

Pre-Bid Agenda - Black Box Theatre AHU & Pipe Insulation

Time/Date: 8:00 AM Friday, September 5, 2025

Location: Main Campus, L Building, Room #1005

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
 - *Kluber*
5. Site walk-thru
 - There will be a **non-mandatory** walk-thru of the project site immediately following this pre-bid meeting. No RSVP is required to attend.
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:
 - Bid due time & date: **9:00 AM Thursday, September 18, 2025**
 - Bid format: 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 **end of day on Monday, September 8** DO NOT CONTACT JJC CONSTRUCTION MANAGER DIRECTLY.
 - Questions should be submitted through ESM Solutions ([see bid doc for links](#))

Pre-bid Conference

Revision-D January 24, 2020

- 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, September 10**.
- 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 **October** 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:

- October 15 – Buildings & Grounds Approval
- October 15 – BOT Approval
- October 16 – Issue Contract
- December 15 – Construction start – Mech room only
- January 9 – Construction complete – Mech room only
- May 18 – Construction start – AHUs, duct work & piping
- August 7 – Construction complete – AHUs, duct work & piping
- August 14 – 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 88**
- Sign and turn-in Certificate of Compliance w/ Illinois Drug Free Workplace Act – **PAGE 89**
- Bid Form – **PAGE 90**

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 Immediately following pre-bid meeting
- Questions Due 9/8/2025 end of day
- Addendum Issued 9/10/2025 end of day
- Bids due 9/18/2025 9:00AM electronically via ESM Solutions
- It is recommended to submit your bid as soon as possible to avoid issues with ESM. If any problems arise, contact ESM Solutions Customer Support at (877) 969-7246, Option 3. JJC will not be responsible for last-minute submission issues.

18. Questions from Suppliers