



Agenda

ITB 10-03 Pre-Bid Conference Practice Soccer Field March 16, 2010 / Room LLC-2188

1. Ensure all present have signed-in and provided a business card.
2. Call to Order by Director of Purchasing at 2:00 p.m.
3. Welcome / Introductions / silence cell phones.
4. Overview of technical requirements by Facilities Department Representative and Moduss
 - a. CDs of specifications will be available
5. Overview of the ITB Documents and the solicitation process.
 - a. Submittal forms are available on the dedicated webpage in Word format.
 - b. Submit five (5) complete sets of your Qualifications
 - 1) One (1) marked "Original" on the cover or spine
 - a) Needed for permanent record / Auditor
 - c. Four (4) copies (complete sets)
 - a) Review copies for Purchasing, Facilities, and Moduss
 - d. Insurance:
 - 1) Do **NOT** have your insurer send PSC a Certificate of Insurance at this time.
 - 2) **Only** the firm who is **awarded** the contract needs to provide a Certificate of Insurance.
6. Website will be "*Communications Central*" – all information will be posted at

www.polk.edu/businessandcommunity/purchasing/rfp/Pages/10-03.aspx
7. References:
 - a. Notify references that they **will** be contacted if your company is short-listed.
 - b. Provide **current** EMail.
 - c. The persons you include should be clients who are knowledgeable about the services you performed.
8. Due date is **April 6, 2010**, at 4:00 p.m.
 - a. Late submittals will not be accepted.
 - b. Deliver to the Purchasing Department at the **Winter Haven Campus**.
 - c. Formal receiving will be in the Conference Room (Room WAD-236) immediately thereafter.
9. All future contact shall be only via the Purchasing Director.
10. Q&A
11. Adjourn