

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

**Non-Mandatory Prebid Conference held March 5, 2024, at 2:00 PM
for
24-DES-ITBPW-568, On-Call Outdoor Lighting System Maintenance, Repair and Rebuild
via Microsoft Teams**

- Started @ 2:01 pm.
- One (1) vendor and five (5) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees.
- Sy Gezachew, Procurement Officer, reviewed ITB 24-DES-ITBPW-568, emphasizing requirements and submission deadlines.
 - Oral representations made at the pre-bid conference are not binding upon the County.
 - During the process, all communications 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.
 - SCC Registration is required for award but not for submission to the ITB.
 - An Arlington County Business License may be required for award but not submission to the ITB.
 - Insurance checklist Requirements should be sent to the Insurance Agent to verify requirements.
 - Bidder's tradespeople must be entered in Attachment A – Price Schedule for each line item.
 - The bidder's hourly rate for position and equipment must be listed on the Bid Form.
 - **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 wage 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 all bidders review the sample contract attached to the solicitation as early as possible so no time is lost after the award.*

- Sy turned over the meeting to the Project Officer 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 the maintenance, repair, and rebuilding of Arlington County's lighting systems.*
- Once the overview was completed, Tomeka reiterated the Question deadline date and the Bid due date.

Event	Timeframe
Question Deadline	March 12, 2024, at 5:00 p.m.
BID Due Date and Time	March 25, 2024, at 1:00 p.m.

- The meeting was adjourned.

Bidders in attendance:

Chad Brissey –Jaxson Point Electrical Construction, (540) 645-8947 – chad@jaxsonpoint.com