



## DEPARTMENT OF PROCUREMENT SERVICES

### MEMORANDUM

**DATE:** January 23, 2012  
**TO:** All Potential Bidders  
**FROM:** Tangela Innis, CPPB, MBA, VCO  
Department of Procurement Services  
**SUBJECT:** Pre-Bid Meeting, U12114-1 Westover School/Community Center – Tennis Court Repairs and Refurbishment

1. An Optional pre-bid meeting was held on Monday, January 23, 2012. The attendance sheet is attached.
  - a. Administrative. The bid receipt date is Wednesday, February 08, 2012 at 2:30 p.m. and the opening date is Thursday, February 09, 2012 at 2:30 p.m. The opening is public and contractors are encouraged to attend. Any firm wishing to know the results of the bids prior to the publication of the Bid Summary should make plans to attend.
  - b. One (1) addendum has been issued to date.
  - c. Please review Section III, 3.1 for the required forms for bid submission.
  - d. Questions must be addressed to Tangela Innis in writing via email at [Tangela.innis@richmondgov.com](mailto:Tangela.innis@richmondgov.com). The cutoff date for receipt of questions is Thursday, January 26, 2012 at 12:00 p.m. Technical questions will be answered in writing by formal addendum.
  - e. Contract Award shall be made to the responsive, responsible bidder with the lowest base bid.
  - f. MBE Participation is goal on this project. The Office of Minority Business Develop has determined that a MBE Participation Goal of 15% is attainable. Any questions concerning MBE Participation may be addressed directly to Kevin Lucas at [Kevin.lucas@richmondgov.com](mailto:Kevin.lucas@richmondgov.com).
2. The following issues were discussed or questions asked during the meeting:
  - a. Submission of References information (Contacts Name, Title and current/accurate telephone number)
  - b. Notice to Proceed – will be issued upon contract award
  - c. Questions must be submitted in writing no later than January 26, 2012 at 12:00 PM.
3. These minutes are a synopsis of the entire meeting. Any discrepancies must be submitted to the author within five days of receipt. Nothing contained herein is intended to change the meaning of the bid documents unless, and until, specifically amended by a formal, written addendum.

END OF MINUTES

**U12114-1 Westover School/Community Center – Tennis Court Repairs and Refurbishment**

**Monday, January 23, 2012  
9:00-10:00 AM**

**Location: 1301 Jahnke Road (Westover Community Center Facility)  
OPTIONAL PRE-BID MEETING**

NAME TANGELA INNIS AGENCY/POSITION PROCUREMENT SERVICES  
ADDRESS 900 E. BROAD STREET CITY, STATE & ZIP CODE RICHMOND, VA. 23219  
TELEPHONE No: 804-646-0362 FAX No: 804-646-5989  
SUPERVISOR: JESSICA BLOW  
E-MAIL ADDRESS: TANGELA.INNIS@RICHMONDGOV.COM

NAME Bob Stanley AGENCY/POSITION BLAKEMORE CONST  
ADDRESS 2101 Old Francis Rd CITY, STATE & ZIP CODE Glen Allen VA 23905  
TELEPHONE No: 262-1233 FAX No: 262-0925  
SUPERVISOR: DAVID Houser  
E-MAIL ADDRESS: BStanley@BlakemoreVA.com

NAME LEIGH PACKETT AGENCY/POSITION TENNIS COURTS, INC  
ADDRESS P.O. BOX 297 CITY, STATE & ZIP CODE AYLETT, VA 23009  
TELEPHONE No: 769-3030 FAX No: 769-3206  
SUPERVISOR: HERB OSBURN  
E-MAIL ADDRESS: lpackett@tennis courts inc. net

NAME HERBIE OSBURN AGENCY/POSITION TENNIS COURTS, INC  
ADDRESS P.O. BOX 297 CITY, STATE & ZIP CODE AYLETT, VA 23009  
TELEPHONE No: 769-3030 FAX No: 769-3206  
SUPERVISOR: HERB OSBURN  
E-MAIL ADDRESS: tciherb@erds.com

NAME Loei Lewis-Bush AGENCY/POSITION BARCLAY CONSTRUCTION, VP  
ADDRESS 2605C WHITEHOUSE RD CITY, STATE & ZIP CODE COLONIAL HEIGHTS, VA 23834  
TELEPHONE No: 804-451-9012 FAX No: 804-451-9071  
SUPERVISOR: CHARLES BARCLAY  
E-MAIL ADDRESS: lewis-bush@barclay-construction.com

NAME Bob Clohan AGENCY/POSITION Mid Atlantic Tennis Courts  
ADDRESS 4449 B Brookfield Corp CITY, STATE & ZIP CODE Chantilly Va 20151  
TELEPHONE No: 703-530-8768 FAX No: 703-995-4530  
SUPERVISOR: \_\_\_\_\_  
E-MAIL ADDRESS: raclohaniv@gmail.com

NAME Kevin Lucas AGENCY/POSITION COR - Minority Business  
ADDRESS City Hall, Rm 501 CITY, STATE & ZIP CODE \_\_\_\_\_  
TELEPHONE NO: 646-6417 FAX NO: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
E-MAIL ADDRESS: Kevin.Lucas@richmond.gov.com

NAME Hunter Newton AGENCY/POSITION Seegars Fence Company  
ADDRESS PO Box 3060 CITY, STATE & ZIP CODE Chester, VA 23831  
TELEPHONE NO: (804) 768-0915 FAX NO: (804) 768-1545  
SUPERVISOR: \_\_\_\_\_  
E-MAIL ADDRESS: hunter@seegarsfence.com

NAME Roy Garner AGENCY/POSITION SEEGARS FENCE Co.  
ADDRESS P.O. Box 3060 CITY, STATE & ZIP CODE CHESTER, VA 23831  
TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
E-MAIL ADDRESS: Roy@SeegarsFence.com

NAME Jim Lucas AGENCY/POSITION Construction Insp -1 COR  
ADDRESS 810 FOUNTAIN DR. CITY, STATE & ZIP CODE \_\_\_\_\_  
TELEPHONE NO: 646-4448 FAX NO: 646-7877  
SUPERVISOR: Floyd Everett  
E-MAIL ADDRESS: JAMES.LUCAS@RichmondGov.com

NAME James Eitel AGENCY/POSITION Central Virginia Tennis Co LLC  
ADDRESS 109 Britt Pl CITY, STATE & ZIP CODE Lynchburg, Va. 24502  
TELEPHONE NO: (434) 407-2843 FAX NO: (434) 3966250  
SUPERVISOR: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

NAME \_\_\_\_\_ AGENCY/POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY, STATE & ZIP CODE \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

NAME \_\_\_\_\_ AGENCY/POSITION \_\_\_\_\_  
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TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_