



City of Richmond Procurement Services Pre-Bid Meeting Minutes

DATE: June 27, 2017
TO: All Bidders
FROM: Michael Jackson
Department of Procurement Services
SUBJECT: Pre-Bid Meeting, IFB No. M170023887 – FY 17.1 Citywide Sidewalk Improvements (Churchill)

1. A non-mandatory pre-bid meeting was held on June 27, 2017 at 3:30 p.m. The attendance sheet is attached for reference.
2. Administrative.
 - a. The bid receipt date is July 10, 2017 at 2:30 P.M.
 - b. The bid opening date is July 11, 2017 at 2:30 P.M.
 - c. Questions must be addressed to Michael Jackson via email at michael.jackson@richmondgov.com. The cut-off date for receipt of questions is 2:30 P.M. on July 5, 2017. Technical questions will be answered in writing by formal addendum.
 - d. No addenda has been posted at this time.
 - e. This project has a MBE/ESB Participation Goal of 20% assigned.
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

Pre-Bid Meeting
FY 17.1 Citywide Sidewalk Improvements (Churchill)
IFB No. M170023895 87
June 27, 2017
3:30 P.M.

SIGN IN SHEET

NAME Michael Jackson, Procurement Services, City of Richmond

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NAME Craig Hunter COMPANY NAME DPW/CIP

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