



Agenda

RFQ 09-03 Pre-Submittal Conference Architect/Engineer for Chain of Lakes Building Nov. 16, 2009 / Room WST-126

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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 (pages 1 – 3).
 5. Overview of the RFQ Documents
 - a. Use binder with section tabs for your submittal. Company Name on spine.
 - b. Required forms are available on the dedicated webpage.
 - c. Submit eleven (11) complete sets of your Qualifications
 - 1) One(1) marked "Original" on the cover or spine +
 - 2) Ten (10) copies (complete sets)
 - a) Needed for permanent record, Evaluation Team, Working Copy, Auditor, and Public Records
 - 3) Nine (9) 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.
 - e. CCNA (§ 287.055) process will be used.
 6. Website will be "*Communications Central*" – all information will be posted at

www.polk.edu/businessandcommunity/purchasing/rfp/Pages/09-03.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 **November 30, 2009**, 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. "The RFP/Q Process"
 12. Adjourn