

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

**Non-Mandatory Prebid Conference held August 8, 2022, at 1:30 PM  
for  
23-DES-ITBPW-287, Outdoor Lighting System Maintenance, Repair and Rebuild on an On-Call Basis  
via Microsoft Teams**

- Started @ 1:02 pm.
- 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-287 with emphasis on requirements and submission deadlines.
  - Any questions regarding the Scope of Work/Solicitation must be submitted via Vendor Registry for a formal response by the due date.
  - 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.
  - 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.
  - The Contract will go to the October 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.*

*After the award of the contract, but before contract execution, the County will solicit DOLI for the same report to determine if there has been a change in the rates since the bid solicitation was advertised. If there have been any changes to the rates, we will provide these new rates to the awarded Contractor to adjust the line items/unit prices, which may have been affected due to changes in such rates. The awarded Contractor will be required to provide documentation to substantiate this change. In no case shall the awarded Contractor's profit margin as established by the original bid increase due to the increase in labor rates per the wage determination report. The Contractor may not increase any unit or lump sum pricing except items/unit prices that were affected due to changes in PW determination rates.*

*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.

<b>Event</b>	<b>Timeframe</b>
Question Deadline	August 18, 2022, at 5:00 p.m.
BID Due Date and Time	September 12, 2022, at 1:00 p.m.

- Meeting was adjourned.

**Bidders in attendance:**

Justin Yoder – Lighting Maintenance Inc., 410.507.0997 – [jyoder@lightingmaintenance.com](mailto:jyoder@lightingmaintenance.com)