Meeting Minutes

ITB No. 15-752-072

Bid Name: Electrical Contractor

Mandatory Pre-Bid Conference Meeting

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Prepared By</th>
<th>Company</th>
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<tbody>
<tr>
<td>6/2/2015</td>
<td>2:00 PM</td>
<td>2:10 PM</td>
<td>Fred Christopher</td>
<td>DCSD</td>
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Purpose
Mandatory Pre-Bid Conference for the Electrical Contractor Bid

Location
Sam A. Moss Center
1780 Montreal Road
Tucker, GA 30084

Attended by the following:
Jackie Boyd, DCSD Manager of Facilities
Drexal Paulk, DCSD Procurement Manager
Fred Christopher, DCSD Project Specialist
Clarence Haynes, Five Star Industrial Electrical Services
Roy Rogers, Five Star Industrial Electrical Services
Art Landers, D&R Contracting
Chase Hall, MWI Electrical Contractors, Inc.
Donald Camp, Donald Camp, Inc.
Elaine Geiger, Heard Electric
Jody Sewell, Pro Line Contractors
Justin Jenkins, D&N Electric

Introduction
The DCSD representatives and the firms in attendance introduced themselves.

Proposal Submission Requirements
One (1) signed original, four (4) identical duplicate copies, and one (1) electronic copy of the bid must be received at the above address, no later than Thursday, June 25, 2015 at 2:00 PM. Attendees were encouraged to stamp a time card to the outside of their bid packages when submitted.

Form of Contract
Attachment J is DeKalb County School District's Standard Form of Contract Services between the DeKalb County Board of Education and the Service Contractor; Version 3.2015, which specifically outlines the contractual responsibilities. All responders should thoroughly review the documents prior to submitting a bid. Any proposed revisions to the terms or language of this document must be submitted in writing with the responder’s response to the request for bids. Since proposed revisions may result in a bid being rejected if the revisions are unacceptable to the DeKalb County School District, responders should review any proposed revisions with an officer of the Firm having authority to execute the contract. No alterations can be made in the contract after award by the DeKalb County School District.
Selection Process
Award will be made to the lowest responsive and responsible bidder meeting all specifications and requirements. It is the intent of DCSD to award this bid to multiple vendors. Also note that the Document Checklist located on Attachment N of the ITB reminds all Respondents the required items to be submitted with their bid. **Failure to include all required items will result in a firm being deemed non-responsive.**

All Offerors are reminded that they are not to contact DCSD personnel, the Board of Education members or anyone else concerning who the recommended Offeror will be. The assigned contact person for this bid is **Belinda Quillet CPPB, Procurement Specialist II**. Belinda Quillet can be reached at (678) 676-1373 or by email at belinda_quillet@dekalbschoolsga.org.

Should any Offeror contact anyone other than the assigned contact person, their proposal may be rejected and ultimately disqualified.

**Question and Answers**
The DCSD contact for all questions regarding this ITB is Joshua L. Williams, Chief Operations Officer, Sam Moss Center, 1780 Montreal Road, Tucker, Georgia 30084. Email: dcsd-op-bidquestion@dekalbschoolsga.org or by fax 678.676.1475.

All questions about this ITB and submission requirements must be directed in writing to Joshua L. Williams, Chief Operations Officer no later than **Wednesday, June 17, 2015 at 2:00 PM**. Prospective respondents must limit their contact regarding this ITB to Joshua L. Williams or Belinda Quillet. A final addendum will be issued by **2:00 PM** on **Monday, June 22, 2015** and will be posted to the website. A courtesy email reminder will be sent to the attendees of the Pre-Bid Meeting via our “DCSD Operations Bid Solicitations” email account.

**Scope of Services**
Scope of Work was briefly outlined for the Electrical Contractor Bid.

**Open Discussion**
Q1) Will the work hours be normal working hours?
A1) Yes, the work hours will be normal hours unless overtime or weekend hours are needed to complete a job.

Q2) What kind of equipment will be needed?
A2) Whatever equipment is needed to complete the job.

Q3) Is the intent to award one contract or have a pool of qualified vendors?
A3) As far as we know the intent is to award to multiple vendors. This will be clarified by addendum.