

Eastern Virginia Medical School (EVMS)

Pre-Bid Meeting

Agenda

Introduction - Pass around sign in sheet

Facilities Executive Director: Doug Martin

Assistant Facilities Director: Vernon S Payne

Maintenance Manager: Michael Wass

Purpose of this Pre-Bid Meeting:

To solicit competitive bids for the replacement of Lewis Hall Steam Heat Exchanger located at 700 W. Olney Road Norfolk VA 23510.

Contract terms: From Award of Contract through completion of project.

RFP due date: ~~January 30th 2020~~, December 30th 2019 it will be open for 21 days.

Additional RFP Information: Posted on the EVMS website. Please become familiar with this website because no questions will be answered by phone. Please direct all inquiries for information to our contract specialist Michele Jean (PG1)

In addition, while the RFP is open and once the RFP has closed Offers shall not contact EVMS staff directly to ask questions about the RFP. This restriction is to promote fairness in the competitive bid process.

RFP Extensions: EVMS reserves the right at our sole discretion to extend the time for responses to this RFP to all offers, as deemed appropriate and under no circumstances shall separate or individual extensions be granted. EVMS will post all RFP extensions on the following EVMS website on PG2.

Other Areas of Importance:

- Statement of Needs/Scope of Work (PG5 - 8) - Please review this section carefully (I'm not going to go through it here), any questions please contact the contract specialist.
- Pricing Schedule (PG5), pay close attention to Attachment G. Here is where all applicable components will be identified with associated cost.
- Invoices, Reporting and Delivery Instructions (PG6-7)
- Evaluation, Negotiation and Award criteria (PG14-15)
- General Terms and Conditions (PG12-21)
- Contract Negotiation (PG23-25)

Any Other Questions: Please refer to the website.

This concludes the Pre-Bid Meeting – if you would like a site visit please see Mike Wass.