



Multipurpose Facility: Bid Release 1
M-02A: Excavation, Grading, Site Utilities
M-03A: Concrete Work

Pre-Bid Agenda

Date: June 11, 2015
Time: 9:00 a.m.

1. Please turn off cell phones or adjust to vibrate. Take any calls or text messaging outside of the prebid meeting.
2. Sign-in sheet
 - Only the companies that have signed-in will be eligible to turn in a bid.
 - Check appropriate bid package box (M-02A and/or M-03A) that you are bidding on. Check both boxes if bidding on both packages.
 - Sign-in sheet will be posted to the JJC website by the end of the day.
3. Delivery Method:
Construction Manager = Joliet Junior College
Multiple primes under contract with JJC.
4. Introductions of JJC construction management and A/E design team
5. Drawings & specifications available on the JJC website
<http://www.jjc.edu/business-auxiliary/purchasing/>
Current solicitations
6. Project description and basic scope of work.
7. Project Labor Agreements
 - Awarded contractor will be required to sign the PLA
 - Bid Package M-02A PLA starts on page 173, signature page is 186
 - Bid Package M-03A PLA starts on page 172, signature page is 185
 - Prevailing wage project, certified payroll must be submitted
 - Awarded contractor must attend a pre-job conference with the trades prior to starting work.

8. List bid on the provided bid form(s) only
 - 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.
9. Bid bond or certified cashier's check requirement = 10%
 - Awarded contractors will be required to submit a 110% performance and payment bond.
10. Bidding information:
 - Bid due date: June 30, 2015
 - Bid due time: 2:00 p.m. (bids not accepted after 2:00)
 - **Bid due location: Purchasing Department Room# A-3103** (3rd floor of Campus Center)
Bids will be opened publicly in the Technical Building #T1000. **Do not turn your bid in at room T1000, it will not be accepted.**
 - Submit bid in a sealed envelope clearly labeled with company information and appropriate bid package. If submitting a bid on both packages, separate envelopes must be submitted for each bid package.
11. Addendum information:
 - Questions for addendum due by **End of day on Friday, June 19, 2015**
 - 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 **Tuesday, June 23, 2015**
 - Acknowledge addendum(s) in the bid documents. Failure to do so is open for the potential of a disqualified bid.
12. 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 **August 11, 2015** 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.
13. Project Schedule:
 - July 28 – B & G Approval
 - August 11 - BOT Approval
 - August 12 – Preconstruction with JJC
 - August 12 – Attend mandatory Prejob with trades
 - August 24 – Mobilization
 - June 2017 – Project Complete/Closed Out

14. 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.

15. Synopsis of Bid Form for Bid Release M-02A (the following must be turned in)

- Page 19 – 21 Fill out unit pricing and alternate bids A1, A2 & A3. Fill out cost and quantity breakdown.

Only Total Bid on page 21 and Alternates on page 19 will be read aloud at bid opening. Failure to fill out unit prices will result in a disqualified bid.

-Page 203 Sign and turn-in required Certificate of Contract/Bidder with bid

-Page 204 Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act

-Page 205 Bid Form

- Part 1 – Offer (refers back to pages 19-21)
- 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)

16. Synopsis of Bid Form for Bid Release M-03A (the following must be turned in)

- Page 18 – 21 Fill out unit pricing and alternate bids A1, A2 & A3. Fill out cost and quantity breakdown.

Only Total Bid on page 20 and Alternates on page 19 will be read aloud at bid opening. Failure to fill out unit prices will result in a disqualified bid.

-Page 202 Sign and turn-in required Certificate of Contract/Bidder with bid

-Page 203 Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act

-Page 204 Bid Form

- Part 1 – Offer (refers back to pages 18-21)
- 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)

17. Questions:

18. Nothing verbally stated in this prebid meeting will change the project documents unless an addendum is issued. Any questions asked during this prebid meeting must be submitted in writing by the addendum deadline to become official. In the event of any conflicts between today's meeting and the Bid Documents, the Bid Documents will govern. This prebid agenda document does form part of the Bid Documents.

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

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