



City of Richmond Procurement Services Pre-bid Meeting Minutes

DATE: July 27, 2017
TO: All Potential Bidders
FROM: Cornelius Hunt Sr.
Department of Procurement Services
SUBJECT: Pre-Bid Meeting, IFB H170026483 – Richmond Ambulance Authority Canopy Project

1. A non-mandatory pre-bid meeting was held on July 27, 2017 at 10:30 a.m. The Sign-In Sheet is attached for reference.
2. Administrative.
 - a. The bid receipt date is August 8, 2017 at 2:30 p.m. and the opening date is August 9, 2017 at 2:30 p.m. The opening is public and contractors are encouraged to attend.
 - b. Please review Part II, Section 3.1 for the required forms for bid submission.
 - c. Please review Part 3, for special conditions to the contract.
 - d. Questions need to be submitted in writing via email to Cornelius Hunt at cornelius.hunt@richmondgov.com by July 31, 2017 at 5:00 p.m. Only questions submitted in writing will be addressed.
 - e. Contract Award shall be made to the responsive and responsible bidder who submits the lowest Base Bid Price.
 - f. A MBE/ESB Participation Goal of 20% has been assigned to this project.
 - g. A site visit was conducted following the meeting.
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