



Prosthetics Lab Dust Collector System
Pre-Bid Agenda

Date: March 13, 2014

Time: 9:00 a.m.

1. Sign-in sheet
 - Only the companies that have signed-in will be eligible to turn in a bid.
2. Introductions
3. Drawings & specifications available on the JJC website
<http://www.jjc.edu/info/purchasing>
Current solicitations
4. Project description and basic scope of work.
5. Project Labor Agreements
 - Awarded contractor will be required to sign the PLA's
 - Prevailing wage project, certified payroll must be submitted
 - Awarded contractor must attend a pre-job conference with the trades prior to starting work.
6. List base bid only on the bid form
 - Do not list any exceptions or clarifications on the bid form. Doing so may result in a disqualified bid.
 - Any clarifications needed for bidding should be directed in a question and addressed by addendum.
7. Bid bond requirement = 10%
8. Bidding information:
 - Bid due date: March 25, 2014
 - Bid due time: 9:00 a.m.
 - Bid due location: Office of Facility Services L-Building Room# L1005
Bids will be opened publicly in the Facility Services Conference Room.

9. Addendum information:
 - Questions for addendum due by **End of day on Tuesday March 18, 2014**
 - Email all questions to purchasing@jjc.edu DO NOT CALL THE JJC CONSTRUCTION MANAGER DIRECTLY.
 - JJC will not be responsible for addressing questions after the above addendum due date.
 - Addendum will be issued before the end of the business day on **Wednesday, March 19, 2014**
 - Acknowledge addendum(s) in the bid documents. Failure to do so is open for the potential of a disqualified bid.

10. Post-bid evaluation:
 - The JJC CM will contact the lowest bidder to evaluate their bid and perform a scope review. Should the JJC CM and/or the engineer feel they do not have the complete scope covered with their bid; the next lowest bidder will be contacted.
 - Lowest qualified bidder will be recommended for JJC Board approval at the **April 15, 2014** board meeting. Upon JJC Board approval, contractor will be notified of contract award and will have 10 working days to submit the required performance bond and insurance requirements.

11. Preconstruction Conference Checklist:
 - The bid documents contain a copy of the Preconstruction Conference Checklist. This document is to be reviewed by all bidders so that any costs associated with this document are included in contractors base bid (i.e. meeting time, creating a schedule, proper supervision, etc.).
 - This checklist does not have to be signed and turned in with the bid. It will be the document used in the preconstruction meeting with the lowest bidder, and will be required to be signed at that time.

12. Project Schedule:
 - April 15 - BOT Approval
 - April 30 – Attend Prejob with trades
 - April 30 – Preconstruction with JJC
 - April 23 - Procurement
 - May 19 – Project Start
 - June 30– Project Complete

13. Contractor evaluation:
 - Upon completion of the project JJC and/or the engineer will fill out a contractor evaluation form. The contractor must have a satisfactory report to stay in good standing with the college. A poor evaluation may result in the contractor not being recommended for award on future projects where they are low bidder.

14. Synopsis of Bid Form

- Sign and turn-in required Certificate of Contract/Bidder with bid
- Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act
- Bid Form
 - Part 1 – Offer
 - Part 2 – Acceptance
 - Part 3 – Contract Time
 - Part 4 – Contractor’s Fees For Changes
 - Part 5 – Addenda (must acknowledge ALL addendums)
 - Part 6 – Subcontractors
 - Part 7 – Related Work Experience
 - Part 8 - Bid Form Addition (Apprenticeship & Training)
 - Part 9 – Contractor Evaluation
 - Part 10 – Bid Form Signature (by an authorized officer of the company)

15. Site/Job walk-thru (if required.)

- No other bidders may join the pre-bid meeting at this time.