

Video Management System Software
Pre-Bid Agenda

Date: June 8, 2021

Time: 10:00 a.m.

1. Sign-in
 - Please enter your company name and an email address in the chat to sign-in.
2. Introductions of JJC Team Members
3. Bid documents, specifications, and a pricing matrix are available through the ESM sourcing tool and on the JJC website at <http://www.jjc.edu/community/vendors/current-solicitations>.
4. Basic description of scope and pricing sheet instructions.
5. Bidding Schedule:
 - Posted: May 28, 2021
 - Pre-Bid Meeting: June 8, 2021 at 10:00 am
 - Bid due date: June 29, 2021 at 10:00 am
 - Virtual Opening: Bids will be submitted electronically, read virtually via Microsoft Teams and posted to website.
6. Addendum information:
 - Questions for addendum due by **Noon on June 14, 2021**. DO NOT CONTACT JJC STAFF DIRECTLY.
 - Submit all questions through the ESM electronic bidding tool.
 - JJC will not be responsible for addressing questions after the above addendum due date.
 - Addendum will be issued on or before **June 18, 2021**.
 - Please include the acknowledgement page from the addendum with your bid. Failure to do so is open for the potential of a disqualified bid.
7. Post-bid evaluation:
 - The Joliet Junior College Purchasing Department will perform an evaluation of the bids received after the public bid opening.
 - Lowest qualified bidder will be recommended for JJC Board approval at the August meeting.
8. Synopsis of Bid Document/Forms
 - Page 1: Bid opening link, ESM Registration links, pre-bid meeting link
 - Pages 2-9: Joliet Junior College bidding requirements, terms and conditions
 - Page 10: Certification of Contract Bidder *must be included with your bid*
 - Page 11-35: Detailed Specifications
9. Questions