



## City of Richmond Procurement Services Pre-bid Meeting Minutes

**DATE:** May 15, 2017  
**TO:** All Potential Bidders  
**FROM:** Oscar Knott  
Department of Procurement Services  
**SUBJECT:** Pre-Bid Meeting, IFB J170021809 – Emergency Communication Center Renovation and Addition Project

1. A non-mandatory pre-bid meeting was held on May 15, 2017 at 2:00 p.m. The Sign-in Sheet is attached for reference.
2. Administrative.
  - a. The bid receipt date is May 31, 2017 at 2:30 p.m. and the opening date is June 1, 2017 at 2:30 p.m. The opening is public and contractors are encouraged to attend.
  - b. This project has been pre-qualified. There are six pre-qualified firms – Brooks & Co. General Contractors, Inc., Southwood Building Systems, Inc., Sussex Development Corporation, VIRTEXCO Corporation, W.E. Bowman Construction, Inc. and W.M. Schlosser Co., Inc. The City will only consider bids from these six firms.
  - c. Please review Part II, Section 3.1 for the required forms for bid submission.
  - d. Addendum No. 1 was issued on May 10, 2017.
  - e. Questions must be addressed to Oscar Knott via email at [joseph.knott@richmondgov.com](mailto:joseph.knott@richmondgov.com). The cut off date for receipt of questions is May 23, 2017. Technical questions will be answered in writing by formal addendum.
  - f. Contract Award shall be made to the responsive responsible bidder who submits the lowest cumulative bid for the Total Unit Price Base Bid plus the total amount of the Additive Bid Items taken in sequence, as the City in its sole discretion decides to accept/award.
  - g. A MBE/ESB Participation Goal of 20% has been assigned to this project.
  - h. A site visit was conducted.
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  
Emergency Communication Center Renovation and Addition Project  
IFB J170021809  
May 15, 2017

SIGN IN SHEET

NAME Oscar Knott, Procurement Services, City of Richmond  
ADDRESS: 900 E. Broad Street CITY, STATE & ZIP CODE: Richmond, VA 23219  
Telephone NO: (804) 646-7499 FAX NO: (804) 646-5989  
E-Mail Address: joseph.knott@richmondgov.com

NAME Shane Rollison COMPANY NAME HVC · CHENAULT  
ADDRESS 1710 E. FRANKLIN ST CITY, STATE & ZIP CODE Richmond Va 23223  
TELEPHONE NO (804) 225-9900 FAX NO. N.A  
E-MAIL srollison@hvcarchitects

NAME John Scott COMPANY NAME Virtexco  
ADDRESS 7840 Forest Hill CITY, STATE & ZIP CODE Richmond, VA 23225  
TELEPHONE NO. 804-644-7760 FAX NO. 804-644-7763  
E-MAIL j.scott@virtexco.com

NAME Nick Paxson COMPANY NAME SUSSEX DEVELOPMENT  
ADDRESS 109 S. LYNNHAVEN <sup>Suite 200</sup> Road CITY, STATE & ZIP CODE Virginia Beach, VA  
TELEPHONE NO. (757) 422-2400 FAX NO. \_\_\_\_\_  
E-MAIL VBirckbichler@SUSSEXDEVELOPMENT.COM  
~~HPaxson@cox.net~~

NAME Wayne Williams COMPANY NAME BROOKS & Co.  
ADDRESS 5801 Heritage Rd CITY, STATE & ZIP CODE Richmond VA 23227  
TELEPHONE NO 804 266 6088 FAX NO. \_\_\_\_\_  
E-MAIL TED@BROOKS-LO.COM

NAME Chris Evans COMPANY NAME SOUTHWOOD BUILDING SYSTEMS INC.  
ADDRESS P.O. Box 1016 CITY, STATE & ZIP CODE ASHELAND VA 23005  
TELEPHONE NO. 804 798-9225 FAX NO. 804 798-8702  
E-MAIL JSPENKER@SOUTHWOODBUILDERS.COM

NAME Rich Bralley COMPANY NAME VERTIV / LIEBERT  
ADDRESS 1011 Technology Park Dr CITY, STATE & ZIP CODE Glen Allen, VA  
TELEPHONE NO. 804-370-1118 FAX NO. \_\_\_\_\_  
E-MAIL richard.bralley@vertivco.com

NAME Luis Albarracin COMPANY NAME Vertiv / Liebert  
ADDRESS 1011 Technology Park Dr. CITY, STATE & ZIP CODE Glen Allen, VA 23059  
TELEPHONE NO. 804-205-1482 FAX NO. 804 270 5703  
E-MAIL luis.albarracin@vertivco.com

NAME Kurt White COMPANY NAME WE Brown  
ADDRESS 375 Belt Blvd. CITY, STATE & ZIP CODE Rut, 23234  
TELEPHONE NO. 804-291-3899 FAX NO. \_\_\_\_\_  
E-MAIL kurtwhite@webrown.com

NAME Rick Monahan COMPANY NAME P.H.C. Industrial  
ADDRESS 22 Manhattan CITY, STATE & ZIP CODE Sqr. Hampton VA 23666  
TELEPHONE NO. 757 373 7153 FAX NO. \_\_\_\_\_  
E-MAIL Rmonahan@PHCIndustrial.com

NAME Ted Price COMPANY NAME Brooks Co.  
ADDRESS 4801 Hermitage Rd CITY, STATE & ZIP CODE Richmond, VA 23227  
TELEPHONE NO. 804-266-6088 FAX NO. 804-266-6741  
E-MAIL ted@brooks-co.com

NAME Butch Steeles COMPANY NAME Atlantic Environmental  
ADDRESS 904 Professional Place CITY, STATE & ZIP CODE Chesapeake VA 23383  
TELEPHONE NO. 757-548-4888 FAX NO. 757-548-8986  
E-MAIL Butch@AtlanticEnvironmental.com

NAME Phil Ancelet COMPANY NAME Accucon LLC  
ADDRESS 376 Hollywood Blvd CITY, STATE & ZIP CODE Fred. VA 22405  
TELEPHONE NO. (540) 907-8430 FAX NO. \_\_\_\_\_  
E-MAIL ed.loast@accuconllc.com

NAME Dennis Dingus COMPANY NAME IES Commercial  
ADDRESS 346 Hill Carter Pky Ste E CITY, STATE & ZIP CODE Ashland VA 23005  
TELEPHONE NO. 804 798 6187 FAX NO. 804 798 1115  
E-MAIL Dennis.Dingus@IESCI.NET

NAME Lindsay Davis COMPANY NAME WE Bowman Construction  
ADDRESS 3715 Belt Blvd CITY, STATE & ZIP CODE Richmond VA 23234  
TELEPHONE NO. (804) 291-3899 FAX NO. (804) 291-9098  
E-MAIL LindsayDavis@webowman.com

NAME \_\_\_\_\_ COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY, STATE & ZIP CODE \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_  
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