



**MANDATORY PRE-BID CONFERENCE AGENDA
BID #20-10 – HVAC MECHANICAL SERVICE, RJS**

Date: Monday, May 17, 2021 @ 10:00 am

I. Introduction

- A. Deltecia Jones, Procurement Manager
- B. Chris Jacquot, Director of Facilities

II. Distribution of Bid Documents

- A. <http://www.tampasportsauthority.com/procurement-services>

III. Sign-In Sheet(s) - <https://form.jotform.com/210686230103039>

IV. Discussion

A. Invitation to Bid

1. **Bid Due Date – Monday, May 24, 2021 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** – If you prefer, due to COVID-19, bids can be emailed to djones@tampasportsauthority.com. If a paper bid is submitted, please mail to Tampa Sports Authority, 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 #20-10**. 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.** **NOTE: UPS does not deliver to the Authority on time.**
 4. **Sign-in Sheets** – Bidders must sign in during the Mandatory pre-bid conference online (link provided on TSA website under Bid 20-10). 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 **Wednesday, May 19, 2021 by 1pm** in writing with date, company name and contact via e-mail to:

Deltecia Jones, Procurement Manager
E-mail: 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.
- OPEN FOR QUESTIONS REGARDING INSTRUCTION TO BIDDERS***
8. Specifications – Chris Jacquot - Questions & Answers.