

**Board of Education**

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May 24, 2023

To Whom It May Concern:

You are invited to attend a pre-bid meeting for the **HVAC Repairs Districtwide Bid No. 22-23-123** for the Covina-Valley Unified School District. While not strictly required, it is strongly recommended that all parties desiring to bid attend the Pre-Bid Meeting on Thursday June 1, 2023. This is a unique and technical project. The Pre-Bid Meeting will clarify the scope and the expectations of Bidders. It is strongly recommended that someone with technical acumen attend the Pre-Bid Meeting.

The deadline for questions is Friday, June 2, 2023, at 1:00pm. Any clarification regarding this bid must be received before the deadline. Send all questions via email to rharbert@c-vusd.org.

The pre-bid meeting will begin on **Thursday, June 1, 2023** at **10:00 AM** at Covina-Valley Unified School District Warehouse, 519 E. Badillo Street, Covina, CA 91723 in the Maintenance Office.

The bid opening date for this project is **Wednesday, June 7, 2023** at **10:00 AM**.

The bid documents and specifications are attached and also available on the District Website at <https://www.c-vusd.org/Page/758>. Click on the Covina-Valley Bid Portal button.

In accordance with the provisions of California Public Code Section 3300, the District requires that the bidder possess the following classification of contractor's license at the time that the Contract is awarded: Class C-20 License.

Thank you,

Robin Harbert

Robin Harbert
Assistant Director Purchasing