

## RFQ 09-04 Pre-Submittal Conference

### CM@Risk for Chain of Lakes Building

### Nov. 17, 2009 / Room WLR-102



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.
6. Website will be “*Communications Central*” – all information will be posted at  

[www.polk.edu/businessandcommunity/purchasing/rfp/Pages/09-04.aspx](http://www.polk.edu/businessandcommunity/purchasing/rfp/Pages/09-04.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 **December 1, 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