

Agenda

RFQ #10-01 Pre-Submittal Conference

A/E for ATC in Bartow

Nov. 30, 2010 / Room WLR-104

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 aspects by PSC's Director of Facilities, and Project Engineer, Travis Altman.
5. "The RFQ Process"
6. Submittals:
 - a. Use binder with section tabs for your submittal. Company Name on spine.
 - b. Required forms are available on the dedicated webpage.
 - c. Submit ten (10) complete hard-copy sets of your Proposal
 - 1) One (1) marked "Original" on the cover or spine (Post-It may be used), plus
 - 2) Nine (9) hard-copies (complete sets)
 - a) Needed for permanent record, Evaluation Team, Working Copy, Auditor, and Public Records
 - 3) Ten electronic copies
 - 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.
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 **January 5, 2011** 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 acknowledgement will be in the Conference Room (Room WAD-236) immediately thereafter.
9. Website will be "*Communications Central*" – all information will be posted at

<http://www.polk.edu/businessandcommunity/purchasing/rfp/Pages/10-01.aspx>
10. All future contact shall be only via the Purchasing Director.
11. Q&A
12. Adjourn

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