



# City of Richmond Procurement Services Pre-bid Meeting Agenda

O&M of a Compressed Natural Gas Facility  
IFB T170018406

1. A non-mandatory pre-bid meeting was held on July 26, 2017 at 1:00 p.m. Attendees are listed on the attached sheet. Following introductions, the following items were discussed:
2. Administrative.
  - a. The bid receipt date is August 3, 2017 at 11:00 a.m. and opened at 11:00 a.m. The opening is public and contractors are encouraged to attend.
  - b. Review Bid Book, pricing form and scenario.
  - c. Questions must be addressed to Theresa Harris via email at [theresa.harris@richmondgov.com](mailto:theresa.harris@richmondgov.com). The cut off date for receipt of questions is Friday, July 28, 2017 by 10:00 a.m. Technical questions will be answered in writing by formal addendum.
  - d. Contract Award shall be made to the responsive, responsible bidder who submits the lowest response to the award scenarios
3. Attendees were asked to provide a single point of contact.
4. Discussions occurred during which questions were raised. Generally speaking questions were received on the inventory, drug testing policy, upgrades and non-compliant equipment. The attendees were requested to put all questions in writing in order for the City to provide a formal response.
5. Minutes of the meeting will be posted. Any discrepancies must be submitted to the author within five days of receipt. Nothing discussed during this meeting is intended to change the meaning of the bid documents unless, and until, specifically amended by a formal, written addendum.

# Attendance Sheet

IFB T170018406  
O&M Hopkins Road CNG Fueling Station  
July 26, 2017

## SIGN IN SHEET

NAME Theresa Harris COMPANY NAME City of Richmond, Procurement

TELEPHONE NO. 804-646-5040 E-MAIL theresa.harris@richmondgov.com

NAME Gary Parker COMPANY NAME Clean Energy

TELEPHONE NO. 757-355-0223 E-MAIL gary.parker@cleanenergyfuels.com

NAME Mike Cecele COMPANY NAME Clean Energy

TELEPHONE NO. 917 583-4087 E-MAIL mcecele@cleanenergyfuels.com

NAME Cody Wrightson \*Daniel Albert COMPANY NAME Jones & Frank

TELEPHONE NO. 757-853-3500 E-MAIL CWrightson@jones-frank.com  
DAlbert@jones-frank.com

NAME Michael Viator COMPANY NAME Trillium eng

TELEPHONE NO. 405-227-0271 E-MAIL Michael.Viator@trilliumeng.com

NAME Bob Vint COMPANY NAME Trillium CNG

TELEPHONE NO. 202-603-3488 E-MAIL robent.vint@trilliumeng.com

NAME Tim Reed COMPANY NAME Trillium CNG

TELEPHONE NO. 405-206-3103 E-MAIL Timothy.reed@trilliumeng.com

NAME Mark Delach COMPANY NAME Trillium CNG

TELEPHONE NO. 804-633-3010 E-MAIL M.DELACH@trilliumeng.com

NAME RANSFORD Ellis COMPANY NAME Public Utility

TELEPHONE NO. 804-646-8530 E-MAIL RANSFORD.Ellis@Richmondgov.com

NAME Jennifer de Tapia COMPANY NAME Trillium CNG

TELEPHONE NO. 801-243-2240 E-MAIL jdetaapia@trilliumeng.com