

**MANDATORY PRE-BID CONFERENCE AGENDA**  
**BID #17-08**  
**FABRICATION OF REPLACEMENT SEATBACKS, RJS**

Friday, July 6, 2018 @ 10:00 am

I. Introduction

- A. Judy Baker, Project Manager
- B. Deltecia Jones, Procurement Manager

II. Distribution of Bid Documents

- A. No charge for proposal docs.

III. Sign-In Sheet(s)

IV. Discussion

A. Invitation to Bid

1. **REVISED Bid Due Date – Tuesday, July 17, 2018 - 10:00 a.m. – ELECTRONIC SUBMITTALS**
2. **Insurance Requirements** - If your company is awarded this job a Certificate of Insurance must be on file prior to the start of work. Any questions regarding TSA's insurance requirements should be placed in writing and submitted to [rskyles@tampasportsauthority.com](mailto:rskyles@tampasportsauthority.com).
3. **Statement of No Bid** - We ask that you let us know via email, standard letter or form (if included in bid document) why your company had decided against submitting a bid package regarding this project. This helps us to understand if the bid specs were too tight or if not enough time was allowed for bid preparations or any other reasons that your company may have for not being able to submit a bid.
4. **Public Crime Entity Statement** - If your company has been tried and convicted of any crime against a city, county, state or municipality you are asked not to submit a bid on this project as it will be rejected.

B. Instruction to Bidders

1. **Licenses and Permits** - Contractor Licenses that are needed in order to perform the required duties must be submitted with your proposal or prior to the start of any work on the property.
2. **Authorization to do Business in the Florida** - The Authority requires all companies who are awarded a bid/proposal to provide proof of "active/current"

registration with the Florida Department of State; Division of Corporations prior to the start of any work or providing of any commodity/good to the Authority. This registration can be obtained by visiting [www.sunbiz.org](http://www.sunbiz.org).

3. **Submitting Bids** – You must **Fax** your Bid Proposal **Pages #BF-3, BF-4 AND BF-5** to fax number **813-350-6611** not later than 10am on Tuesday, July 17, 2018. Please include a cover sheet with your name and company name listed. All other documents (bid forms, etc.) should be emailed to [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com) not later than 10am on Tuesday, July 17, 2018.
4. **Sign-in Sheets** – TSA will not be responsible for interpreting your hand-writing. If we cannot read hand-writing on the sign-in sheets, you will be responsible for visiting our website to obtain any Addendums or additional information posted regarding this Bid.
5. **Questions** - All questions concerning this project shall be submitted on or before **Thursday, July 12, 2018 by 3pm** in writing with date, company name and contact via e-mail, fax or mail to:  
  
**Tampa Sports Authority, 4201 N. Dale Mabry Highway, Tampa, Florida 33607, FAX 813-350-6649**  
**Attention: Judy Baker, Project Manager**  
**E-mail – [jabaker@tampasportsauthority.com](mailto:jabaker@tampasportsauthority.com)**
6. **Board Approval** - If applicable, TSA will submit our suggestion of award to our Board of Directors at the next board meeting. This is a public meeting and you are welcome to attend. Check our website for the schedule.
7. **Award** - If the Board approves TSA’s suggested vendor, an award will be made to the winning bidder. If you are the awarded vendor, you will be notified via written communication. If your company was not awarded to contract you will, also be notified via written communication.

***OPEN FOR QUESTIONS REGARDING INSTRUCTION TO BIDDERS***

- C. Specifications - (Judy Baker)
- V. Questions and Answers
- VI. Walkthrough, if necessary. (Contact Judy to schedule walk-thru)