



Gaithersburg
A CHARACTER COUNTS! CITY

DEPARTMENT OF PUBLIC WORKS
Facilities & Capital Project Management Division
CITY OF GAITHERSBURG | 800 RABBITT ROAD | GAITHERSBURG, MD 20878
P: 301-258-6370 | F: 301-258-6190

**Pre-Bid Meeting
Agenda & Minutes**

Meeting Date: 1:00 p.m., 15 March 2016

Location: City of Gaithersburg Activity Center, 506 South Frederick Ave. Gaithersburg, MD 20877-2325

Project: Activity Center Main Office Painting and Carpet/VCT Replacement + Activity Rooms Retractable Partition Wall Replacement

Meeting: Pre-Bid Meeting

Attendees				Attended (Y/N)
Name	Agency/Institution	Phone	Email	
S.O.J.	Colossal Contractors	301-476-9060	info@colossalcontractors.com	
Amarjit Singh	Protec	202-232-6060	Amarjit@protec-build.com	Y
Daniela Segovia	KCD Construction	240-370-0302	kcdconstructionllc@gmail.com	Y
Rafael Navarro	Earn Const.	(301) 740-3880	info@earncontractors.com	Y
Hugo Lazo	Total Cont.	301-595-7002	hugo.lazo@total-contracting.com	Y
Bill Turner	Combined Serv.	703-352-9070	wturner@csiva-us.com	Y
Jose Mejia	EI Scaffold	410-446-4544	jose@eiscaffold.com	Y
RAY I HEGBE	C & N ASSOC.	301-464-5973	RCNASSOCIATES@VERIZON.NET	Y
ARISH CONTRACTOR	BOULEVARD CONTRACTORS	410-356-8060	csettle@bivdcontractors.com	Y
BEN STANESTREET	DANAC	240-793-7343	benstanestreet@yahoo.com	Y
Henry Pierce	Modern Doors	301-843-5255	hpierce@moderndoors.com	Y

MEETING AGENDA

➤ **Introduction:**

- Jacob M. Fayad- City of Gaithersburg, Project Manager
- Please ensure that you complete the Sign-in Sheet, please make sure your name and your company's name are legible and that you provide both a phone number and email address.
- The purpose of this meeting is to highlight key information pertaining to the solicitation of a qualified Contractor for COG Activity Center main office painting

Pre-Bid Meeting (Request for Bids 2016-025)
Activity Center Painting and Carpet and Partition Wall Replacement
Project Manager: Jacob M. Fayad

and carpet/VCT replacement plus the Activity Rooms retractable partition wall replacement.

- No statements myself or any other City employee make during this meeting or during the site visit will modify or change any provision included in the Solicitation Documents. In the event of conflict of inconsistency between any information provided today and in the Solicitation Documents, the Solicitation Documents will control. Only changes that are issued in writing by Addendum will change the provisions of the Solicitation Documents. It is the Offerors responsibility to read and comply with the Solicitation Documents to avoid being considered a non-responsive offeror.
- This is a not mandatory meeting so proposal submitted by those attending or not attending today's pre-bid meeting will be considered.

➤ **Procurement Particulars:**

- **Basis of Award:** The award will be made to the Lowest Responsible bidder submitting a responsive quote.
- **Communications:** All communications and/or questions that you might have during the procurement process must be directed to me at the email address provided in the Bid document. Submit all questions or requests for clarification in writing. If you have an issue with the solicitation document, please indicate where that problem or concern appears in the document.
- **COG Quote Form & Certifications:** Make sure your quote utilizes the City's forms provided in Attachment A & Exhibit A included in the solicitation. The use of substitute quote forms other than clear and correct photocopies will not be permitted.
 - **Bid Package:**
 - One original paper quote proposal, two (2) identical copy and one (1) identical electronic copy CD or Flash Drive in sealed envelope labeling Solicitation # and name of the project
 - Contents:
 - A. Statement of qualifications (refer to solicitation for the content)
 - B. Quote Proposal using format provided in Exhibit A
 - C. City Forms
 - Quote proposals will remain binding for 180 days after the submission date.
 - The City may request additional information during the evaluation process.
 - Once a selection is made, and upon approval and receiving the required contract documents from the selectee, the City Manager will sign the contract and the NTP will be issued.
- **Responsiveness Checklist:** The offeror can use Section 4 as the responsiveness checklist that the City will use. This can be found starting on page 5 in the Solicitation. Offerors should use the checklist to verify that all items on the checklist have been included in its quote. Missing elements from the checklist may result in your quote being deemed non-responsive, thereby eliminating that offeror from further consideration.

➤ **Contract Overview & Requirements:**

- The City is seeking sealed Bid Proposals to hire a qualified contractor to paint and replace carpet, vinyl tiles and partition walls at the Gaithersburg Activity Center

Pre-Bid Meeting (Request for Bids 2016-025)

Activity Center Painting and Carpet and Partition Wall Replacement

Project Manager: Jacob M. Fayad

Jacob



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Meeting: Pre-Bid Meeting

Attendees				Attended (Y/N)
Name	Agency/Institution	Phone	Email	
Ben Stonestreet	Danae Corp	240-793-9343	Benstonestreet@danae.com	Y
ALVIN DEREGLA	NASTOS	202-398-5500	alvin.deregla@nastos.com	Y
JESUS POLAN	TITO CONTRACT	240-9972137	JPolan@TITOCONTRACTORS.COM	Y
Juan R Navarro	Colossal Contract	301-476-9060	JNavarro@ColossalContractors.com	Y
JERRY WEISKOPF	MODERN	410-692-9688	JERRY@MODERNCSI.COM	N
JOHN HARRIS	Hufor	443-496-1797	Harris@HuforHMC.com	Y

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