

## Pre-Bid Agenda - HVAC Lab Update

**Time/Date: 10:00 AM Thursday, April 21, 2022**

1. Pre-bid meeting is not required to submit a bid
2. Introductions
3. Drawings & specifications available on the JJC website  
<http://www.jjc.edu/community/vendors/current-solicitations>
4. Project description and basic scope of work
  - *Stromsland, De Young & Prybys*

5. Site walk-thru

There will be a **non-mandatory** walk-thru of the project site, which will start in G bldg. at **3:30 PM Monday, April 25**. However, even though the walk-thru is not mandatory, the contractor will be responsible for all visible conditions in the spaces. 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 G building on the southwest side of campus, and masks must be worn. No access will be granted without a mask, JJC will not provide masks.

To attend the site walk-thru at **3:30 PM Monday, April 25**, you must submit your intent to attend by **4:00 PM Friday, April 22** by emailing purchasing at [Purchasing@jjc.edu](mailto:Purchasing@jjc.edu).

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:

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- Bid due time & date: **10:00 AM Thursday, April 28, 2022<sup>th</sup>**
- Bid due location: Submitted electronically via ESM Solutions ([see bid doc for links](#))
- Bid opening: Bids will be opened publicly via MS Teams and posted to website

10. Addendum information:

- Questions for addendum due by **4:00 PM Tuesday, April 26** DO NOT CONTACT JJC CONSTRUCTION MANAGER DIRECTLY.
- **Submit questions through ESM Solutions [Events > Q&A](#)**
- 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 **Wednesday, April 27**.
- 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 **May** 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:

- May 11 – B & G Approval
- May 11 – BOT Approval
- May 12 – Issue Contract
- May 23 – Demo/construction start
- November 18 – Substantial completion
- November 25 – 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.

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15. Construction Contract:

- Sample contract included within bid documents.

16. Synopsis of Bid Form

- Business Enterprise Program (BEP) Participation and Utilization Plan – **PAGE 146**
- Sign and turn-in required Certificate of Contract/Bidder with bid – **PAGE 152**
- Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act – **PAGE 153**
- Bid Form – **Page 154**

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. Date Recap

- Walkthrough RSVP 4/22/2022 4:00 PM
- Walkthrough 4/25/2022 3:30 PM
- Questions Due 4/26/2022 4:00 PM via ESM Solutions
- Addendum Issued 4/27/2022 end of day
- Bids due 4/28/2022 10:00 AM via ESM Solutions

18. Questions from Suppliers