



City of Richmond Procurement Services Pre-bid Meeting Minutes

DATE: June 2, 2017
TO: All Potential Bidders
FROM: Theresa Harris
Department of Procurement Services
SUBJECT: Pre-Bid Meeting, IFB T170021318, JDC Fire Alarm Replacement

1. A non-mandatory pre-bid meeting was held on May 31, 2017 at 2:30 p.m. The Sign-In Sheet is attached for reference.
2. Administrative.
 - a. The bid receipt date June 13, 2017 at 2:30 p.m. and the opening date is June 14, 2017 at 2:30 p.m. Bids will be opened at City Hall on Broad Street. The opening is public and contractors are encouraged to attend. **Caution: Procurement Services will be under renovations, but signage will be posted for bid receipt and opening.**
 - b. Review Part 2, Section 3.1 of the Project Book for the required forms for bid submission.
 - c. Review Part 3, Special Conditions of the Contract.
 - d. Questions must be addressed to Theresa Harris via email at theresa.harris@richmondgov.com. The cut off date for receipt of questions is June 6, 2017 at 3:00 p.m. Technical questions changing the terms and conditions of the work will be answered in writing by formal addendum. Bidders should not rely on verbal directions or clarifications.
 - e. Contract Award shall be made to the responsive, responsible bidder who submits the lowest lump sum bid.
 - f. A MBE/ESB Participation Goal of 0% has been assigned to this project. However, the City encourages minority participation if available.
 - g. Security requirements were discussed: Must clean the area of all tools, material and debris on a daily basis; badging is required; movement will be monitored.
 - 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
JDC FIRE ALARM REPLACEMENT
IFB T170021318
May 31, 2017

SIGN IN SHEET

NAME Theresa Harris, Procurement Services, City of Richmond
ADDRESS: 900 E. Broad Street CITY, STATE & ZIP CODE: Richmond, VA 23219
Telephone No: (804) 646-5040 FAX No: (804) 646-5989
E-Mail Address: your.email@richmondgov.com

NAME Scott McGehee COMPANY NAME Wes Workman Fire
ADDRESS 8420 Mendon br. dge Rd^{ST I} CITY, STATE & ZIP CODE Mechanicville, VA 23116
TELEPHONE NO. 804-730-5701 FAX NO. 804-730-5304
E-MAIL Smcgehee@wwfire.com
ww fire.

NAME SAM METCALFE COMPANY NAME LSSI
ADDRESS 7400 Beaumont Springs Dr CITY, STATE & ZIP CODE Richmond, VA
TELEPHONE NO. 703-887-2558 FAX NO. _____
E-MAIL smetcalfe@TLGLSS.COM

NAME Ron Dominguez COMPANY NAME Eagle Fire
ADDRESS 7459 White Pine Rd CITY, STATE & ZIP CODE Richmond, VA 23237
TELEPHONE NO. 804-743-2500 FAX NO. _____
E-MAIL ron.dominguez@eaglefire.com

NAME Dustin Shifflett COMPANY NAME EAGLE FIRE
ADDRESS 7459 Whitepine Road CITY, STATE & ZIP CODE Richmond VA 23237
TELEPHONE NO. 804-339-7606 FAX NO. 804-743-2504
E-MAIL Dustin.Shifflett@eaglefire.com

NAME Rob Ivby COMPANY NAME City of Richmond
ADDRESS 900 E. Broad Street CITY, STATE & ZIP CODE Richmond, Va. 23219
TELEPHONE NO. (804) 646-6613 FAX NO. (804) 646-~~66~~4902
E-MAIL William.ivby@richmondgov.com

NAME JASON DEVINE COMPANY NAME DEWBERRY
ADDRESS 4803 LAKE BROOK DR CITY, STATE & ZIP CODE GLEN ALLEN VA
TELEPHONE NO. 804-205-3344 FAX NO. _____
E-MAIL JDEVINE @ DEWBERRY.COM

NAME _____ COMPANY NAME _____
ADDRESS _____ CITY, STATE & ZIP CODE _____
TELEPHONE NO. _____ FAX NO. _____
E-MAIL _____

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