

Polk State College

RFQ#21-01 A/E Services, Building#4 WFA building

Pre-proposal Conference 10.25.2021

Meeting Agenda

1. WELCOME ALL, hosted by George. Urbano and Mark Lillquist.
2. Meeting will be recorded; Angie Armbruster, procurement specialist
3. Introduction of college officials
4. Roll call; name, company and title (speak slowly)
5. Solicitation highlights
 - a. Procurement timeline, Addendum A
 - b. 70 pages excluding tabs
 - c. New scoring pages
 - d. NO theatre redesign
 - e. Florida statute compliance
 - i. Polk State Purchasing manual
 - ii. FS 286.011 Public meetings
 - iii. FS 119.07 Public records
 - iv. ALL communications must be through Procurement Department
6. Site Visits; Coordinate through Ms. Angie Armbruster
 - a. 863-669-2918
 - b. purchasinggroup@polk.edu
7. Questions, in writing, subject line RFQ2101-QUESTION-“
 - a. Via email; mlillquest@polk.edu
 - b. Subject line RFQ 2101-Question- “Company name”
8. Submittal
 - a. November 5, 2021, 4:00PM
 - b. Procurement room WAD 138
 - c. Will be date and time stamped
 - d. Late bids will not be accepted
 - e. Maps and directions to Polk State College at www.polk.edu/locations