



MANDATORY PRE-BID CONFERENCE AGENDA

BID #21-02 – BABE ZAHARIAS GOLF COURSE PRO SHOP RENOVATION

Date: Tuesday, January 18, 2022 @ 10:00am -
Babe Zaharias Golf Course, 11412 Forest Hills Drive, Tampa, FL 33612

I. Introduction

- A. Deltecia Jones, Procurement Manager
- B. Kennie Sims, VP of Golf
- C. Heidi Njoes, Director of Golf

II. Distribution of Bid Documents

- A. <http://www.tampasportsauthority.com/procurement-services>
- B. <https://www.demandstar.com/app/buyers/bids/394278/details>

III. Sign-In Sheet(s) – Only persons/companies that have signed in will be able to participate in this bid process

IV. Discussion

A. Invitation to Bid

1. **Bid Due Date – Tuesday, February 1, 2022 not later than 10:00a.m.**
2. **Insurance Requirements** - If your company is awarded this job a Certificate of Insurance must be on file prior to the start of work. Any questions regarding TSA's insurance requirements should be placed in writing and submitted to Rebecca Skyles via email (rskyles@tampasportsauthority.com).
3. **Statement of No Bid** - We ask that you let us know via email, standard letter or form (if included in bid document) why your company had decided against submitting a bid package regarding this project. This helps us to understand if the bid specs were too tight or if enough time was not allowed for bid preparations or any other reasons that your company may have for not being able to submit a bid.

4. **Public Crime Entity Statement** - If your company has been tried and convicted of any crime against a city, county, state, or municipality you are asked not to submit a bid on this project as it will be rejected.

B. Instruction to Bidders

1. **Licenses and Permits** - Contractor Licenses that are needed in order to perform the required duties must be submitted with your proposal or prior to the start of any work on the property.
2. **Authorization to do Business in the Florida** - The Authority requires all companies who are awarded a bid/proposal to provide proof of “active/current” registration with the Florida Department of State; Division of Corporations prior to the start of any work or providing of any commodity/good to the Authority. This registration can be obtained by visiting www.sunbiz.org.
3. **Submitting Bids** – Bids will be accepted electronically or via paper/mail service. Bids can be emailed to bids@tampasportsauthority.com. Bids can also be dropped off at Raymond James Stadium/TSA, Entrance B/C off Himes Avenue, 4201 N. Dale Mabry Highway, Tampa, FL 33607, ATTN: Deltecia Jones, Procurement Manager. If a paper bid is submitted it must be placed in a sealed, non-transparent envelope and should be clearly marked “**SEALED BID #21-02**.” The Authority is requiring 1 original copy of this bid document and its bonds. TSA is not responsible for late or undelivered Bid/Proposal documents.
4. **Sign-in Sheets** – TSA will not be responsible for interpreting your handwriting. If we cannot understand your handwriting on the sign-in sheets, you will be responsible for visiting our website to obtain any Addendums or additional information posted regarding this Bid. Sign-in sheets/information will be posted to our website after the pre-bid conference meeting.
5. **Questions** - All questions concerning this project shall be submitted on or before **Friday, January 21, 2021 by 10:00am** in writing with date, company name and contact via e-mail to: djones@tampasportsauthority.com.
6. **Board Approval** - If applicable, TSA will submit our suggestion of award to our Board of Directors at the next board meeting. This is a public meeting, and you are welcome to attend. Check our website for the schedule.
7. **Award** - If the Board approves TSA’s suggested vendor, an award will be made to the winning bidder. If you are the awarded vendor, you will be notified via written communication. If your company was not awarded to contract you will, also be notified via written communication.
8. Specifications – Kennie Sims - Questions & Answers.

[OPEN FOR QUESTIONS REGARDING INSTRUCTION TO BIDDERS]

End of Pre-Bid Conference Agenda - Bid #21-02