



## Pre-Bid Agenda – Respiratory Therapy Build-out

**Time/Date: 9:00 a.m. December 10th, 2020**

1. Introductions of JJC and A/E members
2. This is a mandatory prebid meeting via MS Teams. Attendance will be taken and documented. Anyone coming in late to the meeting is responsible for notifying JJC of their attendance prior to the end of the prebid meeting.
3. Drawings & specifications available on the JJC website  
<http://www.jjc.edu/community/vendors/current-solicitations>
4. Project description and basic scope of work – Eckenhoff Saunders (Architect)  
- Additional Scope - Refer to JJC Respiratory Therapy Scope of Work document

5. Site walk-thru

There will be a non-mandatory walk-thru of the shell space in U bldg. (Health Professions) on Monday, December 14, 2020. However, even though the walk-thru is not mandatory, the contractor will be responsible for all visible conditions in the space. 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 northeast 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.

- **There will be a site walk-thru on December 14**

**8:00 a.m. for companies with names beginning with A thru H**

**9:00 a.m. for companies with names beginning with I thru P**

**10:00 a.m. for companies with names beginning with Q thru Z**

- **To attend the site walk-thru on December 14, you must submit your intent to attend by emailing purchasing at [Purchasing@JJC.edu](mailto:Purchasing@JJC.edu) December 11.**

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: December 11, 2020

- Site Walk-thru: December 14, 2020 at 8:00a.m. (A thru H), 9:00a.m. (I thru P), 10:00a.m. (Q thru Z)
- Bid due date: January 19, 2021
- Bid due time: 9:00 a.m.
- Bid due location: Bids turned in electronically and will be read via Microsoft Teams, and posted to website.

10. Addendum information:

- **Questions for addendum due by End of day on Wednesday, December 30th 2020.** 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 Friday, January 8th, 2021.**
- Acknowledge addendum(s) in the bid documents. Failure to do so is open for the potential of a disqualified bid.

11. Post-bid evaluation:

- **Post bid evaluation will be performed via MS Teams at 9:00a.m. on January 20 2021. Low bidder MUST be available at this time to discuss their bid, no alternate date/time will be provided.**
- 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 2021** 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 (2021):**

- |   |   |
|---|---|
| - February 9-18 - B & G Approval        | - March 29 (or sooner) – Construction start |
| - February 9-18 - BOT Approval          | - July 22 – Substantial completion          |
| - February 10-18 – Issue Contract       | - August 3 – Occupancy                      |
| - February 17 – Begin Submittal Process | - August 13 – Punchlist 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
- Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act
- 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)

17. Attendance documentation for any late comers. This is the final opportunity to notify JJC of your attendance to this mandatory prebid meeting.