

Food Supplies
Pre-Bid Agenda

Date: March 22, 2021

Time: 2:00 p.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
 - Culinary Arts
 - Food Services
 - Business & Auxiliary Services
3. Bid documents, specifications, and pricing sheets 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: March 12, 2021
 - Pre-Bid Meeting: March 22, 2021 at 2:00 pm
 - Bid due date: April 12, 2021 at 2:00 pm
 - Virtual Opening: Bids will be submitted electronically and the names of companies that have submitted bids will be read via Microsoft Teams, and posted to website.
6. Addendum information:
 - Questions for addendum due by **End of day on April 1, 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 **April 5, 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.
 - The college reserves the right to request samples of substitute products offered.
 - Lowest qualified bidder will be recommended for JJC Board approval at the May meeting.
8. Synopsis of Bid Document/Forms
 - Page 1: Bid opening link, ESM Registration links, pre-bid meeting link
 - Pages 2-7: Joliet Junior College bidding requirements, terms and conditions
 - Page 8: Certification of Contract Bidder ***must be included with your bid***

- Page 9: Certificate of Compliance with the Drug-Free Workplace Act ***must be included with your bid***
- Page 10-26: Detailed Specifications
 - ***must include pages 18-20 and 24-26 with your bid***
 - ***must include pricing spreadsheet in excel format (unlocked) with your bid***
 - ***must include additional information requested with your bid***

9. Questions