




WELCOME TO PSC

Pre-Bid Conference
ITB #10-03
Practice Soccer Field
Lakeland Campus




Agenda




- Call to order
 - Please silence your cell-phone
- Sign in, ensure all have paperwork
- Introductions
- Technical Aspects
- Bid Submittal
- Responsive and Responsible
- Website is “Communication Central”
- References
- Q & A
- Adjourn

TECHNICAL QUESTIONS



Robbie Manikis
PSC Project Engineer


Overview / Intent



- Construct a practice soccer field
- Lakeland Campus
- Furnish all items necessary to accomplish the construction in accordance with the Specs and Terms & Conditions
- Not included:
 - Bleachers

Page 1


Estimated Quantities





- The quantities on page 18 were provided by Moduss Inc.
- These quantities are NOT certified as correct.
- Bidders must calculate their own quantities for the purpose of submitting a Lump-Sum Bid.

Page 17

Estimated Quantities

- You are cautioned to:
 - Visit the site
 - Take your own measurements
 - Perform calculations 
 - Thoroughly review the specifications
 - Determine for yourself an appropriate lump sum to bid

Page 17 - 18

SITE PLAN



OVERVIEW OF ITB DOCUMENTS & THE SOLICITATION PROCESS



Wendy Geltch, C.P.M., CPPD, FCCM, FCPM, FCPA, CPPB, A.P.P.

Compliance with FL Statutes

- The procurement will be made in accordance with:
 - PSC's Purchasing Manual
 - FS 286.011
 - Public Meetings
 - FS 119.07
 - Public Records
 - FS 287.087
 - Drug-Free Workplace



Page 3 + 5

Tentative Schedule

- March 8
 - ITB Issued
- March 16
 - Pre-Bid Conference
- **March 29 – April 2**
 - PSC Closed for Spring Break
- April 6
 - Submittals due
- April 7
 - Purchasing begins Reference Checks



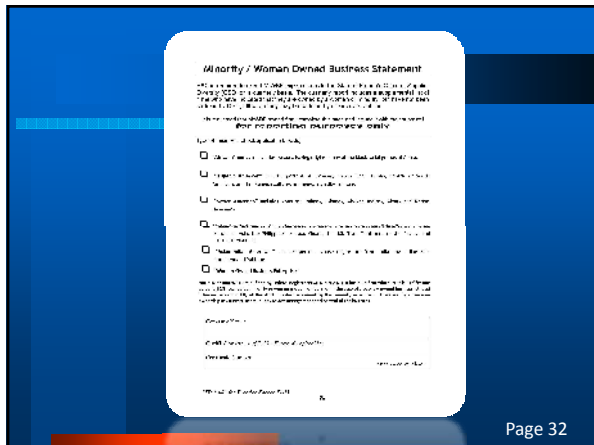
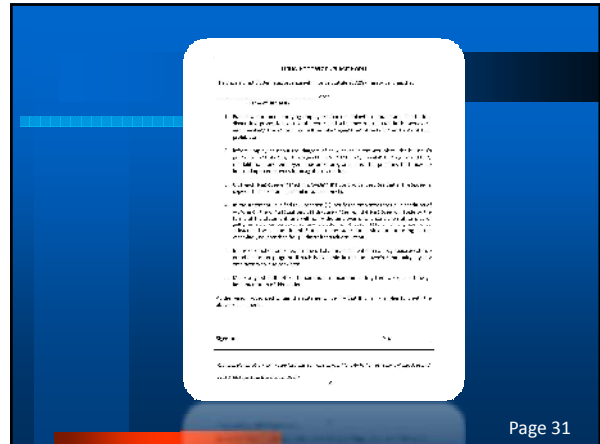
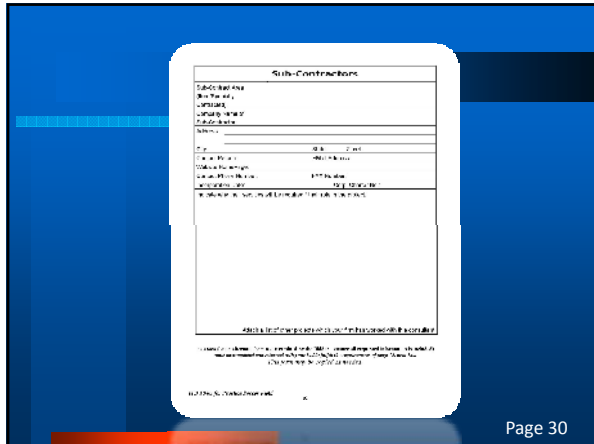
Page 12

Submittal

- Lump Sum Bid
- 5 complete sets
 - 1 original
 - 4 copies
- In sealed envelope/box
- Use Bid submittal form on website to identify the envelope if hand-delivered.




Page 2



DO NOT Include in your Submittal

- A Certificate of Insurance with **PSC** as the "Certificate Holder"
- **Only the awarded Bidder** should submit a Certificate of Insurance
- Why?
 - Because your Insurance Agent will then automatically send PSC another every time you pay your bill!



Contract Page 12

Responsive Bidder

- Has submitted a Bid that fully conforms in all material respects to the ITB and all of its requirements, including all form and substance.
- Examples:
 - Bid Security is included
 - Addendum is acknowledged

Page 2

Responsible Bidder

- Fully capable to meet all of the requirements of the ITB and contract.
- Must possess the full capability, including financial and technical, to perform as contractually required.
- Must be able to fully document the ability to provide good faith performance.
- Ex: Holds a GC or UGC License

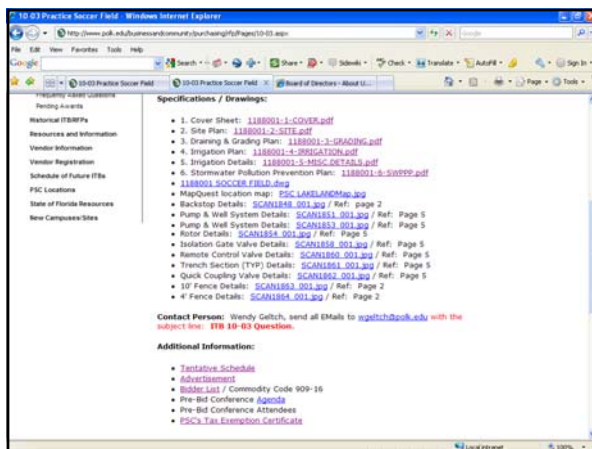
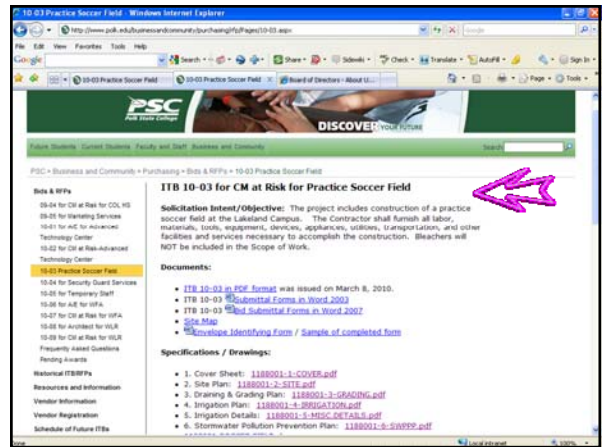
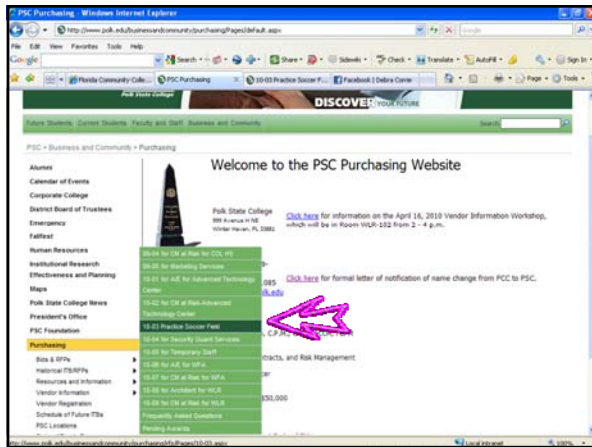
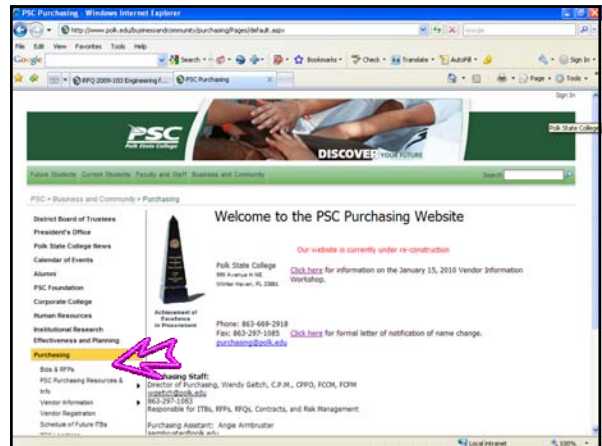
Page 2

Communication

- Website will be the central information point.
- To be posted:
 - List of Bids received
 - Bid Tabulation
 - Recommendation for Award



<http://www.polk.edu/businessandcommunity/purchasing/rfp/Pages/10-03.aspx> ITB Page 8



Delivery of your Bid



Mark outside of Envelope / Box

- If hand-delivering, print the form (MS Word) available on the website onto white letter-size paper.
- Include:
 - Your Company Name
 - Return Address
 - ITB 10-03 for Soccer Field
 - Due: April 6, 2010
- Tape to the outside of the box
 - DO NOT use full-page label



Page 2

Before



After

Enclosed is our response to
ITB 10-03
for
Practice Soccer Field
Submitted by:
Company Name: _____
Address: _____
Due:
April 6, 2010 by 4 p.m.

Enclosed is our response to
ITB 10-03
for
Practice Soccer Field
Submitted by:
Genuine Contractors
Winter Haven, FL
Due:
April 6, 2010 by 4 p.m.

Page 2

Why?

- We need to be able to identify packages that include Bids.
- Otherwise it might be opened prior to the time set for Bid Opening.
- Or might be delivered to the wrong department.

If using a box

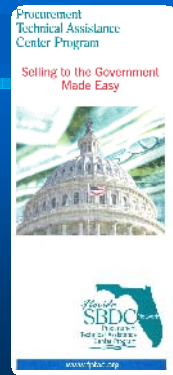
- DO NOT write your info directly on the cardboard box
- Why?
 - We would have to cut out the info and save/file the cardboard as Public Records.
 - Also why you should not use a 8½" x 11" label and stick it to the box.



An Actual Sample of What NOT to do:



INFO FOR SMALL BUSINESSES



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Procurement Specialist
Certified Business Analyst

Small Business Development Center
Orlando Entrepreneur Center
111 E. Swann Street, Suite 100
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UCF



QUESTIONS



THANK YOU FOR ATTENDING



Next Vendor Information Workshop:

April 16, 2010 at 2 p.m.
Room WLR-102