



FY 16 LMIG RESURFACING & RECONSTRUCTION PROGRAM

**NON-MANDATORY PRE-BID CONFERENCE
AGENDA**

Bids Due: April 25th, 2016; 4:00 PM Local Time

**Bid Opening: April 25th, 2016; Approximately 4:15 PM Local Time
117 Putnam Drive; Room 301
Eatonton, GA 31024**

DATE: April 14th, 2016

TIME: 1:00PM

LOCATION: Conference Room 301; 117 Putnam Drive; Suite A Putnam County Board of Commissioners

COUNTY ATTENDEES: Paul Van Haute, County Manager, Putnam County
Larry Kaiser, Owners Representative; Collaborative Infrastructure Services, Inc.
Lynn Barber; County Clerk

- I. Introductions
- II. Sign-In Sheet
 - Sign attendance form
 - Contact Larry Kaiser for sign-in sheet request
- III. Purpose of Meeting
- IV. Project Description
- V. Bid Advertisement
 - (a) Description
 - (b) Payment made monthly based on approved invoices
 - (c) Local & LMIG funding
 - (d) Completion date is 90 calendar days from the NTP issuance

(e) Performance/Payment/Maintenance Bonds required

VI. Bid Documents

- (a) Discuss various sections in the documents
- (b) All work performed in accordance with GDOT Standard Specifications, Current Edition, and any modifications identified in the bid documents
- (c) Reminder of “Bidding Instructions” required submittals

VII. General Project Discussion Topics

- (a) Addenda to be issued based on today’s pre-bid
- (b) Questions must be sent via email to kaiser@co-infra-services.com (CIS, Inc.) no later than 5:00PM, April 18th, 2016. Any “Response to Bidder Questions” or addendum will be posted on county web site by 5:00 PM, April 19th, 2016
- (c) If no response from CIS within approximately 1 hour of email being sent, it’s incumbent on the bidder to call Larry Kaiser to receive acknowledgement of email being received.
- (d) All addendum to be posted on county web site no later than 5:00 PM, April 19th, 2016.

VIII. Concluding Remarks by County