



**Welcome to the Pre-Bid Meeting
for BID# MWJ-TR2404 – Biology Labs Build-Out
for Truman College
September 1, 2023**

Facilitator:

Marietta Williams-Johnson, Senior Contract Administrator

Email: procurementservices@ccc.edu

Communications:

All communications regarding this bid are to be directed to Marietta Williams-Johnson via email, procurementservices@ccc.edu. Please reference the Bid number, MWJ-TR2404, in the subject line.

(The dates in this document has been revised to reflect the revised dates in Addendum No. 2)

Call Agenda

- A. BID Timeline**
- B. Intent and Scope Overview (User Department)**
- C. Bidding Requirements**
- D. MWBE Plan Participation Overview (Procurement Services)**
- E. Closing – Questions and/or Comments**



Bid Timeline– Important Dates to Note

Final Questions Deadline: Wednesday, September 6, 2023, no later than 2pm.

Please email final questions to procurementservices@ccc.edu. Please do not email or contact the user department, or any other individuals department directly regarding this Bid.

Responses to Questions via an Addendum to be issued: Monday, September 11, 2023

Questions and/or changes to the bid document will be provided via an Addendum. Please be sure to check our website <https://www.ccc.edu/departments/Pages/Procurement.aspx> for any updates. Although we try to send this information via email to the Prospective Bidders, **it is your responsibility to check the website for any Addendums.**

Letters of Intent to Bid/Attachment A due: Friday, September 15, 2023, by 12pm

Please complete the form and email it to procurementservices@ccc.edu.

Bids Due: Friday, September 22, 2023, no later than 12pm (CDT)

NO EXCEPTIONS! Any responses received late will be deemed as non-responsive.

Virtual Bid Opening Date: Friday, September 22, 2023, at 12:15p.m

The Zoom Meeting ID and Passcode are:

Meeting ID: 890 2311 0008 Passcode: 411660

Intent and Scope of Services Overview

Office of Administrative Services

Stakeholder(s) to discuss the scope

Lane Fowlie

Director – Capital Planning & Construction

Office of Administrative Services



Bidding Requirements (Section 00100)

A. Format of Response

One (1) hard copy with original wet signatures Two (2) USBs

We are not accepting electronic submissions. We require wet signatures

No Spiral Bindings or Machine Binding. (3 Ring Binders are acceptable).
Responses must be submitted in a sealed envelope/package.

SEALED BIDS should be sent to the following address:

CITY COLLEGES OF CHICAGO

Dawson Technical Institute

Office of Business and Procurement Services

Attn: Marietta Williams-Johnson

3901 S. State Street, Room 102

Chicago, IL 60609



Bidding Requirements - General Points

1. Please ensure that you as a bidder observe and comply with all laws, ordinances, regulations and codes of the Federal, State and City Governments and the Board of Trustees of Community College 508.
2. Please read through the Vietnam Era Veterans' Readjustment Assistance Act of 1974.
3. Bidders should carefully examine the bid, scope, plans, specs and any other documents connected with this bid.
4. Know that CCC is exempt from sales taxes.
5. Bidders are required to complete the Bid Submittals Forms in Section 00500 and submit any and all other required documents and information.
6. Bidders are required to complete and include in your bid response appropriate M/WBE schedules, provide copies of current certification letters from certifying agencies accepted by CCC and notarize forms where required.
7. If you're unable to submit a bid, please complete in Section 00500 - Bid Submittal Forms in the space provided and return it to us so that the Board may know that you have had an opportunity to bid.

Bidding Requirements - General Points

8. We ask that you hold your bid submission for at least one-hundred twenty (120) days without withdrawing or canceling your bid. This will provide enough time for us, along with leadership, to review bids and make a determination.
9. Bid will be awarded based on the lowest responsive and responsible bidder. Responsive meaning that you are compliant with all aspects of the bid requirements.
10. Please be in compliance with the minimum wage order.
11. Please be sure that you are able to meet the insurance requirements if awarded this bid.
12. Please be sure to complete the following documents and provide required information:
 1. Section 00500 - Bid Submittal Form (5.01 thru 5.04 and AIA Document A305 (latest edition))
 2. Appendix I - M/WBE Schedules (Please notarize where required and provide copies of all MBE/WBE certification letters)
 3. Ethics Orientation for Contractors/Vendors – Acknowledgement Form
 4. IRS W-9 Form
 5. Economic Disclosure Statement (Please notarize where required)

Terms and Conditions Regarding Compliance with the Minority Business Commitment and Women Business Enterprise Commitment – Appendix I



Tiffany Johnson

Contract Compliance Administrator

Questions/Closing Remarks

Final Questions are Due : Wednesday, September 6, 2023, by 2pm via email to procurementservices@ccc.edu

Letter of Intent to Bid-Attachment A Form due: Friday, September 15, 2023, by 12pm via email to procurement_services@ccc.edu

Bids Due: Friday, September 22, 2023, no later than 12:00 p.m. (CDT)

Virtual Bid Opening Date: Friday, September 22, 2023, @ 12:15 p.m. (CDT)

The bid opening will take place via a Zoom meeting. After accessing the Zoom application, instructions for joining the meeting are as follows:

Meeting ID: 890 2311 0008 Passcode: 411660

Pre-Bid Meeting Attendees:

Please make sure to sign the attendance sheet as confirmation of your attendance to this meeting.

Reminder: All communications regarding this bid are to be sent via email, procurementservices@ccc.edu. Please reference the bid number, MWJ-TR2404, in subject line of your emails.

Thanks for Attending!!!