



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. M170023897 – FY 17.3 Citywide Sidewalk Improvements (Southside)

1. A non-mandatory pre-bid meeting was held on June 27, 2017 at 2:30 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 3, 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 17.3 Citywide Sidewalk Improvements (Southside)
IFB No. M1700238987
June 27, 2017
2:30 P.M.

SIGN IN SHEET

NAME Michael Jackson, Procurement Services, City of Richmond

ADDRESS: 900 E. Broad Street CITY, STATE & ZIP CODE: Richmond, VA 23219

Telephone NO: (804) 646-5804 FAX NO: (804) 646-5989

E-Mail Address: Michael.jackson@richmondgov.com

NAME Craig Hunter COMPANY NAME City DPW/CIP
ADDRESS 900 E Broad St CITY, STATE & ZIP CODE Richmond, VA
TELEPHONE NO. 804 646 1555 FAX NO. _____

E-MAIL craig.hunter@richmondgov.com

NAME TOOD LONEY COMPANY NAME DPW

ADDRESS 900 E. Broad ST CITY, STATE & ZIP CODE _____

TELEPHONE NO. 646-0302 FAX NO. _____

E-MAIL TOOD.LONEY@RICHMONDGOV.COM

NAME Wes Zein COMPANY NAME ADDO Enterprises
ADDRESS 2010 Chamberlayne AVE CITY, STATE & ZIP CODE Richmond, VA 23222
TELEPHONE NO. 804-228-0940 FAX NO. 804-228-0951

E-MAIL ADDOINCIA@AOL.COM

NAME Kevin Lucas COMPANY NAME CJR/OMBD

ADDRESS 900 E Broad St CITY, STATE & ZIP CODE Richmond, VA

TELEPHONE NO. (804) 646-6417 FAX NO. _____

E-MAIL Kevin.lucas@richmondgov.com

NAME _____ COMPANY NAME _____

ADDRESS _____ CITY, STATE & ZIP CODE _____

TELEPHONE NO. _____ FAX NO. _____

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