

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](mailto: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](http://www.polk.edu/locations)