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**MANDATORY PRE-BID CONFERENCE AGENDA – THURSDAY, JANUARY 18, 2024 – 10AM**  
**“IN PERSON” OR VIA MS TEAMS**  
**BID #23-06 – GLASS RAILING REPLACEMENT PROJECT, RJS**

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- I. Introduction
  - A. Deltecia Jones, Procurement Manager ([djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com))
  - B. Joshua Munk, Director of Facilities
  
- II. Distribution of Proposal Documents
  - A. <http://www.tampasportsauthority.com/procurement-services>
  - B. <https://www.demandstar.com>
  
- III. Sign-In Sheet(s) – Only persons/companies that have signed in will be able to participate in this bid process.
  
- IV. Discussion
  - A. Invitation to Bid
    - 1. **Proposal Due Date – Thursday, February 1, 2024 not later than 10:00a.m.**
    - 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 [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com).
    - 3. **Bid Bonds** - Each bid must be accompanied by (1) cash, (2) a Cashier’s or Certified Check of the Bidder, made payable to the Tampa Sports Authority, or (3) a bidder’s bond on the Bid Bond Form provided herein (if applicable) in an amount not less than 5% of his/her bid. For the purposes of this provision the amount of the bid shall be the Base Bid. The bidders’ bond shall be issued by a surety company licensed to conduct business in Florida, which is on the approved U.S. Treasury List, which obtained an A- rating by the latest Best Insurance Guide and which is otherwise acceptable to the Authority. The Bid Bond (or a copy if emailed) must be submitted with your bid proposal.
    - 4. **Performance & Payment Bond** – A performance bond is required for this bid. The Successful bidder shall furnish and record in the official records of the County where the project is located a Performance and Payment Bond in an amount equal to one hundred percent (100%) of the Contract Sum as security for the faithful performance of the Contract and also a Payment Bond in an amount not less than one hundred percent (100%) of the Contract Sum, as security for the payment of all persons performing labor and/or furnishing materials under this Contract.
    - 5. **Statement of No Bid** - We ask that you let us know via email, standard letter, or form (if included in ITB document) why your company had decided against submitting a bid package regarding this

project. This helps us to understand if the specifications are too tight or if enough time was not allowed for bid preparations or any other reasons that your company may have for not being able to submit a bid.

6. **Public Entity Crime 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 Proposers

1. **Licenses and Permits** - Contractor Licenses that are needed to perform the required duties must be submitted with your bid prior to the start of any work on the property.
2. **Authorization to do Business in the State of Florida** - The Authority requires all companies who are awarded a bid 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** – Bids will be accepted electronically or via paper/mail service. Bids can be emailed to [bids@tampasportsauthority.com](mailto:bids@tampasportsauthority.com) or [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com). Bids may also be dropped off at Raymond James Stadium/TSA, Entrance B/C off Himes Avenue, 4201 N. Dale Mabry Highway, Tampa, FL 33607, ATTN: Deltacia Jones, Procurement Manager. Please notify me via email or phone call prior to arriving at the stadium; your name will have to be added to our security list for entry. If a paper bid is submitted it must be placed in a sealed, non-transparent envelope and should be clearly marked "**SEALED BID #23-06. The Authority is requiring 1 original or electronic copy of this bid document.** **TSA is not responsible for late or undelivered bid related documents.**
4. **Sign-in Sheets** – TSA will not be responsible for interpreting your handwriting. If we cannot understand your handwriting on the sign-in sheets, you will be responsible for visiting our website to obtain any Addendums or additional information posted regarding this RFP. Sign-in sheets/information will be posted to our website after the pre-bid conference/meeting.
5. **Questions** - All questions concerning this RFP shall be submitted on or before **Thursday, January 25, 2024 by 10:00am** in writing with date, company name, and contact via e-mail to: [djones@tampasportsauthority.com](mailto:djones@tampasportsauthority.com). To minimize the number of addendums issued, we will respond to all questions near or around the deadline for asking questions. If the questions change the specifications or bid documents, an addendum will be issued immediately to reflect the change, edit and/or clarification.
6. **Intent to Award/Recommendation for Award** – After full review of submittals, an Intent to Award and/or Recommendation for Award Notice will be posted on both the Tampa Sports Authority and DemandStar websites.
7. **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.
8. **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. You are welcome to contact the Authority for any award updates.
9. Specification Questions, Answers, and Walk-Thru.

**[OPEN FOR QUESTIONS & CLARIFICATIONS]**

*End of Pre-Bid Conference Agenda – Bid #23-06*

MICROSOFT TEAMS MEETING INFORMATION – BID 23-06

**Join on your computer, mobile app or room device.**

[Click here to join the meeting](#)

Meeting ID: 248 432 725 567

Passcode: C6PzkR

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