

Pre-Bid Conference

Date: 7/22/2019

Training and Education Center

11:00 AM

Roof Replacement

Project: 2023 IFB 2019-1473

Team Members AC Transit – Umiika Wright, Michael Silk, Stephen Stanley, Phillip Halley, Brooklyn Moore-Green
Invited: All Potential Bidders

Agenda

1. Introductions (Umiika Wright)

2. AC Transit Procurement (Umiika Wright)

- Commercial items

- i. Sole contact for any questions. Extra copies available
- ii. Questions will be taken until 4PM today **July 22, 2019**
 1. Email written questions to: **Umiika Wright**
 2. Request for Substitutions – Also due by **July 22, 2019**
 3. Responses will be posted by addendum on the AC Transit website by **Tuesday, July 23rd**
 4. Bids will be Received until **July, 26 at 1:00pm.**
- iii. Complete Bid Includes (all forms included in IFB Package):
Bid Forms
- iv. Please register as a vendor at
<http://www.actransit.org/purchasing/acpronet/?page=register>

1. Bid Letter (including acknowledgement of receipt of Addenda)



- Equal Opportunity Certification
 - Disqualification Questionnaire
 - Acknowledgement of Insurance Requirements
 - Certification Regarding Debarment, Suspension, and Other Ineligibility Voluntary Exclusion Matters
 - Non-Collusion Certification
2. Bidder's Statement of Qualifications and Business References
 3. **List of All Subcontractors**
 4. **Prime Contractor & Subcontractor/Supplier Report (for SBE purposes)**
 5. Bidder's Guaranty: Bidder's Bond - **5%**
 6. Buy America Certification/Buy American
 7. Lobbying Certification for Contracts Grants, Loans and Cooperative Agreements
 8. Disclosure of Lobbying Activities (SF-LLL)
 9. **Bid Form (Stipulated Sum)- include base bid and allowance items**
 10. Contract Offer and Acceptance Form (Review)
 11. Performance Bond or LoC
 12. Payment Bond

- 13. Federal Clauses (*Pending Notifications)
- 14. **Don't forget to sign all forms!!!*
- 15. Addenda + Amendments

3. Contract Compliance (Brooklyn Moore-Green/Phillip Halley)

- i. <http://www.actransit.org/purchasing/dbe-slbe/>



- ii. California Public Works Requirements
- iii. DIR Registration
- iv. Subcontract
- v. Certified Payroll Requirements
- vi. SBE Requirements
- vii. Apprenticeship requirements

4. Project Overview (Stephen Stanley)

- i. General Overview of Project Scope
- ii. Schedule and Time Frame for Completion - NTP
- iii. Status of Permits

5. Other Issues (Stephen Stanley)

- i. Schedule
- ii. Security
- iii. Site and Project Safety

6. Conduct Site Walk (Group)