

## Pre-Bid Agenda – Carpet U-Building Concourse

**Time/Date: 10 a.m. October 13th, 2020**

1. Introductions
2. Due to current social distancing requirements, this is a non-mandatory prebid meeting held via Microsoft Team. It is not a requirement for bidding that contractors be present for this prebid. However, non-attending bidders must follow the requirements in this prebid agenda.
3. Drawings & specifications available on the JJC website  
<http://www.jjc.edu/community/vendors/current-solicitations>
4. Project description and basic scope of work –
  - Review specifications, scope of work and requirements for materials on page 12 and 13 in the bid documents
5. Site walk-thru

There will be a non-mandatory walk-thru of the corridors on **Friday, October 16, 2020**. However, even though the walk-thru is not mandatory, the contractor will be responsible for all visible conditions in the corridors. No extra monies will be given for not accounting for project conditions that could be accounted for in a site visit. This walk through will require social distancing. Contractors will enter through U building on the east side of campus, temperature will be taken and masks must be worn. No access will be granted without a mask, JJC will not provide masks.

  - **The walk-thru will start promptly at 8:00 a.m. Any company that shows up after 8 a.m. will not be allowed to attend the walk-thru.**
  - **To attend the site walk-thru on October 16, you must submit your intent to attend by emailing purchasing at [Purchasing@JJC.edu](mailto:Purchasing@JJC.edu) by **October 12<sup>th</sup>**. Contractors that do not submit their intent to attend the walk-thru will not be granted access.**
6. Project Labor Agreements
  - Awarded contractor will be required to sign the PLA's
  - Certified payroll must be submitted
7. 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.
8. Bid bond requirement = 10%  
Performance and Payment bond requirement = 110%
9. Bidding information:

- Respond with intent to attend site walk-thru: **October 12, 2020**
- Site Walk-thru: **October 16, 2020**  
Time of walk-thru: 8:00 a.m.
- Bid due date: **October 22<sup>nd</sup>, 2020**
- 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.

10. Addendum information:

- Questions for addendum due by **End of day on Monday, October 19th**. DO NOT CONTACT JJC CONSTRUCTION MANAGER DIRECTLY.
- Email all questions to [purchasing@jjc.edu](mailto:purchasing@jjc.edu)
- 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, October 20th**.
- Acknowledge addendum(s) in the bid documents. Failure to do so is open for the potential of a disqualified bid.

11. 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 **November 2020** 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.

12. Preconstruction Conference Checklist:

- The bid documents contain a copy of the Preconstruction Conference Checklist. This 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.

**13. Project Schedule (2020):**

- |                                   |  |
|-----------------------------------|--|
| - November 11/18 - B & G Approval | - December 14 – Construction start     |
| - November 11/18 - BOT Approval   | - December 31 – Substantial completion |
| - November 19/20 – Issue Contract | - January 8 – Punch List Complete      |

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. Construction Contract:

- Sample contract included within bid documents.

## 16. Synopsis of Bid Form

- Sign and turn-in required Certificate of Contract/Bidder with bid – **PAGE 15**
- Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act – **PAGE 16**
- Bid Form – **Page 17**

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)