

# NON-MANDATORY PRE-BID CONFERENCE AGENDA

## COLLEGE DRIVE ROUNDABOUT

1. **Introductions**

Sandon Rogers – Engineer with Public Works  
Chuck Weil – Engineer with Public Works  
Ian Johnston – Engineer with Clark Nexsen

3. **Pre-Qualification**

All bidders must be qualified at the time of the bid through VDOT's pre-qualification process. This includes sub-contractors.

4. **State Funded Project**

This project is funded with state and local funds; therefore the bid is subject to all policies and procedures regarding the use state money. No DBE requirements. No Davis Bacon. Requirements

5. **Bid Submittal Info**

Bids are due at 3:00 p.m. March 1, 2017 in the Purchasing Division, Room 1086, of the Municipal Center. Bids received after 3:00 p.m. **WILL NOT BE ACCEPTED.**

Bids must be in a signed and placed in sealed envelope with the Bid number, name of bid, and bidders information.

IN ORDER FOR YOUR BID TO BE RESPONSIVE .....YOU MUST TURN IN EVERY ITEM IN SECTION A.

- BID FORM - Make sure you have completed all information requested and filled in every blank. Remember that in case of error, unit price provided will prevail. All addendums must be acknowledged on the BID FORM.
- Anticollusion/ Nondiscrimination/Drug Free Workplace Clauses
- Proof of Authority to Transact business in Virginia
- Exception Page. If you have no exceptions, say "NO EXCEPTIONS".
- Bid Bond – 5% of the total base bid price
- Conditions and Instructions

BIDS MISSING THE REQUIRED SUBMITTALS WILL BE DECLARED NON-RESPONSIVE.

6. Bid Opening: Public bid opening will be in the Public Works Conference Room, Room 2036. Bids must be submitted in the Purchasing Office downstairs BEFORE coming to bid opening.

7. **Pricing**

The bid will be awarded based on the Total Bid Amount.

8. **Web Site**

All bid information can be found on the City's website, [www.suffolkva.us](http://www.suffolkva.us). That includes the IFB and any addendums. I will also post a copy of those persons attending today's Pre-Bid Conference.

9. **QUESTIONS**

Questions regarding the solicitation must be submitted to the Senior Buyer, Cindy Norfleet.

DO NOT wait until the last minute to send questions; the time for answering questions will end 5 business days prior to bid opening – February 21, 2017..

My information is on my card (and in the IFB).