

PRE-BID MEETING

Project Name	Security Cameras Phase V					
Project #	B14001					
Pre-bid date	12/13/2013					
Bid Due Date/Time	January 6, 2014 @ 9:00AM					
Company Name	Company Address	Company Contact Name	Signature of Attendee	E-mail (please print legibly)	Phone	Fax
Joliet Junior College	1215 Houbolt Road Joliet, IL 60431	Patti Larranaga Purchasing Manager		<u>purchasing@jic.edu</u>	815-280-6678	815-280-6631
Joliet Junior College	1215 Houbolt Road Joliet, IL 60431	Roxanne Venegas Purchasing Coordinator		<u>purchasing@jic.edu</u>	815-280-6643	815-280-6631
Joliet Junior College	1215 Houbolt Road Joliet, IL 60431	Rick Lyman Mngr. Construction & Planning		<u>rlyman@jic.edu</u>	815-280-2212	815-280-6673
Joliet Junior College	1215 Houbolt Road Joliet, IL 60431	Tony Chobot Construction Project Coordinato		<u>tchobot@jic.edu</u>	815-280-2577	815-280-6673
Joliet Junior College	1215 Houbolt Road Joliet, IL 60431	Amanda Jensen Project Assistant		<u>ajensen@jic.edu</u>	815-280-2651	815-280-6673
Joliet Junior College	1215 Houbolt Road Joliet, IL 60431	JANICE REEDS SIRENA H BAS V Project Analyst	<i>J Reed</i>	SJC-ED <i>jreedes</i>	815-280-6640	
JJC		Daniel Lantz Project Analyst	<i>D Lantz</i>	<u>dlantz@jic.edu</u>	815-280-2675	
HOH		Lou HRUZA	<i>L. Hruza</i>	<u>L.HRUZA@HOGROUP.COM</u>	312-424-3674	
GRIFFON SYSTEM		ANGELS TALLANIN	<i>Angels Tallanin</i>	<u>ANGELS@GRIFFON-SYS.COM</u>	6306070348	
Applied Com	345 W. Irving PK Rd Roselle IL	Keith Svitarek	<i>Keith Svitarek</i>	<u>KeithS@getacq.com</u>	630 439 6874	
Advanced Wiring Solutions	4838 W. 129th St Alsip, IL 60503	Chris Beissmann	<i>Chris Beissmann</i>	<u>Cbeissmann@advancedwiring.com</u>	708-385-0916	708-385-1470
BLOCK ELECTRIC	203-C EARL RD SHOREWOOD 60404	JIM MCCORMICK	<i>Jim McCormick</i>	<u>JMCCORMICK@BLOCKELECTRIC.COM</u>	815-955-3631	815 744 6070

Pre-bid sign in sheet will be posted to JJC website at the following link: www.jic.edu/info/purchasing



Security Cameras Phase V
Pre-Bid Agenda

Date: December 13, 2013

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: January 6, 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 Wednesday December 18, 2013**
 - 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 **Thursday, December 19, 2013**
 - 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 **February 4, 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:
- February 4 - BOT Approval
 - February 19 – Attend Prejob with trades
 - February 19 – Preconstruction with JJC
 - February 24 – Project Start
 - April 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

-Page 77 Sign and turn-in required Certificate of Contract/Bidder with bid

-Page 78 Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act

-Page 79 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.