

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

**Non-Mandatory Prebid Conference held November 28, 2022, at 11:00 AM
for
23-DES-ITBPW-432, On-Call Outdoor Lighting System Maintenance, Repair and Rebuild - ReBid
via Microsoft Teams**

- Started @ 11:02 am.
- One (1) vendor and four (4) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees.
- Tomeka Price, Procurement Officer, reviewed ITB 23-DES-ITBPW-432 with emphasis on requirements and submission deadlines.
 - Oral representations made at the pre-bid conference are not binding upon the County.
 - All Communications during the process must go through the Purchasing Office.
 - Any questions regarding the Scope of Work/Solicitation must be submitted via Vendor Registry for a formal response by the due date.
 - Bid Bond required for Bid Submission
 - Payment and Performance Bond required for the life of the contract.
 - Only VDOT Prequalified Contractors can submit a bid.
 - SCC Registration is required for award but not for submission to the ITB.
 - Business License may be required for award but not for submission to the ITB.
 - Insurance checklist Requirement must be sent to Insurance Agent for verification of requirements.
 - Bidder's tradesmen must be entered on Attachment A – Price Schedule for each line item.
 - Bidder's hourly rate for position and equipment must be listed on the Bid Form.
 - The Contract will go to the December or January Board for award.
 - ***This is a Prevailing Wage (PW) solicitation (Daniel Stern, PW Coordinator): The wage determination incorporated into the bid solicitation and related contract award establishes the wages rates and fringe benefit rates that DOLI has determined to be prevailing in a given area for a particular type of construction. The Contractor shall be required to pay wages in compliance with the PW determination and submit a certified wage report to the County every month.***

We suggest that all bidders review the sample contract attached to the solicitation as early as possible, so no time is lost after the award.

- Tomeka turned over the meeting to the Project Officers for an overview of the Scope of Work. Project Officers explained the project and highlighted the work to be done.
 - *The County is seeking a qualified Contractor to furnish all labor, materials, and equipment for maintenance, repair, and rebuild of the lighting systems in Arlington County.*
- Once the overview was completed, Tomeka reiterated the Question deadline date and the Bid due date.

Event	Timeframe
Question Deadline	November 7, 2022, at 5:00 p.m.
BID Due Date and Time	November 21, 2022, at 2:00 p.m.

- Meeting was adjourned.

Bidders in attendance:

Richard Yoder – Lighting Maintenance Inc., (301) 674-0161 – ryoder@lightingmaintenance.com