 2, Anderson Road Student Housing Development. (John Crawley)

Agenda Attachments

1. [Memo - Authorize Mayor to Sign Contract for Purchase of Lot 2 Anderson Road Student Housing Property - Combined.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Hyneman to approve and authorize the Mayor to sign a contract, in the amount of \$1,450,000.00, along with \$4,900.00 in title insurance costs, for the purchase of Lot 2, Anderson Road Student Housing Development. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.b. Request permission to accept the bids received and award a low bid for the Punkin Water System Water Plant Demolition Project. (John Crawley)

Agenda Attachments

1. [Memo - Award Low Bid for Punkin Water System Plant Demolition - Combined.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Crowe to accept the bids received and award a low bid to Cleveland Construction, in the amount of \$129,500.00, for the Punkin Water System Water Plant Demolition Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.c. Request permission to accept the bids received and award a low bid for the Punkin Water Well Abandonment Project. (John Crawley)

Agenda Attachments

1. [Memo - Award Low Bid for Punkin Water Well Abandonment - Combined.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to accept the bids received and award a low bid to Parks and Parks Water Well, in the amount of \$82,500.00, for the Punkin Water Well Abandonment Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.d. Consider a request from Mid-South Companies, LLC for the City of Oxford to provide water services to a proposed development on CR 101, north of the City limits. (John Crawley)

Agenda Attachments

1. [Memo - Request to Supply Water to Lamar Lakes in Lafayette County - Combined.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Smith to approve a request from Mid-South Companies, LLC for the City of Oxford to provide water services to a proposed development on CR 101, north of the City limits. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.e. Consider a request for overnight work and a street closure on Jefferson Avenue, from 11th Street to 14th Street, to repair crosswalks. (John Crawley)

Agenda Attachments

1. [Memo - Request for Overnight Work and Street Closure of Jefferson Avenue for Street Dept..pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve a request for overnight work and to close Jefferson Avenue, from 11th Street to 14th Street, to repair crosswalks. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Closing the Meeting

- 9.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Hyneman to consider an executive session for personnel issues, a matter of potential litigation, two matters related to property ownership, and a matter related to police security measures. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe to enter into an executive session for personnel issues in the Oxford Police Department and the Environmental Services Department, a matter of potential litigation regarding a water well, a matter related to property ownership on Jackson Ave East, a matter related to property ownership near the hospital, and an issue related to police security measures on South Lamar. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Bailey to hire a Public Relations consultant for a month, at an amount not to exceed \$2,500.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe to get updated property appraisals for the outdoor dining areas along Jackson Avenue East. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Crowe to return to Regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to suspend Oxford Police Department employee, Dylan Edwards, for five days, for violation of City policy. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe to terminate the employment of Environmental Services employee, Lukas Vanlandingham, effective September 2, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.b. Recess to meet on Wednesday, September 10, 2025 at 4:00pm.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to recess the meeting to Wednesday, September 10, 2025 at 4:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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Robyn Tannehill, Mayor

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Ashley Atkinson, City Clerk-Finance Director



# MINUTES

**City of Oxford**

**Board of Aldermen**

**Recess Meeting**

**Wednesday, September 10, 2025 at 04:00 PM**

**City Hall Courtroom**

## 1. Opening the Meeting

### 1.a. Call to Order.

The Recess Meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 4:00pm on Wednesday, September 10, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor  
Erin Smith, Alderman Ward I  
Mark Hulse, Alderman Ward II-via Microsoft Teams  
Brian Hyneman, Alderman Ward III-via Microsoft Teams  
Kesha Howell-Atkinson, Alderman Ward IV  
Preston Taylor, Alderman Ward V  
Jason Bailey, Alderman Ward VI  
Mary Martha Crowe, Alderman-At-Large-via Microsoft Teams

Pope Mallette, City Attorney-absent  
Paul Watkins, City Attorney  
Ashley Atkinson, City Clerk-Finance Director  
Hollis Green, Chief Operating Officer  
Braxton Tullos, HR Director

### 1.b. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Hulse to adopt the agenda for the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

## 2. Regular Agenda: New Business

### 2.a. Request permission to approve a Resolution of the Mayor and Board of Aldermen of the City of Oxford setting the mil rates for FY 2025-2026. (Ashley Atkinson)

#### Agenda Attachments

1. [Resolution Mill Rate 2025-2026\\_2025\\_taxroll.pdf](#)

#### Minutes Attachments

1. [Signed\\_MillRate\\_2025\\_2026\\_2025\\_tax\\_roll.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hulse to approve a Resolution of the Mayor and Board of Aldermen of the City of Oxford setting the mil rates for FY 2025-2026, as presented. All the aldermen present voting aye, Mayor Tannehill declared

the motion carried.

- 2.b. Request permission to adopt the FY 2025-2026 budget for all city departments. (Ashley Atkinson)

Agenda Attachments

1. [FY\\_2025\\_2026\\_Budget.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to adopt the FY 2025-2026 budget for all city departments, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Closing the Meeting

- 3.a. Consider an executive session.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to consider an executive session for a personnel matter and a matter of potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Huelse to enter into an executive session for a personnel matter in the Financial Administration Department and a matter of potential litigation related to a stop-work order. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Taylor to issue stop work orders on the Anderson Road Contract A-Anderson Wells 3 & 4 Project and the Anderson Road Contract B-Anderson Road Water Treatment Plant Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to offer the CFO position to Rhonda Burchett, with an annual salary of \$175,000.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Bailey to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 3.b. Adjourn.

It was moved by Alderman Huelse, seconded by Alderman Bailey to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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Robyn Tannehill, Mayor

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Ashley Atkinson, City Clerk-Finance Director



THE CITY OF  
**OXFORD**

**SURPLUS FORM**

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 9/4/2025

Department that owns Fixed Asset: Dev Svcs- Building Department

Fixed Asset Tag Number (If item is not tagged, please put N/A): See below

Physical Location of Asset: \_\_\_\_\_

If the item being surplused is a vehicle or a piece of equipment, please provide:

See below \ \_\_\_\_\_

Make Model Year

See below \ \_\_\_\_\_

VIN / Serial Number Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

\_\_\_\_\_ \ \_\_\_\_\_

Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:

The Building Dept. upgraded four City cell phones- this is to surplus the old iPhones:

1. Apple iPhone 12, 64GB, Serial H4YK2DA50DXP, Wasp # 22618 (Garett/ Bojack)
2. Apple iPhone 12, 64GB, Serial HT2K8NQR0DXP, Wasp # 22868 (Johnathan Mizell)
3. Apple iPhone 12, 64GB, Serial HT2K8TNE0DXP, Wasp # 22867 (Scott Allen)
4. Apple iPhone 12, 64GB, Serial HT2K8T7W0DXP, Wasp # 22866 (Michael Brown)

Name of Person Submitting Surplus Request: Johnathan Mizell

Date Approved by BOA: 9/16/2025

**107 Courthouse Square  
Oxford, MS 38655**

**(p) 662-236-1310  
(f) 662-232-2337**





THE CITY OF  
OXFORD

**SURPLUS FORM**

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 9/16/25  
Department that owns Fixed Asset: Oxford Police Department  
Fixed Asset Tag Number (If item is not tagged, please put N/A): n/a  
Physical Location of Asset: Oxford Police Department

If the item being surplusd is a vehicle or a piece of equipment, please provide:

ZEBRA \ TC720L \  
Make Model Year  
21012522526183 \  
VIN / Serial Number Color

If the item being surplusd is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_  
\_\_\_\_\_  
Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplusd:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Submitting Surplus Request: Kayla Martin

Date Approved by BOA: \_\_\_\_\_

**107 Courthouse Square  
Oxford, MS 38655**

**(p) 662-236-1310  
(f) 662-232-2337**



THE CITY OF  
OXFORD

SURPLUS FORM

PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 09/04/2025

Department that owns Fixed Asset: Buildings & Grounds

Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A

Physical Location of Asset: B+G Building

If the item being surplused is a vehicle or a piece of equipment, please provide:

Make	Model	Year
VIN / Serial Number	Color	

If the item being surplused is a tool, please provide:

Description of Tool (including brand): 18 wheeler Box Trailer (2)  
(No wheels or Axles) white/silver  
Serial Number (if none, write N/A)   Color  

For all other assets, please provide a complete description of the asset to be surplused:

18 wheeler Box Trailer, 40', Name unknown

Name of Person Submitting Surplus Request: Gres Pinion

Date Approved by BOA:  

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Date of Request: 09/04/2025  
Department that owns Fixed Asset: Buildings & Grounds  
Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A  
Physical Location of Asset: B+G Building

If the item being surplused is a vehicle or a piece of equipment, please provide:

Make	Model	Year
VIN / Serial Number		Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): 18 wheeler Box Trailer (3)  
(No wheels or Axles) white/silver  
Serial Number (if none, write N/A)   Color  

For all other assets, please provide a complete description of the asset to be surplused:

18 wheeler Box Trailer, 50', Name unknown  
   
   
 

Name of Person Submitting Surplus Request: Gres Pinion

Date Approved by BOA:  

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Date of Request: 09/04/2025  
Department that owns Fixed Asset: Buildings + Grounds  
Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A  
Physical Location of Asset: B+G Building

If the item being surplused is a vehicle or a piece of equipment, please provide:

Make	Model	Year
VIN / Serial Number		Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): 18 wheeler Box Trailer ①  
(No wheels or Axles) White/silver  
Serial Number (if none, write N/A)   Color  

For all other assets, please provide a complete description of the asset to be surplused:

18 wheeler Box Trailer, Great Dane, 40' long, with  
a side Door + 2 Rear Doors  
   
 

Name of Person Submitting Surplus Request: Greg Pinion

Date Approved by BOA:  

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Oxford, MS 38655

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Date of Request: 9/8/25

Department that owns Fixed Asset: mTrade Park

Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_

Physical Location of Asset: Storage room

If the item being surplusd is a vehicle or a piece of equipment, please provide:

Gold Medal \ Chips Warmer \ 2010

Make	Model	Year
<u>SJ12-04971</u>	<u>n/a</u>	

VIN / Serial Number	Color

If the item being surplusd is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplusd:

Chip warmer no longer works

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Clay Brownlee

Date Approved by BOA: \_\_\_\_\_

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Date of Request: 9/8/25

Department that owns Fixed Asset: mTrade Park

Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_

Physical Location of Asset: Storage room

If the item being surplus is a vehicle or a piece of equipment, please provide:

Carnival King \ Popcorn Popper \ 2018

Make	Model	Year
<u>23021820405</u>	<u>n/a</u>	
VIN / Serial Number		Color

If the item being surplus is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

\_\_\_\_\_ \ \_\_\_\_\_

Serial Number (if none, write N/A)	Color
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For all other assets, please provide a complete description of the asset to be surplus:

Popcorn popper kettle motor burnt out

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Clay Brownlee

Date Approved by BOA: \_\_\_\_\_

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Date of Request: 9/8/25

Department that owns Fixed Asset: mTrade Park

Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_

Physical Location of Asset: Storage room

If the item being surplus is a vehicle or a piece of equipment, please provide:

Carnival King \ Pretzel Warmer \ 2022

Make	Model	Year
<u>1223</u>	<u>n/a</u>	

VIN / Serial Number	Color

If the item being surplus is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplus:

There are three pretzel warmers with Serial 1223 this sheet is to represent all 3

These warmers no longer work

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Clay Brownlee

Date Approved by BOA: \_\_\_\_\_

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Date of Request: 9/8/25

Department that owns Fixed Asset: mTrade Park

Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_

Physical Location of Asset: Storage room

If the item being surplused is a vehicle or a piece of equipment, please provide:

Carnival King \ Pretzel Warmer \ 2022

Make	Model	Year
<u>1024</u>	<u>n/a</u>	

VIN / Serial Number	Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplused:

There are three pretzel warmers with Serial 1024 this sheet is to represent all 3

These warmers no longer work - motor burnt out

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Clay Brownlee

Date Approved by BOA: \_\_\_\_\_

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Date of Request: 9/8/25

Department that owns Fixed Asset: mTrade Park

Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_

Physical Location of Asset: Storage room

If the item being surplus is a vehicle or a piece of equipment, please provide:

Brio \ Countertop Water Dispenser 2023

Make	Model	Year
<u>2412030306</u>	<u>n/a</u>	
VIN / Serial Number	Color	

If the item being surplus is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	Color
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For all other assets, please provide a complete description of the asset to be surplus:

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Name of Person Submitting Surplus Request: Clay Brownlee

Date Approved by BOA: \_\_\_\_\_

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Date of Request: 9/8/25

Department that owns Fixed Asset: mTrade Park

Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_

Physical Location of Asset: Storage room

If the item being surplus is a vehicle or a piece of equipment, please provide:

Brio \ Countertop Water Dispenser 2023

Make	Model	Year
<u>2305040582</u>	<u>n/a</u>	
VIN / Serial Number	Color	

If the item being surplus is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

_____	_____
Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplus:

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Name of Person Submitting Surplus Request: Clay Brownlee

Date Approved by BOA: \_\_\_\_\_

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BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 9/8/25

Department that owns Fixed Asset: mTrade Park

Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_

Physical Location of Asset: Storage room

If the item being surplusd is a vehicle or a piece of equipment, please provide:

Brio \ Countertop Water Dispenser 2023

Make	Model	Year
<u>2305040382</u>	<u>n/a</u>	
VIN / Serial Number		Color

If the item being surplusd is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

_____	_____
Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplusd:

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Name of Person Submitting Surplus Request: Clay Brownlee

Date Approved by BOA: \_\_\_\_\_

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# FY26 MOHS PI&E GRANT AGREEMENT

Mississippi Office of Highway Safety

P.O. Box 1633

Canton, MS 39046

Phone: (601) 391-4900

<b>1. Sub-grantee's Name &amp; Mailing Address:</b>  <b>City of Oxford</b> <b>Oxford Police Department</b> <b>9 Industrial Park Drive</b> <b>Oxford, MS 38655</b>  Telephone Number: (662) 232-2400 E-Mail: MississippiTIDE@oxfordpolice.net		<b>2. Effective Date of Grant: October 1, 2025</b>					
		<b>3. Subgrant Number: M5TR-2026-MD-22-51 Conditional</b>					
		<b>4. Grant Identifier (Funding Source &amp; Year):</b> <b>405D Alcohol and Drug Impaired Driving FY26</b>					
		<b>5. Beginning and Ending Dates:</b> <b>October 1, 2025 – September 30, 2026</b>					
		<b>6. Subgrant Payment Method:</b> <input checked="" type="checkbox"/> Cost Reimbursement Method					
<b>7. ALN # - 20.616</b>		<b>8. UEI # - C6FVY2CCKGH6</b>		<b>9. Congressional District: 1</b>			
<b>10. A:FAIN #:</b> 69A3752230SUP405DMSM 69A3752330SUP405DMSM 69A3752430SUP405DMSM 69A3752530SUP405DMSM		<b>11.A: Initial Federal Award Date:</b> 12/15/2021 11/30/2022 11/27/2023 11/25/2024		<b>11.C: Additional Federal Award Date:</b>			
<b>10.B. Federal Awarding Agency:</b>  NHTSA		<b>11.B: Secondary Federal Award Date:</b>		<b>12. Research and Development Grant:</b> ____ Yes <input checked="" type="checkbox"/> No  <b>Continuation Grant:</b> <input checked="" type="checkbox"/> Yes ____ No			
<b>13. The following funds are obligated:</b>							
<b>A. COST CATEGORY</b>		<b>B. SOURCE OF FUNDS</b>		<b>C. MATCH</b>		<b>D. RATIO%</b>	
(1) Personal Services-Salary	\$207,148.24	(1) Federal	\$560,097.94				
(2) Personal Services-Fringe	\$53,962.11	(2) State					
(3) Contractual Services	\$59,171.52	(3) Local					
(4) Travel	\$185,584.80	(4) Other					
(5) Equipment	\$2,569.72	Total:	\$560,097.94				
(6) Commodities	\$12,495.00	<b>E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:</b>					
(7) Indirect Costs	\$39,166.55	Number of Grants: 3	405D	405D	402PT	TOTAL	
TOTAL	<b>\$560,097.94</b>	TOTAL:	\$560,097.94	\$163,441.82	\$21,960.50	\$745,500.26	
<p>The Sub-Grantee agrees to operate the program outlined in this Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes: Sub-Grantee Signature Sheet; Sub-Grantee Targets, Performance Measures and Strategies; Task by Quarter; Cost Summary Support Sheet; Agreement of Understanding and Compliances; Designation of Secondary Official (If Applicable); Fiscal Control and Fund Accounting Procedures.</p> <p>All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Grantee, are also incorporated into this agreement, and Sub-Grantee agrees to fully comply therewith.</p>							
<b>14. Approved for Grantee:</b>  _____ Signature Date <b>Helen Porter, Office Director, MS Office of Highway Safety</b>  _____ Signature Date <b>Joshua Broman, Executive Director / Governor's Representative</b>				<b>15. Approved for Sub-Grantee:</b>  _____ Signature Date <b>Name: Robyn Tannehill</b> <b>Title: Mayor, City of Oxford</b>			

## **FY26 Sub-Grantee Project Description (Public Information and Education)**

The Oxford Police Department Law Enforcement Training Coordination is a statewide program to provide Alcohol and Drug Impaired Driving training to all law enforcement officers. The program will expand training of the state and local law enforcement officers in Mississippi. The program proposes to provide technical assistance and training to law enforcement agencies throughout the state, which will assist in the increase in DUI Alcohol and Drug arrests.

The Oxford Police Department Law Enforcement Training Coordination use the funding for salaries (part-time and full-time), fringe, contractual services, travel, equipment, commodities, and indirect costs that has been reviewed and approved by the MOHS. All information on the budget can be found on the Cost Summary Support Sheet.

## **FY26 Sub-Grantee-Target(s), Performance Measures and Strategies**

**Agency Name:** City of Oxford/Oxford Police Department – Law Enforcement Training Coordination

List the target(s) that the sub-grantee will accomplish during the FY26 grant year. Performance measures should be set to help the sub-grantee accomplish the target(s) for the grant year. Strategies must be listed to show how the strategies will be implemented to meet the performance measures and to accomplish the target(s) set by the agency.

### **Target(s):**

The agency of Oxford Police Department's Training for Impaired Driving Enforcement Program will attribute to the reduction in the number of statewide alcohol related fatalities from 168 in 2022 to 165 by the end of 2026.

The agency of Oxford Police Department's Training for Impaired Driving Enforcement Program will attribute to the reduction in the number of statewide drug impaired related fatalities from 61 in 2022 to 59 by the end of 2026.

### **Performance Measures:**

Increase the number of law enforcement officers trained in SFST from 210 in FY24 to 250 in FY26.

Increase the number of law enforcement officers trained in ARIDE from 66 in FY24 to 86 in FY26.

Train 10 law enforcement officers in DRE in FY26.

Increase the number of law enforcement officers trained as SFST Instructors from 11 in FY24 to 13 in FY26.

### **Strategies:**

Conduct a minimum of 12 SFST training statewide (Northern, Central, and Southern Regions) on Basic DUI to law enforcement officers.

Conduct 1 SFST Instructor School.

Conduct SFST recertifications.

Provide Basic DUI Enforcement/SFST/Case Law overviews and refresher presentations for agencies, organizations, and academies as needed.

Conduct at least 4 ARIDE training statewide (Northern, Central, and Southern Regions) to law enforcement officers.

Conduct/facilitate/oversee/participate in at least 1 DRE school to train officers from Mississippi and facilitate/oversee their

instructor supervised field certifications in state or out of state and conduct their Final Knowledge Exam session following field certifications.

Conduct at least 1 DRE Continuing Education class to meet required CEUs by IACP for DREs.

Develop and maintain a yearly calendar detailing the training type, location, etc.

Meet with agencies to set up training as needed.

Maintain records and officer certifications for all training classes, presentations, and other activities.

Attend tasks force and strategic planning meeting on a quarterly basis.

Work in conjunctions with a Traffic Safety Resource Prosecutor in conducting case law overviews, impaired driving enforcement related training at Mississippi Prosecutor's Conferences, Mississippi Judges' Conferences, and other Law Enforcement Conferences/Trainings/Forums, ie basic DUI/SFST presentations/updates/trainings and case law reviews to law enforcement oriented professional development and continuing education conferences, trainings, and forums.



FY26 MOHS Tasks By Quarters									
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**Agency Name: City of Oxford/Oxford Police Department – Law Enforcement Training Coordination**

### PROJECTION TASKS BY QUARTERS:

SCHEDULE PROJECTION OF TASKS BY QUARTERS
List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.
<b>1<sup>st</sup> QUARTER (OCTOBER, NOVEMBER &amp; DECEMBER)</b>
Train officers during quarter in SFST to reach a goal of <u>250</u> for FY2026.
Train officers during quarter in ARIDE to reach a goal of <u>86</u> for FY2026.
Train officers during quarter in DRE to reach a goal of <u>10</u> for FY2026.
Train officers as SFST Instructors during quarter to to reach a goal of <u>13</u> for FY2026.
Submit all required reporting documents by scheduled date(s) as defined in agreement by MS Office of Highway Safety, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Monthly Activity reports, etc.)
<b>Projected Expenditures for 1<sup>st</sup> Quarter: \$140,024.48</b>

## FY26 MOHS TASK BY QUARTERS

Agency Name: City of Oxford/Oxford Police Department – Law Enforcement Training Coordination

### PROJECTION TASK BY QUARTERS

#### SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

#### **2<sup>nd</sup> QUARTER (JANUARY, FEBRUARY & MARCH)**

Train officers during quarter in SFST to reach a goal of **250** for FY2026.

Train officers during quarter in ARIDE to reach a goal of **86** for FY2026.

Train officers during quarter in DRE to reach a goal of **10** for FY2026.

Train officers as SFST Instructors during quarter to reach a goal of **13** for FY2026.

Submit all required reporting documents by scheduled date(s) as defined in agreement by MS Office of Highway Safety, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Monthly Activity reports, etc.)

**Projected Expenditures for 2<sup>nd</sup> Quarter: \$140,024.48**

## FY26 MOHS TASK BY QUARTERS

Agency Name: City of Oxford/Oxford Police Department – Law Enforcement Training Coordination

### PROJECTION TASK BY QUARTERS

#### SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

#### **3<sup>RD</sup> QUARTER (APRIL, MAY & JUNE)**

Train officers during quarter in SFST to reach a goal of 250 for FY2026.

Train officers during quarter in ARIDE to reach a goal of 86 for FY2026.

Train officers during quarter in DRE to reach a goal of 10 for FY2026.

Train officers as SFST Instructors during quarter to to reach a goal of 13 for FY2026.

Submit all required reporting documents by scheduled date(s) as defined in agreement by MS Office of Highway Safety, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Monthly Activity reports, etc.)

**Projected Expenditures for 3<sup>rd</sup> Quarter: \$140,024.49**

## FY26 MOHS TASK BY QUARTERS

Agency Name: City of Oxford/Oxford Police Department – Law Enforcement Training Coordination

### PROJECTION TASK BY QUARTERS

#### SCHEDULE PROJECTION OF TASKS BY QUARTERS

List the performance schedule of tasks by quarters referring specifically to the Statement of Tasks in the narrative description and defining the components of tasks to be accomplished by quarters. Tasks that extend beyond one quarter should specify the elements of the tasks that are to be performed for the particular quarters.

#### **4<sup>TH</sup> QUARTER (JULY, AUGUST & SEPTEMBER)**

Train officers during quarter in SFST to reach a goal of 250 for FY2026.

Train officers during quarter in ARIDE to reach a goal of 86 for FY2026.

Train officers during quarter in DRE to reach a goal of 10 for FY2026.

Train officers as SFST Instructors during quarter to to reach a goal of 13 for FY2026.

Submit all required reporting documents by scheduled date(s) as defined in agreement by MS Office of Highway Safety, i.e. (Monthly Cost Reporting Worksheets for reimbursement, Monthly Activity reports, etc.)

**Projected Expenditures for 4<sup>th</sup> Quarter: \$140,024.49**

## FY26 Mississippi Office of Highway Safety-Cost Summary Support Sheet

<b>1. Applicant Agency: City of Oxford/Oxford Police Department - Law Enforcement Training Coordination</b>				
<b>2. Subgrant Number:</b> M5TR-2026-MD-22-51		<b>3. Grant ID: 405D Alcohol and Drug Impaired Driving</b>	<b>4. Beginning: October 1, 2025</b>	<b>5. Ending: September 30, 2026</b>
<b>6. Activity: Alcohol &amp; Drug Law Enforcement Training Coordination</b>				
<b>7. Category &amp; Line Item</b>	<b>8. Description of item and/or Basis for Valuation</b>	<b>9. Budget</b>		
		<b>Federal</b>	<b>All Other</b>	<b>Total</b>
Personal Services-Salary	Full-Time Trainer Director @ approx. \$34.79 x @ approx. 2080 hours = <b>\$72,363.20</b>  Full-Time Statewide Training Coordinator @ approx. \$31.75 x @ approx. 2080 hours = <b>\$66,040.00</b>  Part-Time Training Coordinator @ approx. 34.79 x @ approx 988 hours = <b>\$34,372.52</b>  Part-Time Grant Administrator @ approx. \$34.79 x @ approx. 988 hours = <b>\$34,372.52</b>  <b>Total Salaries = \$207,148.24</b>	\$207,148.24		\$207,148.24
Personal Services-Fringe  FICA: 7.65%  Retirement: @ approx. 18.40%	<b><u>Full-Time Training Director</u></b> FICA @ \$72,363.20 x 7.65% = <b>\$5,535.78</b> Retirement @ \$72,363.20 x @ approx. 18.40% = <b>\$13,314.83</b>  <b><u>Full-Time Statewide Training Coordinator</u></b> FICA @ \$66,040.00 x 7.65% = <b>\$5,052.06</b> Retirement @ \$66,040.00 x @ approx. 18.40% = <b>\$12,151.36</b>  <b><u>Part-Time Training Coordinator</u></b> FICA @ \$34,372.52 x 7.65% = <b>\$2,629.50</b> Retirement @ \$34,372.52 x @ approx. 18.40% = <b>\$6,324.54</b>	\$53,962.11		\$53,962.11

	<p><b><u>Part-Time Grant Administrator</u></b>  FICA @ \$34,372.52 x 7.65% = <b>\$2,629.50</b>  Retirement @ \$34,372.52 x @ approx. 18.40% = <b>\$6,324.54</b></p> <p><b>Total Fringes = \$53,962.11</b></p>			
Contractual Services	<p><b><u>Wireless Internet</u></b>  @ approx. \$160.04 x 12 months = <b>\$1,920.48</b></p> <p><b><u>Shipping and Handling Fees</u></b>  @ approx. \$100.00 x 12 months = <b>\$1,200.00</b></p> <p><b><u>Postage</u></b>  @ approx. \$12.17 x 12 months = <b>\$146.04</b></p> <p><b><u>Training Space/Meeting Rooms</u></b>  SFST Classes: @ approx. \$200/day x @ approx. 3 days x @ approx. 4 classes = <b>\$2,400.00</b></p> <p>SFST Instructor School: @ approx. \$500/day (2 rooms @ approx. \$250/each) x 5 days = <b>\$2,500.00</b></p> <p>ARIDE Classes: @ approx. \$200/day x @ approx. 2 days/class x @ approx. 2 classes = <b>\$800.00</b></p> <p>DRE Class training space: @ approx. \$250/day x @ approx. 9 days/class x @ approx. 2 classes = <b>\$4,500.00</b></p> <p>DRE Final Knowledge Exam training space: @ approx. \$250/day x @ approx. 2 days/class x @ approx. 1 class = <b>\$500.00</b></p> <p>DRE Field Certification training space: @ approx. \$3,000/day x @ approx. 2 days x @ approx. 1 class = <b>\$6,000.00</b></p> <p>DRE Required Continuation Education Class training space: @ approx. \$500/ day x @ approx. 1 day x @ approx. 1 class = <b>\$500.00</b></p>	\$59,171.52		\$59,171.52

	<p><b>Training Space Meeting Room Total: \$17,200.00</b></p> <p><b><u>Printing Manuals, Handouts, and Tests</u></b></p> <p>SFST Classes Printing: @ approx. 25 manual/handouts/test sets x 15 classes x \$50.00 (cost per manual/handouts/test set) = <b>\$18,750.00</b></p> <p>SFST Instructor School Printing for Participant materials: @ approx. 20 participant manual/handouts/test sets x 1 class x \$50.00 (cost per manual/handouts/test set) = <b>\$1,000.00</b></p> <p>SFST Instructor School Printing for Instructor materials: @ approx. 15 instructor manual/handouts/test sets x 1 class x \$40.00 (cost per manual/handouts/test set) = <b>\$600.00</b></p> <p>SFST Instructor manuals for revised curriculum Printing/Duplicating: @ approx. 100 manuals X \$60.00 (cost per manual) = <b>\$6,000.00</b></p> <p>ARIDE Classes Printing for Participant materials: @ approx. 20 manual/handouts/test sets x 9 classes x \$40.00 (cost per manual/handouts/test set) = <b>\$7,200.00</b></p> <p>ARIDE Instructor manuals for revised curriculum Printing: @ approx. 25 manual/handouts/test sets x \$35.00 (cost per manual/handouts/test set) = <b>\$875.00</b></p> <p>DRE Pre-School, Student manuals Printing: @ approx. 16 manual/handouts/test sets x 1 class x \$30.00 (cost per manual/handouts/test set) = <b>\$480.00</b></p> <p>DRE Pre-School, Instructor manuals Printing: @ approx. 12 manual/handouts/test sets x 1 class x \$35.00 (cost per manual/handout/test set) = <b>\$420.00</b></p> <p>DRE Instructor Development Course Printing: @ approx. 7 instructor manuals x 1 class x \$30.00 (cost per manual/handout/test set) = <b>\$210.00</b></p> <p>DRE Instructor Development Course Printing: @ approx. 7 student manuals x 1</p>			
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	<p>class x \$30.00 (cost per manual/handout/test set) = <b>\$210.00</b></p> <p>DRE School, Student manuals Printing: @ approx. 16 student manuals x 1 class x \$65.00 (cost per manual/handouts/test set) = <b>\$1,040.00</b></p> <p>DRE School, Instructor manuals Printing: @ approx. 12 instructor manuals x 1 class x \$75.00 (cost per manual/handouts/test set) = <b>\$900.00</b></p> <p>DRE Final Knowledge Exam, Student testing booklets Printing: @ approx. 16 student tests x 1 class x \$20.00 (cost per test set) = <b>\$320.00</b></p> <p>DRE Continuing Education Class Printing: @ approx. 20 manual/handouts/test set x 1 class x \$35.00 (cost per manual/handouts/test set) = <b>\$700.00</b></p> <p><b>Printing Total: \$38,705.00</b></p> <p><b>Total Contractual Services: \$59,171.52</b></p>			
<p><b>Travel</b></p> <p>Meals can only be claimed with an overnight hotel stay.</p> <p>Meals will be reimbursed at the rate according to MOHS and State guidelines.</p> <p>Itemized receipts are required on all In-state travel</p> <p>Mileage can only be reimbursed on a <u>personal</u> vehicle. Mileage cannot be claimed when using a state/agency issued vehicle.</p> <p>Mileage will be reimbursed at a rate according to MOHS and State guidelines.</p> <p>Proof of mileage should be received with all Mileage reimbursement. Travel cost must coincide with all MOHS, state and federal guidelines, policies, rates. (Ex. MapQuest)</p>	<p><b><u>In-State Staff Travel for approximately 15 SFST Classes:</u></b></p> <p>Mileage @ approx. 450 miles x @ approx. \$0.70/per mile = \$315.00 x @ approx. 15 classes x @ approx. 3 instructors (for travel to class and between class/lodging) = <b>\$14,175.00</b></p> <p>Lodging: @ approx. \$125.00/per night x 3 nights x @ approx. 15 classes x @ approx. 3 instructors = <b>\$16,875.00</b></p> <p>Meals: @ approx. \$68.00 per day x 4 days = \$272.00 x @ approx. 15 classes x @ approx. 3 instructors = <b>\$12,240.00</b></p> <p>Meal gratuity: \$12,240.00 x 20% = <b>\$2,448.00</b></p> <p><b>In-State Staff Travel Total: \$45,738.00</b></p> <p><b><u>In-State Trainings/Conferences: Sheriffs, Chiefs, Prosecutors, Judges Conferences, and Law Enforcement (STORM) Trainings/Conferences</u></b></p> <p>Mileage: @ approx. 550 miles x @ approx. \$0.70/per mile = \$385.00 x @ approx. 3 instructors (for travel to class and between class/lodging) = <b>\$1,155.00</b></p>	\$185,584.80		\$185,584.80

<p>Ground Transportation: Fares, fees, and surcharges for taxi, shuttle, airport transportation services, ride sharing services (Uber, Lyft, etc.) from airport to hotel and from hotel to airport.</p>	<p>Lodging: @ approx. \$125.00 per night x @ approx. 3 nights x @ approx. 3 instructors = <b>\$1,125.00</b></p> <p>Meals: @ approx. \$68.00 per day x 4 days = \$272.00 x @ approx. 3 instructors = <b>\$816.00</b></p> <p>Meal gratuity: \$816.00 x 20% = <b>\$163.20</b></p> <p><b>In-State Training/Conferences Total: \$3,259.20</b></p> <p><b><u>In-State SFST Instructor School</u></b></p> <p>Lodging: @ approx. \$125.00 per night x 4 nights x @ approx. 2 rooms = <b>\$1,000.00</b></p> <p>Meals: @ approx. \$68.00 per day x 5 days = \$340.00 x @ approx. 15 people = <b>\$5,100.00</b></p> <p>Meal gratuity: \$5,100.00 x 20% = <b>\$1,020.00</b></p> <p><b>In-State SFST Instructor School Total: \$7,120.00</b></p> <p><b><u>MOHS Meetings</u></b></p> <p>Mileage for task force meeting with MOHS: @ approx. 180.28 miles round trip x @ approx. \$0.70 per mile = <b>\$126.20</b></p> <p><b>MOHS Meeting Total: \$126.20</b></p> <p><b><u>In-State Staff Travel for approximately 9 ARIDE Classes</u></b></p> <p>Mileage for travel to class and between class/lodging @ approx. 450 miles x @ approx. \$0.70/per mile = \$315.00 x @ approx. 9 classes x @ approx. 3 instructors = <b>\$8,505.00</b></p> <p>Lodging for Instructors: @ approx. \$125.00 per night x 2 nights x @ approx. 9 classes x @ approx. 3 instructors = <b>\$6,750.00</b></p>			
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<p>Meals for Instructors: @ approx. \$68.00 per day x 3 days = \$204.00 x @ approx. 9 classes x @ approx. 3 instructors = <b>\$5,508.00</b></p> <p>Meal gratuity: \$5,508.00 x 20% = <b>\$1,101.60</b></p> <p><b>In-State Travel ARIDE Classes Total: \$21,864.60</b></p> <p><b><u>In-State DRE School for approximately 12 students and approximately 8 DRE Instructors/Instructor Candidates</u></b></p> <p>Mileage for travel to class and between class/lodging @ approx. 1,000 miles x @ approx. \$0.70/per mile = \$700.00 x 20 people = <b>\$14,000.00</b></p> <p>Lodging: @ approx. \$125.00 per night x 9 nights = \$1,125.00 x @ approx. 20 rooms (approx. 8 instructor/12 student rooms/instructor candidate/staff rooms) = <b>\$22,500.00</b></p> <p>Meals: @ approx. \$68.00 per day x 11 days = \$748.00 x 20 people = <b>\$14,960.00</b></p> <p>Meal gratuity: \$14,960.00 x 20% = <b>\$2,992.00</b></p> <p><b>In-State DRE School Total: \$54,452.00</b></p> <p><b><u>Out-of-State DRE Field Certification</u></b></p> <p>Mileage: @ approx. 1,300 miles x @ approx. \$0.70/per mile = \$910.00 x @ approx. 8 people = <b>\$7,280.00</b></p> <p>Lodging: @ approx. \$177.00 (including room rate and tax) per night X 3 nights = \$531.00 x 15 rooms = <b>\$7,965.00</b></p> <p>Meals: @ approx. \$68.00 per day x 4 days = \$272.00 x @ approx. 20 people = <b>\$5,440.00</b></p> <p>Meal gratuity: \$5,440.00 x 20% = <b>\$1,088.00</b></p> <p>Parking charges/taxes/fees: @ approx. \$25.00 x 3 nights = \$75.00 x @ approx. 8 people = <b>\$600.00</b></p>			
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	<p><b>Out-of-State DRE Field Certification Total: \$22,373.00</b></p> <p><b><u>In-State DRE Final Knowledge Exam</u></b>  Mileage for travel to class and between class/lodging @ approx. 150 miles x @ approx. \$0.70 per mile = \$105.00 x @ approx. 20 people = <b>\$2,100.00</b></p> <p>Lodging: @ approx. \$125.00 per night x 1 night x @ approx. 20 instructors/instructor candidates/staff (@ approx. 8 student rooms and @ approx. 12 instructors/instructor candidates/staff rooms = @ approx. 20 rooms) = <b>\$2,500.00</b></p> <p>Meals: @ approx. \$68.00 per day x 2 days = \$136.00 x @ approx. 20 people = <b>\$2,720.00</b></p> <p>Meal gratuity: \$2,720.00 x 20% = <b>\$544.00</b></p> <p><b>DRE Final Knowledge Exam Total: \$7,864.00</b></p> <p><b><u>DRE Continuing Education Class for IACP-CEUs</u></b>  Mileage for travel to class and between class/lodging @ approx. 300 miles x @ approx. \$0.70 per mile = \$210.00 x @ approx. 5 people = <b>\$1,050.00</b></p> <p>Lodging: @ approx. \$125.00 per night x 1 night x @ approx. 5 people = <b>\$625.00</b></p> <p>Meals: @ approx. \$68.00 per day x 2 days = \$136.00 x @ approx. 5 people = <b>\$680.00</b></p> <p>Meal gratuity: \$680.00 x 20% = <b>\$136.00</b></p> <p><b>DRE Continuing Education Class Total: \$2,491.00</b></p> <p><b><u>IACP Impaired Driving Conference on Drugs, Alcohol, and Impaired Driving</u></b>  Registration: \$875.00 x 3 people = <b>\$2,625.00</b></p>			
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<p>Lodging: @ approx. \$350.00 (including room rate and tax) per night x 4 nights = \$1,400.00 x 3 people = <b>\$4,200.00</b></p> <p>Airfare: \$500.00 x 3 people = <b>\$1,500.00</b></p> <p>Meals: \$92.00 per day x 5 days = \$460.00 x 3 people = <b>\$1,380.00</b></p> <p>Meal gratuity: \$1,380.00 x 20% = <b>\$276.00</b></p> <p>Baggage fees: \$70.00 x 3 people = <b>\$210.00</b></p> <p>Ground Transportation: \$150.00 x 3 people = <b>\$450.00</b></p> <p>Mileage from Oxford to Local/In-State Airport: @ approx. 300 miles x @ approx. \$0.70 per mile = \$210.00 x 3 people = <b>\$630.00</b></p> <p>Parking: \$100.00 x 3 people = <b>\$300.00</b></p> <p><b>IACP Impaired Driving Conference Total: \$11,571.00</b></p> <p><b><u>IACP DRE State Coordinators Meeting(s) Regional and National</u></b></p> <p>Lodging: @ approx. \$350.00 (including room rate and tax) per night x 3 nights x 2 meetings = <b>\$2,100.00</b></p> <p>Airfare: \$500.00 x 2 meetings = <b>\$1,000.00</b></p> <p>Meals @ approx. \$68.00 per day x 4 days x 2 meetings = <b>\$544.00</b></p> <p>Meal gratuity: \$544.00 x 20% = <b>\$108.80</b></p> <p>Baggage fees: \$70.00 x 1 person x 2 meetings = <b>\$140.00</b></p> <p>Ground Transportation: \$150.00 per meeting x 2 meetings x 1 person = <b>\$300.00</b></p> <p>Mileage from Oxford to Local/In-State Airport: @ approx. 340 miles x @ approx. \$0.70 per mile = \$238.00 x 2 meetings = <b>\$476.00</b></p>			
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	<p>Parking: \$100.00 x 2 meetings = <b>\$200.00</b></p> <p><b>IACP DRE State Coordinators Meeting(s) Total: \$4,868.80</b></p> <p><b><u>IACP Course Manager Training (1 person)</u></b>  Registration: <b>\$875.00</b></p> <p>Lodging: @ approx. \$350.00 (including room rate and tax) per night x 4 nights = <b>\$1,400.00</b></p> <p>Airfare: <b>\$500.00</b></p> <p>Meals: \$92.00 per day x 5 days = <b>\$460.00</b></p> <p>Meal gratuity: \$460.00 x 20% = <b>\$92.00</b></p> <p>Baggage fees: <b>\$70.00</b></p> <p>Ground Transportation: <b>\$150.00</b></p> <p>Mileage to and from Local/In-State Airport: @ approx. 300 miles x @ approx. \$0.70 per mile = <b>\$210.00</b></p> <p>Parking: <b>\$100.00</b></p> <p><b>IACP Course Manager Training Total: \$3,857.00</b></p> <p><b>Total Travel: \$185,584.80</b></p>			
Equipment	<p>Dell Latitude 3550 Computer: (2) x @ approx. \$1,284.86 each = <b>\$2,569.72</b></p> <p><b>Total Equipment: \$2,569.72</b></p>	\$2,569.72		\$2,569.72
Commodities	<p><b><u>Office Supplies/Classroom/Instructor School Materials</u></b>  Adhesive/sticky Notes, Batteries, Binder clips, Binders Rings, Binders, Bubble Mailers, Business Cards, Calculator, Calculator Tape, Calendars, Card Stock, Cardboard Mailers, CD/DVDs, CD/DVD cases, Certificate Jackets, Certificates,</p>	\$12,495.00		\$12,495.00



	<p>Certificate Paper, Clips, Copy Paper, Letterhead, Letterhead envelopes, Day Planners, Dividers/tabs, Tape, Tape Dispenser, Duct Tape, Envelopes, Erasers, Extension Cord, Fasteners, Fax Cartridges, File Boxes, File Cart, Folder Pockets, Folders, Hanging Folders, Highlighters, Hole Punch, Index Cards, Index tabs, Labels, Latex gloves, Letter Opener, Markers, Name Tags, Note Pads, Pen/Pencil Refills, Pencil Sharpener, Pencils, Pens, Permanent Markers, Poster Boards, Printer Cartridges, Printer Ink, Printer Toner, Punch-Hole Reinforces, Push Pins, Re-Cert Cards, Report Covers, Rubber bands, Rulers/Yard Stick/Tape Measure, Scissors, Seals, Sheet Protectors, Document Sleeves, Staple Remover, Staplers, Tent Cards, Thumb Drives, Wall Calendars, White Out, Mouthpieces, Alcohol tests, Oral Fluid tests, Saliva tests, Urine tests, Drug screening kits, Calculator ink, Projector bulbs, etc. = <b>\$4,000.00</b></p> <p><b>Office Supplies/Classroom/Instructor School Materials Total: \$4,000.00</b></p> <p><b><u>DRE Kits Required for DRE Class</u></b> DRE Kits: (16) x @ approx. \$350.00 each = <b>\$5,600.00</b></p> <p><b><u>Urine Screening Kits for DRE Class</u></b> Urine Testing Kits: (50) x @ approx. \$5.50 each = <b>\$275.00</b></p> <p><b><u>PBTs Required for SFST and DRE Training</u></b> Alco-Sensor FST: (2) x @ approx. \$490.00 each = <b>\$980.00</b></p> <p><b><u>Mouthpieces for PBTs for SFST and DRE Class (Training)</u></b> 1000 x @ approx. \$0.27 each = <b>\$270.00</b></p> <p><b><u>Oral Fluid Screening Cartridges for DRE Class</u></b> Oral Fluid Testing cartridges: (2 boxes: 25 cartridges each) x @ approx. \$685.00 per box = <b>\$1,370.00</b></p> <p><b>Total Commodities: \$12,495.00</b></p>			
Indirect Costs	<p><b><u>Indirect Cost Rate (Salary and Fringe)</u></b></p> <p>\$261,110.35 x 15% De Minimis Rate = <b>\$39,166.55</b></p>	\$39,166.55		\$39,166.55

	Total Indirect Costs: \$39,166.55			
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TOTALS	\$560,097.94	\$0.00	\$560,097.94
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# Mississippi Office of Highway Safety

## **FY26 Agreement of Understanding and Compliance**

This Agreement made and entered into by and between the State of Mississippi by and through the MS Office of Highway Safety, hereinafter referred to as State, and the Governmental Unit or agency named in this application, hereinafter referred to as Sub-Grantee.

WHEREAS, the National Highway Traffic Safety Act of 1966, as amended, provides Federal funds to the State for approved highway safety projects for the purpose of reducing injuries and fatalities as result of motor vehicle crashes, and

WHEREAS, the State may make said funds available to state, county, and municipal agencies and/or government or political subdivisions and/or non-profit entities upon application and approval by State and the National Highway Traffic Safety Administration (NHTSA) if applicable, and

WHEREAS, the Sub-Grantee must comply with the requirements listed herein, to be eligible for Federal funds in approved highway safety projects, and

WHEREAS, the State is obligated to reimburse NHTSA out of its funds for any ineligible or unauthorized expenditures for which Federal funds have been claimed and payment received, and

WHEREAS, the Sub-Grantee has submitted an application for Federal funds for highway safety projects:

NOW, THEREFORE, IN CONSIDERATION OF MUTUAL PROMISES AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:

### **I. REIMBURSEMENT OF ELIGIBLE EXPENSES**

- A. It is mutually agreed that upon written application by Sub-Grantee and approval by State and NHTSA (if applicable), State will obligate Federal funds to Sub-Grantee account for reimbursement of eligible expenditures as set forth in the application.
- B. It is understood that the State has the right to monitor and pre-audit any and all claims presented for reimbursement. Arrangements have been made for the financial and compliance audit required by 2CFR Subpart F, which is to be conducted within the prescribed audit reporting cycle (failure to furnish an acceptable audit, as determined by the cognizant Federal agency, may result in denial or require return of Federal funds). It is mutually agreed and promised that Sub-Grantee reimburse State for any ineligible or unauthorized expenditure for which Federal funds have been claimed and payment received as determined by a State or Federal audit.
- C. It is also understood, pursuant to 2 CFR 200.337, the Federal awarding agency, Inspectors General, the Comptroller General of the United States, the pass-through entity, or any of their authorized representatives (such as National Highway Traffic Administration otherwise known as NHTSA), must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal Award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.
- D. It is further agreed that where reimbursement is made to Sub-Grantee in installments, State shall have the right to withhold any installments to make up reimbursement(s) received for any ineligible or unauthorized expenditure until such time as the ineligible claim is made up or corrected by Sub-Grantee.
- E. Unless otherwise directed, Sub-Grantees must submit monthly reimbursement, activity reports and back up

documentation, by the **10th working day** of the following month to receive reimbursement for project activities. Reports reflect the status of project implementation and progress toward reaching goals. Each activity report shall describe the project status and shall be submitted to the State, no later than the 10th working day following the end of the month.

- F. Final Closeout Report and Reimbursement Claim with all required documentation must be received to MS Office of Highway Safety within forty-five (45) days of completion of the project (**Close of Business (COB) November 15<sup>th</sup>**). Appropriate forms will be provided to the Project Director. All required due dates for MOHS documents are provided in the Project Director's Guide.

**Any Sub-Grantee delinquent in submitting monthly reimbursement, monthly activity, and/or final accomplishment reports, or incomplete progress reports that lack sufficient detail of progress during the period in question, may be subject to having submitted reimbursement requests delayed, pending additional justification. Once completed reports are received, reimbursement requests will be processed.**

## **II. ON-SITE MONITORING AND EVALUATION**

Pursuant to Federal guidelines, the State has developed a plan for evaluating all projects. Each Sub-Grantee will be required to have at least one (1) on-site monitoring visits during the grant year. All written documents will be reviewed to determine progress, problems and reimbursements of the project. The State evaluates all sub recipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the sub-award for the purposes of determining the appropriate level of sub recipient monitoring.

## **III. PROPERTY AGREEMENT**

- Facilities and equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the MS Office of Highway Safety; or the State, by formal agreement with appropriate officials of a political subdivision, State agency, or non-profit entities.
- It is mutually agreed and promised that the Sub-Grantee shall immediately notify the MS Office of Highway Safety, if any equipment purchased under this project ceases to be used in the manner set forth by the project agreement. In such event, Sub-Grantee further agrees to transfer or otherwise dispose of such equipment, as directed by the MS Office of Highway Safety.
- It is mutually agreed and promised by the Sub-Grantee that no equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of the MS Office of Highway Safety.
- It is mutually agreed and promised that the Sub-Grantee shall maintain, or cause to be maintained for its useful life, any equipment purchased under this project. Former sub-grantees (no longer active in the grant program) are required to submit equipment reports/updates on the equipment purchased with federal funds for the extent of the useful life.
- Each Sub-Grantee of federal grant funds has a financial management system that complies with the minimum requirements of 2 CFR Part 200 (Super Circular).
- All equipment awarded in this project agreement must be ordered within ninety (90) days after project implementation. If unforeseen circumstances arise which prohibit this being accomplished, the MS Office of Highway Safety must be notified as to the reason for the delay and projected purchase date of the equipment.
- Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds the title, the acquisition date, cost of the property, percentage of Federal participation in the cost of the property, the location use and condition of the property and any ultimate disposition data including the data of disposal and sale price of the property.
- A physical inventory of the property must be taken and the results reconciled with the property records at least once a year for the useful life of the property.
- A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.

- Adequate maintenance procedures must be developed to keep the property in good and working condition.
- If the Sub-Grantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. Sale of items must be approved by the MOHS.
- Costs for equipment items are allowable only as part of a comprehensive program effort. All approved equipment must be included on the Federal Conformation Product List (CPL), where applicable. Approved equipment purchased with federal funds, must be in compliance of the Buy America Act (23 U.S.C. 313).
- Where major multi-purpose equipment is to be purchased, costs shall be factored, based on utilization for highway safety purposes.
- Approved equipment with a purchase price of \$10,000.00, must be approved in writing from the National Highway Traffic Safety Administration, before the purchase of approved equipment purchased with federal funds.

#### **IV. STAFFING**

Positions covered by this project that are funded 100% or 2080 enforcement hours must be new positions. If staff of the Sub-Grantee agency is transferred to work on this project, the agency must replace the vacant position with a new hire. Salaries in this project are for the purpose of remuneration for personal services over and above the present manpower level of the agency. All positions require detailed activity documentation, as directed by MS Office of Highway Safety.

The Individual Officer(s) on this project is defined as an officer working enforcement at approximately 2080 hours at an approximate rate of pay per hour.

#### **V. GENERAL PROJECT REQUIREMENTS**

- A. Agreements, Modifications and Revisions
- The Sub-grantee must return original copies of agreements, modifications, and revisions to MOHS physical address. All original documents require an **original signature signed in BLUE ink** by the Authorized Signatory Official (Mayor, Board of Supervisor President, Director, Commissioner, etc.). MOHS will not accept a secondary signatory official signature or initials.
  - In the fully executed grant agreement, the Cost Summary Support Sheet details all allowable cost for which MOHS approved and will reimburse an agency. Any cost not listed in the fully executed grant agreement and/or an approved modification/revision will not be reimbursed.
  - All recipients of MOHS federal grant funds must be able to track funds under the requirements of 2CFR 200.302. from the initial expense to the final receipt of reimbursement and provide documentation to back-up the amount spent with federal grant funds.
  - No budget modification requests will be accepted by the MS Office of Highway Safety before **January 1<sup>st</sup>** (the second quarter) and after **July 31<sup>st</sup>**. Any proposed changes in this Agreement that would result in changes in the scope, character, or complexity of the agreement, require a Letter and Budget Modification Request to the MS Office of Highway Safety signed by the Authorized Signatory Official. Changes to the Agreement will not be effective, until both parties have executed the modification.
- B. Any change to out-of-state travel approved in the Grant Agreement, must have prior written approval by the MS Office of Highway Safety for changes. Requests for change should be submitted to the MS Office of Highway Safety not less than thirty (30) days before the intended date of travel on Agency letterhead.
- Out of State Travel - All federal funded **out of state travel** requires expenses incurred to be placed on the authorized travel voucher. All cost must be based on current state and federal policies.
  - In State Travel - All federal funded **in state travel** requires **itemized receipts** for expenses incurred, as well as the authorized travel voucher. All cost must be based on current state and federal policies.
  - In State Travel - Meals can only be claimed with an overnight hotel stay.

- In State Travel – Hotel rates must be based on DFA travel policy for State agencies. Non-State agencies hotel rates must follow the agency's current travel policy.
  - Meal cost, taxes, and fees (credit card, delivery, service, etc.) are approved cost included in the allocated amount under travel in the grant agreement. Because these costs are associated with travel and needed to carry out project activities, they are considered allowable, reimbursable cost for meals. The amount allowed for individual meals should not exceed the daily maximum reimbursement rate approved in the grant agreement.
  - Fares, fees, and surcharges for taxi, shuttle, airport transportation services, ride sharing services (Uber, Lyft, etc.) to and from a hotel are allowable and require an itemized receipt. The amount allowed for transportation should not exceed the maximum reimbursement amount approved in the grant agreement. Fuel surcharges are only allowable on any ride sharing service if no surcharges are applied for paying with a credit card.
  - MOHS reimburse travel according to Section 25-3-41, Mississippi Code of 1972, establishes guidelines for travel reimbursement of the State of Mississippi, and of any department, institution, board or commission thereof. It also provides that the Mississippi Department of Finance and Administration (DFA) shall promulgate rules and regulations to effectuate economies for all expenses authorized under this section. All rules and regulations contained herein apply to all MOHS sub-grantees.
- C. The Mississippi Office of Highway Safety can only reimburse sub-grantees for grant funded activity. If a sub-grantee is on non-grant related activities for more than 15 minutes; after such time, they should revert to their own agency funding.
- D. The Local Governmental Resolution Agreement and Authorization to Proceed included within this Agreement, must be completed by the Authorizing Official, to accept on behalf of the agency that is represented in this Agreement for federal funding to defray the cost of the project described in the award. The City/County seal is required. This document is not applicable to State agencies.
- E. Sub-Grantee must submit any proposed agreements for contractual services to the MS Office of Highway Safety. Contractual Services must be submitted sixty (60) days prior to acceptance, due to the fact that contracts **must have** review and approval by DPS and NHTSA.
- F. Any program income earned by projects financed in whole or in part with Federal funds must be documented and accounted for. Program income earned during the project period shall be retained by the Sub-Grantee and used for project related expenses or to offset eligible expenses, with the approval of the MS Office of Highway Safety.
- G. The Assurance of Understanding included within this Agreement, must be completed by the Authorizing Official, to accept on behalf of the agency that is represented in this Agreement for federal funding to defray the cost of the project described in the award.
- H. Sub-Grantee **must maintain** in the Agency grant file, the most current copy of the following policies with the Application for funding. If Agency does not have a current policy, please inform the MS Office of Highway Safety of the un-availability of the policy.
- Seat belt policy (Must Retain a Copy);
  - Warning citation policy (If Applicable);
  - Pursuit policy (Must Retain a Copy);
  - Checkpoint policy (If Applicable);
  - Saturation patrol policy (If Applicable); and
  - DUI enforcement policy (If Applicable)
  - Agency seat belt survey procedures must be provided if usage rate is identified as a performance measure within agreement (If Applicable)

- I. Sub-Grantee **must submit** to the MS Office of Highway Safety a copy of the following policy(s):
- Agency Payroll Schedule- Payroll period begin and payroll end dates & check date);
  - Agency Leave policy (personal and/or vacation, sick, holiday, and military); and
  - Agency Overtime Policy
  - Fiscal Control and Fund Accounting Procedures
  - Pursuit Policy (Law Enforcement Only)
  - In-Direct Cost Agreement (If Applicable)
- J. All training received under federal funded programs must be program related and the Sub-Grantee **must** maintain a copy of the certificate of completion and **must** be available for inspection in the Sub-Grantee grant file. A copy of the certificate of completion **must** be submitted to the MOHS for reimbursement of training expenses.
- K. All Instructor related training **must be** included within the grant Agreement under Strategies to receive reimbursement.
- L. Costs for the following equipment items are allowable only if a part of a comprehensive program effort. All allowable equipment must be included on the Federal Conformation Product List (CPL):
- Police traffic radar and other speed measuring devices used by the police (devices must meet the recommended federal guidelines)
  - Alcohol testing
  - Mobile video systems
- M. A Property Inventory form **must** be completed for all equipment. All equipment cost exceeding \$1,000.00 and/or all computer equipment, will be tagged with a Department of Public Safety inventory control number. All equipment will be maintained on the MOHS inventory data base. All equipment purchased with grant funds must be available for inspection. A copy of the most current Property Inventory form must be available in the Agency's grant file.
- N. The cost of training is allowable using DOT/NHTSA developed, equivalent, or endorsed curriculum. Documentation must be provided in order to receive reimbursement for a Individual Officer's salary for training. MOHS will reimburse an officer's salary, as long as the proper documentation is submitted such as a Certificate of Completion or Certificate of Attendance.
- O. Development costs of new training curriculum and materials are allowable, if they will not duplicate materials already developed for similar purposes by DOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet particular state and local instructional needs.
- P. Execution of Agreement: Grant Agreements are not effective until all parties (MOHS, PSP Executive Director/Governor's Rep and the Sub-Grantee) have fully executed (signed and dated) the Grant Agreement.
- Q. Implementation of Agreement: All Sub-Grantees **are required** to attend a mandatory grant implementation meeting. Failure to attend one (1) of the available mandatory grant implementation meetings will result in rescinding of the grant funds allocated for the project.
- R. Agreements: Unless otherwise authorized in writing by the MS Office of Highway Safety, the Sub-Grantee shall not assign any portion of the work to be performed under this Agreement, or execute any Agreement, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this Agreement without the prior written concurrence of the MS Office of Highway Safety. Any subcontract under this Agreement must include all required and/or applicable clauses and provisions of this agreement.



- S. Sub-Grantee failure to meet all reporting, attendance at meeting(s), scheduled events and timely submission of reimbursement requests set forth in the Agreement by the MS Office of Highway Safety, may result in the withholding of reimbursement payments.
- T. Project Commencement: Unless otherwise indicated within the grant agreement, sub-grantee program activity will begin within **(30) days of the approved start date**, after signed approval of the grant agreement by the MOHS Director. If program activity does not begin within this time period, the program may be subject to cancellation and funds may be reallocated.
- U. Termination of Agreement:
- In the event of Sub-Grantee noncompliance with any of the provisions of this agreement, the MS Office of Highway Safety may terminate this Agreement by giving the Sub-Grantee a thirty (30) day notice. Before issuing notice of termination of this Agreement, the MS Office of Highway Safety, shall allow the Sub-Grantee a reasonable opportunity to correct noncompliance issues. For noncompliance with the nondiscrimination section of this agreement or with any of the said rules, regulations or orders, this agreement may be canceled, terminated, or suspended in whole or in part.
  - The Sub-Grantee may terminate its participation in this agreement by notifying and submitting the required closeout documentation to the MS Office of Highway Safety, thirty (30) days in advance of the termination date.

## **VI. UNALLOWABLE COST**

The provisions stated in the following section serve as a guide in describing costs that are **not allowable** for highway safety funding. See NHTSA Highway Safety Grant Funding Guidance.

The following are unallowable:

### **A. Unallowable Costs for Facilities and Construction:**

- Highway construction, maintenance, or design other than design of safety features of highways incorporated into Roadway Safety guidelines
- Construction or reconstruction of permanent facilities, such as paving, driving ranges, towers and non-portable skid pads
- Highway safety appurtenances including longitudinal barriers (such as guardrails), sign supports (except as allowed under Allowable Costs with Conditions for selected Items, Part II.A.2.), luminaire supports, and utility poles (FHWA safety construction Federal-aid funds are available)
- Construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures;

Examples of office furnishings and fixtures

- |             |                  |                        |
|-------------|------------------|------------------------|
| • Desk      | • Credenza       | • Storage Cabinet      |
| • Chair     | • Bookcase       | • Portable Partition   |
| • Table     | • Filing Cabinet | • Picture, Wall Clock  |
| • Shelving  | • Floor covering | • Draperies & Hardware |
| • Coat Rack | • Office Planter | • Fixed Lighting/Lamp  |
- Land (except for Section 2010 motorcycle safety grant funds used to purchase facilities which includes the purchase of land.)

### **B. Unallowable Equipment Costs:**

- Fixed and portable truck scales (Motor Carrier safety program funds are available for truck scales)

- Traffic signal preemption systems (FHWA Federal-aid highway program funds are available.)
- Automated traffic enforcement systems may not be purchased, operated, or maintained with Section 402 funds. (23 U.S.C. 402(c)(4)(A) and 23 CFR Part 1300.13(c)).
- Radars or other speed measuring devices using Impaired Driving Countermeasures and Alcohol Impaired Driving Countermeasures grant funds.

**C. Unallowable Training Costs:**

- Training of Special Traffic Enforcement Program (STEP) law enforcement officers.
- An individual's salary while pursuing training or the salary of the individual's replacement (except when the individual's salary is already supported with highway safety funds under an approved project).
- Overtime for law enforcement attending drug recognition expert training.

**D. Unallowable Program Administration:**

- General costs of government - For States, local governments and Indian Tribes, the general costs of government are unallowable except as provided in 2 CFR 200.475 Travel Cost. (Reference 2 CFR 200.444 and 2 CFR 200.475).
- Alcoholic beverages for any consumption purposes or techniques for determining driver impairment are not allowable. (Reference 2 CFR 200.423).
- Drug impaired activities, equipment and drug impaired training is not allowable using Sections 154/164 funds.
- Entertainment costs, including amusement and social activities and expenses directly associated with such costs (tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities). 2 CFR 200.438.

**E. Lobbying:**

- Federal - the cost of influencing the U.S. Congress and Federal agency officials for activities associated with obtaining grants, contracts, cooperative agreements or loans.
- State and Local-No Federal funds may be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., grassroots) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds to engage in direct contact with State or local legislative officials, in accordance with customary State practice, even if it urges legislative officials to favor or oppose the adoption of a specific pending legislative proposal. (23 CFR Part 1300)

**F. Additional Items Unallowable:**

- Cell phones, guns, and office furniture are **not** allowable for purchase with these funds under any circumstances.
- The cost of promotional items and memorabilia, including models, gifts and souvenirs are unallowable advertising and public relations costs. (2 CFR Part 200.421(e)(3)). Promotional items that are unallowable can include t-shirts, hats, key chains, bumper stickers, etc.
- Costs are **not** allowable to pay for an employee's salary while pursuing training, nor to pay the salary of the employee's replacement except where the employee's salary is supported 100% under an approved project.
- Supplanting, includes: (a) replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or (b) using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or Federally-recognized Indian tribal governments.
- The MOHS **will not reimburse** for the assistance of providing training to law enforcement officers through specialized training activities, unless approved in the MOHS Agreement. Any training or training assistance that is claimed and not listed in the approved MOHS Agreement will not be reimbursed.
- Cost to purchase program advertising space in the mass communication media is **not** allowable for Sub-Grantees.

**CERTIFICATIONS AND ASSURANCES**  
**FEDERAL CERTIFICATIONS AND ASSURANCES**

**NONDISCRIMINATION**

**(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)**

The Sub-Grantee will comply with all Federal statutes and implementing regulations relating to Nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C. 2000d et seq., 78 stat. 252)**

Prohibits discrimination on the basis of race, color, national origin and 49 CFR part 21.

**THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES Act of 1970, (42 U.S.C. 4601)**

Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects.

**FEDERAL-AID HIGHWAY ACT OF 1973, (23 U.S.C. 324 et seq.) AND TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686)**

Prohibit discrimination on the basis of sex.

**SECTION 504 OF THE REHABILITATION ACT OF 1973, (29 U.S.C. 794 et seq.)**

As amended, prohibits discrimination on the basis of disability and 49 CFR part 27.

**THE AGE DISCRIMINATION ACT OF 1975, as amended, (42 U.S.C. 6101 et seq.)**

Prohibits discrimination on the basis of age.

**THE CIVIL RIGHTS RESTORATION ACT OF 1987, (Pub. L. 100-209)**

Broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not.

**TITLES II AND III OF THE AMERICANS WITH DISABILITIES ACT (42 U.S.C. 12131-12189)**

Prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing and 49 CFR parts 37 and 38.

The Sub-Grantee—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its sub recipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require any of its sub recipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;

- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause, "During the performance of this contract/funding agreement, the contractor/funding recipient agrees":
1. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time.
  2. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 2I and herein.
  3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA.
  4. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.
  5. To insert this clause, including paragraphs (1) through (5), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement that receives Federal funds under this program.

### **POLITICAL ACTIVITY (HATCH ACT)**

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

The Sub-Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

### **CERTIFICATION REGARDING FEDERAL LOBBYING**

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section

1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **RESTRICTION ON STATE LOBBYING**

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

### **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)

#### Instructions for Primary Certification (Sub-Grantees)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to check the System for Award Management Exclusions website (<https://www.sam.gov>)
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Tier Covered Transactions

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department of agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



## **CERTIFICATION ON CONFLICT OF INTEREST 23 CFR 1300 APPENDIX A**

### **(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)**

No employee, officer or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a) The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential sub-awardees, including contractors or parties to subcontracts.
  - b) The code or standards shall establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

## **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

### **(APPLIES TO SUB RECIPIENTS AS WELL AS SUB-GRANTEES)**

The Sub-Grantee and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

## **BUY AMERICA ACT**

The Sub-Grantee and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub recipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the Sub-Grantee must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

## **MS OFFICE OF HIGHWAY SAFETY CERTIFICATIONS AND ASSURANCES**

### **Alcohol/Impaired Driving/Occupant Protection/Police Traffic Services and High Visibility Enforcement (HVE)**

#### **Participation Compliance**

#### **(Applies only to Law Enforcement Sub-Grantees)**

1. Law Enforcement Sub-Grantees **will use** the following criteria to help identify locations in each city/county for intensified enforcement including checkpoints and saturation patrols:
  - ▣ Unusual incidents of alcohol/ drug related crashes/fatalities
  - ▣ Alcohol/ drug impaired driving violations
  - ▣ Unusual number of nighttime single vehicle crashes/fatalities (Impaired, Unbelted and Speed)
  - ▣ Any other documented alcohol/ drug related vehicular incidents
  - ▣ Citation data related to restrained and unrestrained occupants

- ▯ Unusual incidents of unbelted crashes/fatalities
  - ▯ Seatbelt/Child restraint violations
  - ▯ Unusual incidents of teen crashes/fatalities
  - ▯ Unusual incidents of speed crashes/fatalities
2. Law enforcement agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of HVE Enforcement Participation must comply with the following:
  3. Sub-Grantee **must engage** in three (3) sustained enforcement blitz periods during the national campaigns for Christmas/New Year's, Memorial Day, and the Labor Day Holiday by conducting checkpoints and/or saturation patrols.
  4. Sub-Grantee **will engage** in two (2) sustained enforcement blitz periods during Super Bowl Sunday, 4th of July Holiday Period, and any additional sustained enforcement periods coordinated by the MOHS by conducting checkpoints and/or saturation patrols during the state campaigns.
  5. For each of the national blitz campaigns, Sub-Grantee **must maintain** relevant statistics and **submit** a blitz form reporting the total number of citations issued, checkpoints, saturation patrols, arrests, and other citations/relevant statistics by the MOHS required deadline. Failure to comply with this requirement may result in delay of reimbursement payments.
  6. Sub-Grantee **is required** to generate earned media (example: press conference, TV, radio, social media or print news articles) before, during, or after High Visibility Enforcement (HVE) state and national blitz campaign events and must submit documentation after the occurrence as required by MOHS.

#### **DUI/Impaired Compliance**

##### **High Visibility Enforcement (HVE) and Public Information and Education (PI&E)**

**Applies only to Sub-Grantees funded with Impaired Driving (405d), Alcohol (154), and/or any Police Traffic Service (402) funds used for Impaired Driving and/or Alcohol enforcement**

Law enforcement and State agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of DUI/Impaired activities must comply with the following:

- Sub-Grantee **agrees and commits** to have the Individual Officer(s) (if applicable) and/or other officers assigned to work DUI/Impaired enforcement to engage their efforts during peak hours when most impaired drivers are likely driving under the influence.
- Individual DUI/Impaired Officer(s) shift hours **will include** 4:00 p.m. and no later than 7:00 a.m. and will include **Thursday, Friday, Saturday and Sunday.**
- Overtime hours for DUI/Impaired Enforcement **will include** 4:00 p.m. and no later than 7:00 a.m. and will include **Thursday, Friday, Saturday, and Sunday.**
- Proper justification may be requested by MOHS regarding **other dates or time periods** within the jurisdiction for needed enforcement outside the above shifts.
- Specific DUI/Impaired activities in which the Individual Officer(s) (if applicable) and/or other officers assigned to work enforcement **will include** checkpoints, saturation patrols and other impaired driving enforcement activities as designated.

- The Sub-Grantee must participate in the National Drive Sober or Get Pulled Over campaigns endorsed by the National Highway Traffic Safety Administration.
- The Sub-Grantee **will engage** in **all** activities as described in the High Visibility Enforcement (HVE) Participation Compliance.
- The Sub-Grantee **will engage** in sustained enforcement blitz periods during Super Bowl Sunday, 4th of July Holiday Period, and any additional sustained enforcement periods coordinated by the MOHS by conducting checkpoints and/or saturation patrols during the State campaigns.
- The Sub-Grantee **will generate** earned media (example: press conference, tv, social media, radio or print news articles) either before, during, or after national blitz campaign events and must submit documentation after the occurrence as required by MOHS.

**Blitz Campaigns – Enforcement Grant:** Sub-grantees are to conduct enhanced enforcement during blitz periods based on their funding source. Each sub-grantee funded under 154 Alcohol and 405d Alcohol and Drug Impaired Driving grant funds must participate in the National Blitz Campaigns for Drive Sober or Get Pulled Over with enhanced DUI enforcement.

National Drive Sober or Get Pulled Over campaign with enhanced enforcement: Christmas/ New Year's  
 National Drive Sober or Get Pulled Over campaign with enhanced enforcement: Labor Day  
 State blitz campaigns with enhanced enforcement: Super Bowl, Memorial Day, 4<sup>th</sup> of July

**Blitz Campaigns – PI&E Grant:** Sub-grantees are to collaborate with law enforcement for the National Drive Sober or Get Pulled Over campaigns and State campaigns and generate earned media with at least one (1) newspaper, television, social media or radio presentation.

**Occupant Protection/Police Traffic Services**  
**High Visibility Enforcement (HVE) and Public Information and Education (PI&E)**  
**Applies only to Sub-Grantee funded with 402 (OP), 402(PTS) or 405(B)**

Law enforcement and State agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of Occupant Protection/Police Traffic Service activities must comply with the following:

- Occupant Protection/Police Traffic Services activities for STEP officers assigned to work enforcement overtime **will include** checkpoints, saturation patrols and other 402 OP/PT specific enforcement activities as designated.
- Sub-Grantee funded under a 402/405(b) Occupant Protection/Police Traffic Services Federal grant funds **must participate** in the National Click It or Ticket Campaign Mobilization and Child Passenger Safety week endorsed by the NHTSA
- The Sub-Grantee **will engage** in sustained enforcement blitz periods during Super Bowl Sunday, 4th of July Holiday Period, and any additional sustained enforcement periods coordinated by the MOHS by conducting checkpoints and/or saturation patrols during the State campaigns.
- Sub-Grantee **will submit** HVE blitz forms containing the number of child restraint/safety belt citations, etc. and **submit** by the reporting deadline set forth by the MS Office of Highway Safety for national blitz campaigns. Failure to comply with this requirement may result in the delay of reimbursement payments.

- Sub-Grantee **will generate** earned media (example: press conference, TV, social media, radio or print news articles) either before, during, or after national blitz campaign events and must submit documentation after the occurrence as required by MOHS.
- The Sub-Grantee **will engage** in **all** activities as described in the High Visibility Enforcement (HVE) Participation Compliance.

**Blitz Campaigns – Enforcement Grant:** Sub-grantees are to conduct enhanced enforcement during blitz periods based on their funding source. Each sub-grantee funded under 402 Occupant Protection and Police Traffic Services grant funds must participate in the National Blitz Campaigns for Click It or Ticket with enhanced OP or PTS enforcement.

National Click It or Ticket campaign with enhanced enforcement: Memorial Day

State blitz campaigns with enhanced enforcement: Christmas/New Year's, Super Bowl, 4<sup>th</sup> of July, Labor Day

**Blitz Campaigns – PI&E Grant:** Sub-grantees are to collaborate with law enforcement for the National Click It or Ticket campaign, State campaigns and Child Passenger Safety week and generate earned media with at least one (1) newspaper, television, social media or radio presentation.

### **Law Enforcement Liaison Participation Compliance** **(Applies only to Law Enforcement Liaison Sub-Grantees)**

Law enforcement agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of LEL Coordination Participation must comply with the following:

Sub-Grantee with a LEL Network Coordination Grant **must** sign the MOHS Law Enforcement Liaison Agreement. A LEL serves as a liaison between the Mississippi Office of Highway Safety and the state's law enforcement community. LELs help promote and enhance state and national highway safety programs, initiatives, and campaigns.

Sub-Grantee with a LEL Network Coordination Grant **must hold** a LEL Network meeting to promote State/County/Local networking for the Christmas/New Year's, Memorial Day, and Labor Day national blitz campaigns, blitz reporting, and PI&E efforts.

Sub-Grantee with a LEL Network Coordination Grant **must allow** the LEL network coordinators to assist the MS Office of Highway Safety in promoting and gathering statistics from the NHTSA national blitz campaigns.

Sub-Grantee with a LEL Network Coordination Grant **will promote** MOHS highway safety countermeasures and enforcement strategies.

### **Audit Requirements:**

**Law enforcement, state, local, non-profit agencies funded with Federal Highway Safety funds administered by the MS Office of Highway Safety for the purpose of grant activity must comply with the following (2 CFR§200.501):**

(a) *Audit required.* A non-Federal entity that expends \$1,000,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$1,000,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$1,000,000.* A non-Federal entity that expends less than \$1,000,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Sub-recipients and Contractors.* An auditee may simultaneously be a recipient, a sub recipient, and a contractor. Federal awards expended as a recipient or a sub recipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.331 Sub recipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, for procurement transactions in which the contractor is made responsible for meeting program requirements, the auditee must ensure those requirements are met, including by clearly stating the contractor's responsibilities within the contract and reviewing the contractor's records to determine compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include a determination of whether these transactions comply with Federal statutes, regulations, and the terms and conditions of a Federal award.

(h) *For-profit sub recipient.* This subpart does not apply to for-profit organizations. As necessary, the pass through entity is responsible for establishing requirements to ensure compliance by for-profit subrecipients. The subaward with a for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring throughout the performance of the subaward, and post-award audits. See also §200.332 Requirements for pass-through entities.

**Sub-Grantees are required to provide a copy of the jurisdiction/agency(s) most recent A-133 audit with the Grant Application. If an agency doesn't meet the A-133 audit requirement, MOHS requires a financial audit with the submission of the Grant Application. An agency that receives an updated audit during the grant year is required to provide a copy of the audit to the MOHS.**

**STATE CERTIFICATION AND ASSURANCE**  
**CERTIFICATION AND STANDARD ASSURANCE REQUIREMENT FOR:**  
**(APPLIES TO LAW ENFORCEMENT SUB RECIPIENTS AS WELL AS SUB-GRANTEES)**

**CONCERNING: STATE, COUNTY AND LOCAL EMERGENCY RESPONSE AND VEHICULAR PURSUIT POLICIES**

When truly applicable and in full cooperation with the MS Office of Highway Safety, all grant and/or Sub-Grantee recipients (regardless of the type of entity or the amount awarded) must show substantial compliance with the following statutory requirement: On or after January 1, 2005, **each state, county and local law enforcement agency that conducts emergency response and vehicular pursuits shall adopt written policies and training procedures that set forth the manner in which these operations shall be conducted.** Each law enforcement agency may create its own policies or adopt an existing model. All pursuit policies created or adopted by any law enforcement agency must address situations in which police pursuits cross over into other jurisdictions. Law enforcement agencies which do not comply with the requirements of this provision are subject to the withholding of any state funding or state administered federal funding. (MS Code Annotated § 45-1-43)

The obligation of a Sub-Grantee is to formulate, implement, and maintain certain written pursuit policies and training procedures which specifically set forth how these operations shall be conducted in accordance with State law. Note that “recipient” means any state, county or local law enforcement agency that conducts emergency response and vehicular pursuits and which may also receive any state funding or state administered federal funding.

A true copy of the law enforcement agency’s emergency response and vehicular pursuit policy with pertinent training procedures must be retained in the agency grant file and be available for review. However, when otherwise allowed to submit an alternative for the required documentary confirmation, recipient must specifically identify and acknowledge the use of viable pertinent policies and training procedures, as these factors may be especially expressed through an appropriate letter or timely memorandum of understanding. All relevant information submitted or received by the MOHS, becomes an actual documented part of the grant documentation and thus will be placed within the MOHS master file for grants.

During any occurrence or time period for application, selection, award, implementation or close out of a grant or an award, if the grantee, Sub-Grantee, or recipient does not show compliance with the statute emphasized above, the grantee, Sub-Grantee or recipient is subject to the withholding of any state funding or state administered federal funding. Failure of grantee, Sub-Grantee or recipient to communicate the relevant policy that is required by statute may lead to adverse cost adjustment, disallowance of costs and/or recovery of pertinent project funds. Such recovery may be accomplished on the basis of offset levied against any and all advanced funding, requests for reimbursements, or award of funds.

As the Authorized Official for, \_\_\_\_\_ **(Sub-Grantee Name)**, I certify by my signature below, that I have fully read and I am cognizant of our duties and responsibilities under the emergency response and vehicular pursuit policies statute. Therefore, I hereby comply with this Certification and Standard Assurance requirement by retaining true copy of the applicable state, county or local emergency response and vehicular pursuit policies with training procedures which are pertinent to this organization. A copy of the vehicular pursuit policy must be maintained in the Sub-Grantee agency grant file.

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**Authorizing Official's Signature**  
**(Mayor, Board President, Commissioner, Director)**

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**Date**

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**Print Authorizing Official's Name**

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**Authorizing Official's Title**

**ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-GRANTEES:**

**This original signed form (blue ink only) must be returned to the MS Office of Highway Safety, within forty-five (45) days of receiving the attached grant award letter.**

As the Authorized Official for, \_\_\_\_\_ **(Sub-Grantee Name)**, I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. I acknowledge by my signature below, that I understand that the Grant Agreement is not effective until all parties (MOHS, PSP Executive Director/Governor's Rep and Authorized Official) have signed, dated and fully executed the Grant Agreement.

As the Authorized Official, my signature below assures that Federal funds will not be used to supplant State or local funds and that Federal funds will be used to supplement existing funds for program activities and not to replace those funds which have been appropriated for the same purpose.

Therefore, the Agency, I represent agrees to comply and adhere to all Federal, State and MS Office of Highway Safety Certifications and Assurances and their conditions.

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**Authorizing Official's Signature**  
**(Mayor, Board President, Commissioner, Director)**

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**Date**

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**Print Authorizing Official's Name**

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**Authorizing Official's Title**



**LOCAL GOVERNMENTAL RESOLUTION AGREEMENT AND AUTHORIZATION TO PROCEED**

**WHEREAS**, the \_\_\_\_\_  
(Governing Body of Unit of Government)

Herein called the “**SUB-GRANTEE**” has thoroughly considered the problem addressed in the application  
(Program Funding Source) **405D ALCOHOL AND DRUG IMPAIRED DRIVING** and has reviewed the project described in the  
agreement; and

**WHEREAS**, under the terms of Public Law 89-564 as amended, the United States of America has authorized the  
Department of Transportation, through the Mississippi Office of Highway Safety to make federal contracts to assist local  
governments in the improvement of highway safety,

**NOW THEREFORE BE IT RESOLVED BY THE** \_\_\_\_\_  
(Governing Body of Unit of Government)

**IN THE JURISDICTION** \_\_\_\_\_ **MISSISSIPPI, THIS** \_\_\_\_\_ **Day of**  
\_\_\_\_\_, 20\_\_\_\_ **AS FOLLOWS:**

1. That the project above is in the best interest of the Sub-Grantee and the general public.
2. \_\_\_\_\_ is authorized to accept, on behalf of the Sub-Grantee,  
(Name and Title of Representative)  
an award in the form prescribed by the Mississippi Office of Highway Safety for federal funding in the  
amount of \$ \_\_\_\_\_ to be made to the Sub-Grantee defraying the cost of the  
(Federal Dollar Requested)  
project described in the award.
3. One original or certified copy of this resolution must be included as part of the award referenced above.
4. That this resolution shall take effect immediately upon its adoption.

(If Applicable)

**DONE AND ORDERED IN OPEN MEETING BY** \_\_\_\_\_  
(Chairman of Board / Mayor)

Alderman/Councilperson \_\_\_\_\_ offered the foregoing resolution and moved its adoption,  
which was seconded by Alderman/Councilperson \_\_\_\_\_ and was duly adopted.

**Date:** \_\_\_\_\_

**Seal** (City/County Seal is required)

**Attest By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mississippi Office of Highway Safety  
Designation of Secondary Signatory Official**

Pursuant to the MS Department of Public Safety's requirements that the signatory official is the only person authorized to sign official documentation in relation to the sub-grant, such as monthly financial cost reporting worksheets, the (agency/department name) \_\_\_\_\_ has authorized and approved (print designated secondary signatory official name) \_\_\_\_\_ to sign any/all forms related to this contract.

Upon approval of this request said person will then be **Responsible/Liable**, as the signatory official, for claims submitted by them to this agency. The approval of this request will allow this person to complete required documentation in the absence and/or on behalf of the signatory official.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Designated Secondary Signatory Official)

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Cellular Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Designated Secondary Signatory Official: \_\_\_\_\_

Appointed by Authorizing Official: \_\_\_\_\_ Date: \_\_\_\_\_  
(Mayor, Board President, Commissioner, Director) (Print Name)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
(Authorizing Official)

## **Mississippi Office of Highway Safety Fiscal Control and Fund Accounting Procedures**

All recipients of MOHS federal grant funds must be able to track funds under the requirements of 2CFR 200.302 from the initial expense to the final receipt of reimbursement and provide documentation to back-up the amount spent with federal grant funds.

Federal regulations prohibit the commingling of Federal grant funds with funds from other sources and require grant recipients to maintain separate accounting over grant funds to ensure the funds are used for authorized purposes only. Federal grant funds cannot be commingled with general operating funds.

The Mississippi Office of Highway Safety has established the following criteria that must be met by all agencies receiving MOHS funds:

All recipients of MOHS funds are required to follow the federal regulations prohibiting the commingling of federal funds and maintain appropriate financial records that fully disclose the amount and disposition of MOHS funds received. Adequate record keeping includes financial documentation for disbursements.

All recipients of MOHS funds will follow the requirement above, establish and maintain both fiscal and program controls and funds accounting procedures acceptable to the Mississippi Office of Highway Safety, to assure the proper expenditure and disbursement of all funds and for program management and execution. Books and records will be kept and maintained until audited by the MOHS, federal granting agency, Office of the Inspector General, or any other agency requesting records, who shall have the right to access to any pertinent books, documents, papers, or other records of the sub-grantee, which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts. The rights to access are limited to the required retention period, but last as long as the records are retained (Reference 2CFR 200.337). Records must be maintained for a period of at least three years. Before destruction of any record, written approval must be obtained from the Mississippi Office of Highway Safety. These records include, but are not limited to:

- Financial report covering expenditures of the grant
- General ledger, cash receipts journals, cash disbursements journals, and other subsidiary records
- Approved budget and subsequent modifications
- Indirect cost allocation plans
- All invoices, billings, and reporting worksheets
- All personnel records of individuals paid with grant funds, including time sheets,
- wage authorization, tax withholdings forms, employment applications and other relevant data
- Inventory records for all property purchased with grant funds showing acquisition data, cost of property, identification number, bid information, and the use of the property
- Bank statements and reconciliations;
- Internal and external audit reports and project evaluation

We have read and understand all Fiscal Control and Fund Accounting Procedures as shown above and agree to comply with these conditions in the operation of the grant.

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**Authorizing Official's Signature**  
**(Mayor, Board President, Commissioner, Director)**

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**Date**

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**Print Authorizing Official's Name**

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**Authorizing Official's Title**

**1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)**

The Oxford Utilities Billing Supervisor has reviewed the accounts listed in the attached spreadsheet and confirmed that 1) The leaks associated with the referenced accounts meet the criteria of the Board approved leak adjustment policy and 2) The customer did not receive the benefit of the utility service being adjusted. Based on those findings, Oxford Utilities recommends that the board approve the adjustment of the referenced accounts.

**WATER/SEWER ADJUSTMENTS | OXFORD UTILITIES****08/28/25 - 09/09/25****TO BE APPROVED: 09/16/25**

ACCOUNT NUMBER	CUSTOMER NAME	ADDRESS	WATER ADJUSTMENT	SEWER ADJUSTMENT	ADJUSTMENT TYPE
005259-031973	BAILEE S GRAY	102 FARM VIEW DRIVE UNIT 703	-\$150.52	-\$200.13	INSIDE
202832-051724	RYAN T ENGLAND	1100 AUGUSTA DRIVE UNIT 103	-\$122.12	-\$162.37	INSIDE
006234-024698	STEVE STRICKLAND	409 ALLEN COVE	-\$50.77	-\$67.50	INSIDE
210429-006425	JOHN W DAVIS	670 ANCHORAGE ROAD	-\$24.85	-\$33.04	INSIDE
203240-103220	GENESSA EGERSON	123 YOCONA RIDGE ROAD	X	-\$115.42	POOL
003027-027049	JEREMY MILLS	205 GREENBRIAR LOOP	X	\$109.50	POOL
000410-002475	WEBBIE ANN ARCHER	1013 WILSON ROAD	-\$44.02	X	WT ONLY
209189-109014	DANNY E BUFORD	334 COUNTY ROAD 101	-\$29.70	X	WT ONLY
002140-017231	STEPHANIE LAPORTE	501 WOODLAND HILLS DRIVE	-\$66.72	X	WT ONLY
208115-107866	DUKE HUSSEY	5611 S LAMAR BLVD	-\$842.77	X	WT ONLY
<b>TOTAL:</b>			<b>-\$1,331.47</b>	<b>-\$468.96</b>	

## **RESOLUTION OF OXFORD, MISSISSIPPI REGARDING VARNER LOOP**

The Board took up for consideration property designated as Varner Loop, and, upon due consideration, the City of Oxford, Mississippi adopts the following Resolution, which was first reduced to writing:

### **RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI, TO CLOSE AND VACATE A PORTION OF VARNER LOOP**

WHEREAS, the City owns and operates a street within the City currently known as Varner Loop; and

WHEREAS, pursuant to MISS. CODE ANN. § 21-37-7, the City has the power to close and vacate any street; and

WHEREAS, the southern portion of Varner Loop, running from Rogers Road to Ivy Road, has flooded frequently in the past, forcing the City to restrict access to that portion of the road; and

WHEREAS, that southern portion of Varner Loop is not regularly used for vehicular traffic; and

WHEREAS, the City incurs costs and potential liability in maintaining and policing the southern portion of Varner Loop; and

WHEREAS, the southern portion of Varner Loop is not required for public benefit or convenience, and the public will benefit from its closure and disposal; and

WHEREAS, no abutting landowners will sustain any damages due to the closure of that southern portion of Varner Loop because all nearby properties will continue to enjoy access to North Lamar Boulevard via the portion of Varner Loop adjacent to and north of Rogers Road or via Ivy Road; and

WHEREAS, the southern portion of Varner Loop is not otherwise needed for municipal or related purposes, and the City desires to explore its options for disposing of the property.

NOW, THEREFORE, BE IT RESOLVED BY the Mayor and Board of Aldermen of the City of Oxford, Mississippi, the City hereby approves and authorizes the following:

1. The southern portion of Varner Loop, running from the southern right-of-way line of Rogers Road to the northern right-of-way line of Ivy Road, is hereby closed and vacated. Because no abutting landowner will be damaged by this closure, no compensation is due because of this closure.
2. The Mayor is authorized to secure two professional appraisals of the property formerly known as the southern portion of Varner Loop.

After full discussion of this matter, Alderman \_\_\_\_\_ moved that the foregoing Resolution be adopted and said motion was seconded by Alderman \_\_\_\_\_, and upon the question being put to a vote, the vote was as follows:

Alderman Smith	_____
Alderman Hulse	_____
Alderman Hyneman	_____
Alderman Atkinson	_____
Alderman Taylor	_____
Alderman Bailey	_____
Alderman Crowe	_____

WHEREUPON, the foregoing Resolution was declared passed and adopted at a regular meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi; on this, the 16th day of September, 2025.

\_\_\_\_\_



ROBYN TANNEHILL, MAYOR

ATTEST:

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ASHLEY ATKINSON, CITY CLERK

### **3. Consider Oxford Utilities Electric Division Construction Policy. (Rob Neely)**

The purpose of the new Oxford Utilities Construction Policy is to set definitions, expectations, guidelines, and fees for how Oxford Utilities Electric Division works with developers and contractors within our service territory. In the policy is an Aid-to-Construction fee schedule which updates our existing fee schedule from 2005.

Due to the increase in material, labor and equipment, the Electric Division determined that it is past time to update those fees. By adjusting the fees now, it should also provide additional funds for system maintenance and improvement. The biggest change to our current aid-to-construction policy is the change to full cost of construction for residential and commercial developments. In the past we've charged a price/foot for primary and secondary installation. Going forward we will charge for material (wire, etc.), labor and equipment (transformers, etc.). This is mainly necessary due to the high cost of equipment, which takes years for Oxford Utilities to recoup through our rates. The prices listed in the Fee Schedule were determined by averaging construction costs incurred on projects completed in 2025. If approved this policy will go into effect on October 1, 2025.

# **OXFORD UTILITIES**

## **ELECTRIC DIVISION - CONSTRUCTION POLICY**

<b>INDEX:</b>	I.	OBJECTIVES
	II.	CONSTRUCTION DEFINITIONS
	III.	FACILITIES
	IV.	OVERHEAD PRIMARY
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	VI.	NON-PERMANENT INSTALLATION
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	IX.	LIGHTING
	X.	OVERHEAD TO UNDERGROUND CONVERSIONS
	XI.	CONDEMNATION

### **APPENDIX: OU ELECTRIC DIVISION AID-TO-CONSTRUCTION FEE SCHEDULE**

#### **I. OBJECTIVES**

- a. To ensure a fair and reasonable basis for electric service extensions
- b. To define clear guidelines for approving line extensions within the Certificated Service area of the City of Oxford/Oxford Utilities (referred to as the 'Utility')
- c. To establish a practical extension policy that delivers optimal service to new customers at the lowest feasible cost, while adhering to sound financial and engineering principles

#### **II. CONSTRUCTION DEFINITIONS:**

**Facilities** – Any primary or secondary wire or combination of wires; fiber; primary or secondary poles; transformers; breakers; fuses; or other such current limiting or protective devices; meters; regulators; capacitors; junction boxes; conduit; lights; or any other device used for the distribution, supervisory control, monitoring, or protection of the Utility's grid.

**Permanent Residence** – Defined as any dwelling intended for the housing of persons where the dwelling is affixed to the ground by either a concrete slab, conventional foundation, or other permanent underpinning. A modular or manufactured home permanent in nature, which does not contain - and never contained - a wheeled chassis or a chassis that wheels can be added is also considered a Permanent Residence. To qualify, the structure must be permanently affixed as described above.

**Non-Permanent Residence** – Any dwelling intended for the housing of persons where the dwelling can be easily moved from one location to another. These include, but are not limited to:

- a. Mobile homes that contain a permanent wheeled chassis or a chassis that the wheels have been removed.
- b. Sheds, metal buildings, outbuildings or other structures that are transported to the site via flatbed trailers and not permanently affixed to a slab, foundation, or underpinning.
- c. Sheds, metal buildings, outbuildings, or other structures that are built on cinder blocks or equivalents, with no foundation or underpinning.

**Mobile Home Park** – Any land on which two or more Non-Permanent Residences, mobile homes, or recreational vehicles used for habitation are parked—whether free of charge or for income-producing purposes. This does not include instances where all such dwellings are occupied by the landowner and their immediate family.

**Multi-Unit Development** – Any development containing multiple residential buildings or a combination of residential and commercial buildings (e.g., amenities), built on undivided land for the purpose of housing persons. Examples include apartment complexes, condominiums, duplexes, quadplexes, and townhomes.

**Residential Subdivision** – Any development constructed for the purpose of selling residential lots.

**Non-Permanent Installation** – Any line extension temporarily built for the construction of a residential or commercial development, or a non-permanent commercial service. Examples include fireworks stands, carnivals, and any temporary service.

**Small Commercial - Single Phase** – Any commercial single phase line extension where the total load does not exceed 50kW.

**Medium Commercial** – Any commercial single phase line extension where the total load is greater than 50kW or three phase line extension where the total load is less than 1000kW.

**Large Commercial** – Any commercial three-phase line extension where the total load is equal to or greater than 1,000 kW.

**Commercial Development** – Any commercial development where property is sold or rented for non-residential purposes and contains multiple metering points. Examples include office buildings, strip malls, etc.

**Full Cost of Construction** – All labor, equipment, and material costs associated with installing electric facilities for a particular project.

**OU Aid-To-Construction Fee Schedule** – A list of fees and/or contributions in aid of construction associated with the Utility Construction Policy, hereafter called the “Fee Schedule.” This schedule shall be reviewed annually to reflect current pricing.

### III. FACILITIES

In accordance with the City of Oxford's municipal code of ordinances, all new or upgraded facilities installed by the Utility shall be placed underground. All such facilities shall be and remain the property of the Utility.

### IV. OVERHEAD PRIMARY

New overhead primary installation is prohibited by the City of Oxford Land Development Code. For existing overhead facilities, if a residential or commercial development requires the conversion of a single-phase line to three-phase, the developer will be responsible for contribution in aid of construction fees to upgrade the facilities.

### V. UNDERGROUND PRIMARY RESIDENTIAL

1. **New Services** - Customers shall pay contributions in aid of construction per the Utility's Fee Schedule. Payment is required in advance. Utility retains the right to serve future customers from the installed facilities. Customers must provide necessary easements prior to construction. Customer's electrical contractor must install underground conduit per the Utility's installation guidelines (available upon request).
2. **Converting Overhead to Underground** - Upon customer's request, or in cases where the residence is undergoing a major renovation (>50% of valuation), Utility will determine the feasibility of the conversion. The feasibility shall be determined based on the location of the underground, possible future maintenance problems, the number of customers served by this line and any other engineering and/or operational considerations. Utility shall be the sole agent in determining the routing of the underground line. If feasible, Utility will make an estimate of the retirement cost for the existing overhead and an estimate of the cost of the underground, and the customer requesting this change will pay the total cost of the two before construction begins. Any necessary easements will be furnished by the customer requesting service prior to construction. Customer's electrical contractor must install underground conduit per the Utility's installation guidelines (available upon request).
3. **Subdivision Developments** - Utility will provide an estimate for contribution in aid equal to the full cost of construction in accordance with the Fee Schedule. The fees must be paid before any work begins. The Utility will lay out the design in the most economical manner based on sound engineering and operating practices. In addition, the following shall be enforced:
  - a. Utility shall make all decisions as to design, installation, and location of

facilities.

- b. Before any work is begun, the Developer shall submit a utility plan to be approved by the City of Oxford pursuant to the Land Development Code requirements.
- c. Developers must agree not to alter grades without Utility approval.
- d. Developer must install all underground conduit in the development in accordance with the Utility's installation guidelines. Developer shall ensure proper trench backfilling and maintain thereafter.
- e. Once fees are paid, Utility will install underground feeders from which electricity can be served to new homes as they are built. Developer will be required to furnish accurate, on-site locations of property lines, corners, or other points by visible markers, which Utility may require for proper location of facilities. Developer will have all property which the above facilities are to be located placed on final grade in accordance with section (c) above before installation by Utility. The Utility will not run service wires to homes until the homes are constructed or until customer requests electric service. Applicable construction permits must be obtained from the City of Oxford.
- f. Electric service to a home will be provided under the procedures set forth in Section IX.
- g. All installed facilities shall remain the property of Utility.

4. **Multi-Unit Developments** - Utility will provide an estimate for contribution in aid equal to the full cost of construction for the development according to the Fee Schedule. The estimate will include all underground primary facilities as well as secondary facilities including secondary wiring up to the service entrance. Those facilities of the Multi-Unit Development that are Commercial applications such as amenities buildings, pool houses, or trash compactors shall fall under the Commercial section of this policy. The contribution in aid of construction shall be paid before any work is begun. In addition, the following shall be enforced:

- a. Utility shall make all decisions as to design, installation, and location of facilities.
- b. Before any work is begun, the Developer shall provide a utility plan to be approved by the City of Oxford pursuant to the Land Development Code requirements.
- c. Developers must agree not to alter grades without Utility approval.
- d. Developer must install all underground conduit in the development in accordance with the Utility's installation guidelines. Developer shall ensure proper trench backfilling and maintain thereafter.
- e. All installed facilities shall remain the property of Utility.

## **VI. NON-PERMANENT INSTALLATION**

Customers will be provided an estimated cost of construction, plus removal cost, less salvageable material, plus applicable taxes, shall be paid prior to construction. Fees and other deposits may be collected in addition to above.

## **VII. COMMERCIAL DEVELOPMENT**

1. **Small Commercial:** The applicant will be required to pay contribution in aid of construction according to the Fee Schedule. Said footage shall be measured from the point of beginning of the new primary line to the transformer location. If it is determined that an alternative route is in the best interest of the Utility, the applicant shall not be responsible for any additional charge due to the alternate routing. All charges shall be paid for in advance of construction. Utility shall have the right to serve future customers from the installed facilities. Owner shall provide all necessary easements. It is the responsibility of the Owner to install all underground conduit in accordance with the Utility's installation guidelines, which will be provided upon request.
2. **Large Commercial (Above 1000kW):** In addition to the requirements stated above in Section VII (1), Applications for power in excess of 1,000kW will be required to execute a Power Contract with the Utility for an initial period of five years and a renewal every consecutive five-year period as specified in the Power Contract. Surety bonds, deposits, and contribution for aid in construction shall be considered on an individual basis.

## **VIII. SECONDARY SERVICE**

1. **Construction Services** – The Utility shall provide temporary service connection to customer provided meter poles for the sole purpose of construction. Temporary construction fees shall apply (service pole, service fee, deposit, etc.). The wiring must meet all the specifications provided by the Utility. Any construction service deemed unsafe by the Utility will be disconnected without notice and will be reconnected when it is made safe.
2. **Overhead Service** – Not permitted for new developments.
3. **Underground Service** – Customers will be required to pay contribution in aid of construction according to the Fee Schedule. Customers will be required to install electric conduit as per the Utility's installation guidelines (available upon request). Utility will install conductors on residential secondary services according to the Fee Schedule. The customer's electrician will be responsible for installing conductors on secondary commercial services and multi-unit developments as well as terminating conductors at the point of

connection. Secondary services are subject to length and voltage drop restrictions as determined by Utility engineer.

## **IX. LIGHTING**

1. **Outdoor Light Installations** – Installed at a regular monthly charge based on existing rate schedule approved by the Tennessee Valley Authority, the Utility regulator. Lights will be installed on existing poles when applicable. If a new service pole is required, the applicant will be required to pay up-front according to Fee Schedule.
2. **Street Light Installation** – Street lights will be installed at a regular monthly charge based on existing rate schedules approved by the Tennessee Valley Authority, the Utility regulator. If the street light requires a concrete pole or is a decorative fixture then an up-front contribution of aid in construction will apply.

## **X. OVERHEAD TO UNDERGROUND CONVERSIONS**

1. If a customer, developer, homeowner's association, landowner, etc. requests the Utility convert their existing overhead single or three-phase primary to underground primary, the Utility will first determine the feasibility of this conversion.
2. If feasible, the requestor will pay an estimate fee as per the Fee Schedule to compensate for the labor and expenses associated with generating the estimate.
3. The requestor will be given the option of the Utility taking the project to bid or using the Utility's own or in-house contractor's forces. All engineering, design and advertising fees incurred during the design and bid process will be paid by the requestor.
4. If the project is not in the Utility's 5-year work plan, the requestor pays the full cost of the conversion (half up front and the remainder upon completion of the project).
5. If a project is in the Utility's 5-year work plan, and/or determined to be significantly beneficial to the reliability and future maintenance of the electric system, the Utility, at its sole discretion, may contribute material, equipment, or labor.

## **XI. CONDEMNATION**

All the above line extension shall be provided after all right-of-way easements have been secured. If condemnation is required to secure right-of-way easements, the customer will be responsible for all legal cost.

The OU Engineering department is responsible for notifying prospective customers of this policy, and ensuring compliance with its guidelines and requirements. The department



must also provide the OU accounting department with accurate information to facilitate the correct billing of customer accounts.

DATE APPROVED:            SEPTEMBER 16, 2025

EFFECTIVE DATE:         OCTOBER 1, 2025

**APPENDIX**  
**OU ELECTRIC DIVISION - AID-TO-CONSTRUCTION**  
**FEE SCHEDULE**

The following fees shall be used to determine the contribution in aid of construction.

- 1. Overhead Primary Permanent Residence –**
  - Not permitted by Oxford Land Development Code
- 2. Overhead Primary Non-Permanent Residence –**
  - Not Permitted by Oxford Land Development Code
- 3. Overhead Residential Subdivision Development –**
  - Not Permitted by Oxford Land Development Code
- 4. Underground Primary Residential –**
  - Secondary - Wire pull only = \$15.00/ft
  - Primary - Wire pull only = \$20.00/ft
  - Directional Bore = Estimate provided upon request; will include labor, material, and equipment cost
- 5. Underground Residential Subdivision Development –**
  - Full cost of construction including material, equipment, and labor
- 6. Underground Residential Multi-Unit Development –**
  - Full cost of construction including material, equipment, and labor
- 7. Small Commercial (Less than 50kW) –**
  - Secondary - Wire pull only = \$15.00/ft
  - Primary (Single Phase) - Wire pull only = \$20.00/ft
  - Primary (3-Phase) - Wire Pull only = \$25.00/ft
  - Directional Bore (Single Phase or 3-Phase) = Estimate provided upon request; will include labor, material, and equipment cost
- 8. Commercial Development –**
  - Full cost of construction including material, equipment, and labor
- 9. Service Poles –**
  - \$400.00/pole
- 10. Overhead to Underground Conversion Estimate**
  - Fee for estimate will be generated upon request based on complexity of conversion and labor needed to calculate estimate. Not to exceed \$1,000.

# ***OXFORD POLICE DEPARTMENT***

## **Chief of Police**

Jeff McCutchen

### **SPECIAL EVENT, PARADE, OR PUBLIC ASSEMBLY PERMIT**

In accordance with City of Oxford Municipal Code, 2008-12, The City of Oxford Police Department does hereby grant the petitioner, permission to hold speaking event on the following date(s), time(s), and location:

#### **102-640. - Fees.**

A nonrefundable fee of \$25.00 to cover administrative costs of processing the permit shall be paid to the City of Oxford by the applicant when the application is filed.

***Name of Applicant:*** Brady Craig

***Address:*** 114 Quiet Pine Circle Oxford, MS, 38655

***Telephone:*** 901-605-6266

***Name of Organization:*** Ole Miss Athletics

***Address:*** 908 All-American Drive University, MS 38677

***Telephone:*** 662-832-1657

***Organization Director:*** Brady Craig

***Telephone:*** 901-605-6266

***On Site Contact Person:*** Danielle Ramos

***Name:*** Danielle Ramos

***Telephone:*** 662-832-5817

**Requested Date(s):** September 22, 2025

**Requested Time(s):** 4:00 - 7:00 PM

**Requested Location(s):** Top of Parking Garage by the Square

**Type of Event:** Photoshoot/ Video Shoot for WBB Team

**Designation of any Public Facilities and / or Equipment to be utilized:**

Safety cones to block off top of parking garage so people don't access that area.

**Detailed Route Information, Start to Finish:**

N/A

**Spacing Intervals to be maintained between units of such parade or assembly:** N/A

**Area/Width of Street, Sidewalk, or Public Area to be used by event:** N/A

**Expected Number of Participants and/or vehicles, animals, etc.:** 25 + two vehicles

**Number of expected Spectators:** None

**Assembly Point and time of Participants:** 4:00 - 7:00 PM

***Description of any type of recording equipment, signs, banners, attention getting devices to be used for the event:***

1 remotely operated aerial drone, 2 cameras capturing video content (large shoulder mounted cinema style cameras / possibly smaller Sony Ronin mounted cameras), 2 photo cameras


***Special Detail Instructions:***

We are putting together a Meet the Team video for Ole Miss Women's Basketball



\_\_\_\_\_  
Brady Craig  
Applicant

\_\_\_\_\_  
8/26/25  
Date

\_\_\_\_\_  
1:39   
Time

**Permit Approved By:**

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

***Copies To:***

- ☐ ***Mayor***
- ☐ ***City Attorney***
- ☐ ***Fire Chief***
- ☐ ***City Engineer***
- ☐ ***Other***

***Attachments:***



### Memorandum

**To:** Mayor and Board of Alderman  
**From:** James Hirsch; Planner I  
**Date:** September 16, 2025  
**RE:** Request approval of a Final Plat for Case #3260, MFM Developments (JW McCurdy) for 'Colonnade Crossing Subdivision, Phase 5', for property located at Claremont Avenue (PPIN #4563)

---

This case concerns approximately +/- 21.12 acres in Colonnade Crossing, between Claremont Avenue, Ferndale Boulevard, and Hurricane Lane. This request is a final plat for a single-lot subdivision. The proposed lot complies with the dimensional requirements of the Suburban Corridor District. The preliminary plat for this site was approved in June 2020 (Case #2630), and the Planning Commission also approved a site plan (Case #3265) for the 'Trinitas' development at the September 2025 meeting.

The Planning Commission considered and unanimously recommended this item for approval via the consent agenda at its September 8, 2025 meeting, with the three conditions listed in the staff report.

**Recommendation:** Staff and the Planning Commission recommend approval of the requested Final Plat for 'Colonnade Crossing Subdivision, Phase 5' with the following conditions:

1. Approval is for the plat as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval of the Final Plat for 'Colonnade Crossing Subdivision, Phase 5' by the Mayor and Board of Aldermen.
3. A copy of the stamped and recorded covenants to be provided prior to the issuance of any certificates of occupancy.



**Case 3260**

**To:** Oxford Planning Commission  
**From:** James Hirsch; Planner I  
**Date:** September 8, 2025

**Applicant:** MFM Development (JW McCurdy)  
**Owner:** Same  
**Request:** Final Plat for 'Colonnade Crossing Subdivision, Phase 5'  
**Location:** Claremont Road (PPIN #4563)  
**Zoning:** (SCO) Suburban Corridor

**Surrounding Zoning:**

**North & West:** (NR) Neighborhood Residential  
**East:** (SCO) Suburban Corridor  
**South:** (TNB) Traditional Neighborhood Business

**Case History:** Case #2630 – Preliminary Plat Approval – June 2020  
Case #3221 – Special Exception, First Floor Residential – May 2025  
Variance, Front Build-to Line Maximum  
Variance, Retaining Wall Maximum Height

**Planning Comments:** The subject property measures +/-21.12 acres located to the north of Highway 30 in Colonnade Crossing, between Claremont Ave, Ferndale Blvd, and Hurricane Lane. The applicant is requesting a single-lot subdivision, to coincide with the 'Trinitas' site plan which is the subject of Case #3265. The proposed lot complies with the dimensional requirements of SCO.

**Recommendation:** Staff recommends approval of the requested Final Plat for 'Colonnade Crossing Subdivision, Phase 5', with the following conditions:

1. Approval is for the plat as submitted subject to necessary technical revisions per the Site Plan Review Committee (Planning).
2. Approval of the Final Plat for 'Colonnade Crossing Subdivision, Phase 5' by the Mayor and Board of Aldermen (Planning).
3. A copy of the stamped and recorded covenants to be provided prior to the issuance of any certificates of occupancy (Planning).

**Colonnade Crossing Subdivision - Phase 5 (Final Plat)**  
***PROJECT NARRATIVE***





The subject property is generally located in the northern part of Oxford. The property is more specifically located north of MS Hwy 30 (Molly Barr Road) and west of MS Hwy 7 and east of White Oak Lane in Colonnade Crossing Subdivision. The final plat contains one lot (Lot 14) and is Phase 5 of Colonnade Crossing Subdivision. The subject lot is 21.12 acres in size is zoned Suburban Corridor District (SCO).

The property is bound on three sides by public streets, which makes the property unique in that it has three public road frontages. The property is bound to the south by Claremont Avenue (48' ROW and platted in Phase 3 of Colonnade Crossing Subdivision); to the east by Ferndale Boulevard (48' ROW and platted in Phase 3 of Colonnade Crossing Subdivision); to the west by Hurricane Lane (Variable width ROW). There is also one single-family lot located to the north and four properties occupied by single-family homes located adjacent to and in the southeast corner of property.

Currently the only remaining infrastructure to be completed is the public sidewalk that is located adjacent to this lot and along the west side of Ferndale Boulevard. The roads adjacent to this lot and associated infrastructure that were constructed during Phase 1 of Colonnade Crossing subdivision (but not accepted as public ROW) will be inspected and any items remaining incomplete or not in compliance with the City's standards and/or Colonnade Crossing Subdivision approved plans, will be required to be improved and brought into compliance prior to the acceptance of the public infrastructure/ROWs. Since all the infrastructure and public rights of ways adjacent to this property were previously platted, this final plat will not require the completion of any infrastructure or dedication of any right of way to the City of Oxford.



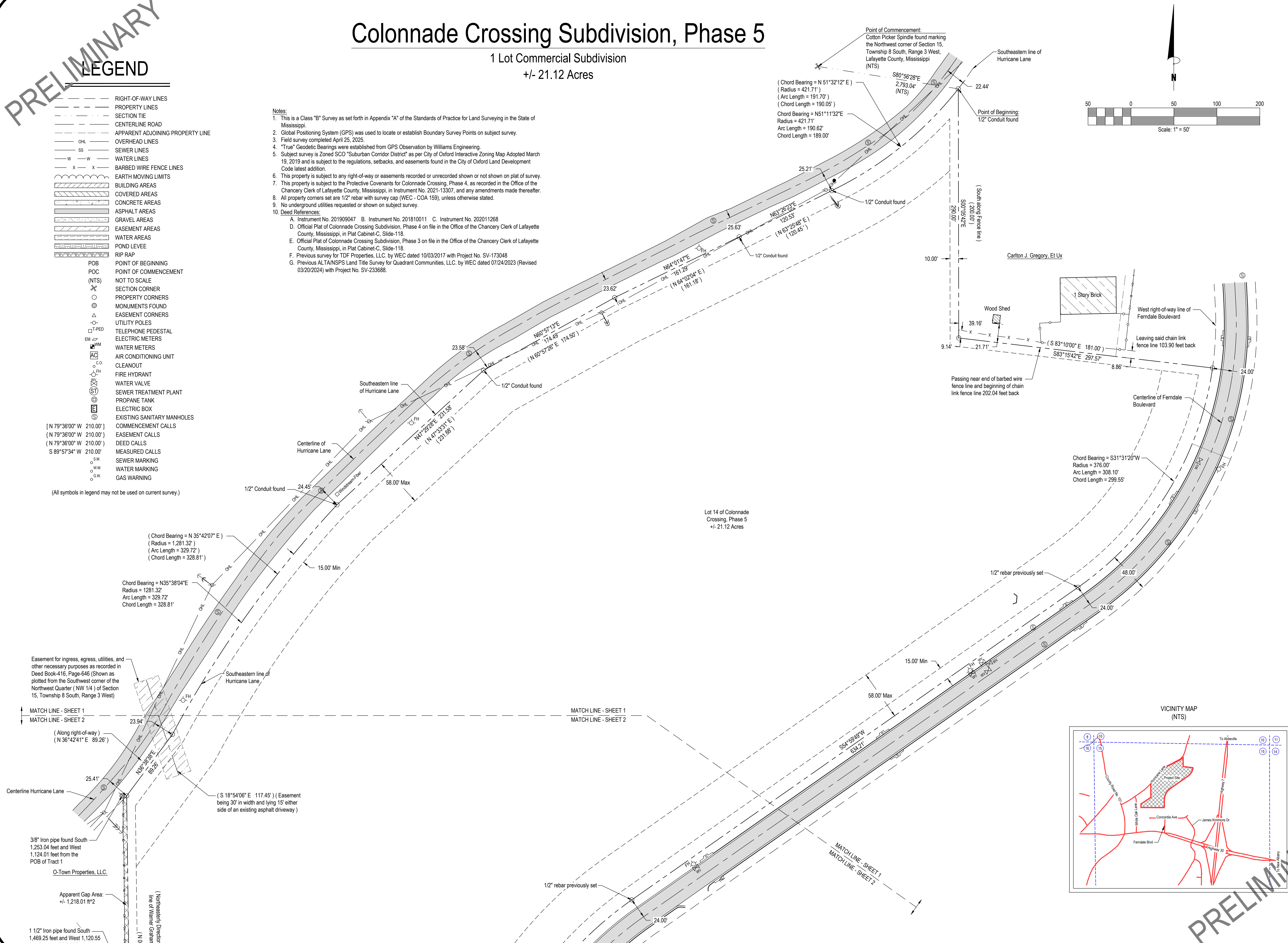
## LEGEND

	RIGHT-OF-WAY LINE
	PROPERTY LINES
	SECTION TIE
	CENTERLINE ROAD

+/- 21.12 Acres

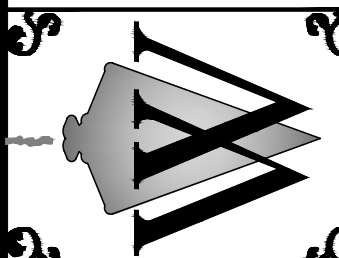
- |                       |                                  |
|-----------------------|----------------------------------|
|                       | RIGHT-OF-WAY LINES               |
|                       | PROPERTY LINES                   |
|                       | SECTION TIE                      |
|                       | CENTERLINE ROAD                  |
|                       | APPARENT ADJOINING PROPERTY LINE |
|                       | OVERHEAD LINES                   |
|                       | SEWER LINES                      |
|                       | WATER LINES                      |
|                       | BARBED WIRE FENCE LINES          |
|                       | EARTH MOVING LIMITS              |
|                       | BUILDING AREAS                   |
|                       | COVERED AREAS                    |
|                       | CONCRETE AREAS                   |
|                       | ASPHALT AREAS                    |
|                       | GRAVEL AREAS                     |
|                       | EASEMENT AREAS                   |
|                       | WATER AREAS                      |
|                       | POND LEVEE                       |
|                       | RIP RAP                          |
|                       | POINT OF BEGINNING               |
|                       | POINT OF COMMENCEMENT            |
|                       | NOT TO SCALE                     |
|                       | SECTION CORNER                   |
|                       | PROPERTY CORNERS                 |
|                       | MONUMENTS FOUND                  |
|                       | EASEMENT CORNERS                 |
|                       | UTILITY POLES                    |
|                       | TELEPHONE PEDESTAL               |
|                       | ELECTRIC METERS                  |
|                       | WATER METERS                     |
|                       | AIR CONDITIONING UNIT            |
|                       | CLEANOUT                         |
|                       | FIRE HYDRANT                     |
|                       | WATER VALVE                      |
|                       | SEWER TREATMENT PLANT            |
|                       | PROPANE TANK                     |
|                       | ELECTRIC BOX                     |
|                       | EXISTING SANITARY MANHOLES       |
| N 79°36'00" W 210'00" | COMMENCEMENT CALLS               |
| N 79°36'00" W 210'00" | EASEMENT CALLS                   |
| N 79°36'00" W 210'00" | DEED CALLS                       |
| S 89°57'34" W 210'00" | MEASURED CALLS                   |
|                       | SEWER MARKING                    |
|                       | WATER MARKING                    |
|                       | GAS WARNING                      |
- (All symbols in legend are not to be used on current survey.)

(All symbols in legend may not be used on current survey.)



WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.236.9675



Subdivision Plat:  
**Lot 14 of Colonnade Crossing Subdivision, Phase 5**  
*A tract of land being a fraction of the North Half  
 ( N 1/2 ) of Section 15, Township 8 South, Range 3 West,  
 City of Oxford, Lafayette County, Mississippi.*

REVISION	DATE

Scale:	1" = 50'
Date:	07/14/2025
File:	SV-244080 (Colonnade Lot 18 ALTA) \Colonnade Lot 18 ALTA.dwg
Proj.No.:	SV-244080
Drawn By:	JBM
Checked By:	RSD
Sheet Title:	

Subdivision  
Plat

Sheet No.:

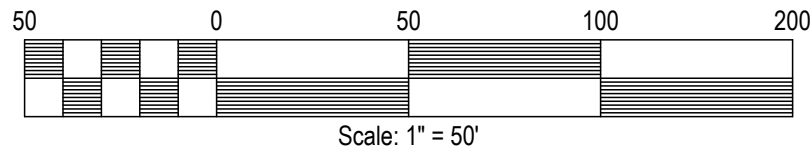
1 of 3



PRELIMINARY

# Colonnade Crossing Subdivision, Phase 5

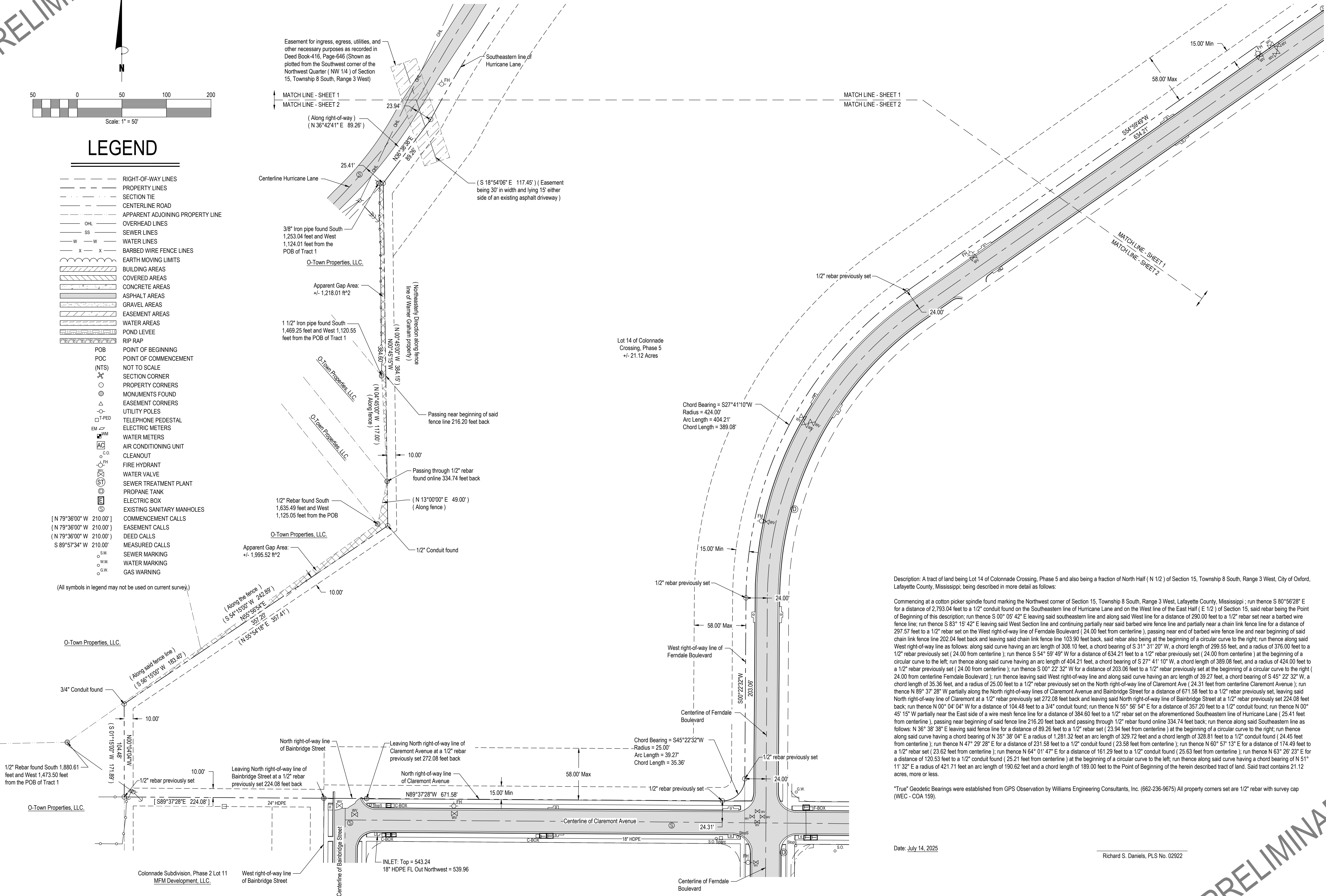
1 Lot Commercial Subdivision  
+/- 21.12 Acres



## LEGEND

- RIGHT-OF-WAY LINES
- PROPERTY LINES
- SECTION TIE
- CENTERLINE ROAD
- APPARENT ADJOINING PROPERTY LINE
- OVERHEAD LINES
- SEWER LINES
- WATER LINES
- BARBED WIRE FENCE LINES
- EARTH MOVING LIMITS
- BUILDING AREAS
- COVERED AREAS
- CONCRETE AREAS
- ASPHALT AREAS
- GRAVEL AREAS
- EASEMENT AREAS
- WATER AREAS
- POND LEVEE
- RIP RAP
- POB
- POC
- (NTS)
- NOT TO SCALE
- SECTION CORNER
- PROPERTY CORNERS
- MONUMENTS FOUND
- EASEMENT CORNERS
- UTILITY POLES
- TELEPHONE PEDESTAL
- ELECTRIC METERS
- WATER METERS
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- EXISTING SANITARY MANHOLES
- COMMENCEMENT CALLS
- EASEMENT CALLS
- DEED CALLS
- MEASURED CALLS
- SEWER MARKING
- WATER MARKING
- GAS WARNING

(All symbols in legend may not be used on current survey.)



Description: A tract of land being Lot 14 of Colonnade Crossing, Phase 5 and also being a fraction of North Half ( N 1/2 ) of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; being described in more detail as follows:

Commencing at a cotton picker spindle found marking the Northwest corner of Section 15, Township 8 South, Range 3 West, Lafayette County, Mississippi; run thence S 80°56'28" E for a distance of 2,793.04 feet to a 1/2" conduit found on the Southeastern line of Hurricane Lane and on the West line of the East Half ( E 1/2 ) of Section 15, said rebar being the Point of Beginning of this description; run thence S 00° 05' 42" E leaving said southeastern line and along said West line for a distance of 290.00 feet to a 1/2" rebar set near a barbed wire fence line; run thence S 83° 15' 42" E leaving said West Section line and continuing partially near said barbed wire fence line and partially near a chain link fence line for a distance of 297.57 feet to a 1/2" rebar set on the West right-of-way line of Ferndale Boulevard ( 24.00 feet from centerline ), passing near end of barbed wire fence line and near beginning of said chain link fence line 202.04 feet back and leaving said chain link fence line 103.90 feet back, said rebar also being at the beginning of a circular curve to the right; run thence along said West right-of-way line as follows: along said curve having an arc length of 308.10 feet, a chord bearing of S 31° 31' 20" W, a chord length of 299.55 feet, and a radius of 376.00 feet to a 1/2" rebar previously set ( 24.00 feet from centerline ); run thence S 54° 59' 49" W for a distance of 634.21 feet to a 1/2" rebar previously set ( 24.00 feet from centerline ) at the beginning of a circular curve to the left; run thence along said curve having an arc length of 404.21 feet, a chord bearing of S 27° 41' 10" W, a chord length of 389.08 feet, and a radius of 424.00 feet to a 1/2" rebar previously set ( 24.00 feet from centerline ); run thence S 00° 22' 32" W for a distance of 203.06 feet to a 1/2" rebar previously set at the beginning of a circular curve to the right ( 24.00 feet from centerline Ferndale Boulevard ); run thence leaving said West right-of-way line and along said curve leaving an arc length of 39.27 feet, a chord bearing of S 45° 22' 32" W, a chord length of 35.36 feet, and a radius of 25.00 feet to a 1/2" rebar previously set on the North right-of-way line of Claremont Ave ( 24.31 feet from centerline Claremont Avenue ); run thence N 89° 37' 28" W partially along the North right-of-way lines of Claremont Avenue and Bainbridge Street for a distance of 671.58 feet to a 1/2" rebar previously set, leaving said North right-of-way line of Claremont at a 1/2" rebar previously set 272.08 feet back and leaving said North right-of-way line of Bainbridge Street at a 1/2" rebar previously set, leaving said back; run thence N 00° 04' 04" W for a distance of 104.48 feet to a 3/4" conduit found; run thence N 55° 56' 54" E for a distance of 357.20 feet to a 1/2" conduit found; run thence N 00° 45' 15" W partially near the East side of a wire mesh fence line for a distance of 384.60 feet to a 1/2" rebar set on the aforementioned Southeastern line of Hurricane Lane ( 25.41 feet from centerline ), passing near beginning of said fence line 216.20 feet back and passing through 1/2" rebar found online 334.74 feet back; run thence along said Southeastern line as follows: N 36° 38' 38" E leaving said fence line for a distance of 89.26 feet to a 1/2" rebar set ( 23.94 feet from centerline ) at the beginning of a circular curve to the right; run thence along said curve having a chord bearing of N 35° 38' 04" E a radius of 1,281.32 feet an arc length of 329.72 feet and a chord length of 328.81 feet to a 1/2" conduit found ( 24.45 feet from centerline ); run thence N 47° 29' 28" E for a distance of 231.58 feet to a 1/2" conduit found ( 23.58 feet from centerline ); run thence N 60° 57' 13" E for a distance of 174.48 feet to a 1/2" rebar set ( 23.62 feet from centerline ); run thence N 64° 01' 47" E for a distance of 161.29 feet to a 1/2" conduit found ( 25.63 feet from centerline ); run thence N 63° 36' 23" E for a distance of 120.53 feet to a 1/2" conduit found ( 25.21 feet from centerline ) at the beginning of a circular curve to the left; run thence along said curve having a chord bearing of N 51° 11' 32" E a radius of 421.71 feet an arc length of 190.62 feet and a chord length of 189.00 feet to the Point of Beginning of the herein described tract of land. Said tract contains 21.12 acres, more or less.

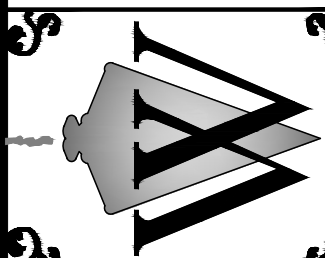
\*True\* Geodetic Bearings were established from GPS Observation by Williams Engineering Consultants, Inc. (662-236-9675) All property corners set are 1/2" rebar with survey cap (WEC - COA 159).

Date: July 14, 2025

Richard S. Daniels, PLS No. 02922

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAJAR BOULEVARD, SUITE A  
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( N 1/2 ) of Section 15, Township 8 South, Range 3 West,  
City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale: 1" = 50'  
Date: 07/14/2025  
File: SV-244080 (Colonnade Lot 18 AL TA) Colonnade Lot 18 AL TA.dwg  
Proj.No.: SV-244080  
Drawn By: JBM  
Checked By: RSD  
Sheet Title:

Subdivision  
Plat

Sheet No.:

PRELIMINARY

# Colonnade Crossing Subdivision, Phase 5

1 Lot Commercial Subdivision  
+/- 21.12 Acres

MFM Development, LLC.  
31 Hwy 328  
Oxford, MS 38655

ENGINEERING NOTES:

- ALL SIDEWALK DRIVE/STREET CROSSINGS SHALL MEET CURRENT ADA AND COUNTY REGULATIONS.
- DEVELOPER/CONTRACTOR IS RESPONSIBLE FOR MAKING SURE THAT ALL SIGHT TRIANGLES ARE CLEAR OF OBSTRUCTIONS.
- THERE IS A 5' UTILITY EASEMENT AROUND ALL FRONT AND SIDE PROPERTY LINES AND A 7.5' UTILITY EASEMENT ALONG ALL REAR PROPERTY LINES ON ALL LOTS UNLESS OTHERWISE NOTED.
- OWNERS OF ALL LOTS SHALL BE SUBJECT TO THE COVENANTS, CONDITIONS, AND RESTRICTIONS OF COLONNADE CROSSING SUBDIVISION OWNER'S ASSOCIATION, INC. AS RECORDED IN OFFICIAL RECORDS INST # \_\_\_\_\_ OF THE PUBLIC RECORDS OF LAFAYETTE COUNTY, MISSISSIPPI.
- ALL AREAS OR RIGHT-OF-WAY (R.O.W.) SHOWN HEREIN ARE PUBLIC.
- ALL LOTS LOCATED WITHIN THIS SUBDIVISION ARE SUBJECT TO ADDITIONAL SUBDIVISION PER METES AND BOUNDS DESCRIPTIONS, PROVIDED THAT PARCELS CREATED BY THE SUBDIVISION CONFORM TO THE CITY OF OXFORD'S LAND DEVELOPMENT CODE FOR APPROPRIATE ZONING AND SITE PLAN REGULATIONS, AS APPLICABLE. BY THE ACCEPTANCE OF THE DEED TO ANY LOT OF THE SUBDIVISION, THE LOT OWNERS OF SAID LOTS SHALL ACKNOWLEDGE NOTICE OF AND HEREBY WAIVE ANY PRESENT OR FUTURE OBJECTIONS TO ANY FURTHER DEVELOPMENT PLANS OF OTHER LOTS LOCATED WITHIN THIS SUBDIVISION AND TO ANY AMENDMENTS THAT MAY BE REQUIRED TO THE FILED PLAT HEREIN AND/OR COVENANTS OF THE SUBDIVISION BY THE DEVELOPER FOR THE DEVELOPMENT OF SAID LOTS AS HEREIN SET OUT.
- THE STORM WATER DETENTION SYSTEMS LOCATED ON COMMON OPEN SPACE (COS) C OF THIS SUBDIVISION SHALL BE OWNED AND MAINTAINED BY THE OWNER'S ASSOCIATION AND/OR BY THE PROPERTY OWNER(S) OF THE LOTS. IN THE EVENT ANY LOT BECOMES SUBDIVIDED INTO ADDITIONAL LOTS OR INDIVIDUAL SITE PLANS, SAID SITE PLANS CONFORMING TO THE CITY'S LAND DEVELOPMENT CODE, EACH PROPERTY OWNER SHALL OWN THEIR PRO RATA SHARE, BY AREA PERCENTAGE OF THEIR LOT, OF THE REGIONAL DETENTION SYSTEM. SUCH MAINTENANCE SHALL BE PERFORMED SO AS TO ENSURE THAT THE SYSTEM OPERATES IN ACCORDANCE WITH THE APPROVED PLAN ON FILE IN THE CITY ENGINEER'S OFFICE. SUCH MAINTENANCE SHALL INCLUDE, BUT NOT BE LIMITED TO REMOVAL OF SEDIMENTATION, FALLEN OBJECTS, DEBRIS AND TRASH, MOWING, OUTLET CLEANING AND REPAIR OF DRAINAGE STRUCTURES. THE CITY SHALL HAVE A 'RIGHT OF ACCESS' TO USE THE DRIVES, PARKING AREAS AND YARDS OF THIS PROPERTY TO MAKE INSPECTIONS OF THE STORM WATER DETENTION FACILITY TO ENSURE THAT SAID MAINTENANCE HAS BEEN PROPERLY PERFORMED. IN THE EVENT THAT THE PROPERTY OWNER(S) HAVE NOT PROPERLY PERFORMED MAINTENANCE ON THE FACILITY, TO THE EXTENT THAT THE FACILITY POSES A THREAT TO PUBLIC HEALTH, SAFETY OR WELFARE, THE CITY SHALL RETAIN THE RIGHT TO PERFORM EMERGENCY REPAIRS TO THE FACILITY. THE COST OF ANY SUCH REPAIRS WILL REMAIN THE RESPONSIBILITY OF THE PROPERTY OWNER(S) AND MAY BE ADDED AS A LIEN ON THE NEXT YEAR'S TAX BILL.
- THE STORMWATER DETENTION POND LOCATED ON (COS) C IS FOR REGIONAL DETENTION TO SERVE ALL LOTS OF ALL PHASES OF COLONNADE CROSSING SUBDIVISION.

STORMWATER MANAGEMENT NOTES:

- For Lot 14 of Colonnade Crossing Subdivision, Phase 5, compliance with the City of Oxford's Stormwater Ordinance shall be achieve through the ownership, maintenance, and operation of the stormwater management facilities by the Owner's Association and/or by the Property Owner(s) of the lots within Colonnade Crossing Subdivision.
- The common property area(s) and stormwater management facilities shall be owned and maintained by the Owners Association or Individual Lot owners. Each owner shall own and proportionate share, as stated on this Subdivision Plat, of the common property area(s) and stormwater management facilities.
- Each owner shall bear responsibility for the continued maintenance of the stormwater management facilities following the ordinances of the City of Oxford and Lafayette County. An owner's interest in the common property area(s) and stormwater management facilities shall not be severed from their interest in their property.
- The City of Oxford maintenance of stormwater pipe or inlet structures is limited to that located within the City of Oxford's dedicated right-of-way or property owned by the City of Oxford.
- All stormwater management facilities outside of the dedicated right-of-way shall be owned and maintained by the Owners Association or Individual Lot owners.

SEC 98-117 STATEMENTS:

- All common property area(s) and stormwater management facilities (any infrastructure that controls or conveys stormwater runoff, i.e. pipes, ditches, swales) shall be maintained in perpetuity and cannot be developed for any other use that would limit or cause to limit the use of the common property area(s) and stormwater management facilities.
- The stormwater management facilities shall be owned, repaired, inspected, and maintained pursuant to Section 98-117 of the City of Oxford Code of Ordinance latest edition and the proportion of such responsibilities to be allocated to each lot.
- No lot owner's interest in the stormwater management facility may be severed from the interest in the lot and all successors in interest shall bear the full responsibilities of their predecessors.

OWNERS CERTIFICATE:

I, J.W. McCURDY, MANAGING MEMBER OF MFM DEVELOPMENT, LLC., AND AS OWNER OF THE PLATTED COLONNADE CROSSING SUBDIVISION, PHASE 5, CERTIFY THAT I DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATTED AS SHOWN ON THIS PLAT OF COLONNADE CROSSING SUBDIVISION, PHASE 5. I HEREBY DEDICATE THE RIGHT-OF-WAY AS SHOWN ON THIS PLAT TO THE CITY OF OXFORD FOR THE PUBLIC USE FOREVER. UTILITY EASEMENTS ARE DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF HIS OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED: \_\_\_\_\_  
J.W. McCURDY  
MANAGING MEMBER OF MFM DEVELOPMENT, LLC.

NOTARY'S CERTIFICATE

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, WITHIN MY JURISDICTION, THE WITHIN NAMED J.W. McCURDY, MANAGING MEMBER OF MFM DEVELOPMENT, LLC., WHO ACKNOWLEDGED THAT HE IS THE OWNER OF THE PLATTED COLONNADE CROSSING SUBDIVISION, PHASE 5, AND THAT IN SAID REPRESENTATIVE CAPACITY, EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED TO DO SO.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC



MORTGAGEE'S CERTIFICATE:

I, BENJAMIN BURRELL, VICE PRESIDENT OF CADENCE BANK OF 201 SOUTH SPRING STREET TUPELO, MISSISSIPPI, MORTGAGEE OF THE PROPERTY HEREIN, HEREBY ADOPT THIS AS MY PLAN OF SUBDIVISION AND DEDICATE THE RIGHT-OF-WAY AND THE UTILITY EASEMENTS AS SHOWN ON THIS SUBDIVISION PLAT TO THE CITY OF OXFORD AND LAFAYETTE COUNTY, MISSISSIPPI, FOR THE PUBLIC USE FOREVER. I CERTIFY THAT I AM THE MORTGAGEE IN FEE' SIMPLE OF THE PROPERTY AND THAT NO TAXES HAVE BECOME DUE AND PAYABLE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED: \_\_\_\_\_  
BENJAMIN BURRELL, VICE PRESIDENT  
CADENCE BANK - CORPORATE BANKING DIVISION  
201 SOUTH SPRING STREET - TUPELO, MISSISSIPPI

NOTARY'S CERTIFICATE:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, WITHIN MY JURISDICTION, THE WITHIN NAMED BENJAMIN BURRELL, WHO ACKNOWLEDGED THAT HE IS THE VICE PRESIDENT OF CADENCE BANK AT 201 SOUTH SPRING STREET, TUPELO, MISSISSIPPI, AND THAT IN SAID REPRESENTATIVE CAPACITY, EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED TO DO SO.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC



SURVEYORS CERTIFICATE:

THIS IS TO CERTIFY THAT I HAVE DRAWN SUBJECT PLAT FROM AN ACTUAL ON THE GROUND SURVEY AND FROM DEEDS OF RECORD AND THAT THE PLAT REPRESENTS THE INFORMATION AND THAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

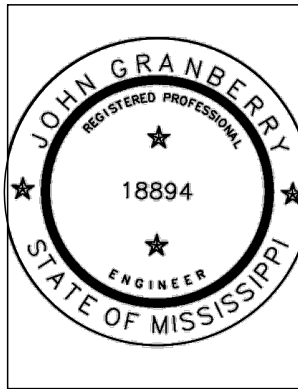
DATE: \_\_\_\_\_  
SURVEYOR: RICHARD S. DANIELS, PLS NO. 02922



ENGINEERS CERTIFICATE:

I CERTIFY THAT COLONNADE CROSSING SUBDIVISION, PHASE 5 IS IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

DATE: \_\_\_\_\_  
ENGINEER: JOHN J. GRANBERRY, PE NO. 18894



CITY ENGINEER'S CERTIFICATE

I CERTIFY THAT \_\_\_\_\_ HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR COLONNADE CROSSING SUBDIVISION, PHASE 5:

- ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.
- A BOND OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS.

AS OF THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

JOHN CRAWLEY,  
CITY ENGINEER, CITY OF OXFORD

CITY OF OXFORD PLANNING COMMISSION APPROVAL:

CITY OF OXFORD  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED: \_\_\_\_\_  
CHAIRMAN  
CITY OF OXFORD PLANNING COMMISSION

CITY OF OXFORD BOARD OF ALDERMEN APPROVAL:

CITY OF OXFORD  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED: \_\_\_\_\_  
ROBYN TANNEHILL  
MAYOR, CITY OF OXFORD

ATTEST: \_\_\_\_\_  
CITY CLERK

FILING CERTIFICATION BY CHANCERY CLERK:

PERSONALLY APPEARED BEFORE ME, MIKE ROBERTS, CHANCERY CLERK, IN AND FOR LAFAYETTE COUNTY, MISSISSIPPI, WHO EXECUTED THE ATTACHED OWNER'S CERTIFICATE THAT WAS SIGNED AND DELIVERED OF HIS OWN FREE ACT AND DEED.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED: \_\_\_\_\_  
MIKE ROBERTS, CHANCERY CLERK  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

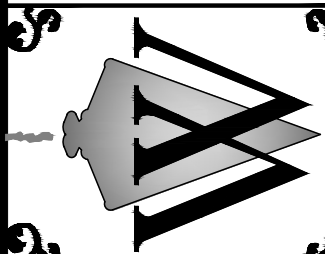
I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED: \_\_\_\_\_  
MIKE ROBERTS - CHANCERY CLERK

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.226.9675



Subdivision Plat:  
Lot 14 of Colonnade Crossing Subdivision, Phase 5  
A tract of land being a fraction of the North Half  
( N 1/2 ) of Section 15, Township 8 South, Range 3 West,  
City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale:	1" = 50'
Date:	07/14/2025
File:	SV-244080 (Colonnade Lot 18 AL TA)(Colonnade Lot 18 ALTA.dwg)
Proj.No.:	SV-244080
Drawn By:	JBM
Checked By:	RSD

Sheet Title:

Subdivision  
Plat

Sheet No.:



### Memorandum

**To:** Mayor and Board of Alderman  
**From:** James Hirsch; Planner I  
**Date:** September 16, 2025  
**RE:** Request approval of a Preliminary and Final Plat for Case #3261, Landmark Properties, LLC (Bryan Boyle) for 'Oxford Farms Subdivision, Phase 13', for property located at 2665 Oxford Way (PPIN #7984)

---

The subject property measures +/- 27.01 acres on the south side of Oxford Way, across from 'The Archive'. The applicant is requesting a single-lot subdivision plat in advance of consideration of a site plan, currently under review with staff. The proposed lot complies with the dimensional requirements of the underlying zoning (Suburban Multi-Family).

The Planning Commission considered and unanimously recommended this item for approval via the consent agenda at its September 8, 2025 meeting, with the four conditions listed in the staff report.

**Recommendation:** Staff and the Planning Commission recommend approval of the requested Preliminary and Final Plat for 'Oxford Farms Subdivision, Phase 13' with the following conditions:

1. Approval is for the plat as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval of the Preliminary and Final Plat for 'Oxford Farms Subdivision, Phase 13' by the Mayor and Board of Aldermen.
3. A copy of the stamped and recorded covenants are required prior to the issuance of any certificates of occupancy.
4. All comments related to future site plan reviews of the captioned project must be addressed prior to issuance of land disturbance permits.

**Case 3261**

**To:** Oxford Planning Commission  
**From:** James Hirsch; Planner I  
**Date:** September 8, 2025

**Applicant:** Landmark Properties, LLC (Bryan Boyles)  
**Owner:** Andrew W. Callicutt Irrevocable Trust (Andy Callicutt)  
**Request:** Preliminary and Final Plat for 'Oxford Farms Subdivision, Phase 13'  
**Location:** 2665 Oxford Way (PPIN #7984)  
**Zoning:** (SMF) Suburban Multi-Family & (NR) Neighborhood Residential

**Surrounding Zoning:**

**North:** (SMF) Suburban Multi Family  
**East:** (NR) Neighborhood Residential  
**West:** (SR) Suburban Residential  
**South:** (R-1) Residential Low Density – in Lafayette County

**Planning Comments:** The subject property consists of +/- 27.01 acres on the south side of Oxford Way, across from 'The Archive'. The applicant is requesting a single-lot subdivision in advance of a site plan which is currently under review by Staff. The proposed lot complies with the dimensional requirements of Suburban Multi-Family. This proposal does not grant the applicant the ability to commence grading or construction.

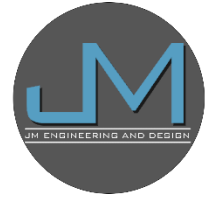
**Recommendation:** Staff recommends approval of the requested Preliminary and Final Plat for 'Oxford Farms Subdivision, Phase 13', with the following conditions:

1. Approval is for the plat as submitted subject to necessary technical revisions per the Site Plan Review Committee (Planning).
2. Approval of the Preliminary and Final Plat for 'Oxford Farms, Phase 13' by the Mayor and Board of Aldermen (Planning).
3. A copy of the stamped and recorded covenants are required prior to the issuance of any certificates of occupancy (Planning).
4. All comments related to future site plan reviews of the captioned project must be addressed prior to issuance of land disturbance permits (Engineering).

# **THE STATION AT OXFORD**

## **PROJECT NARRATIVE**

### **OXFORD WAY**



The Station at Oxford is a proposed multi-family residential development located on a 27.01-acre site along Oxford Way in the City of Oxford, Mississippi. Situated within the Suburban Multi-Family (SMF) zoning district, the project is designed to meet the increasing demand for high-quality, well-planned rental housing in a growing suburban setting.

The development will feature 269 residential units totaling 817 bedrooms across a combination of buildings tailored to meet the needs of students. The project incorporates 904 parking spaces—exceeding minimum parking requirements—to ensure convenient access for residents and visitors while maintaining an efficient site layout.

Buildings will be arranged with internal circulation roads, pedestrian walkways, and dedicated open space to promote connectivity and community. The architectural style will complement the surrounding area, and the design will comply fully with all applicable zoning regulations for building height, setbacks, density, and landscaping.

Access will be provided from Oxford Way, with interior streets and parking designed for safe and efficient traffic flow. Public infrastructure, including water and sewer service, will be extended to serve the site. Stormwater will be managed on-site through methods that comply with the City of Oxford and MDEQ standards, ensuring appropriate detention and water quality treatment.

The Station at Oxford supports the City's goals of expanding housing opportunities, promoting responsible growth, and preserving the character of surrounding neighborhoods. The development team is committed to delivering a thoughtfully planned community that provides long-term value to the City of Oxford and its residents.

Sincerely,

Joey Moore, P.E.

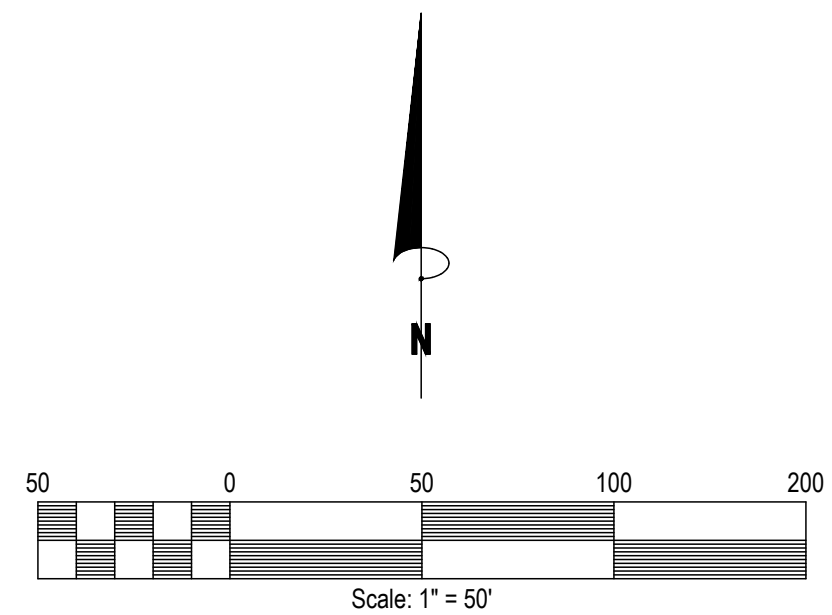
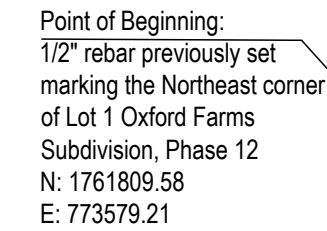
JM Engineering and Design, LLC

Oxford, MS 38655

662-801-8803



1 Lot - Commercial Subdivision  
TOTAL AREA: 27.01 ACRES

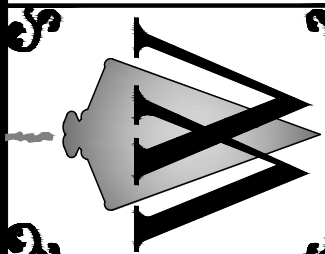


	RIGHT OF WAY LINES		SECTION CORNER
	PROPERTY LINES		PROPERTY CORNERS
	SECTION TIE		MONUMENTS FOUND
	CENTERLINE ROAD		EASEMENT CORNERS
	APPARENT ADJOINING PROPERTY LINE		REFERENCE CORNERS
	BUILDING SETBACKS		BENCHMARKS
	UTILITY EASEMENT LINES		CONCRETE CURB AND GUTTER
	OVERHEAD LINES		CURB INLET
	BARBED WIRE FENCE LINES		UTILITY POLES
	TEMPORARY SILT FENCE		FIRE HYDRANT
	WOOD FENCE LINES		ELECTRIC BOX
	PROPOSED WATER LINES		EXISTING SANITARY MANHOLE
	PROPOSED FEATURES	POB	POINT OF BEGINNING
	PROPOSED FORCE MAIN	POC	POINT OF COMMENCEMENT
	CONCRETE AREAS	[ N 79°36'00" W 210.00'	PLAT CALLS
	ASPHALT AREAS	[ N 79°36'00" W 210.00'	DEED CALLS
	WATER AREAS	S 89°57'34" W 210.00'	MEASURED CALLS
	PROPOSED EASEMENT AREAS		

(All symbols in legend may not be used on current survey.)

- Notes:
1. This is a Class "B" Survey as set forth in Appendix "A" of the Standards of Practice for Land Surveying in the State of Mississippi.
  2. Global Positioning System (GPS) was used to locate or establish Boundary Survey Points on subject survey and points were derived by GCGC Real Time Network, NAD83(2011) CORS epoch 2010.00.
  3. Field survey completed May 30, 2025.
  4. All bearings are based on Mississippi East State Plane Coordinate System Grid North as determined by GPS Observations with a Convergence of (-0°23'37") and a scale factor of 1.00000081 calculated at The Point of Beginning.
  5. Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on below station:  
GCGC Real Time Network  
CORS- This is a GPS Continuously Operating Reference Station  
Designation- Oxford CORS ARP  
CORS ID- MSOX  
PID- DK6714  
Lat- 34° 21' 50.93055"  
Long- 89° 31' 56.61634"
  6. Subject survey is Zoned SMF "Suburban Multi Family" as per City of Oxford Interactive Zoning Map Adopted March 23, 2019 and is subject to the regulations, setbacks, and easements found in the City of Oxford Land Development Code latest addition.
  7. This property is subject to any right-of-way or easements recorded or unrecorded shown or not shown on plat of survey.
  8. All property corners set are 1/2" round with survey cap (WEC - COA 159), unless otherwise stated.
  9. This property is subject to the "Declaration of Conditions, Covenants and Restrictions of Oxford Farms," as recorded in the Office of the Chancery Clerk of Lafayette County, Mississippi, recorded as Instrument No. 201502126, the first Amendment to said Covenants recorded as Instrument No. 201610657 and also the Amendment recorded as Instrument No. 20240190.
  10. No underground utilities requested or shown on subject survey.
11. Deed References:
- |                             |                             |                            |
|-----------------------------|-----------------------------|----------------------------|
| A. Deed Book-434, Page-153  | B. Deed Book-522, Page-237  | C. Instrument No. 20190211 |
| D. Instrument No. 201901966 | E. Instrument No. 201505302 | F. Instrument No. 21030101 |
| G. Instrument No. 20245125  |                             |                            |
- H. Official Plat of Oxford Farms Subdivision, Phase 12 on file in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Plat Cabinet-C, Slide-65.

**WILLIAMS ENGINEERING CONSULTANTS, INC.**  
Professional Engineers | Professional Land Surveyors



**Subdivision Plat:**  
Oxford Farms Subdivision, Phase 13  
A tract of land being Lot 1 of Oxford Farms Subdivision, Phase 13 and also being a fraction of the Southeast Quarter (SE 1/4) of Section 32, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale: 1"=50'

Date: 6/4/2025

File: ALTA Oxford Way/Landmark Alta Oxfordway.DWG

Proj.No.: SV-254157

Drawn By: JBM

Checked By: RSD

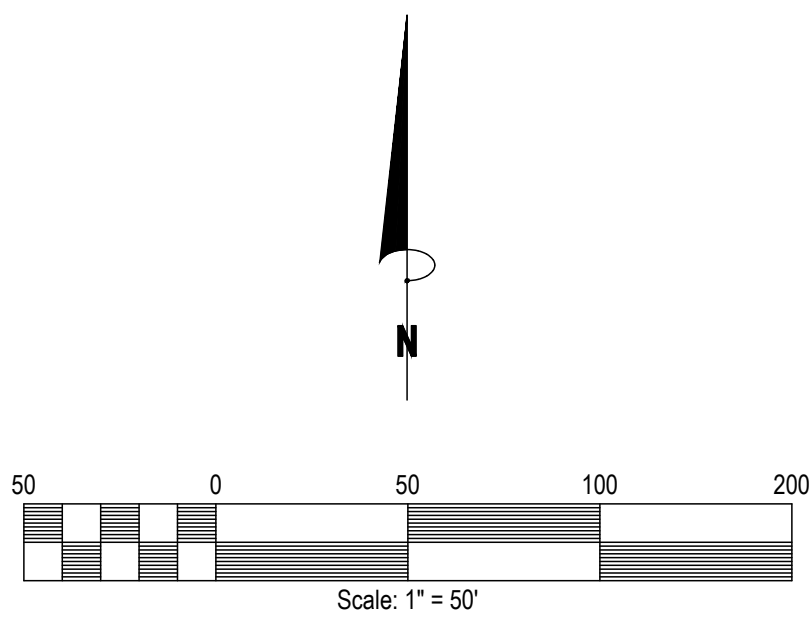
Sheet Title:

Subdivision  
Plat

Sheet No.:

Oxford Farms Subdivision, Phase 13

1 Lot - Commercial Subdivision  
+/- 27.01 Acres



LEGEND

---	RIGHT OF WAY LINES	✕	SECTION CORNER
---	PROPERTY LINES	○	PROPERTY CORNERS
---	SECTION TIE	⊙	MONUMENTS FOUND
---	CENTERLINE ROAD	△	EASEMENT CORNERS
---	APPARENT ADJOINING PROPERTY LINE	△	REFERENCE CORNERS
---	BUILDING SETBACKS	BM-4	BENCHMARKS
---	UTILITY EASEMENT LINES	---	CONCRETE CURB AND GUTTER
OHL	OVERHEAD LINES	---	CURB INLET
X X	BARBED WIRE FENCE LINES	○	UTILITY POLES
□	TEMPORARY SILT FENCE	FH	FIRE HYDRANT
○	WOOD FENCE LINES	EB	ELECTRIC BOX
W W	PROPOSED WATER LINES	⊙	EXISTING SANITARY MANHOLES
---	PROPOSED FEATURES	POB	POINT OF BEGINNING
F.M	PROPOSED FORCE MAIN	POC	POINT OF COMMENCEMENT
CONCRETE AREAS	[N 79°36'00" W 210.00']	PLAT CALLS	
ASPHALT AREAS	[N 79°36'00" W 210.00']	DEED CALLS	
WATER AREAS	[N 79°36'00" W 210.00']	MEASURED CALLS	
PROPOSED EASEMENT AREAS	[S 89°57'34" W 210.00']		

Description: A tract of land being Lot 1 of Oxford Farms Subdivision, Phase 13 and also being a fraction of the Southeast Quarter ( SE 1/4 ) of Section 32, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; being described in more detail as follows:

Beginning at a 1/2" rebar previously set on the South right-of-way line of Oxford Way ( 34.53 feet from centerline ) marking the Northeast corner of Lot 1 of Oxford Farms Subdivision, Phase 12, as recorded in Plat Cabinet- C, Slide- 65 in the office of the Chancery Clerk, Lafayette County, Mississippi, said rebar being further defined by Mississippi East State Plane Coordinate of N: 1761809.58 and E: 773579.21, said rebar also being at the beginning of a circular curve to the right; run thence along said right-of-way line as follows: along said curve having an arc length of 310.64 feet, a chord bearing of S 66° 27' 01" E, a chord length of 304.92 feet, and a radius of 466.00 feet to a 1/2" rebar previously set ( 34.04 feet from centerline ), said rebar being further defined by Mississippi East State Plane Coordinate of N: 1761687.75 and E: 773858.73; run thence S 47° 21' 25" E for a distance of 98.19 feet to a 1/2" rebar previously set ( 34.53 feet from centerline ) at the beginning of a circular curve to the left; run thence along said curve having an arc length of 229.05 feet, a chord bearing of S 59° 39' 36" E, a chord length of 227.29 feet, and a radius of 534.00 feet to a 1/2" rebar set ( 34.41 feet from centerline ); run thence S 00° 09' 57" E leaving said right-of-way line for a distance of 629.22 feet to a 1/2" rebar set; run thence N 89° 50' 03" E for a distance of 355.80 feet to a 1/2" rebar set; run thence S 00° 09' 57" E for a distance of 818.97 feet to a 1/2" rebar set on the South line of Sec 32; run thence N 89° 21' 39" W along said South line for a distance of 909.20 feet to a 1/2" rebar found; run thence N 00° 02' 25" E leaving said South line for a distance of 1,740.17 feet to the Point of Beginning of the herein described tract of land. Said tract contains 27.01 acres, more or less.

The above description is based on Mississippi East State Plane Coordinate System Grid North as determined by GPS Observations with a Convergence of (-0°23'37") and a scale factor of 1.00000081 calculated at The Point of Beginning. Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on station: GCGC Real Time Network, CORS- This is a GPS Continuously Operating Reference Station, Designation- Oxford CORS ARP, MSOX, PID - DK6714, Lat- 34° 21' 50.93055", Long- 89° 31' 56.51634". All property corners set are 1/2" rebar with survey cap (WEC - COA 159). This Description was prepared by Williams Engineering Consultants, Inc. (662-236-9675)

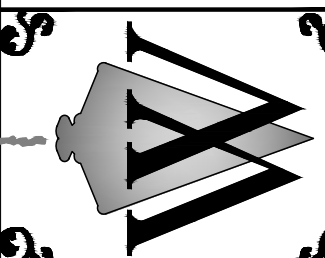
Date: May 27, 2025

Richard S. Danner, P.L.S. No. 02922

1/2" Rebar found marking the Southeast Corner of Section 32, Township 8 South, Range 3 West, and located South 1,755.84 feet and East 1,403.20 feet from the POB

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.236.9675



Subdivision Plat:  
Oxford Farms Subdivision, Phase 13  
A tract of land being Lot 1 of Oxford Farms Subdivision, Phase 13 and also being a fraction of the Southeast Quarter ( SE 1/4 ) of Section 32, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale:	1"=50'
Date:	6/4/2025
SV-254157 (Landmark Construction File: ALTA Oxford Way/Landmark/MS Oxfordway.DWG	
Proj.No.:	SV-254157
Drawn By:	JBM
Checked By:	RSD

Sheet Title:

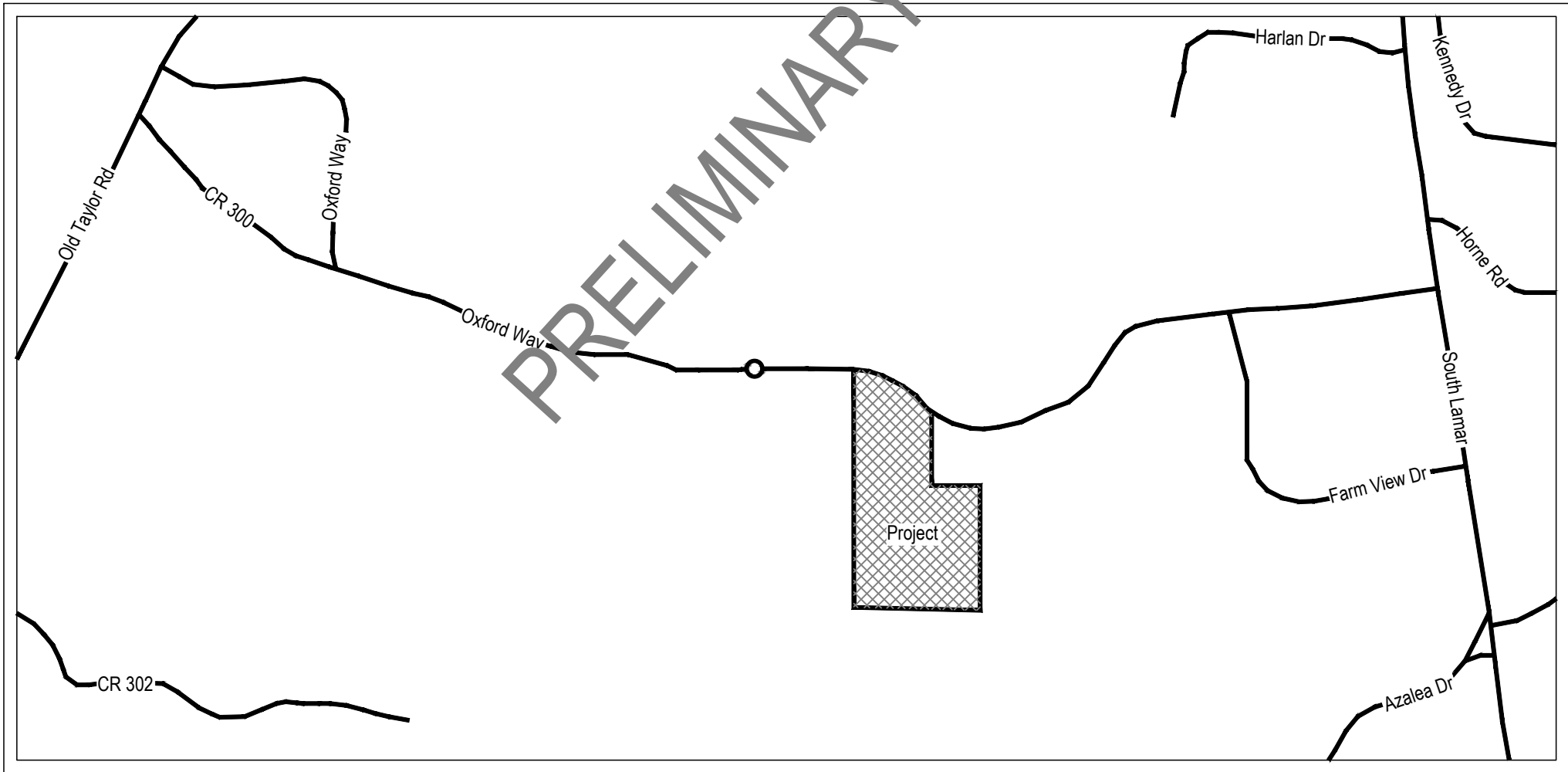
Subdivision  
Plat

Sheet No.:



# Oxford Farms Subdivision, Phase 13

1 Lot - Commercial Subdivision  
+/- 27.01 Acres



Vicinity Map  
(NTS)

#### STORMWATER MANAGEMENT NOTES:

1. For Lot 1 Oxford Farms Phase 13, compliance with the City of Oxford's Stormwater Ordinance shall be achieved through the ownership, operation, and maintenance of a regional stormwater management facility located on Lot 1 Oxford Farms Phase 13.

2. All common property area(s) and stormwater management facilities (any infrastructure that controls or conveys stormwater runoff) shall be maintained in perpetuity and cannot be developed for any other use that would limit or cause to limit the use of the common property area(s) and stormwater management facilities. The common property area(s) and stormwater management facilities shall be owned and maintained by the Property Owners Association or the development. Each owner shall own a proportionate share, as defined in the covenants or other recorded documents, of the common property area(s) and stormwater management facilities. Each owner shall bear responsibility for the continued maintenance of the stormwater management facilities following the ordinances of the City of Oxford and Lafayette County. An owner's interest in the common property area(s) and stormwater management facilities shall not be severed from their interest in their property. The common property area and stormwater management facility's parcel AD VALOREM tax value shall be assessed to each lot owner on a pro rata basis as part of each lot owner's total assessment. The Detention Pond may not be altered to change the amount of detention at any time without written approval from the City of Oxford Engineering Department.

#### SEC 98-117 STATEMENTS:

- The stormwater management facilities are considered common elements.
- An owner's interest in the stormwater management facilities shall not be severed from their interest in their unit.
- The City of Oxford does not own stormwater management facilities and is not responsible for maintaining them. However, if the Association does not maintain them, the City of Oxford may, at its sole discretion, maintain and repair them and add the cost of such a lien to the tax parcel affected.
- Common elements used for stormwater management facilities shall be maintained in perpetuity and cannot be developed for any other use unless the City of Oxford has approved such use.

#### OWNERS CERTIFICATE (DEVELOPER):

I, ANDREW W. CALLICUTT, MANAGING MEMBER OF ANDREW W. CALLICUTT IREVOCABLE TRUST, OWNER OF THE TRACT OF LAND HEREIN DESCRIBED, CERTIFY THAT I DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATTED AS SHOWN ON THIS PLAT OF OXFORD FARMS SUBDIVISION, PHASE 13. UTILITY EASEMENTS ARE DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF HIS OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
ANDREW W. CALLICUTT  
MANAGING MEMBER OF ANDREW W. CALLICUTT IREVOCABLE TRUST.

#### NOTARY'S CERTIFICATE

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ WITHIN MY JURISDICTION, THE WITHIN NAMED ANDREW W. CALLICUTT, WHO ACKNOWLEDGED THAT HE IS THE MANAGING MEMBER OF ANDREW W. CALLICUTT IREVOCABLE TRUST, AND OWNER OF THE DESCRIBED OXFORD FARMS SUBDIVISION, PHASE 13, AND THAT IN SAID REPRESENTATIVE CAPACITY, EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED TO DO SO.

MY COMMISSION EXPIRES:

\_\_\_\_\_  
NOTARY PUBLIC

#### ENGINEER'S CERTIFICATE:

IT IS HEREBY CERTIFIED THAT THIS PLAT OF OXFORD FARMS SUBDIVISION, PHASE 13, IS TRUE AND CORRECT, AND ALSO IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

ENGINEER: JOEY R. MOORE, PE NO. 28231  
DATE: \_\_\_\_\_

#### SURVEYORS CERTIFICATE:

THIS IS TO CERTIFY THAT I HAVE DRAWN SUBJECT PLAT FROM AN ACTUAL ON THE GROUND SURVEY AND FROM DEEDS OF RECORD AND THAT THE PLAT REPRESENTS THE INFORMATION AND THAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SURVEYOR: JEFFERY W. WILLIAMS, PLS NO. 2833  
DATE: \_\_\_\_\_

#### CITY ENGINEER'S CERTIFICATE

I CERTIFY THAT \_\_\_\_\_ HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR OXFORD FARMS SUBDIVISION, PHASE 13:

1. ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.

2. A BOND OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS.

AS OF THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JOHN CRAWLEY,  
CITY ENGINEER, CITY OF OXFORD

#### CITY OF OXFORD PLANNING COMMISSION APPROVAL:

CITY OF OXFORD  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
CHAIRMAN  
CITY OF OXFORD PLANNING COMMISSION

#### CITY OF OXFORD BOARD OF ALDERMEN APPROVAL:

CITY OF OXFORD  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
ROBYN TANNEHILL  
MAYOR, CITY OF OXFORD

ATTEST: \_\_\_\_\_  
CITY CLERK

#### FILING CERTIFICATION BY CHANCERY CLERK:

PERSONALLY APPEARED BEFORE ME, MIKE ROBERTS, CHANCERY CLERK, IN AND FOR LAFAYETTE COUNTY, MISSISSIPPI, ANDREW W. CALLICUTT, WHO EXECUTED THE ATTACHED OWNER'S CERTIFICATE THAT WAS SIGNED AND DELIVERED OF HIS OWN FREE ACT AND DEED, AND ALSO APPEARED, JEFFERY W. WILLIAMS, WHO EXECUTED THE ATTACHED SURVEYOR'S CERTIFICATE AND ACKNOWLEDGED THAT IT WAS SIGNED AND DELIVERED AS HIS OWN FREE ACT AND DEED.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
MIKE ROBERTS - CHANCERY CLERK  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
MIKE ROBERTS - CHANCERY CLERK

#### RESTRICTIVE COVENANTS

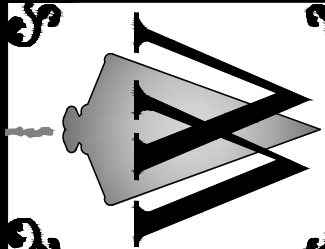
RECORDED IN INSTRUMENT NUMBER 201502128, 201610657, and 202400190, OF LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.

#### FEMA NOTE:

TO THIS SURVEYOR'S KNOWLEDGE, THIS PROPERTY DOES NOT APPEAR TO LIE IN A FLOOD HAZARD AREA AS SHOWN ON FEMA'S NATIONAL FLOOD HAZARD LAYER (NFHL) VIEWER PER LAFAYETTE COUNTY FLOOD INSURANCE MAP, COMMUNITY-PANEL NUMBER : 28071C0258C (NOT PRINTED) HAVING AN EFFECTIVE DATE: NOVEMBER 26, 2010.

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.226.9675



Subdivision Plat:  
Oxford Farms Subdivision, Phase 13  
A tract of land being Lot 1 of Oxford Farms Subdivision, Phase 13 and also being a fraction of the Southeast Quarter (SE 1/4) of Section 32, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale:	1"=50'
Date:	6/4/2025
SV-254157 (Landmark Construction File: ALTA Oxford Way/Landmark/MS Oxfordway.DWG)	
Proj.No.:	SV-254157
Drawn By:	JBM
Checked By:	RSD

Sheet Title:

Subdivision  
Plat

Sheet No.:

**Subject:** Re: CASE 3261 FW: September 8, 2025 Planning Commission Meeting Agenda

**Date:** Saturday, September 6, 2025 at 9:34:11 PM Central Daylight Time

**From:** Katherine Thornton

**To:** JR Rigby, yfu62@aol.com, Joseph Murphy, clatimer@latimerlawpllc.com, brasfieldce@gmail.com, Kirk Milam

**CC:** Planning, Ben Requet

Dear Esteemed Planning Commission:

I would like to voice my concerns about Case 3261 in Oxford Farms. I am unable to attend due to two soccer matches that evening for my daughters. My husband and I will be dividing and conquering M-Trade Park.

I have lived in this portion of South Lamar for almost 16 years. The growth with housing has been tremendous in all realms. The changes have been big. But we love our little neighborhood and we have the best neighbors.

The proposed plan at The Station at Oxford includes 269 units. I feel that is too many units for this area. I think 69 less would be reasonable.

Oxford Farms does not have enough entrances in and out. I know there is a connector street being built but this area was not meant for this amount of people and vehicles.

Oxford Way is currently a two-lane road going to South Lamar Blvd. and to Old Taylor Road. Adding an additional 817 possible student-residents, based on bedrooms, is only going to add to the traffic of South Lamar and Old Taylor Road.

Please consider something has become bothersome in our exponential growth in Oxford city limits and especially in Oxford Farms:

1. The loss of mature trees that help with water retention, buffer noise, and it really does make the area look sparse since Oxford Farms has not planted mature trees or ones that have been sustainable or properly taken care (i.e. the ones on Oxford Way that have snapped and/or they are half dead.)
2. Wildlife displaced which in turn effects all of us—I never thought I'd have deer, possums, rabbits, and raccoons on my front porch in the night. (Sometimes fun to look at on our camera!)
3. Streets are being ruined (i.e. Oxford Way) where the construction vehicles are tearing up the asphalt which is made worse when it does rain hard.
4. Another idea which I have shared before, is to make Oxford Farms one way in and one way out. The amount of cars who must sneak out by Oxford Pediatric Group to see traffic on South Lamar is out of control. It's at all times of the day. If that street was an entrance only, then it would force vehicles to exit only via the light at South Lamar Blvd and Oxford Way. I know that sounds weird but adding more people living to this area is not going to help that problem by OPG. It's not going to help the actual road of Oxford Way either.

Please understand, I don't think the actual development is bad. It is just too many. Too many for

the acreage and too many parking spots that won't hold water. Too many possible student-residents crammed into the area. Too many trees lost.

I feel it's important as a full-time resident living, working, and raising a family in Oxford, to ask questions like this. I don't want to look back in 5 years and wish I would have said something. I hope you will show my email full consideration.

Thank you for your time,  
Katherine Thornton

[Planning Commission Agenda \(Monthly\)](#)

**Katherine M. Thornton**

Assistant to the Vice Chancellor

Ole Miss Athletics

P.O. Box 1848

908 All American Drive

University, MS 38677-1848

O: +1-6629157546

[kmt@olemiss.edu](mailto:kmt@olemiss.edu) | [Ole Miss Athletics - Hotty Toddy](#)

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**From:** City of Oxford Planning Commission Agenda <[postmaster@oxfordms.net](mailto:postmaster@oxfordms.net)>

**Sent:** Wednesday, September 3, 2025 4:59 PM

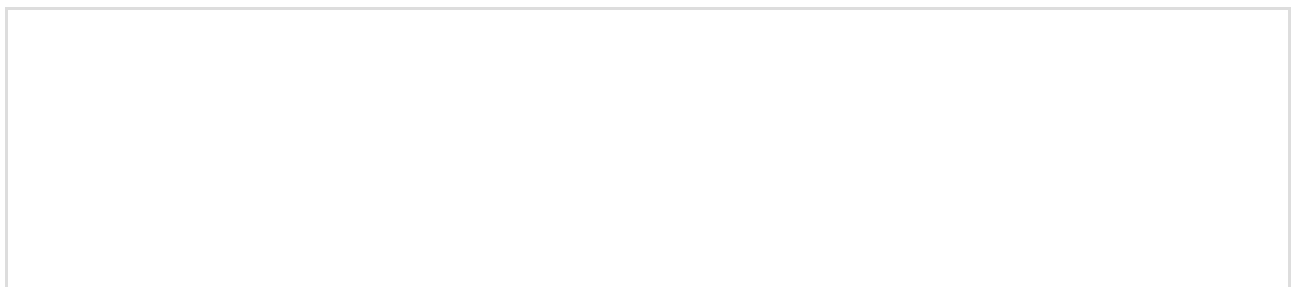
**To:** Katherine Thornton <[kmt@olemiss.edu](mailto:kmt@olemiss.edu)>

**Subject:** September 8, 2025 Planning Commission Meeting Agenda

[EXTERNAL]

City of Oxford Planning Commission Agenda. Commission meetings are the 2<sup>nd</sup> Monday of every month at 5pm in the City Hall Courtroom.

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## **PLANNING COMMISSION**

### **Agenda**

**September 8, 2025**

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[Case files and meeting minutes are available here.](#)

The regular meeting of the Oxford Planning Commission will be held on **Monday, September 8, 2025 at 5:00 p.m.**, in the City Hall Courtroom. The following items are on the agenda:

1. Call to Order
2. Approval of the Agenda
3. Approval of the minutes from the August 11, 2025 meeting
4. Staff Report
  - a. Planning Staff Report
  - b. Building Official Report

#### **Administrative Approvals**

5. Case #3257-A – Jared Foster has requested a Site Plan Amendment for ‘Velvet Ditch Seafood’ property located at 430 South Lamar Boulevard (PPIN #8287)
6. Case #3258-A – Grant Boucek has filed a request for Special Use for Accessory Dwelling Unit as authorized in Section 3.5.6 Dwellings: Accessory of the Land Development Code for property located at 1318 Pleasant Drive (PPIN #40006)  
**Should an objection to the use be received by the Planning Department, the use shall be reviewed as a Special Exception.**

#### **Consent Agenda**

7. Public Hearing for Case #3259 – Collegiate Properties, LLC (Jordan Bankhead) has filed a request for a Special Exception from section 3.5.1.2.c. Districts Permitted, Detached Dwellings for property located at Ivy Road (PPIN #4829)
8. Public Hearing for Case #3260 – MFM Developments (JW McCurdy) has filed a request for Final Plat Approval for 'Colonnade Crossing, Phase 5' property located at Claremont Avenue (PPIN #4563)
9. Public Hearing for Case #3261 – Landmark Properties, LLC (Bryan Boyle) has filed a request for Preliminary and Final Plat Approval for 'Oxford Farms, Phase 13, The Station' property located at 2665 Oxford Way (PPIN #7984)

### **Public Hearings**

10. Public Hearing for Case #3250 – Oxford Row, LLC (JW McCurdy) has filed a request for Site Plan Approval for 'Oxford Row' property located at 31 Hwy 328 (PPIN #6478) **(POSTPONED)**
11. Public Hearing for Case #3256 – Blackburn Holdings, LLC (David Blackburn) has filed a request for Zoning Map Amendment for property located at Charger Lane (PPINs #3520, 3531, 4425, 4506, 4635) (Tabled from August)
12. Public Hearing for Case #3262 – Steven Krauskopf has filed a request for Special Exception as provided in Section 2.6.5 Structure Height for property located at 703 Pearlines Way (PPIN #5635)
13. Public Hearing for Case #3263 – Gina Brown has filed a request for a Special Exception as provided in section 3.11.3 Gated Entries for property located at 408 Country Club Road (PPIN #43875)
14. Public Hearing for Case #3264 – Stoa Group, LLC (Toby Easterly) has filed a request for a Special Exception from section 2.6.10 for First Floor Residential for property located at Highway 7 (PPIN #16774)
15. Public Hearing for Case #3265 – MFM Developments (JW McCurdy) has filed a request for Site Plan Approval for 'Trinitas' property located at Claremont Avenue (PPIN #4563)
16. Public Hearing for Case #3266 – Andy Callicutt has filed a request for Site Plan Approval for 'Reserve at Oxford Farms Phase 3' property located at 2007 Rosemary Street (PPIN #7948) **(POSTPONED)**

## 17. Motion to Adjourn

---

Notice that certain commission members will be included in the meeting via teleconference, subject to City of Oxford Code of Ordinances Section 2-82. Questions regarding this agenda? Call the Planning Department at [662-232-2305](tel:662-232-2305).

Auxiliary aids and services may be available to individuals with disabilities upon twenty-four (24) hours request by contacting Braxton Tullos, City of Oxford ADA Coordinator at [662-232-2454](tel:662-232-2454).

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**Jeff McCutchen**

*Chief of Police*

jmccutchen@oxfordpolice.net

**Rusty Rasberry**

*Deputy Chief of Police*

rrasberry@oxfordpolice.net

**Kayla Martin**

*Executive Assistant to the*

*Chief of Police*

kmartin@oxfordpolice.net

## MEMO

Date: September 16, 2025

From: Chief Jeff McCutchen

Re: OPD FY26 Vehicle Upfit Bids

The Oxford Police Department requests permission to advertise for bids for the FY26 Police Vehicle Upfit. This will cover the purchase and installation of emergency equipment and technology for newly purchased police vehicles.

In compliance with Mississippi state purchasing laws, the advertisement for bids will run for a minimum of fifteen (15) days. Bidding will be scheduled to begin on or after October 1, 2025.

Oxford Police Department

9 Industrial Park Drive

Oxford, MS 38655

Phone: (662) 232-2400

Fax: (662) 232-2314



# MEMORANDUM

---

**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO / Rob Neely P.E., General Manager, Oxford Utilities

**Date:** September 16, 2025

**Re:** Request to Accept Low Bids,  
2025-2026 Annual Material Bids

---

On Tuesday, September 9, 2025 bids were opened and read aloud at City Hall for the 2025-2026 fiscal year annual material bids. The bid tabulations for each category are attached hereto. Engineering recommends accepting the low bids as shown.

**Please note, there was one bid deemed unresponsive due to it being sent to the wrong address that was specified on the "Instructions for Bidders" section of the bid packet. Nor, was it marked as a sealed bid, thus it was not received by Engineering until after bids were opened, therefore, that bid was deemed non-responsive.**



## CITY OF OXFORD SUPPLIERS LIST FOR OPERATING MATERIALS (2024-2025)

## AGGREGATE MATERIALS HAULING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	TANDEM TRUCK WITH DRIVER	HR	NO BID	NO BID	

## AGGREGATE MATERIALS

ITEM	DESCRIPTION	UNIT	UNIT		
1	CLAY GRAVEL	TON	\$ 31.50	NUNLEY TRUCKING	662-424-0080
2	WASHED ROAD GRAVEL	TON	\$ 38.50	NUNLEY TRUCKING	662-424-0080
3	CRUSHED LIMESTONE	TON	\$ 36.90	NUNLEY TRUCKING	662-424-0080
4	PEA GRAVEL	TON	\$ 42.50	NUNLEY TRUCKING	662-424-0080
5	#7 CLEAN SLAG	TON	\$ 39.90	NUNLEY TRUCKING	662-424-0080
6	#89 STONE	TON	\$ 39.90	NUNLEY TRUCKING	662-424-0080

## ASPHALT

ITEM	DESCRIPTION	UNIT		SUPPLIER	CONTACT
1	HMA ASPHALTS HAULED AND PLACED ON CITY STREETS 1-250 TONS	TON	\$ 115.00	LEHMAN ROBERTS	234-5313
2	HMA ASPHALTS HAULED AND PLACED ON CITY STREETS 250 & 500	TON	\$ 72.00	LEHMAN ROBERTS	234-5313
3	HMA ASPHALTS HAULED AND PLACED ON CITY STREETS 501-750	TON	\$ 53.00	LEHMAN ROBERTS	234-5313
4	HMA ASPHALTS HAULED AND PLACED ON CITY STREETS 750 & UP	TON	\$ 45.00	LEHMAN ROBERTS	234-5313
5	Tack Coat (Rate .05-.10 gallons per square yard	S.Y.	\$ 0.55	LEHMAN ROBERTS	234-5313
6	Grading or Shaping	S.Y.	\$ 16.00	LEHMAN ROBERTS	234-5313

\*ASPHALTS WILL BE PURCHASED FROM STATE CONTRACT OR F.O.B. PRICE, WHICHEVER IS LOWER AT PURCHASE TIME

## COLD MILLING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	COLD MILLING OF BITUMINOUS PAVEMENT				
	0 TO 500	TON	\$ 100.00	LEHMAN ROBERTS	234-5313
	501-1000	TON	\$ 82.00	LEHMAN ROBERTS	234-5313
	1001-1500	TON	\$ 65.00	LEHMAN ROBERTS	234-5313
	1501-2000	TON	\$ 60.00	LEHMAN ROBERTS	234-5313
	2001 & UP	TON	\$ 50.00	LEHMAN ROBERTS	234-5313
2	COLD MILLING OF CONCRETE PAVEMENT				
	0 TO 500	TON	NO BID	NO BID	NO BID
	501-1000	TON	NO BID	NO BID	NO BID
	1001-1500	TON	NO BID	NO BID	NO BID
	1501-2000	TON	NO BID	NO BID	NO BID
	2001 & UP	TON	NO BID	NO BID	NO BID
3	One Day Milling	DAY	\$ 30,000.00	LEHMAN ROBERTS	234-5313

## CONCRETE MATERIALS AND SUPPLIES

[illegible]

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
<b>PRECAST CONCRETE MANHOLES</b>					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	
1	48" - CONE	EA.	NO BID	NO BID	
2	48" - FLAT TOP	EA.	NO BID	NO BID	
3	48" MANHOLE SECTION	L.F.	NO BID	NO BID	
4	48" MANHOLE BOTTOM	EA.	NO BID	NO BID	
5	48"x 24" DOGHOUSE(12 OCLOCK AND 6 OCLOCK POSTION)	EA.	NO BID	NO BID	
6	48" X26" DOGHOUSE (3 OCLOCK AND 6 OCLOCK POSITION	EA.	NO BID	NO BID	
7	4" CONCRETE RISER	EA.	NO BID	NO BID	
8	6" CONCRETE RISER	EA.	NO BID	NO BID	
9	V 1317 RING AND LID	EA.	NO BID	NO BID	
10	VULCAN- VM7 MOD RING AND LID (TRAFFIC DUTY)	EA.	NO BID	NO BID	
11	RAMNECK	CASE	NO BID	NO BID	

#### **DRAINAGE PIPE - CORRUGATED HDPE**

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	12-INCH HDPE PIPE	L.F.	7.33	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
2	15-INCH HDPE PIPE	L.F.	10.03	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
3	18-INCH HDPE PIPE	L.F.	14.02	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
4	24-INCH HDPE PIPE	L.F.	24.04	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
5	30-INCH HDPE PIPE	L.F.	34.08	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
6	36" HDPE DRAINAGE PIPE	L.F.	41.49	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
7	48" HDPE PIPE	L.F.	71.79	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
8	18" HP PIPE	L.F.	20.96	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
9	24" HP PIPE	L.F.	33.95	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
10	30" HP PIPE	L.F.	48.74	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
11	36" HP PIPE	L.F.	60.25	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
<b>CORRUGATED POLYETHYLENT T'S</b>					
8	12-INCH	EACH	215.48	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
9	15-INCH	EACH	322.08	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
10	18-INCH	EACH	451.82	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
11	24-INCH	EACH	698.54	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
12	30-INCH	EACH	1409.64	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
13	36 INCH	EACH	1896.30	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
14	48 INCH	EACH	3238.83	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
<b>CORRUGATED POLYETHYLENE - 45 DEGREE ELBOWS</b>					
15	12-INCH	EACH	127.36	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
16	15-INCH	EACH	175.68	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
17	18-INCH	EACH	234.07	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
18	24-INCH	EACH	478.03	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
19	30-INCH	EACH	744.45	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
20	36 INCH	EACH	1140.27	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
21	48 INCH	EACH	2079.18	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
<b>CORRUGATED POLYETHYLENE- 90 DEGREE FITTINGS</b>					
22	12-INCH	EACH	145.73	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
23	15-INCH	EACH	202.74	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
24	18-INCH	EACH	284.43	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
25	24-INCH	EACH	562.41	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
26	30-INCH	EACH	1163.99	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
27	36-INCH	EACH	1550.88	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
28	48-INCH	EACH	2734.03	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
<b>CORRUGATED POLYETHYLENE-22 1/2 DEGREE FITTINGS</b>					
29	12-INCH	EACH	92.47	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
30	15-INCH	EACH	143.36	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
31	18-INCH	EACH	195.04	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
32	24-INCH	EACH	423.33	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
33	30-INCH	EACH	653.68	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
34	36-INCH	EACH	934.86	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
35	48-INCH	EACH	1548.27	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
<b>HDPE BANDS</b>					
36	12-INCH	EACH	16.29	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
37	15-INCH	EACH	27.14	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
38	18-INCH	EACH	46.25	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
39	24-INCH	EACH	65.22	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
40	30-INCH	EACH	151.62	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
41	36-INCH	EACH	210.95	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
42	48-INCH	EACH	362.47	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
<b>GRATES</b>					
43	CAST IRON GRATES- 35 7/8"x 17 7/8" x 2 3/4" GR Frame and Grate Set V5754 FR- V5759-1	EACH	NO BID	NO BID	NO BID
44	CAST IRON GRATES- 29 3/4" x 17 3/4" x 3" GR Frame and Grate Set 5460M-5460Z	EACH	NO BID	NO BID	NO BID
45	CAST IRON GRATES- V5724-3 24" x 24" x 2 5/8"	EACH	NO BID	NO BID	NO BID
46	CAST IRON GRATES- V5752 18"x 23 3/4"	EACH	NO BID	NO BID	NO BID
47	CAST IRON GRATES- V4230 18" X 30"	EACH	NO BID	NO BID	NO BID
48	15" DIA. ROUND GRATE (DROP-IN CAST IRON LIGHT DUTY FOR USE WITH HDPE	EACH	\$ 260.24	CONSOLIDATED PIPE	662-841-1270
49	18" DIA. ROUND GRATE (DROP-IN CAST IRON LIGHT DUTY FOR USE WITH HDPE	EACH	\$ 340.96	CONSOLIDATED PIPE	662-841-1270
50	24" DIA. ROUND GRATE (DROP-IN CAST IRON LIGHT DUTY FOR USE WITH HDPE	EACH	\$ 592.77	CONSOLIDATED PIPE	662-841-1270
51	12" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	NO BID	NO BID	NO BID
52	15" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	NO BID	NO BID	NO BID
53	18" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	NO BID	NO BID	NO BID
54	24" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	NO BID	NO BID	NO BID
55	30" DIA. ROUND GRATE (DROP-IN CAST IRON H.D.) FOR USE WITH HDPE	EACH	NO BID	NO BID	NO BID
56	V4280 GUTTER INLET - 33 1/4" X 21 3/4" X 4"	EACH	NO BID	NO BID	NO BID
57	V4275 GUTTER INLET- 28 3/4" X 21" X 2 9/16"	EACH	NO BID	NO BID	NO BID
<b>FLARED ENDS</b>					
58	12-INCH	EACH	265.97	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
59	15-INCH	EACH	256.97	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
60	18-INCH	EACH	345.21	SOUTHERN PIPE OR CONSOLIDATED PIPE	CONSOLIDATED 662-841-1270
61	24-INCH	EACH	443.03	SOUTHERN PIPE OR CONSOLIDATED PIPE	SOUTHERN PIPE 662-393-1922
62	30-INCH	EACH	NO BID	NO BID	NO BID
63	48 INCH	EACH	NO BID	NO BID	NO BID

**DRAINAGE PIPE - CORRUGATED HDPE (OTHER BRANDS THAN ADS)**

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	12-INCH HDPE PIPE	L.F.	7.65	J&G CULVERTS	205-932-8504
2	15-INCH HDPE PIPE	L.F.	10.47	J&G CULVERTS	205-932-8504
3	18-INCH HDPE PIPE	L.F.	13.84	J&G CULVERTS	205-932-8504
4	24-INCH HDPE PIPE	L.F.	24.24	J&G CULVERTS	205-932-8504
5	30-INCH HDPE PIPE	L.F.	34.19	J&G CULVERTS	205-932-8504
6	36" HDPE DRAINAGE PIPE	L.F.	42.90	J&G CULVERTS	205-932-8504
7	48" HDPE PIPE	L.F.	73.27	J&G CULVERTS	205-932-8504
8	18" HP PIPE	L.F.	20.22	J&G CULVERTS	205-932-8504
9	24" HP PIPE	L.F.	33.56	J&G CULVERTS	205-932-8504
10	30" HP PIPE	L.F.	47.90	J&G CULVERTS	205-932-8504
11	36" HP PIPE	L.F.	59.97	J&G CULVERTS	205-932-8504
<b>CORRUGATED POLYETHYLENT T'S</b>					
8	12-INCH	EACH	144.23	J&G CULVERTS	205-932-8504
9	15-INCH	EACH	205.92	J&G CULVERTS	205-932-8504

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
10	18-INCH	EACH	244.10	J&G CULVERTS	205-932-8504
11	24-INCH	EACH	436.07	J&G CULVERTS	205-932-8504
12	30-INCH	EACH	691.58	J&G CULVERTS	205-932-8504
13	36 INCH	EACH	1397.72	J&G CULVERTS	205-932-8504
14	48 INCH	EACH	2766.70	J&G CULVERTS	205-932-8504
<b>CORRUGATED POLYETHYLENE - 45 DEGREE ELBOWS</b>					
15	12-INCH	EACH	51.26	J&G CULVERTS	205-932-8504
16	15-INCH	EACH	80.27	J&G CULVERTS	205-932-8504
17	18-INCH	EACH	119.09	J&G CULVERTS	205-932-8504
18	24-INCH	EACH	204.38	J&G CULVERTS	205-932-8504
19	30-INCH	EACH	320.75	J&G CULVERTS	205-932-8504
20	36 INCH	EACH	507.54	J&G CULVERTS	205-932-8504
21	48 INCH	EACH	1129.71	J&G CULVERTS	205-932-8504
<b>CORRUGATED POLYETHYLENE- 90 DEGREE FITTINGS</b>					
22	12-INCH	EACH	65.16	J&G CULVERTS	205-932-8504
23	15-INCH	EACH	106.59	J&G CULVERTS	205-932-8504
24	18-INCH	EACH	162.65	J&G CULVERTS	205-932-8504
25	24-INCH	EACH	282.48	J&G CULVERTS	205-932-8504
26	30-INCH	EACH	477.75	J&G CULVERTS	205-932-8504
27	36-INCH	EACH	791.39	J&G CULVERTS	205-932-8504
28	48-INCH	EACH	1537.67	J&G CULVERTS	205-932-8504
<b>CORRUGATED POLYETHYLENE-22 1/2 DEGREE FITTINGS</b>					
29	12-INCH	EACH	42.71	J&G CULVERTS	205-932-8504
30	15-INCH	EACH	63.68	J&G CULVERTS	205-932-8504
31	18-INCH	EACH	94.80	J&G CULVERTS	205-932-8504
32	24-INCH	EACH	141.80	J&G CULVERTS	205-932-8504
33	30-INCH	EACH	262.29	J&G CULVERTS	205-932-8504
34	36-INCH	EACH	411.48	J&G CULVERTS	205-932-8504
35	48-INCH	EACH	839.07	J&G CULVERTS	205-932-8504
<b>HDPE BANDS</b>					
36	12-INCH	EACH	9.10	J&G CULVERTS	205-932-8504
37	15-INCH	EACH	26.00	J&G CULVERTS	205-932-8504
38	18-INCH	EACH	32.50	J&G CULVERTS	205-932-8504
39	24-INCH	EACH	52.00	J&G CULVERTS	205-932-8504
40	30-INCH	EACH	104.00	J&G CULVERTS	205-932-8504
41	36-INCH	EACH	182.00	J&G CULVERTS	205-932-8504
42	48-INCH	EACH	221.00	J&G CULVERTS	205-932-8504
<b>FLARED ENDS</b>					
58	12-INCH	EACH	166.50	J&G CULVERTS	205-932-8504
59	15-INCH	EACH	166.50	J&G CULVERTS	205-932-8504
60	18-INCH	EACH	267.00	J&G CULVERTS	205-932-8504
61	24-INCH	EACH	318.00	J&G CULVERTS	205-932-8504
62	30-INCH	EACH	1170.00	J&G CULVERTS	205-932-8504
63	48 INCH	EACH	NO BID	NO BID	NO BID

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
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**FINISHED TRAFFIC SIGNS AND SIGN POST**

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	R-1-1 STOP 24"x24"	EACH	20.95	G&C SUPPLY	601-932-5854
2	R1-1 STOP 30"x30"	EACH	35.84	G&C SUPPLY	601-932-5854
3	R1-2 YIELD 30"x30"x30"	EACH	28.08	G&C SUPPLY	601-932-5854
4	R1-2 YIELD 36"x36"x36"	EACH	30.82	G&C SUPPLY	601-932-5854
5	R2-1 SPEED LIMIT (SPEED GIVEN) 24"x30"	EACH	30.89	G&C SUPPLY	601-932-5854
6	R2-5A REDUCE SPEED AHEAD 24"x30"	EACH	30.89	G&C SUPPLY	601-932-5854
7	R2-5C SPEED ZONE AHEAD 24"x30"	EACH	30.89	G&C SUPPLY	601-932-5854
8	R3-1 NO RIGHT TURN(SYMBOL)24"x24"	EACH	28.33	G&C SUPPLY	601-932-5854
9	R3-2 NO LEFT TURN(SYMBOL) 24"x24"	EACH	28.33	G&C SUPPLY	601-932-5854
10	R3-4 NO U TURN(SYMBOL) 24"x24"	EACH	28.33	G&C SUPPLY	601-932-5854
11	R3-5L LEFT TURN ONLY 30"x36"	EACH	50.70	G&C SUPPLY	601-932-5854
12	R3-5R RIGHT TURN ONLY 30"x36"	EACH	50.70	G&C SUPPLY	601-932-5854
13	R3-5S STRAIGHT ONLY 30"x36"	EACH	50.70	G&C SUPPLY	601-932-5854
14	R3-7L LEFT LANE MUST TURN LEFT 30"x30"	EACH	41.12	G&C SUPPLY	601-932-5854
15	R3-7R RIGHT LANE MUST TURN RIGHT 30"x30"	EACH	41.12	G&C SUPPLY	601-932-5854
16	R4-7 KEEP RIGHT 24"x30'	EACH	30.89	G&C SUPPLY	601-932-5854
17	R4-7 KEEP RIGHT 30"x36'	EACH	50.70	G&C SUPPLY	601-932-5854
18	R4-7A KEEP RIGHT (90) 24"x30"	EACH	30.89	G&C SUPPLY	601-932-5854
19	R4-7B KEEP RIGHT (45) 24"x30"	EACH	30.89	G&C SUPPLY	601-932-5854
20	R4-8 KEEP LEFT 24"x30"	EACH	30.89	G&C SUPPLY	601-932-5854
21	R5-1 DO NOT ENTER 30"x30"	EACH	41.12	G&C SUPPLY	601-932-5854
22	R5-1A WRONG WAY 36"x24"	EACH	51.60	G&C SUPPLY	601-932-5854
23	R5-2 NO TRUCKS SYMBOL 24"x24"	EACH	28.33	G&C SUPPLY	601-932-5854
24	R6-1L ONE WAY LEFT 36"x12"	EACH	21.48	G&C SUPPLY	601-932-5854
25	R6-1R ONE WAY RIGHT 36"x12"	EACH	21.48	G&C SUPPLY	601-932-5854
26	R6-1R/L ONE WAY (BACK & FRONT) 36"x12"	EACH	26.69	G&C SUPPLY	601-932-5854
27	R7--2A NO PARKING ANYTIME 12"x18"	EACH	12.50	G&C SUPPLY	601-932-5854
28	R7-8 RESERVED HANDICAPPED (SYMBOL) 12"x18"	EACH	12.50	G&C SUPPLY	601-932-5854
29	R10-11A NO TURN ON RED 24"x30"	EACH	30.89	G&C SUPPLY	601-932-5854
30	R11-2 ROAD CLOSED 48"x30"	EACH	58.16	G&C SUPPLY	601-932-5854
31	R11-4 ROAD CLOSED TO THRU TRAFFIC 60"x30"	EACH	79.37	G&C SUPPLY	601-932-5854
32	W9-2R MERGE RIGHT 30"x30"	EACH	41.12	G&C SUPPLY	601-932-5854
33	W11-2 PEDESTRIAN SYMBOL 36"x36"	EACH	58.42	G&C SUPPLY	601-932-5854
34	ST-67A6 STREET MARKER NAME GIVEN	EACH	14.98	G&C SUPPLY	601-932-5854

**STREET SIGN POST AND MISCELLANEOUS MATERIALS**

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	10' LONG 4-CHANNEL SIGN (GALVANIZED)	EACH	27.18	G&C SUPPLY	601-932-5854
2	12' LONG 4-CHANNEL SIGN (GALVANIZED)	EACH	32.60	G&C SUPPLY	601-932-5854
3	CAPS FOR U-CHANNEL POST FOR EXTRUDED STREET NAME SIGNS	EACH	4.98	G&C SUPPLY	601-932-5854
4	CROSSES FOR EXTRUDED STREET SIGNS	EACH	4.98	G&C SUPPLY	601-932-5854
5	JUMBO 12" CROSS BRACKETS	EACH	11.78	G&C SUPPLY	601-932-5854
6	JUMBO 12" 90 DEGREE POST CAP (4 CHANNEL) BRACKETS	EACH	11.78	G&C SUPPLY	601-932-5854
7	JUMBO 12" 180 DEGREE (U CHANNEL) BRACKETS	EACH	11.78	G&C SUPPLY	601-932-5854

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
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HEAT FUSED DURABLE RETROFLECTIVE PREFORMED PAVEMENT MARKINGS

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	THERMOPLASTIV SYMBLOS AND LEGEND (90 mil)	S.F.	NO BID	NO BID	NO BID
2	THERMOPLASTIC LINE (WHITE OR YELLOW)(90 mil) (FLAT SECTIONS)				
	4"	L.F.	NO BID	NO BID	NO BID
	6"	L.F.	NO BID	NO BID	NO BID
	8"	L.F.	NO BID	NO BID	NO BID
	12"	L.F.	NO BID	NO BID	NO BID
	16"	L.F.	NO BID	NO BID	NO BID
	24"	L.F.	NO BID	NO BID	NO BID
3	THERMOPLASTIC LINE (WHITE OR YELLOW)(90 mil) (ROLLS)				
	4"	L.F.	NO BID	NO BID	NO BID
	6"	L.F.	NO BID	NO BID	NO BID
	8"	L.F.	NO BID	NO BID	NO BID
	12"	L.F.	NO BID	NO BID	NO BID
	16"	L.F.	NO BID	NO BID	NO BID
	24"	L.F.	NO BID	NO BID	NO BID
4	LEGENDS (90 MIL)				
	MPH 8'	S.F.	NO BID	NO BID	NO BID
	PED 8'	S.F.	NO BID	NO BID	NO BID
	STOP 8'	S.F.	NO BID	NO BID	NO BID
	LEFT 8'	S.F.	NO BID	NO BID	NO BID
	RIGHT 8'	S.F.	NO BID	NO BID	NO BID
	XING 8'	S.F.	NO BID	NO BID	NO BID
	ONLY 8'	S.F.	NO BID	NO BID	NO BID
	SLOW 8'	S.F.	NO BID	NO BID	NO BID
	AHEAD 8'	S.F.	NO BID	NO BID	NO BID
	YIELD 8'	S.F.	NO BID	NO BID	NO BID
	SIGNAL 8'	S.F.	NO BID	NO BID	NO BID
	SCHOOL 8'	S.F.	NO BID	NO BID	NO BID
	NO PARKING YELLOW 12'	S.F.	NO BID	NO BID	NO BID
	TURN 8'	S.F.	NO BID	NO BID	NO BID
5	HANDICAP MARKING (90 MIL)				
	HANDICAP KIT WHITE/BLUE 48"x48"	S.F.	NO BID	NO BID	NO BID
6	ARROWS				
	STRAIGHT ARROW STANDARD R/L/REVERSE	S.F.	NO BID	NO BID	NO BID
	TURN ARROW STANDARD R/L/REVERSE	S.F.	NO BID	NO BID	NO BID
	COMBINATION ARROW STANDARD R/L/REVERSE	S.F.	NO BID	NO BID	NO BID
	MINI TURN ARROW R/L/ REVERSE	S.F.	NO BID	NO BID	NO BID
	MINI STRAIGHT ARROW	S.F.	NO BID	NO BID	NO BID
	MINI COMBINATION R/L/REVERSE	S.F.	NO BID	NO BID	NO BID
7	LEGENDS (125 MIL)				
	MPH 8'	S.F.	NO BID	NO BID	NO BID
	PED 8'	S.F.	NO BID	NO BID	NO BID
	STOP 8'	S.F.	NO BID	NO BID	NO BID
	LEFT 8'	S.F.	NO BID	NO BID	NO BID
	RIGHT 8'	S.F.	NO BID	NO BID	NO BID
	XING 8'	S.F.	NO BID	NO BID	NO BID
	ONLY 8'	S.F.	NO BID	NO BID	NO BID
	SLOW 8'	S.F.	NO BID	NO BID	NO BID
	AHEAD 8'	S.F.	NO BID	NO BID	NO BID
	YIELD 8'	S.F.	NO BID	NO BID	NO BID
	SIGNAL 8'	S.F.	NO BID	NO BID	NO BID
	SCHOOL 8'	S.F.	NO BID	NO BID	NO BID
	NO PARKING YELLOW 12'	S.F.	NO BID	NO BID	NO BID
	TURN 8'	S.F.	NO BID	NO BID	NO BID
	HANDICAP MARKING (125 MIL)				

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
	HANDICAP KIT WHITE/BLUE 48"X48"	S.F.	NO BID	NO BID	NO BID
	ARROWS (125 MIL)				
	STRAIGHT ARROW STANDARD R/L/REVERSE	S.F.	NO BID	NO BID	NO BID
	TURN ARROW STANDARD R/L/REVERSE	S.F.	NO BID	NO BID	NO BID
	COMBINATION ARROW STANDARD R/L/REVERSE	S.F.	NO BID	NO BID	NO BID
	MINI TURN ARROW R/L/ REVERSE	S.F.	NO BID	NO BID	NO BID
	MINI STRAIGHT ARROW	S.F.	NO BID	NO BID	NO BID
	MINI COMBINATION R/L/REVERSE	S.F.	NO BID	NO BID	NO BID

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
PAINTED TRAFFIC MARKINGS					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	ROADWAY 4" THERMOPLASTIC TRAFFIC STRIPE (SKIP WHITE)(90 mil)	L.F.	0.35	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
2	ROADWAY 4" THERMOPLASTIC TRAFFIC STRIPE (CONT. WHITE)(90 mil)	L.F.	0.90	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
3	ROADWAY 4" THERMOPLASTIC TRAFFIC EDGE STRIPE (CONT. WHITE)(60 mil)	L.F.	0.75	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
4	ROADWAY 4" THERMOPLASTIC TRAFFIC STRIPE (SKIP YELLOW)(90 mil)	L.F.	0.35	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
5	ROADWAY 4" THERMOPLASTIC TRAFFIC STRIPE (CONT. YELLOW)(90 mil)	L.F.	0.90	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
6	ROADWAY 4" THERMOPLASTIC TRAFFIC EDGE STRIPE (CONT. YELLOW)(60 mil)	L.F.	0.75	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
7	ROADWAY 4" THERMOPLASTIC TRAFFIC DETAIL STRIPE (4" EQ. LENGTH WHITE OR YELLOW)	L.F.	2.50	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
8	ROADWAY THERMOPLASTIC LEGEND (WHITE)(120 mil)	L.F.	9.00	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
9	ROADWAY RED-CLEAR REFLECTIVE RAISED MARKERS	L.F.	8.00	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
10	ROADWAY TWO-WAY YELLOW REFLECTIVE RAISED MARKERS	L.F.	8.00	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
11	ROADWAY PAINTED CURB FACE FAST DRYING YELLOW	L.F.	4.00	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
12	ROADWAY PAINTED STRIPING FAST DRYING WHITE	L.F.	0.40	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
13	ROADWAY GRINDING	L.F.	2.25	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
14	SMALL QUANTITY 4" THERMOPLASTIC TRAFFIC STRIPE (SKIP WHITE)	L.F.	0.6	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
15	SMALL QUANTITY THERMOPLASTIC TRAFFIC STRIPE (CONT. WHITE)	L.F.	1.25	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
16	SMALL QUANTITY 4" THERMOPLASTIC TRAFFIC EDGE STRIPE (CONT. WHITE)	L.F.	1	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
17	SMALL QUANTITY 4" THERMOPLASTIC TRAFFIC STRIPE (SKIP YELLOW)	L.F.	0.6	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
18	SMALL QUANTITY 4" THERMOPLASTIC TRAFFIC STRIPE (CONT. YELLOW)	L.F.	1.25	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
19	SMALL QUANTITY 4" THERMOPLASTIC TRAFFIC EDGE STRIPE (CONT. YELLOW)	L.F.	1	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
20	SMALL QUANTITY 4" THERMOPLASTIC TRAFFIC DETAIL STRIPE (4" EQ. LENGTH WHITE OR YE	L.F.	3.50	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
21	SMALL QUANTITY THERMOPLASTIC LEGEND (WHITE)	S.F.	12.00	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
22	SMALL QUANTITY PAINTED CURB FACE (WHITE OR YELLOW)	L.F.	5.00	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
23	SMALL QUANTITY FAST DRYING PAINT STRIPE	L.F.	0.50	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257
24	SMALL QUANTITY GRINDING	L.F.	3.00	RIVERSIDE TRAFFIC SYSTEMS INC.	(662) 534-8257



ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
STONE RIP RAP					
ITEM	DESCRIPTION	UNIT	UNIT PRICE		CONTACT
1	100 LB. STONE	TON	\$ 38.50	NUNLEY TRUCKING	662-424-0080
2	200 LB. STONE	TON	\$ 38.50	NUNLEY TRUCKING	662-424-0080
3	300 LB. STONE	TON	\$ 45.00	NUNLEY TRUCKING	662-424-0080
4	GABION STONE	TON	\$ 45.00	NUNLEY TRUCKING	662-424-0080
5	6/10 STONE	TON	\$ 36.90	NUNLEY TRUCKING	662-424-0080

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
<b>WATER AND WASTEWATER TREATMENT CHEMICAL</b>					

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	150 LB. CHORLINE GAS CYLINDERS	EACH	\$ 174.30	BRENNTAG MIDSOUTH	800-283-0585
2	1 TON CHORLINE GAS CYLINERS	EACH	\$ 1,724.00	BRENNTAG MIDSOUTH	800-283-0585
3	SODIUM FLUORIDE	LBS.	\$ 1.60	UNIVAR KENT	901-795-4180
4	1 TON SULFUR DIOXIDE GAS CYLINDERS	LBS.	\$ 1,764.00	BRENNTAG MIDSOUTH	800-283-0585
5	SULFUR DIOXIDE GAS 150LB CYLINDERS	EACH	\$ 153.00	BRENNTAG MIDSOUTH	800-283-0585
6	HYDRATED LIME	LBS.	\$ 0.33	BRENNTAG MIDSOUTH	800-283-0585
7	Aqua-Mag	GAL	NO BID	NO BID	NO BID
8	HYDROFLUOROSILICIC ACID (TOTE) (DRUM)	GAL	\$ 3.45	UNIVAR KENT	901-795-4180
		GAL	\$ 1,125.00	BRENNTAG MIDSOUTH	800-283-0585
9	SEAQUEST (330 GAL TOTE)	EACH	NO BID	NO BID	NO BID

#### WATER SUPPLIES

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	<b>WATER METERS Note: All meters quoted by HD Supply Waterworks are Master Meter</b>				
a	BOTTOM LOAD MULTI-JET MASTER METER 5/8" X 3/4" (U.S. GALLONS)	EACH	91	SOUTHERN PIPE	662-393-1922
b	BOTTOM LOAD MULTI-JET MASTER METER 1" (U.S. GALLONS)	EACH	190	SOUTHERN PIPE	662-393-1922
c	BOTTOM LOAD MULTI-JET MASTERMETER 1-1/2" (U.S. GALLONS)	EACH	419	SOUTHERN PIPE	662-393-1922
d	BOTTOM LOAD MULTI-JET MASTERMETER 2" (U.S. GALLONS)	EACH	669	SOUTHERN PIPE	662-393-1922
e	5/8" X 3/4" MASTER METER WATER METER DIALOG 3G-DS	EACH	290	SOUTHERN PIPE	662-393-1922
f	1 MASTERMETER WATER METER WITH TRANSCEIVER, DIALOG 3G-DS	EACH	398	SOUTHERN PIPE	662-393-1922
g	1 1/2" MASTERMETER WATER METER WITH TRANSCEIVER, DIALOG 3G-DS	EACH	595	SOUTHERN PIPE	662-393-1922
h	2" MASTERMETER WATER METER WITH TRANSCEIVER, DALOG 3G-DS	EACH	875	SOUTHERN PIPE	662-393-1922
i	3" OCTAVE MASTER METER	EACH	2550	SOUTHERN PIPE	662-393-1922
j	4" OCTAVE MASTER METER	EACH	3380	SOUTHERN PIPE	662-393-1922
k	6" OCTAVE MASTER METER	EACH	5360	SOUTHERN PIPE	662-393-1922
l	8" OCTAVE MASTER METER	EACH	6350	SOUTHERN PIPE	662-393-1922
m	5/8 X 3/4 BLMJ METER, LEAD FREE BODY W/ bronze BOTTOM INTERPERTE REGISTER WITH LANDIS GYR PROTOCOL USG B12-A31-A14-0101A-1	EACH	290.00	SOUTHERN PIPE	662-393-1922
n	1" BLMJ METER LEAD FREE W/ bronze BOTTOM INTERPERTER REGISTER W/LANDIS GYR PROTOCOL USG B16-A31-A14-0101A-1	EACH	398.00	SOUTHERN PIPE	662-393-1922
o	1-1/2 THREADED MJ (MS) METER, LEAD FREE BODY W/ INTERPRETER REGISTER W/LANDIS GYR PROTOCOL USG M22-A00-A14-0101A-1	EACH	595.00	SOUTHERN PIPE	662-393-1922
p	2 THREADED MJ (MS) METER, LEAD FREE BODY W/ INTEPRETER REGISTER W/LANDIS GYR PROTOCOL USG M24-A00-A14-0101A-1	EACH	875.00	SOUTHERN PIPE	662-393-1922
q	3" TURBINE METER, LEAD FREE W/INERPRETER REGISTER W/LANDIS GYR PROTOCOL USG T32-A1-A14-0101A-1	EACH	2,500.00	SOUTHERN PIPE	662-393-1922
r	4" TURBINE METER, LEAD FREE BODY W/INTERPRETER REGISTER W/LANDIS GYR PROTOCOL USG T33-A1-A14-0101A-1	EACH	3,500.00	SOUTHERN PIPE	662-393-1922
s	6" TURBINE METER, LEAD FREE BODY W/INTERPRETER REGISTER W/LANDIS GYR PROTOCOL USG T34-A1-A14-0101A-1	EACH	5,350.00	SOUTHERN PIPE	662-393-1922
t	8" TURBINE METER W/LEAD FREE BODY W/INTERPRETER REGISTER W/LANDIS GYR PROTOCOL USG T35-A1-A14-0101A-1	EACH	7,600.00	SOUTHERN PIPE	662-393-1922
u	10" TURBINE METER, CAST IRON BODY , W/INTERPRETER REGISTER W/LANDIS GYR PROTOCOL USG W36-E1-A14-0101A-1	EACH	11,300.00	SOUTHERN PIPE	662-393-1922
2	<b>COORPORATION STOPS</b>				
a	FORD CORPORATION STOP -3/4" FB 1000-3G- ALL GRIP COMPRESSION	EACH	54.33	CONSOLIDATED PIPE	662-841-1270
b	FORD CORPORATION STOP - 1" FB 1000 4G - ALL GRIP COMPRESSION	EACH	71.46	CONSOLIDATED PIPE	662-841-1270
c	FORD CORPORATION STOP IP - IP - 1-1/2" BALL VALVE FB 500-6	EACH	147.01	CONSOLIDATED PIPE	662-841-1270
d	FORD CORPORATION STOP IP X IP - 2" BALL VALVE FB 500-7	EACH	250.66	CONSOLIDATED PIPE	662-841-1270
3	<b>CURB STOPS</b>				
a	FORD CURB STOPS - 3/4" B41-333GW BALL VALVE - ALL GRIP COMPRESSION X FEMALE IP THREAD	EACH	\$44.81	CONSOLIDATED PIPE	662-841-1270
b	FORD CURB STOPS-IP X IP -- 3/4" BALL VALVE B11-333W	EACH	\$60.17	CONSOLIDATED PIPE	662-841-1270
c	FORD CURB STOPS--1" B41-344GW BALL VALVE-ALL GRIP COMPRESSION X FEMALE IP THRE	EACH	\$79.94	CONSOLIDATED PIPE	662-841-1270
d	FORD CURB STOPS- 1" BALL VALVE B11-444W	EACH	\$92.22	CONSOLIDATED PIPE	662-841-1270
e	FORD CURB STOPS IP X IP- 1 1/2" BALL VALVE B11-666W	EACH	\$186.56	CONSOLIDATED PIPE	662-841-1270

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
f	FORD CURB STOPS- 1 1/2" BALL VALVE B41-666GW	EACH	\$221.09	CONSOLIDATED PIPE	662-841-1270
g	FORD CURB STOPS- IP X IP - 2" BALL VALVE B11-777W	EACH	\$271.68	CONSOLIDATED PIPE	662-841-1270
h	FORD CURB STOPS- 2"- B41-777GWBALL VALVE-CTS X FIP	EACH	\$306.40	CONSOLIDATED PIPE	662-841-1270
4	METER COUPLINGS				
a	FORD METER COUPLING 3/4"	EACH	\$10.93	CENTRAL PIPE SUPPLY	800-844-7700
b	FORD METER COUPLING 1"	EACH	\$16.84	CENTRAL PIPE SUPPLY	800-844-7700
c	FORD METER COUPLING 1-1/2"	EACH	\$46.64	CENTRAL PIPE SUPPLY	800-844-7700
d	FORD METER COUPLING 2"	EACH	\$64.97	CENTRAL PIPE SUPPLY	800-844-7700
e	FORD METER COUPLING BUSHING 1-1/2" - BB1M-66	EACH	\$37.54	CENTRAL PIPE SUPPLY	800-844-7700
f	FORD METER COUPLING BUSHING 2" - BB1M -77	EACH	\$59.49	CENTRAL PIPE SUPPLY	800-844-7700

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
5	ALL BRASS SHALL BE ALL COMPRESSION ALL GRIP STYLE				
a	FORD MALE ADAPTER -3/4" C84-33G COMPRESSION-ALL GRIP	EACH	\$ 16.84	CONSOLIDATED PIPE	662-841-1270
b	FORD FEMALE ADAPTER-3/4" C14-33G COMPRESSION-ALL GRIP	EACH	\$ 17.71	CONSOLIDATED PIPE	662-841-1270
c	FORD MALE ADAPTER -1" C84-44G COMPRESSION-ALL GRIP	EACH	\$ 19.96	CONSOLIDATED PIPE	662-841-1270
d	FORD FEMALE ADAPTER-1" C14-44G COMPRESSION-ALL GRIP	EACH	\$ 24.03	CONSOLIDATED PIPE	662-841-1270
e	FORD MALE ADAPTER- 1 1/2" COMPRESSION ALL GRIP C84-66	EACH	\$ 54.64	CONSOLIDATED PIPE	662-841-1270
f	FORD FEMALE ADAPTER 1 1/2" COMPRESSION ALL GRIP C14-66G	EACH	\$ 69.90	CONSOLIDATED PIPE	662-841-1270
g	FORD MALE ADAPTER 2 " COMPRESSION- ALL GRIP C84-77G	EACH	\$ 83.20	CONSOLIDATED PIPE	662-841-1270
h	FORD FEMALE ADAPTER- 2" COMPRESSION- ALL GRIP C14-77G	EACH	\$ 90.15	CENTRAL PIPE SUPPLY	800-844-7700
i	U-BRANCH - 14" SPACING - U48-43G, 1" CTS X 3/4" MIP	EACH	\$ 83.98	CENTRAL PIPE SUPPLY	800-844-7700
j	U-BRANCH - 14" SPACING - U18-44, 1" FIP X 1" MIP	EACH	\$ 79.61	CONSOLIDATED PIPE	662-841-1270
6	COUPLINGS				
a	GALVANIZED DRESSER COUPLING - 3/4" COMPRESSION STYLE 65	EACH	\$ 19.26	CENTRAL PIPE SUPPLY	800-844-7700
b	FORD BRASS FOR COPPER DRESSER COUPLING - 3/4" COMPRESSION ALL GRIP G44-33G	EACH	\$ 20.60	CONSOLIDATED PIPE	662-841-1270
c	GALVANIZED DRESSER COUPLING - 1" COMPRESSION STYLE 65	EACH	\$ 23.23	CENTRAL PIPE SUPPLY	800-844-7700
d	1" FORD BRASS CTS COUPLING - C44-44G	EACH	\$ 23.45	CONSOLIDATED PIPE	662-841-1270
e	GALVANIZED DRESSER COUPLING - 1-1/2" COMPRESSION, STYLE 65	EACH	\$ 37.36	CENTRAL PIPE SUPPLY	800-844-7700
f	FORD BRASS FOR COPPER DRESSER COUPLING - 1-1/2" COMPRESSION ALL GRIP C44-66G	EACH	\$ 78.48	CONSOLIDATED PIPE	662-841-1270
g	GALVANIZED DRESSER COUPLING - 2" COMPRESSION, STYLE 65	EACH	\$ 48.28	CENTRAL PIPE SUPPLY	800-844-7700
h	FORD BRASS FOR COPPER DRESSER COUPLING - 2" COMPRESSION - ALL GRIP C44 -77G	EACH	\$ 105.99	CONSOLIDATED PIPE	662-841-1270
7	SERVICE SADDLES				
a	4" X 3/4" DOUBLE STRAP SADDLE, CC THREAD STYLE 202B	EACH	100.86	CENTRAL PIPE SUPPLY	800-844-7700
b	4" X 1" DOUBLE STRAP SADDLE, CC THREAD	EACH	100.86	CENTRAL PIPE SUPPLY	800-844-7700
c	4" X 1-1/2" DOUBLE STRAP SADDLE , IP THREAD	EACH	117.63	CENTRAL PIPE SUPPLY	800-844-7700
d	4" X 2" DOUBLE STRAP SADDLE, IP THREAD	EACH	128.05	CENTRAL PIPE SUPPLY	800-844-7700
e	6" X 3/4" DOUBLE STRAP SADDLE, CC THREAD	EACH	118.81	CENTRAL PIPE SUPPLY	800-844-7700
f	6" X 1" DOUBLE STRAP SADDLE , CC THREAD	EACH	118.81	CENTRAL PIPE SUPPLY	800-844-7700
g	6" X 1-1/2" DOUBLE STRAP SADDLE, IP THREAD	EACH	135.82	CENTRAL PIPE SUPPLY	800-844-7700
h	6" X 2" DOUBLE STRAP SADDLE , IP THREAD	EACH	149.24	CENTRAL PIPE SUPPLY	800-844-7700
i	8" X 3/4" DOUBLE STRAP SADDLE, CC THREAD	EACH	147.04	CENTRAL PIPE SUPPLY	800-844-7700
j	8" X 1" DOUBLE STRAP SADDLE , CC THREAD	EACH	147.04	CENTRAL PIPE SUPPLY	800-844-7700
k	8" X 1-1/2" DOUBLE STRAP SADDLE , IP THREAD	EACH	154.81	CENTRAL PIPE SUPPLY	800-844-7700
l	8" X 2" DOUBLE STRAP SADDLE , IP THREAD	EACH	168.52	CENTRAL PIPE SUPPLY	800-844-7700
m	10" X 1-1/2" DOUBLE STRAP SADDLE , IP THREAD	EACH	200.05	CENTRAL PIPE SUPPLY	800-844-7700
n	10" X 2" DOUBLE STRAP SADDLE , IP THREAD	EACH	214.86	CENTRAL PIPE SUPPLY	800-844-7700
o	12" X 1-1/2" DOUBLE STRAP SADDLE, IP THREAD	EACH	240.45	CENTRAL PIPE SUPPLY	800-844-7700
p	12" X 2" DOUBLE STRAP SADDLE, IP THREAD	EACH	244.79	CENTRAL PIPE SUPPLY	800-844-7700
q	(Left Blank Intentionally)				
r	(Left Blank Intentionally)				
s	(Left Blank Intentionally)				
t	(Left Blank Intentionally)				
8	COUPLINGS				
a	STEEL BOLTED COUPLINGS - 2" X 12" LONG, PVC	EACH	\$76.28	SOUTHERN PIPE	662-393-1922
b	STEEL BOLTED COUPLINGS - 3" X 12" LONG, PVC	EACH	\$140.67	SOUTHERN PIPE	662-393-1922
c	STEEL BOLTED COUPLINGS - 4" X 12" LONG PVC DR21	EACH	\$169.00	SOUTHERN PIPE	662-393-1922
d	STEEL BOLTED COUPLINGS - 6" X 12" LONG PVC DR21	EACH	\$281.91	SOUTHERN PIPE	662-393-1922
e	STEEL BOLTED COUPLINGS - 8" X 12" LONG PVC DR 21	EACH	\$366.00	SOUTHERN PIPE	662-393-1922
f	STEEL BOLTED COUPLINGS - 10" X 12" LONG PVC DR 21	EACH	\$443.14	CENTRAL PIPE SUPPLY	800-844-7700
g	STEEL BOLTED COUPLINGS - 12" X 12" LONG PVC DR 21	EACH	\$561.06	CENTRAL PIPE SUPPLY	800-844-7700
9	FULL CIRCLE CLAMPS FORD ONLY (FOR USE WITH DUCTILE IRON PIPE) NOTE: ALL VALVES AND DUCTILE IRON FITTINGS TO BE DOMESTIC				
a	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 2" X 12" LONG	EACH	71.18	SOUTHERN PIPE	662-393-1922
b	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 4" X 12" LONG	EACH	89.95	SOUTHERN PIPE	662-393-1922
c	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 6" X 12" LONG	EACH	94.61	SOUTHERN PIPE	662-393-1922
d	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 8" X 12" LONG	EACH	103.31	SOUTHERN PIPE	662-393-1922
e	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 10" X 12" LONG	EACH	150.06	SOUTHERN PIPE	662-393-1922
f	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 12" X 12" LONG	EACH	155.18	SOUTHERN PIPE	662-393-1922
g	FORD FULL CIRCLE CLAMP - ALL STAINLESS - 16" X 12" LONG	EACH	279.13	SOUTHERN PIPE	662-393-1922

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
<b>10</b>	<b>SOLID SLEEVES DOMESTIC FITTINGS ONLY</b>				
a	SOLID SLEEVES - 4" (4" X 12" LONG WITH ACCESSORIES)	EACH	120.27	SOUTHERN PIPE	662-393-1922
b	SOLID SLEEVES - 6" (6" X 12" LONG WITH ACCESSORIES)	EACH	177.05	SOUTHERN PIPE	662-393-1922
c	SOLID SLEEVES - 8" (8" X 12" LONG WITH ACCESSORIES)	EACH	260.08	SOUTHERN PIPE	662-393-1922
d	SOLID SLEEVES - 10" (10" X 12" LONG WITH ACCESSORIES)	EACH	318.08	SOUTHERN PIPE	662-393-1922
e	SOLID SLEEVES - 12" (12" X 12" LONG WITH ACCESSORIES)	EACH	404.17	SOUTHERN PIPE	662-393-1922
f	SOLID SLEEVES - 16" (16" X 12" ONG WITH ACCESSORIES)	EACH	746.06	SOUTHERN PIPE	662-393-1922
<b>11</b>	<b>DUCTILE IRON FITTINGS</b>				
a	DUCTILE IRON 90 WITH ACCESSORIES - 3"	EACH	118.50	SOUTHERN PIPE	662-393-1922
b	DUCTILE IRON 90 WITH ACCESSORIES - 4"	EACH	130.04	SOUTHERN PIPE	662-393-1922
c	DUCTILE IRON 90 WITH ACCESSORIES - 6"	EACH	189.87	SOUTHERN PIPE	662-393-1922
d	DUCTILE IRON 90 WITH ACCESSORIES - 8"	EACH	258.00	SOUTHERN PIPE	662-393-1922
e	DUCTILE IRON 90 WITH ACCESSORIES - 10"	EACH	393.00	SOUTHERN PIPE	662-393-1922
f	DUCTILE IRON 90 WITH ACCESSORIES - 12"	EACH	505.00	SOUTHERN PIPE	662-393-1922
g	DUCTILE IRON 90 WITH ACCESSORIES - 16"	EACH	1,090.00	SOUTHERN PIPE	662-393-1922
h	DUCTILE IRON 45 WITH ACCESSORIES - 3"	EACH	111.12	SOUTHERN PIPE	662-393-1922
i	DUCTILE IRON 45 WITH ACCESSORIES - 4"	EACH	111.12	SOUTHERN PIPE	662-393-1922
j	DUCTILE IRON 45 WITH ACCESSORIES - 6"	EACH	163.62	SOUTHERN PIPE	662-393-1922
k	DUCTILE IRON 45 WITH ACCESSORIES - 8"	EACH	222.23	SOUTHERN PIPE	662-393-1922
l	DUCTILE IRON 45 WITH ACCESSORIES - 10"	EACH	312.00	SOUTHERN PIPE	662-393-1922
m	DUCTILE IRON 45 WITH ACCESSORIES - 12"	EACH	431.00	SOUTHERN PIPE	662-393-1922
n	DUCTILE IRON 45 WITH ACCESSORIES - 16"	EACH	814.00	SOUTHERN PIPE	662-393-1922
o	DUCTILE IRON TEE WITH ACCESSORIES- 3"	EACH	164.90	SOUTHERN PIPE	662-393-1922
p	DUCTILE IRON TEE WITH ACCESSORIES- 4"	EACH	178.80	SOUTHERN PIPE	662-393-1922
q	DUCTILE IRON TEE WITH ACCESSORIES - 6"	EACH	275.00	SOUTHERN PIPE	662-393-1922
r	DUCTILE IRON TEE WITH ACCESSORIES - 8"	EACH	385.00	SOUTHERN PIPE	662-393-1922
s	DUCTILE IRON TEE WITH ACCESSORIES - 10"	EACH	539.70	SOUTHERN PIPE	662-393-1922
t	DUCTILE IRON TEE WITH ACCESSORIES - 12"	EACH	710.00	SOUTHERN PIPE	662-393-1922
u	DUCTILE IRON TEE WITH ACCESSORIES - 16"	EACH	1,538.00	SOUTHERN PIPE	662-393-1922
v	DUCTILE IRON REDUCER WITH ACCESSORIES - 4" X 3"	EACH	116.00	SOUTHERN PIPE	662-393-1922
w	DUCTILE IRON REDUCER WITH ACCESSORIES - 6" X 4"	EACH	128.82	SOUTHERN PIPE	662-393-1922
x	DUCTILE IRON REDUCER WITH ACCESSORIES - 8" X 4"	EACH	161.79	SOUTHERN PIPE	662-393-1922
y	DUCTILE IRON REDUCER WITH ACCESSORIES - 8" X 6"	EACH	172.17	SOUTHERN PIPE	662-393-1922
z	DUCTILE IRON REDUCER WITH ACCESSORIES - 10" X 8"	EACH	233.22	SOUTHERN PIPE	662-393-1922
aa	DUCTILE IRON REDUCER WITH ACCESSORIES - 12" X 10"	EACH	302.21	SOUTHERN PIPE	662-393-1922
bb	DUCTILE IRON CAP WITH ACCESSORIES - 4"	EACH	54.95	SOUTHERN PIPE	662-393-1922
cc	DUCTILE IRON CAP WITH ACCESSORIES - 6"	EACH	82.42	SOUTHERN PIPE	662-393-1922
dd	DUCTILE IRON CAP WITH ACCESSORIES - 8"	EACH	121.94	SOUTHERN PIPE	662-393-1922
ee	DUCTILE IRON CAP WITH ACCESSORIES - 10"	EACH	153.85	SOUTHERN PIPE	662-393-1922
ff	DUCTILE IRON CAP WITH ACCESSORIES - 12"	EACH	211.85	SOUTHERN PIPE	662-393-1922
gg	DUCTILE IRON CAP WITH ACCESSORIES - 16"	EACH	408.00	SOUTHERN PIPE	662-393-1922
hh	DUCTILE IRON PLUG WITH ACCESSORIES - 4"	EACH	62.00	SOUTHERN PIPE	662-393-1922
ii	DUCTILE IRON PLUG WITH ACCESSORIES - 6"	EACH	100.00	SOUTHERN PIPE	662-393-1922
jj	DUCTILE IRON PLUG WITH ACCESSORIES - 8"	EACH	139.00	SOUTHERN PIPE	662-393-1922
kk	DUCTILE IRON PLUG WITH ACCESSORIES - 10"	EACH	229.50	SOUTHERN PIPE	662-393-1922
ll	DUCTILE IRON PLUG WITH ACCESSORIES - 12"	EACH	227.70	SOUTHERN PIPE	662-393-1922
mm	DUCTILE IRON PLUG WITH ACCESSORIES - 16"	EACH	558.00	SOUTHERN PIPE	662-393-1922

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
12	TAPPING VALVES AND SLEEVES				
a	3" FLANGED X MJ GATE VALVE	EACH	583.08	CENTRAL PIPE SUPPLY	800-844-7700
b	4" FLANGED X MJ GATE VALVE	EACH	653.38	CENTRAL PIPE SUPPLY	800-844-7700
c	6" FLANGED X MJ GATE VALVE	EACH	862.07	CENTRAL PIPE SUPPLY	800-844-7700
d	8" FLANGED X MJ GATE VALVE	EACH	1,328.84	CENTRAL PIPE SUPPLY	800-844-7700
e	10" FLANGED X MJ GATE VALVE	EACH	2,125.76	CENTRAL PIPE SUPPLY	800-844-7700
f	12" FLANGED X MJ GATE VALVE	EACH	2,535.55	CENTRAL PIPE SUPPLY	800-844-7700
g	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 4" X 4"	EACH	\$381.40	SOUTHERN PIPE	662-393-1922
h	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 6" X 4"	EACH	\$407.00	SOUTHERN PIPE	662-393-1922
i	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 6" X 6"	EACH	\$427.70	SOUTHERN PIPE	662-393-1922
j	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 8" X 4"	EACH	\$457.70	CENTRAL PIPE SUPPLY	800-844-7700
k	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 8" X 6"	EACH	489.75	SOUTHERN PIPE	662-393-1922
l	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 8" X 8"	EACH	605.60	SOUTHERN PIPE	662-393-1922
m	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) - 10"X4"	EACH	544.00	SOUTHERN PIPE	662-393-1922
n	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 10" X 6"	EACH	558.00	SOUTHERN PIPE	662-393-1922
o	TAPPING SLEEVE ( STAINLESS STEEL WITH CARBON FLANGE) 10" X 8"	EACH	694.50	SOUTHERN PIPE	662-393-1922
p	TAPPING SLEEVE ( STAINLESS STEEL WITH CARBON FLANGE) 10" X 10"	EACH	819.00	SOUTHERN PIPE	662-393-1922
q	TAPPING SLEEVE ( STAINLESS STEEL WITH CARBON FLANGE) 12" X 4"	EACH	550.00	SOUTHERN PIPE	662-393-1922
r	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 12" X 6"	EACH	577.00	SOUTHERN PIPE	662-393-1922
s	TAPPING SLEEVE (STAINLESS STEEL WITH CARBON FLANGE) 12" X 8"	EACH	728.00	SOUTHERN PIPE	662-393-1922
t	TAPPING SLEEVE ( STAINLESS STEEL WITH CARBON FLANGE) 12" X 10"	EACH	\$855.00	SOUTHERN PIPE	662-393-1922
u	TAPPING SLEEVE ( STAINLESS STEEL WITH CARBON FLANGE) 12" X 12"	EACH	\$1,187.00	SOUTHERN PIPE	662-393-1922
13	MISC. WATER DEPT. SUPPLIES (ALL GATE VALVES TO BE DOMESTIC)				
a	CAST IRON METER BOX - 19 1/2" LONG X 10 1/2" WIDE X 10" DEEP	EACH	80.00	CONSOLIDATED PIPE	662-841-1270
b	CAST IRON METER BOX - 24" LONG X 13 3/4" WIDE X 13" DEEP	EACH	200.00	SOUTHERN PIPE	662-393-1922
c	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 3"	EACH	649.00	CONSOLIDATED PIPE	662-841-1270
d	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 4"	EACH	719.00	CONSOLIDATED PIPE	662-841-1270
e	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 6"	EACH	915.00	CONSOLIDATED PIPE	662-841-1270
f	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 8"	EACH	1,455.15	CENTRAL PIPE SUPPLY	800-844-7700
g	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 10"	EACH	2,240.00	CONSOLIDATED PIPE	662-841-1270
h	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 12"	EACH	2,829.65	CENTRAL PIPE SUPPLY	800-844-7700
i	GATE VALVE - CLASS 50 MECHANICAL JOINT WITH ACCESSORIES - 16"	EACH	\$7,920.00	CONSOLIDATED PIPE	662-841-1270
j	CLASS 350 SLIP JOINT DUCTILE IRON PIPE - 3"	L.F.	71.09	SOUTHERN PIPE	662-393-1922
k	CLASS 350 SLIP JOINT DUCTILE IRON PIPE - 4"	L.F.	39.19	SOUTHERN PIPE	662-393-1922
l	CLASS 350 SLIP JOINT DUCTILE IRON PIPE - 6"	L.F.	26.24	SOUTHERN PIPE	662-393-1922
m	CLASS 350 SLIP JOINT DUCTILE IRON PIPE - 8"	L.F.	34.55	SOUTHERN PIPE	662-393-1922
n	CLASS 350 SLIP JOINT DUCTILE IRON PIPE - 10"	L.F.	41.23	SOUTHERN PIPE	662-393-1922
o	CLASS 350 SLIP JOINT DUCTILE IRON PIPE - 12"	L.F.	53	SOUTHERN PIPE	662-393-1922
p	C-900 CLASS 200 DR21; PVC WATER PIPE - 2"	L.F.	1.25	SOUTHERN PIPE	662-393-1922
q	C-900 CLASS 200; DR 14; PVC WATER PIPE - 4"	L.F.	6.08	SOUTHERN PIPE	662-393-1922
r	C-900 CLASS 200; DR 14; PVC WATER PIPE - 6"	L.F.	12.23	SOUTHERN PIPE	662-393-1922
s	C-900 CLASS 200; DR 14; PVC WATER PIPE - 8"	L.F.	21.07	SOUTHERN PIPE	662-393-1922
t	C-900 CLASS 200; DR 14; PVC WATER PIPE - 10"	L.F.	32.11	SOUTHERN PIPE	662-393-1922
u	C-900 CLASS 200; DR 14; PVC WATER PIPE - 12"	L.F.	45.39	SOUTHERN PIPE	662-393-1922
v	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 3"	EACH	33.95	SOUTHERN PIPE	662-393-1922
w	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 4"	EACH	36.66	SOUTHERN PIPE	662-393-1922
x	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 6"	EACH	\$43.00	CONSOLIDATED PIPE	662-841-1270
y	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 8"	EACH	\$65.00	CONSOLIDATED PIPE	662-841-1270
z	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 10"	EACH	\$94.00	CONSOLIDATED PIPE	662-841-1270
aa	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 12"	EACH	\$129.91	SOUTHERN PIPE	662-393-1922
bb	RESTRAINING GLANDS - MEGA LUG OR ALL GRIP - 16"	EACH	\$287.00	SOUTHERN PIPE	662-393-1922
cc	M & H - 3 WAY FIRE HYDRANT- SAFETY YELLOW- 5-1/4" - 200 PSI WORKING PRESSURE- 400 PSI HYDROSTATIC PRESSURE- WITH MECHANICAL JOINT ACCESSORIES- 3' BURY-STYLE 129	EACH	\$2,584.09	CENTRAL PIPE SUPPLY	800-844-7700
dd	M & H - 3 WAY FIRE HYDRANT- SAFETY YELLOW- 5-1/4" - 200 PSI WORKING PRESSURE- 400 PSI HYDROSTATIC PRESSURE- WITH MECHANICAL JOINT ACCESSORIES- 4' BURY-STYLE 129	EACH	\$2,705.84	CENTRAL PIPE SUPPLY	800-844-7700
ee	M & H - 3 WAY FIRE HYDRANT- SAFETY YELLOW- 5-1/4" - 200 PSI WORKING PRESSURE- 400 PSI HYDROSTATIC PRESSURE- WITH MECHANICAL JOINT ACCESSORIES- 5' BURY-STYLE 129	EACH	\$2,827.58	CENTRAL PIPE SUPPLY	800-844-7700
14	INSTA VALVES				
a	4" INSTA-VALVE	EACH	\$10,000.00	SOUTHERN PIPE	662-393-1922
b	6" INSTA-VALVE	EACH	\$11,000.00	SOUTHERN PIPE	662-393-1922


ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
SEWER PIPE - PVC					
ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	4" - SDR 40- PVC	500 L.F.	3.50	SOUTHERN PIPE	662-393-1922
2	4" - SDR 21 - PVC	200 L.F.	3.77	SOUTHERN PIPE	662-393-1922
3	6" - SDR 21 - PVC	500 L.F.	7.96	SOUTHERN PIPE	662-393-1922
4	8" SDR 21- PVC	500 L.F.	13.37	SOUTHERN PIPE	662-393-1922
5	18"SDR 21-PVC	500 L.F.	NO BID	NO BID	NO BID
6	4" - SDR 26 - PVC	100 L.F.	2.84	CONSOLIDATED PIPE	662-841-1270
7	6" - SDR 26 - PVC	1500 L.F.	6.44	CONSOLIDATED PIPE	662-841-1270
8	8" - SDR 26 - PVC	3000 L.F.	11.48	CONSOLIDATED PIPE	662-841-1270
9	10" - SDR 26 - PVC	1500 L.F.	17.13	SOUTHERN PIPE	662-393-1922
10	12" - SDR 26 -PVC	500 L.F.	24.60	SOUTHERN PIPE	662-393-1922
11	15" - SDR 26- PVC	500 L.F.	36.98	SOUTHERN PIPE	662-393-1922
12	18" SDR 26-PVC	500 L.F.	NO BID	NO BID	NO BID



ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
VIDEO MONITORING					

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	MINIMUM SERVICE CHARGE	L.S.	555.00	M&M	662-587-1058
2	6" TO 12" SEWER LINE	L.F.	1.75	M&M	662-587-1058
3	8" TO 12" SEWER LINE	L.F.	1.75	M&M	662-587-1058
4	15" TO 18" SEWER LINE	L.F.	2.00	M&M	662-587-1058
5	21" TO 24" SEWER LINE	L.F.	2.50	M&M	662-587-1058
6	36" TO 54" SEWER LINE	L.F.	3.00	M&M	662-587-1058
7	MOBILIZATION	L.S.	250.00	M&M	662-587-1058
8	VIDEO INSPECTION W/ LOCATE	L.F.	.50/ ft. added	M&M	662-587-1058
9	VIDEO INSPECTION W/GPS LOCATE	L.F.	NO BID		


PIPE CLEANING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	6" TO 8" SEWER LINE	L.F.	1.75	M&M	662-587-1058
2	8" TO 10" SEWER LINE	L.F.	1.75	M&M	662-587-1058
3	12" TO 15" SEWER LINE	L.F.	2.00	M&M	662-587-1058
4	18" TO 21" SEWER LINE	L.F.	2.50	M&M	662-587-1058
5	24" AND LARGER STORM DRAINS	L.F.	3.00	M&M	662-587-1058
6	MANHOLE CLEANING	HR.	185.00	M&M	662-587-1058
7	MOBILIZATION	L.S.	250.00	M&M	662-587-1058
8	MINIMUM SERVICE CHARGE	L.S.	555.00	M&M	662-587-1058

ROOT CUTTING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	6" SEWER LINES	L.F.	2.00	M&M	662-587-1058
2	8" SEWER LINES	L.F.	2.00	M&M	662-587-1058
3	10" SEWER LINES	L.F.	2.25	M&M	662-587-1058
4	12" SEWER LINES	L.F.	2.75	M&M	662-587-1058

					CONTACT

ROOT KILLING (MN. OF 400')

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	ROOT X 400' TO 1000'	L.F.	\$ 3.00	M&M	662-587-1058
2	ROOT X 1001' TO 2000'	L.F.	\$ 3.00	M&M	662-587-1058
3	ROOT X 2001' AND UP	L.F.	\$ 3.00	M&M	662-587-1058

SEWER VACUUMING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	VACUUM TRUCK	HR.	\$ 185.00	M&M	662-587-1058

SMOKE TESTING

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	SMOKE TEST SEWER LINE	L.F.	\$ 1.00	M&M	662-587-1058

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
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## EROSION CONTROL

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	TEMPORARY SILT FENCE	L.F.	NO BID	NO BID	NO BID
2	TEMP HAY CHECKS	EACH	NO BID	NO BID	NO BID
3	GROUND PREP	ACRE	NO BID	NO BID	NO BID
4	AGRICULTURE LIMESTONE	TON	NO BID	NO BID	NO BID
5	COMMERCIAL FERTILIZER 13-13-13	TON	NO BID	NO BID	NO BID
6	BERMUDA GRASS SEEDING	ACRE	NO BID	NO BID	NO BID
7	WINTER GRASS SEEDING	ACRE	NO BID	NO BID	NO BID
8	SOLID SODDING(COMMON BERMUDA)	SQUARE YARD	NO BID	NO BID	NO BID
9	BERMUDA GRASSSSING AND PLANT ESTABLISHMENT	ACRE	NO BID	NO BID	NO BID
10	WINTER GRASSING ANDS PLANT ESTABLISHMENT	ACRE	NO BID	NO BID	NO BID
11	CHEMICAL WEED TREATMENT MSMA (OR EQUAL)	ACRES	NO BID	NO BID	NO BID
12	CHEMICAL GRASS CONTROL ROUNDUP (OR EQUAL)	ACRES	NO BID	NO BID	NO BID
13	2 MAN CREW (FOR SEDIMENT CLEANUP)	HOURL	NO BID	NO BID	NO BID
14	BACKHOE WITH OPERATOR (FOR SEDIMENT CLEANUP)	HOURL	NO BID	NO BID	NO BID
15	SKID STEER WITH OPERATOR (FOR SEDIMENT CLEANUP)	HOURL	NO BID	NO BID	NO BID
16	SKID STEER WITH SWEEPER ATTACHMENT (FOR SEDIMENT CLEANUP)	HOURL	NO BID	NO BID	NO BID
17	SMALL DUMP TRUCK OR DUMPTRAILER WITH DRIVER (FOR SEDIMENT CLEANUP)	HOURL	NO BID	NO BID	NO BID
18	BUSH HOGGING	ACRE	NO BID	NO BID	NO BID
19	FLEX-A-MAT INSTALLATION	S.F.	NO BID	NO BID	NO BID
20	FLEX-A-MAT	S.F.	NO BID	NO BID	NO BID

## MISC CONSTRUCTION

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
1	CONCRETE SIDEWALK	SQ. FT.	\$ 18.80	SOUTHERN GENERAL	662-832-4951
2	COMB. CURB & GUTTER	LIN. FT.	\$ 35.00	SOUTHERN GENERAL	662-832-4951
3	SIDEWALK REMOVAL	LIN. FT.	\$ 27.50	SOUTHERN GENERAL	662-832-4951
4	CURB & GUTTER REMOVAL	LIN. FT.	\$ 27.50	SOUTHERN GENERAL	662-832-4951
5	MINOR CONCRETE STRUCTURE	cub yd	\$ 2,900.00	SOUTHERN GENERAL	662-832-4951
6	MINOR CONCRETE DEMO	cub yd	\$ 1,800.00	SOUTHERN GENERAL	662-832-4951

[illegible]

ITEM	DESCRIPTION	UNIT	UNIT PRICE	SUPPLIER	CONTACT
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# MEMORANDUM

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**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO

**Date:** September 16, 2025


**Re:** Request to Accept Low Bid,  
Fillmore Avenue, South 11<sup>th</sup> Street, and Lincoln Avenue  
Drainage Improvements Project

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On Tuesday, September 9, 2025 bids were opened and read aloud at City Hall for the above-captioned project. **M & N Excavators** of Oxford, MS was the apparent low bidder at **\$300,998.62**.

**Engineering recommends accepting the bid of M & N Excavators.**

TABULATION OF BIDS 09-09-25 at 10 a.m. DRAINAGE IMPROVEMENTS FILLMORE AVE, SOUTH 11TH ST, AND LINCOLN AVE. ENG3Q25-SD1				Engineer Estimate \$250,000		M&N Excavators P.O. box 2489 Oxford, MS 38655		Delgado 6874 Green Crest Dr Memphis, TN 38133		Eubank Construction Company 2011 North Second Street Booneville, MS 38829	
No.	Item	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Removal of Existing Asphalt Pavement, All Depths	300	Sq. Yd.	\$ 44.67	\$ 13,401.00	\$ 18.00	\$ 5,400.00	\$ 40.00	\$ 12,000.00		
2	Select Borrow Excavation, FM	950	C.Y.	30.86	\$ 29,317.00	40.00	\$ 38,000.00	25.00	\$ 23,750.00		
3	Excess Excavation, FM	950	C.Y.	24.69	\$ 23,455.50	31.00	\$ 29,450.00	12.00	\$ 11,400.00		
4	Crushed Stone, 610 or ¾" & Down	200	Ton	86.40	\$ 17,280.00	78.00	\$ 15,600.00	125.00	\$ 25,000.00		
5	Hot Mix Asphalt, 12.5 mm	125	Ton	308.59	\$ 38,573.75	250.00	\$ 31,250.00	300.00	\$ 37,500.00		
6	18" HP Storm Drain Pipe	480	Lin. Ft.	70.84	\$ 34,003.20	150.00	\$ 72,000.00	200.00	\$ 96,000.00		
7	24" HP Storm Drain Pipe	40	Lin. Ft.	90.13	\$ 3,605.20	150.00	\$ 6,000.00	200.00	\$ 8,000.00		
8	Curb Inlets	7	Each	6,857.50	\$ 48,002.50	6,000.00	\$ 42,000.00	10,500.00	\$ 73,500.00		
9	Grate Inlets	2	Each	4,320.23	\$ 8,640.46	6,400.00	\$ 12,800.00	4,500.00	\$ 9,000.00		
10	Junction Boxes (subsurface)	2	Each	4,183.08	\$ 8,366.16	7,200.00	\$ 14,400.00	11,300.00	\$ 22,600.00		
11	Junction Boxes (with surface lid)	2	Each	4,183.08	\$ 8,366.16	7,800.00	\$ 15,600.00	12,700.00	\$ 25,400.00		
12	Pipe Collar or Pipe Fitting	1	Each	2,298.63	\$ 2,298.63	5,500.00	\$ 5,500.00	1,500.00	\$ 1,500.00		
13	Concrete Driveway or Sidewalk Repair ( per SF )	500	SQ. FT.	16.46	\$ 8,230.00	36.00	\$ 18,000.00	30.00	\$ 15,000.00		
14	Curb and Gutter Repair	50	Lin. Ft.	85.03	\$ 4,251.50	80.00	\$ 4,000.00	100.00	\$ 5,000.00		
15	Temporary Silt Fence	100	Lin. Ft.	5.83	\$ 583.00	8.00	\$ 800.00	5.00	\$ 500.00		
16	12" Wattles	200	Lin. Ft.	9.60	\$ 1,920.00	10.00	\$ 2,000.00	8.00	\$ 1,600.00		
17	Solid Sod	100	Sq. Yd.	22.63	\$ 2,263.00	12.00	\$ 1,200.00	10.00	\$ 1,000.00		
18	Reinforced Utility Conflict Boxes (if necessary)	3	C.Y.	2,194.40	\$ 6,583.20	1,800.00	\$ 5,400.00	4,000.00	\$ 12,000.00		
19	Storm Drain Pipe Removal, All types & sizes	80	Lin. Ft.	43.89	\$ 3,511.20	50.00	\$ 4,000.00	65.00	\$ 5,200.00		
20	Drainage Structure Removal, All types & sizes	7	Each	2,057.25	\$ 14,400.75	1,800.00	\$ 12,600.00	1,300.00	\$ 9,100.00		
21	Flowable Fill (Pipe abandonment use)	8	C.Y.	336.02	\$ 2,688.16	800.00	\$ 6,400.00	750.00	\$ 6,000.00		
							\$ -				
	<b>Incidental Items</b>						\$ -				
22	Mobilization	1	Lump Sum	7,543.25	\$ 7,543.25	25,000.00	\$ 25,000.00	40,000.00	\$ 40,000.00		
23	Traffic Control	1	Lump Sum	13,715.00	\$ 13,715.00	10,000.00	\$ 10,000.00	35,000.00	\$ 35,000.00		
	<b>BID TOTAL</b>				<b>\$300,998.62</b>		<b>\$377,400.00</b>		<b>\$476,050.00</b>		

09-09-25  
  
 \_\_\_\_\_  
 Norman S. Nichols, PE  
 Assist. City Engineer



TABULATION OF BIDS DRAINAGE IMPROVEMENTS FILLMORE AVE, SOUTH 11TH ST, AND LINCOLN AVE. ENG3Q25-SD1		Engineer Estimate \$250,000			
No.	Item	Quantity	Unit		
1	Removal of Existing Asphalt Pavement, All Depths	300	Sq. Yd.		
2	Select Borrow Excavation, FM	950	C.Y.		
3	Excess Excavation, FM	950	C.Y.		
4	Crushed Stone, 610 or ¾" & Down	200	Ton		
5	Hot Mix Asphalt, 12.5 mm	125	Ton		
6	18" HP Storm Drain Pipe	480	Lin. Ft.		
7	24" HP Storm Drain Pipe	40	Lin. Ft.		
8	Curb Inlets	7	Each		
9	Grate Inlets	2	Each		
10	Junction Boxes (subsurface)	2	Each		
11	Junction Boxes (with surface lid)	2	Each		
12	Pipe Collar or Pipe Fitting	1	Each		
13	Concrete Driveway or Sidewalk Repair ( <i>per SF</i> )	500	SQ. FT.		
14	Curb and Gutter Repair	50	Lin. Ft.		
15	Temporary Silt Fence	100	Lin. Ft.		
16	12" Wattles	200	Lin. Ft.		
17	Solid Sod	100	Sq. Yd.		
18	Reinforced Utility Conflict Boxes (if necessary)	3	C.Y.		
19	Storm Drain Pipe Removal, All types & sizes	80	Lin. Ft.		
20	Drainage Structure Removal, All types & sizes	7	Each		
21	Flowable Fill (Pipe abandonment use)	8	C.Y.		
	<b>Incidental Items</b>				
22	Mobilization	1	Lump Sum		
23	Traffic Control	1	Lump Sum		
	<b>BID TOTAL</b>				<b>#REF!</b>

Norman S. Nichols, PE  
Assist. City Engineer





# MEMORANDUM

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**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO

**Date:** September 16, 2025

**Re:** Request Permission to Advertise, Sewer Extension at Hwy 314 and Gus Booker Road

---

Engineering requests permission to advertise for bids for the above-captioned project to extend the sewer located at Hwy 314 and Gus Booker Road.



# MEMORANDUM

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**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO

**Date:** September 16, 2025

**Re:** Request Permission for the Mayor to Execute Professional Services Contracts, Elliott & Britt, PA, for the Pegues Road Extension Project

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Engineering requests permission to have the mayor execute contracts for the design of the above-captioned project.

**These contracts have received MDOT approval. The contract amount is \$386,220.72.**





# MEMORANDUM

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**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO / Rob Neely P.E., General Manager, Oxford Utilities

**Date:** September 16, 2025

**Re:** Request to Approve Change Order No. 1,  
College Hill Lift Station Improvements Project

---

Engineering recommends approval of additive Change Order No. 1 for the above-captioned project in the amount of **\$20,354.31**. This change order results from an extra week of time that was needed to rent and fuel a generator to run the pumps while electrical upgrades to the control systems were being made, therefore, this change order brings the contract amount to **\$473,039.13**

**CHANGE ORDER NO.: 1**

Owner: City of Oxford Owner's Project No.:  
Engineer: Precision Engineering Corporation Engineer's Project No.: 21097  
Contractor: Hemphill Construction, Inc. Contractor's Project No.: H24216  
Project: College Hill Lift Station Improvements  
Contract Name: College Hill Lift Station Improvements  
Date Issued: 9-10-2025 Effective Date of Change Order: 9-16-2025

The Contract is modified as follows upon execution of this Change Order:

Description:

**Additional cost for extended generator time during control panel and pump installation.**

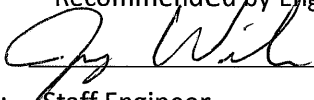
Attachments:

**Hemphill Construction's cost analysis for additional items of work.**

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 452,685.00	Original Contract Times: Substantial Completion: 50 Calendar Days Ready for final payment: 65 Calendar Days
<b>No Change</b> from previously approved Change Orders No. 0 to No. 1: \$ 0.00	<b>No Change</b> from previously approved Change Orders No.0 to No. 1: Substantial Completion: 0 Ready for final payment: 0
Contract Price prior to this Change Order: \$ 452,685.00	Contract Times prior to this Change Order: Substantial Completion: 50 Calendar Days Ready for final payment: 65 Calendar Days
<b>Increase</b> this Change Order: \$ 20,354.31	<b>No Change</b> in this Change Order: Substantial Completion: 0 Ready for final payment: 0
Contract Price incorporating this Change Order: \$ 473,039.31	Contract Times with all approved Change Orders: Substantial Completion: 50 Calendar Days Ready for final payment: 65 Calendar Days

Recommended by Engineer (if required)

Authorized by Owner

By: 

Title: Staff Engineer

Date: 9-10-2025

Authorized by Owner

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SUPPLEMENTAL AGREEMENT**

HEMPHILL CONSTRUCTION CO. INC.

P.O. DRAWER 879

FLORENCE, MS 39073

PROJECT NAME / NO.

H24216- College Hill Lift Station Improvements

City of Oxford Ms

DATE:

Thursday, August 28, 2025

MODIFICATION NO.

**1****COST ANALYSIS FOR ADDITIONAL ITEMS OF WORK**

ITEM NO.	DESCRIPTION	QUANTITY	ITEM UNITS	ITEM PRICE	TOTAL AMOUNT
1	Additional Generator Usage due to a change in the scope of work	1.00	LS	\$ 20,354.31	\$ 20,354.31

LABOR	EQUIPMENT	RENT	MATERIAL	SUBCONTRACT	SUBTOTAL COST
\$ 1,447.22	\$ -	\$ 5,488.00	\$ 9,450.00	\$ -	\$ 16,385.22
CONTRACTOR'S TAX OF TOTAL AMOUNT @				3.50%	\$ 712.40
CONTRACTOR'S BOND OF TOTAL AMOUNT @				1.00%	\$ 203.54
CONTRACTOR'S NET FEE OF TOTAL AMOUNT @				15.00%	\$ 3,053.15
TOTAL AMOUNT:				\$	20,354.31
PRICE PER UNIT:				\$	20,354.31

**STATEMENT OF JUSTIFICATION FOR THIS CONTRACT MODIFICATION:**

Due to a requirement in the upgrade of the service, the temporary generator to power the pump station is required to be used one week in addition to what was previously planned for. Below is a description of the extra cost incurred.

**LABOR**

ITEM NO.	DESCRIPTION	QUANTITY	ITEM UNIT	UNIT RATE	TOTAL
1	Superintendent	0	HR	\$ 45.35	\$ -
2	Foreman	0	HR	\$ 38.83	\$ -
4	Master Labor	0	HR	\$ 35.60	\$ -
5	Skilled Labor	35	HR	\$ 26.85	\$ 939.75
6	Labor	0	HR	\$ 22.00	\$ -
SUBTOTAL:					\$ 939.75
PAYROLL TAXES AND INSURANCE:					54.00% \$ 507.47
TOTAL:					\$ 1,447.22

**EQUIPMENT - OPERATING**

ITEM NO.	DESCRIPTION	QUANTITY	ITEM UNIT	UNIT RATE	TOTAL
1	Ford F-250 (10 hr. Minimum)	0	HR	\$ 31.45	\$ -
2	Conex Box (10 hr. Minimum)	0	HR	\$ 1.35	\$ -
3	Welder/Generator (10 hr. Minimum)	0	HR	\$ 5.80	\$ -
4	Pipe Saw (10 hr. Minimum)	0	HR	\$ 5.55	\$ -
5	Slope Laser (10 hr. Minimum)	0	HR	\$ 8.15	\$ -
6	Level (10 hr. Minimum)	0	HR	\$ 1.90	\$ -
7	35 Ton Crane (Standby)	0	HR	\$ 238.10	\$ -
8	35 Ton Operating	0	HR	\$ 325.45	\$ -
TOTAL:					\$ -

**RENTAL**

ITEM NO.	DESCRIPTION	QUANTITY	ITEM UNIT	UNIT RATE	TOTAL
1	Generator Rental	1	WK	\$ 5,488.00	\$ 5,488.00

### COST ANALYSIS FOR ADDITIONAL ITEMS OF WORK

ITEM NO.	DESCRIPTION	QUANTITY	ITEM UNITS	ITEM PRICE	TOTAL AMOUNT
1	Additional Generator Usage due to a change in the scope of work	1.00	LS	\$ 20,354.31	\$ 20,354.31

**TOTAL: \$ 5,488.00**

#### MATERIAL

ITEM NO.	DESCRIPTION	QUANTITY	ITEM UNIT	UNIT RATE	TOTAL
1	Fuel	2520	Gal	\$ 3.75	\$ 9,450.00

**TOTAL: \$ 9,450.00**

#### SUBCONTRACT

ITEM NO.	DESCRIPTION	QUANTITY	ITEM UNIT	UNIT RATE	HOURS	TOTAL
1		1	LS	\$ -	0	\$ -

**TOTAL: \$ -**



# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: H24216-01

To City of Oxford  
Customer: 107 Courthouse Square  
Oxford, MS 38655

Project H24216- Oxford College Hill Lift Station

Via Engineer Precision Engineering Corporation  
1776 N Lamar Blvd  
Oxford, MS 38655

Application No. JB App #1

Period From: 8/1/2025

Period To: 8/31/2025

Distribution to :

☐ Owner  
☐ Engineer  
☐ Contractor  
☐  
☐

From Contracto Hemphill Construction Company, Inc.  
PO Drawer 879  
1858 Hwy 49 South  
Florence, MS 39073

Owner: City of Oxford  
107 Courthouse Square  
Oxford, MS 38655

External N/A  
Contract No.

Contract Date: 12/5/2024

Application Date: 8/27/2025

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. Original Contract Sum	\$452,685.00
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$452,685.00
4. Work Completed To Date	\$191,000.00
5. Stored Materials Inventory	\$70,952.67
6. Total Completed and Stored To Date	\$261,952.67
7. Retainage	
a. Maximum Retainage is not in effect.	
b. Securities are not furnished in lieu of Retainage.	\$0.00
c. Retainage on Work Completed to Date 5.00 %	\$9,550.00
d. Retainage on Stored Materials Inventory 5.00 %	\$3,547.63
e. Total Calculated Retainage	\$13,097.63
f. Total Retainage To Be Withheld	\$13,097.63
8. Total Earned Less Retainage	\$248,855.04
9. Less Previous Certificates For Payments	\$0.00
10. Current Payment Due	\$248,855.04
11. Balance to Finish, Plus Retainage.	\$203,829.96

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Hemphill Construction Company, Inc.

By: Ben McDowell Date: 8/27/2025

State of: Mississippi County of: Simpson

Subscribed and sworn to before me this 27th day of August 2025

Notary Public: [Signature]

My Commission expires: June 15, 2029

## ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$248,855.04

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER:

By: Jim Wil Date: 9-9-25

OWNER:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

# CONTINUATION SHEET

Page 2 of 2

Application and Certification for Payment, containing  
Engineer's signed certification is attached.  
Tabulations below.

Application No. : JB App #1

Application Date : 08/27/25

Period From: 08/01/25

Period To: 08/31/25

Invoice # : H24216-01

External Contract No.:

Contract : H24216- Oxford College Hill Lift Station

Item No.	Description of Item	Contract U of M	Units	Cost Per Unit	Total Cost Of Contract	Previous Quantity	Current Quantity	To Date Quantity	Previous Cost	Current Cost	Stored Materials	Total Completed and Stored	Balance to Finish	Percent Complete
1	Removal of Existing Pumps & Pump Components	LS	1.00	\$11,500.00	\$11,500.00	0.00	0.50	0.50	\$0.00	\$5,750.00	0.00	\$5,750.00	\$5,750.00	50.00%
2	Removal of Existing Control System Components	LS	1.00	\$30,185.00	\$30,185.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$30,185.00	0.00%
3	Upgrade Pumps and Components	LS	1.00	\$285,000.00	\$285,000.00	0.00	0.65	0.65	\$0.00	\$185,250.00	70,952.67	\$256,202.67	\$28,797.33	65.00%
4	Upgrade Control System & Electrical Components	LS	1.00	\$126,000.00	\$126,000.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$126,000.00	0.00%
Grand Totals					\$452,685.00				\$0.00	\$191,000.00	\$70,952.67	\$261,952.67	\$190,732.33	57.87%



# MEMORANDUM

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**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO / Rob Neely P.E., General Manager, Oxford Utilities

**Date:** September 16, 2025

**Re:** Request to Approve Change Order No. 4,  
North Lamar Sewer Improvements Project

---

Engineering recommends approval of additive Change Order No. 4 for the above-captioned project in the amount of **\$143,670.30**. The change order is due to adding an additional gravity sewer line along Sandy Cove to tie into the new line on Christman Drive. Please note, this change order brings the contract amount to **\$2,022,605.18**.

### CHANGE ORDER NO.: 4

Owner: City of Oxford Owner's Project No.:  
Engineer: Precision Engineering Corporation Engineer's Project No.: 21097  
Contractor: Axis Site Work, LLC Contractor's Project No.:  
Project: North Lamar (CR 101) Sewer Project 246-2-SW-5.5  
Contract Name: North Lamar (CR 101) Sewer Project 246-2-SW-5.5  
Date Issued: 9-10-2025 Effective Date of Change Order: 9-16-2025

The Contract is modified as follows upon execution of this Change Order:

Description:

**Additional sewer main and connections have been added to the project scope to serve Sandy Cove.**

Attachments:

**Change Order Summary #4**

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 1,742,268.31	Original Contract Times: Substantial Completion: 210 Calendar Days Ready for final payment: 230 Calendar Days
Increase from previously approved Change Orders No. 1 to No. 2: \$ 136,666.57	No Change from previously approved Change Orders No.1 to No. 2: Substantial Completion: 0 Ready for final payment: 0
Contract Price prior to this Change Order: \$ 1,878,934.88	Contract Times prior to this Change Order: Substantial Completion: 210 Calendar Days Ready for final payment: 230 Calendar Days
Increase this Change Order: \$ 143,670.30	Increase this Change Order: Substantial Completion: 140 Ready for final payment: 140
Contract Price incorporating this Change Order: \$ 2,022,605.18	Contract Times with all approved Change Orders: Substantial Completion: 350 Calendar Days Ready for final payment: 370 Calendar Days

Recommended by Engineer (if required)

By: 

Title: Staff Engineer

Date: 9-10-2025

Authorized by Owner

By:

Title:

Date:

Authorized by Owner

Approved by Funding Agency (if applicable)



276 County Road 101  
Oxford, MS 38655  
oxford@pecorpms.com



Phone 662-234-8539  
Fax 662-234-8639  
www.pecorpms.com

**PROJECT NAME: NORTH LAMAR (CR 101) SEWER PROJECT 246-2-SW-5.5**

**PROJECT NO.: 21097 - CHANGE ORDER SUMMARY #4**

**DATE: 9-16-25**

**BID ALTERNATE #1**

ITEM NO.	DESCRIPTION	UNIT	C.O. #4 QUANTITY	UNIT PRICE	NET INCREASE TO CONTRACT	NET DECREASE TO CONTRACT
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**A. EXCAVATION**

1	SELECT BACKFILL (MISC. LOCATIONS)	CY (LVM)	20.00	\$ 26.00	\$ 520.00	\$ -
2	BEDDING MATERIAL	CY	50.00	\$ 72.22	\$ 3,611.00	\$ -
3	TRENCH SAFETY (>5 FT DEPTH)	LS	0.10	\$ 19,500.00	\$ 1,950.00	\$ -
3A	CLEARING & GRUBBING	LS	1	\$ 6,500.00	\$ 6,500.00	
<b>SUB - TOTAL EXCAVATION</b>					<b>\$ 12,581.00</b>	<b>\$ -</b>

**B. SANITARY SEWER SYSTEM**

4	6" SDR-26 PVC PIPE (OPEN CUT) (SERVICE)	LF	300.00	\$ 28.44	\$ 8,532.00	\$ -
5	8" SDR-26 PVC PIPE (OPEN CUT) (0' - 6')	LF	660.00	\$ 42.17	\$ 27,832.20	\$ -
6	8" SDR-26 PVC PIPE (OPEN CUT) (6' - 10')	LF	0.00	\$ 48.67	\$ -	\$ -
7	8" SDR-26 PVC PIPE (OPEN CUT) (10' - 14')	LF	0.00	\$ 61.67	\$ -	\$ -
8	PROPOSED 48" DIA. SEWER MANHOLE (0' - 6')	EA	3.00	\$ 4,500.00	\$ 13,500.00	\$ -
9	PROPOSED 48" DIA. SEWER MANHOLE (>6')	VF	5.00	\$ 325.00	\$ 1,625.00	\$ -
10	TIE TO EXISTING SEWER MANHOLE	EA	1.00	\$ 1,625.00	\$ 1,625.00	\$ -
11	6" SEWER CLEANOUT	EA	8.00	\$ 409.50	\$ 3,276.00	\$ -
12	COATED COPPER TRACER WIRE (GREEN)	LF	660.00	\$ 0.26	\$ 171.60	\$ -
13	VIDEO INSPECTION	LS	1.00	\$ 1,500.00	\$ 1,500.00	\$ -
<b>SUB - TOTAL SANITARY SEWER SYSTEM</b>					<b>\$ 58,061.80</b>	<b>\$ -</b>

**C. STORM SEWER SYSTEM**

14	15" HDPE N12 STORM DRAIN REPLACEMENT	LF		\$ 32.50	\$ -	\$ -
15	18" HDPE N12 STORM DRAIN REPLACEMENT	LF		\$ 45.50	\$ -	\$ -
16	24" HDPE N12 STORM DRAIN REPLACEMENT	LF	100.00	\$ 58.50	\$ 5,850.00	\$ -
<b>SUB - TOTAL STORM SEWER SYSTEM</b>					<b>\$ 5,850.00</b>	<b>\$ -</b>

**D. STREET PAVING**

17	PAVEMENT REMOVAL (ASPHALT)	SY	825.00	\$ 10.40	\$ 8,580.00	\$ -
18	PAVEMENT REPLACEMENT (3.5" ASPHALT)	SY	825.00	\$ 28.60	\$ 23,595.00	\$ -
19	CRUSHED LIMESTONE	TONS	275.00	\$ 61.10	\$ 16,802.50	\$ -
<b>SUB - TOTAL STREET PAVING</b>					<b>\$ 48,977.50</b>	<b>\$ -</b>

ITEM NO	DESCRIPTION	UNIT	C.O. #4 QUANTITY	UNIT PRICE	NET INCREASE TO CONTRACT	NET DECREASE TO CONTRACT
<b>E. MISCELLANEOUS ITEMS</b>						
20	EROSION AND SEDIMENTATION CONTROL	LS	0.20	\$ 6,500.00	\$ 1,300.00	
21	TRAFFIC CONTROL	LS	0.20	\$ 32,500.00	\$ 6,500.00	
22	SEED & MULCH	ACRE	0.50	\$ 6,500.00	\$ 3,250.00	
23	BERMUDA SOD	SY	300.00	\$ 6.50	\$ 1,950.00	
24	CONCRETE CURB AND GUTTER REPLACEMENT	LF		\$ 32.50	\$ -	
25	REMOVE & REPLACE 8" WATER MAIN	LF		\$ 78.00	\$ -	
26	MOBILIZATION	LS	0.40	\$ 13,000.00	\$ 5,200.00	
<b>SUB - TOTAL MISCELLANEOUS ITEMS</b>					<b>\$ 18,200.00</b>	

<b>SUMMARY</b>		
A. EXCAVATION	\$ 12,581.00	\$ -
B. SANITARY SEWER SYSTEM	\$ 58,061.80	\$ -
C. STORM SEWER SYSTEM	\$ 5,850.00	\$ -
D. STREET PAVING	\$ 48,977.50	\$ -
E. MISCELLANEOUS ITEMS	\$ 18,200.00	\$ -
<b>TOTAL:</b>		<b>\$ 143,670.30</b>
<b>TOTAL ADJUSTMENT:</b>		<b>\$ 143,670.30</b>

**ORIGINAL CONTRACT TOTAL: \$ 1,742,268.31**  
**NET CHANGE BY PREVIOUS CHANGE ORDERS: \$ 136,666.57**  
**NEW CONTRACT TOTAL: \$ 2,022,605.18**



# MEMORANDUM

---

**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO / Rob Neely P.E., General Manager, Oxford Utilities

**Date:** September 16, 2025

**Re:** Request to Approve Change Order No.8,  
SR 7 Water & Sewer Relocations, Phase 2B

---

Engineering recommends approval of Change Order No. 8 for the above-captioned project. The change order is a net increase in the contract amount of **\$10,186.25**, and it is a final quantity adjustment for water distribution items actually installed.

**The change order increases the contract amount to \$5,933,511.75.**

# CHANGE ORDER NO.: 8


Owner: City of Oxford Owner's Project No.: None  
 Engineer: Daniels & Associates, Inc. Engineer's Project No.: None  
 Contractor: Argo Construction Contractor's Project No.:  
 Project:  
 Contract Name: SR 7 Water & Sewer Relocations II B  
 Date Issued: September 8, 2025 Effective Date of Change Order: September 16, 2025

The Contract is modified as follows upon execution of this Change Order: *Modify contract unit price quantities to those actually installed for potable water items and corresponding unit price item amounts. Also, correct two unit price errors on change order no. 2.*


Description: *See attached sheets CO-8A and CO-8B recapping item quantities added and deleted.*

Attachments: *Sheets CO-8A and CO-8B.*

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>5,986,963.50</u>	Original Contract Times: Substantial Completion: <u>260 days (06/02/2025)</u> Ready for final payment: <u>270 days (06/12/2025)</u>
<del>[Increase]</del> <del>[Decrease]</del> from previously approved Change Orders No. <u>1</u> to No. <u>7</u> : \$ <u>(63,638.00)</u>	<del>[Increase]</del> <del>[Decrease]</del> from previously approved Change Orders No. <u>1</u> to No. <u>7</u> : Substantial Completion: <u>11 days</u> Ready for final payment: <u>11 days</u>
Contract Price prior to this Change Order: \$ <u>5,923,325.50</u>	Contract Times prior to this Change Order: Substantial Completion: <u>271 days (06/13/2025)</u> Ready for final payment: <u>281 days (06/23/2025)</u>
<del>[Increase]</del> <del>[Decrease]</del> this Change Order: \$ <u>10,186.25</u>	<del>[Increase]</del> <del>[Decrease]</del> this Change Order: Substantial Completion: <u>0 days</u> Ready for final payment: <u>0 days</u>
Contract Price incorporating this Change Order: \$ <u>5,933,511.75</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>271 days (06/13/2025)</u> Ready for final payment: <u>281 days (06/23/2025)</u>

Recommended by Engineer (if required)  
 By:   
 Title: David Daniels, PE  
 Date: 9/8/2025

Authorized by Owner  
 By: \_\_\_\_\_  
 Title: John Crawley, City Engineer  
 Date: \_\_\_\_\_

Accepted by Contractor  
  
 Stephen Bing, President  
9/8/2025

Approved by Funding Agency (if applicable)  
 \_\_\_\_\_  
Not Applicable  
 \_\_\_\_\_

CITY OF OXFORD  
 SR 7 WATER & SEWER RELOCATIONS PHASE II B  
 CHANGE ORDER NO. 8  
 ARGO CONSTRUCTION CORPORATION  
 SEPTEMBER 8, 2025

SHEET CO-8A

**POTABLE WATER ITEMS**

Additions

Item No.	Item	Quantity	Unit	Unit Price	Amount
7	2" HDPE Service Tubing, DR 9, CTS	147.0	L.F.	\$4.00	\$588.00
8	1" Copper Service Line, TYPE "K"	175.0	L.F.	19.00	3,325.00
15	18" HDPE D.I.P.S. DR 11, Directional Bore (6 Sites)	40.0	L.F.	350.00	14,000.00
20	18" Steel Casing, Bored (4 Sites)	20.0	L.F.	585.00	11,700.00
36	12" x 12" Wet Tap Assembly (Corrects Change Order 2)	1.0	Each	9,000.00	9,000.00
37	8" x 8" Wet Tap Assembly (Corrects Change Order 2)	1.0	Each	7,200.00	7,200.00
37	8" x 8" Wet Tap Assembly	1.0	Each	7,200.00	7,200.00
38	16" x 8" Anchor Tee & 8" Gate Valve & Box	2.0	Each	8,100.00	16,200.00
46	1" Air Release Assembly	4.0	Each	2,900.00	11,600.00
49	Relocate & Reconnect Existing 1" Meter & Box	1.0	Each	400.00	400.00
53	16" x 2" Saddle	1.0	Each	730.00	730.00
57	2" Corporation Stop	1.0	Each	540.00	540.00
58	1" Corporation Stop	1.0	Each	118.00	118.00
60	2" Curb Valve	1.0	Each	710.00	710.00
61	1" Curb Valve	2.0	Each	235.00	470.00
63	2" Service Pressure Reducer	1.0	Each	1,222.00	1,222.00
64	1" Service Pressure Reducer	1.0	Each	360.00	360.00
66	Connect to Existing 16" Main	1.0	Each	2,600.00	2,600.00
82	6" Set Screw Retainer Gland	3.0	Each	110.00	330.00
83	16" Joint Restraint Gaskets	11.0	Each	900.00	9,900.00
84	10" Joint Restraint Gaskets	3.0	Each	350.00	1,050.00
87	Concrete Sidewalk Removal & Repair (1 Site)	44.0	S.Y.	120.00	5,280.00
104*	2" PVC, Service Line (Faulkner)	410.0	L.F.	20.00	8,200.00

Subtotal - Additions

\$112,723.00

## Deletions

Item No.	Item	Quantity	Unit	Unit Price	Amount
2	16" Ductile Iron Pipe, CL. 350	560.0	L.F.	\$117.00	\$65,520.00
3	12" Ductile Iron Pipe, CL. 350	60.0	L.F.	73.00	4,380.00
9	3/4" Copper Service Line, TYPE "K"	50.0	L.F.	15.00	750.00
11	3/4" PVC Service Line, CL 200	70.0	L.F.	1.50	105.00
28	3/4" Copper Tubing Drive Bore, No Casing (1 Site)	15.0	L.F.	48.00	720.00
36	12" x 12" Wet Tap Assembly (Corrects Change Order 2)	1.0	Each	15,000.00	15,000.00
37	8" x 8" Wet Tap Assembly (Corrects Change Order 2)	1.0	Each	6,000.00	6,000.00
67	Connect to Existing 8" Main	1.0	Each	1,000.00	1,000.00
71	Cap & Block New 16" Main	1.0	Each	2,000.00	2,000.00
74	Remove Existing Fire Hydrant & Deliver to City Shop	1.0	Each	100.00	100.00
77	Ductile Iron Fittings	1,767.0	Lbs.	0.25	441.75
85	Asphalt Pavement Removal & Repair (3 Sites)	12.0	S.Y.	250.00	3,000.00
86	Curb & Gutter Removal and Repair (2 Sites)	6.0	L.F.	85.00	510.00
91	Tracer Wire	320.0	L.F.	0.50	160.00
94	Solid Bermuda Sod	200.0	S.Y.	6.00	1,200.00
95	Silt Fence	200.0	L.F.	2.25	450.00
96	Wattles	200.0	L.F.	6.00	1,200.00

Subtotal - Deletions

\$102,536.75

## Summary

1.	Total Additions	\$112,723.00
2.	Total Deletions	(102,536.75)

**NET INCREASE CHANGE ORDER NO. 8****\$10,186.25**

\* Indicates new item.

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## SR 7 Water & Sewer Relocations Phase II B


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**From** ddaniels@danielsassociates.com <ddaniels@danielsassociates.com>

**Date** Mon 9/8/2025 2:57 PM

**To** John Crawley <john@oxfordms.net>

**Cc** Allison Ferris <allison@oxfordms.net>

 2 attachments (818 KB)

Change Order No 8 SR 7 Water Ph II B.pdf; Change Order No. 9 & Final SR 7 Sewer Ph II B.pdf;

Attached is change order number 8 and change order number 9 and final for the SR 7 Water & Sewer Relocation Phase II B project. As you can see from the final change order, the final contract amount is \$177,691.94 under (-3%) the original contract amount. These are submitted for approval at the September 16<sup>th</sup> BOA meeting.

David Daniels, PE

[Daniels & Associates, Inc.](#)

720 North Lamar Boulevard, Unit 4

Oxford MS 38655

662-236-3981



# MEMORANDUM

---

**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO / Rob Neely P.E., General Manager, Oxford Utilities

**Date:** September 16, 2025

**Re:** Request to Approve Change Order No. 9 & Final,  
SR 7 Water & Sewer Relocations Project, Phase 2B

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Engineering recommends approval of Change Order No. 9 and Final for the above-captioned project. The change order is a net decrease in the contract amount of **\$124,240.19**. This is a final quantity adjustment for sanitary sewer items actually installed.

**The change order decreases the contract amount to \$5,809,271.56.**



## CHANGE ORDER NO.: 9 & Final

Owner: <u>City of Oxford</u>	Owner's Project No.: <u>None</u>
Engineer: <u>Daniels &amp; Associates, Inc.</u>	Engineer's Project No.: <u>None</u>
Contractor: <u>Argo Construction</u>	Contractor's Project No.: _____
Project: _____	
Contract Name: <u>SR 7 Water &amp; Sewer Relocations II B</u>	
Date Issued: <u>September 8, 2025</u>	Effective Date of Change Order: <u>September 16, 2025</u>


The Contract is modified as follows upon execution of this Change Order: *Modify contract unit price quantities to those actually installed for sanitary sewer items and corresponding unit price item amounts.*

Description: *See attached sheets CO-9 recapping item quantities added and deleted.*

Attachments: *Sheets CO-9.*

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>5,986,963.50</u>	Original Contract Times: Substantial Completion: <u>260 days (06/02/2025)</u> Ready for final payment: <u>270 days (06/12/2025)</u>
<del>[Increase]</del> <del>[Decrease]</del> from previously approved Change Orders No. <u>1</u> to No. <u>8</u> : \$ <u>(53,451.75)</u>	<del>[Increase]</del> <del>[Decrease]</del> from previously approved Change Orders No. <u>1</u> to No. <u>8</u> : Substantial Completion: <u>11 days</u> Ready for final payment: <u>11 days</u>
Contract Price prior to this Change Order: \$ <u>5,933,511.75</u>	Contract Times prior to this Change Order: Substantial Completion: <u>271 days (06/13/2025)</u> Ready for final payment: <u>281 days (06/23/2025)</u>
<del>[Increase]</del> <del>[Decrease]</del> this Change Order: \$ <u>(124,240.19)</u>	<del>[Increase]</del> <del>[Decrease]</del> this Change Order: Substantial Completion: <u>0 days</u> Ready for final payment: <u>0 days</u>
Contract Price incorporating this Change Order: \$ <u>5,809,271.56</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>271 days (06/13/2025)</u> Ready for final payment: <u>281 days (06/23/2025)</u>

Recommended by Engineer (if required)

By: 

Title: David Daniels, PE

Date: 9/8/2025


Authorized by Owner

By: \_\_\_\_\_

Title: John Crawley, City Engineer

Date: \_\_\_\_\_

Accepted by Contractor



Stephen Bing, President

9/8/2025

Approved by Funding Agency (if applicable)

Not Applicable

CITY OF OXFORD  
 SR 7 WATER & SEWER RELOCATIONS PHASE II B  
 CHANGE ORDER NO. 9 & FINAL  
 ARGO CONSTRUCTION CORPORATION  
 SEPTEMBER 08, 2025

SHEET CO-9

**SANITARY SEWER ITEMS**

Additions

Item No.	Item	Quantity	Unit	Unit Price	Amount
13	8" Gravity Sanitary Sewer Main, 4'-6' Depth	90.0	L.F.	\$62.00	\$5,580.00
27	Precast 48" Sewer Manhole - 9' Depth	1.0	Each	5,500.00	5,500.00
30	Connect to Existing 4" Sewer Service Line	1.0	Each	750.00	750.00
62*	No. 57 Crushed Limestone	46.6	Each	87.00	4,056.81
Subtotal - Additions					\$15,886.81

Deletions

Item No.	Item	Quantity	Unit	Unit Price	Amount
6	12" Gravity Sanitary Sewer Main, 6'-8' Depth	48.0	L.F.	\$92.00	\$4,416.00
11	8" Gravity Sanitary Sewer Main, 8'-10' Depth	20.0	L.F.	66.00	1,320.00
12	8" Gravity Sanitary Sewer Main, 6'-8' Depth	123.0	L.F.	64.00	7,872.00
15	4" Gravity Sanitary Sewer Main, 3'-6' Depth	70.0	L.F.	30.00	2,100.00
28	Precast 48" Sewer Manhole - 8' Depth	1.0	Each	5,300.00	5,300.00
32	Select Backfill	3,620.0	C.Y.	15.00	54,300.00
33	Excess Excavation	3,555.0	C.Y.	15.00	53,325.00
38	Tracer Wire	217.0	L.F.	0.50	108.50
40	Silt Fence	150.0	L.F.	2.25	337.50
41	Erosion Checks (Wattles)	200.0	L.F.	6.00	1,200.00
42	Erosion Control Blanket	100.0	S.Y.	1.15	115.00
44	Solid Bermuda Sod	100.0	S.Y.	6.50	650.00
47	Curb and Gutter Removal & Repair	6.0	L.F.	98.00	588.00
48	Concrete Sidewalk Removal & Repair	6.0	L.F.	120.00	720.00
50	Plug Existing 8" Service in Existing Manhole	1.0	Each	125.00	125.00
52	Fill Abandoned Sewer Lines with Flowable Fill	17.0	C.Y.	450.00	7,650.00
Subtotal - Deletions					\$140,127.00

Summary

1.	Total Additions	\$15,886.81
2.	Total Deletions	(140,127.00)
NET DELETION CHANGE ORDER NO. 9 & FINAL		(\$124,240.19)

\* Indicates new item.

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## SR 7 Water & Sewer Relocations Phase II B


---

**From** ddaniels@danielsassociates.com <ddaniels@danielsassociates.com>

**Date** Mon 9/8/2025 2:57 PM

**To** John Crawley <john@oxfordms.net>

**Cc** Allison Ferris <allison@oxfordms.net>

 2 attachments (818 KB)

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Attached is change order number 8 and change order number 9 and final for the SR 7 Water & Sewer Relocation Phase II B project. As you can see from the final change order, the final contract amount is \$177,691.94 under (-3%) the original contract amount. These are submitted for approval at the September 16<sup>th</sup> BOA meeting.

David Daniels, PE

[Daniels & Associates, Inc.](#)

720 North Lamar Boulevard, Unit 4

Oxford MS 38655

662-236-3981



# MEMORANDUM

---

**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO / Rob Neely P.E., General Manager, Oxford Utilities

**Date:** September 16, 2025

**Re:** Request to Approve Night Work,  
South Lamar Pedestrian Improvements

---

Phillips Contracting has requested to work overnight from the 7:00 PM to 7:00 AM, Mondays through Thursdays, as needed, on the above-captioned project. The limits of this project extend from Oxford Way in the south to Belk Boulevard in the north, which is highly congested with traffic during the daytime hours. As the work associated with the project will require some one lane closures along the east side of South Lamar, Engineering is in favor of granting this request to help mitigate the impacts of construction.



# MEMORANDUM

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**To:** Robyn Tannehill, Mayor, & Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Hollis Green, COO

**Date:** September 16, 2025

**Re:** Request Permission to Close Varner Loop from Rogers Road to North Lamar Boulevard

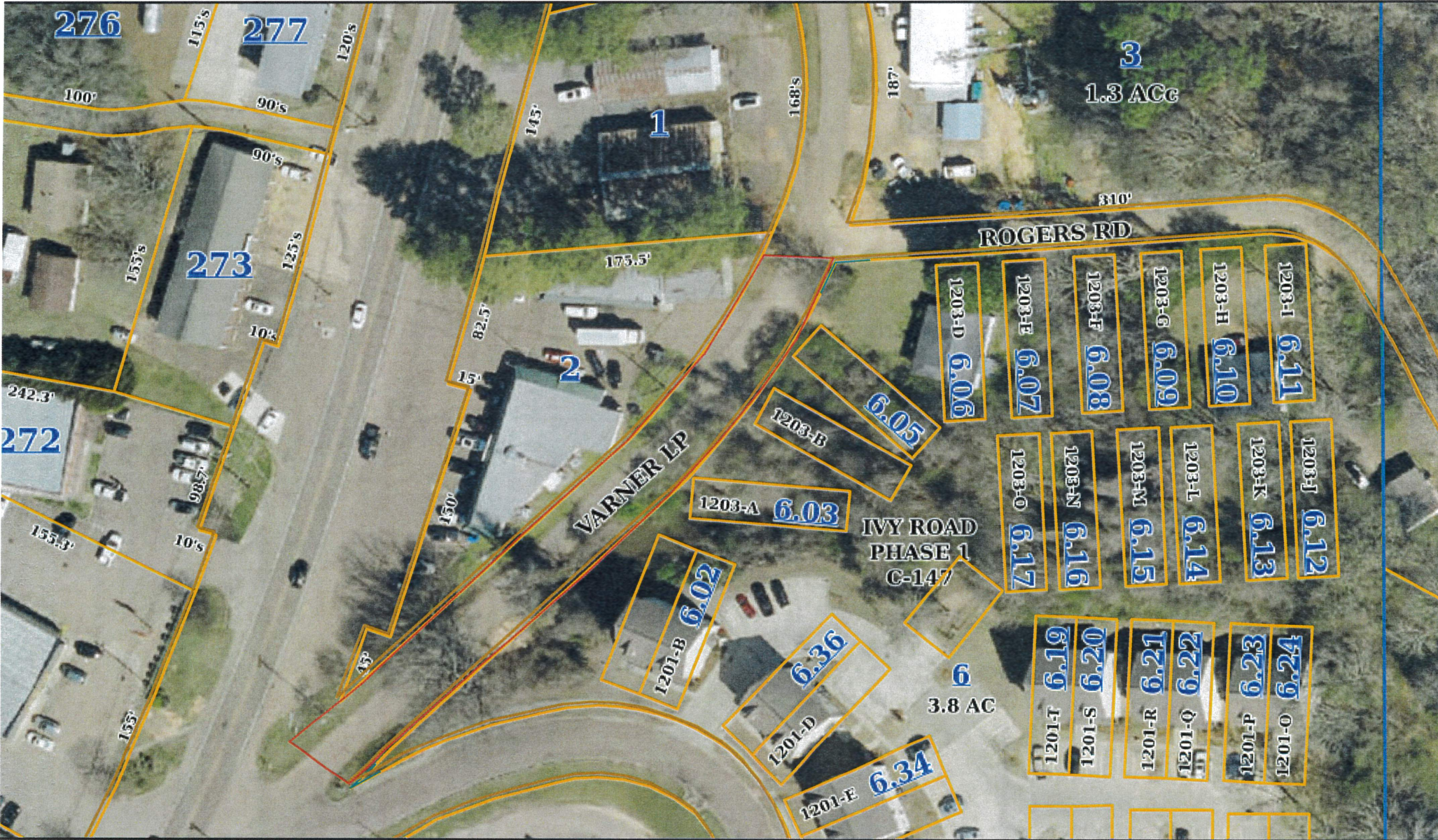
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Engineering requests permission to close Varner Loop from its intersection with Rogers Road to North Lamar Boulevard.

Please see the attached map.



Varner Loop



10/2025, 2:58:03 PM

roads and Railroads

2

SUBD\_TIC\_LN

SectionLine

Parcels

lafayette\_ms\_water

lafayette\_ms\_twprng

lafayette\_ms\_subref

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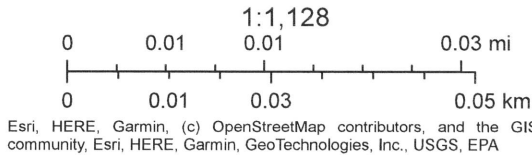
lafayette\_ms\_exempt

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lafayette\_ms\_dim

lafayette\_ms\_citylim

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