

MANDATORY PRE-BID AGENDA

Date: September 6, 2016
Project: Plant #3 Filtration Unit Refurbish
Project #: 2017-586

1. Introductions – sign in sheets
 - a. Owner: City of Aztec
 - i. Andrew Galloway, Chief Operator in Charge, City of Aztec
 - b. Attendees
 - c. Project funding – Local Funds
2. Project Description
 - a. Sand blast and paint interior of Plant #3 filtration unit.
 - b. Additional detail provided by City in performance of work; Addendum will be issued.
3. Bidding deadlines
 - a. Last day for questions: Monday, September 12, 2016 12:00 p.m.
 - i. Submit in writing via email: klamb@aztecnm.gov
 - b. Bid opening: Thursday, September 15, 2016, 3:00 pm
 - c. All bidders attending open must sign “Bidders Sign-In Sheet”.
 - d. Guaranteed pricing for 60 days from notice of award; notice of award is anticipated to occur by September 19, 2016.
4. Contract time
 - a. 30 calendar days; however, underdrain and filter are anticipated to be delivered and ready for installation early October. Contractor is encouraged to complete project by October 6, 2016.
5. Bidding and Contract Documents
 - a. Bid Documents required to be submitted with bid.
 1. Bid Submittal, 4 pages
 2. Basis of Bid, lump sum bid
 3. Subcontractor Listing
 4. Bid Bond, 5% of bid
 5. Statement of Qualifications – not required unless specifically requested by City after bid opening.
 - b. Performance and Material Bonds may be required if bid exceeds \$25,000;
 - c. No wage decision issued for project
6. Contract Award
 - a. Bid opening: Thursday, September 15, 2016, 3:00 PM (Local Time)
 - b. Public Opening – Aztec Commission Room, 201 W Chaco, Aztec NM
 - c. Notice of Award anticipated to be issued by September 19, 2016

7. Questions – Verbal responses made at this conference or otherwise will not be binding.
8. Site visit