



PRE-AWARD MEETING AGENDA  
RFP No.1-TC-PUR—JS  
JANITORIAL SERVICES

- A. INTRODUCTIONS
- B. SIGN-IN SHEET
- C. PROJECT DESCRIPTION & SCOPE OF WORK
- D. DELIVERY METHOD (Did bidders meet requirements)
- E. QUESTIONS DURING BID (Describe bids, time limits, forms)
- F. BID ADDENDUM (Did bidder include in response)
- G. BID OPENING ( Sealed proposals opened on 5/10 in conference room, 15<sup>th</sup> floor @ 10:00 am with two witnesses)
- H. COMPLETION TIME ( 5/18/2016)
- I. REQUIRED BID SUBMITTALS (Completed bid forms as per scope of work)
- J. SAFETY (Plan of action, training - Bidder shall design and implement its own safety program in accordance with rules and regulations)
- K. CLEAN UP, PROTECTION OF THE PREMISES, & ENVIRONMENTAL CONSIDERATIONS (Staging areas, building cleaning)
- L. COMMON BIDDER PITFALLS ( Bidder fails to enter dollar amount, non-responsive to time sensitive nature of services, etc)
- M. INSURANCE CERTIFICATE
- N. QUESTIONS
- O. ADJOURNMENT