



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

**DATE:** February 8, 2012  
**TO:** All Potential Bidders  
**FROM:** Kristina Jones  
Department of Procurement Services  
**SUBJECT:** Pre-Bid Meeting, IFB K12097-1 – Richmond Public Library Main Branch Elevator and Fire Alarm Upgrades

1. A pre-bid meeting was held on Thursday, February 2, 2012 at 10:00 a.m. The attendance sheets are attached for your reference.
2. Administrative.
  - a. The bid receipt date is March 7, 2012 at 2:30 p.m. and the opening date is March 8, 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. This project has not been pre-qualified.
  - c. Please review Section III, 3.1 for the required forms for bid submission.
  - d. Questions must be addressed to Kristina Jones in writing via email at [kristina.jones@richmondgov.com](mailto:kristina.jones@richmondgov.com). The cut off date for receipt of questions is February 16, 2012 at 5:00 p.m. Technical questions will be answered in writing by formal addendum.
  - e. MBE Participation is required on this project. The Office of Minority Business Develop has determined that a MBE Participation Goal of 10% is attainable. Any questions concerning MBE Participation may be addressed directly to Kevin Lucas at [Kevin.lucas@richmondgov.com](mailto:Kevin.lucas@richmondgov.com).
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  
IFB K12097-1  
Richmond Public Library Main Branch Elevator and Fire Alarm Upgrades  
February 2, 2012**

**SIGN IN SHEET**

NAME Kristina Jones, Procurement Services, City of Richmond

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