

PW20-JOC PREBID MEETING AGENDA (October 28, 2020)

1. **Welcome & Introductions** (M. Fisher)
2. **Agenda Review & Attendee Sign-In** (M. Fisher)
3. **Meeting Purpose** (M. Fisher/T.Keys)
 - a. *Mandatory Pre-Bid meeting for Job Order Contract Invitation for Bid.*
 - b. *JOC is different than typical bids – Terry will discuss further*
 - c. *Opportunity for the prospective bidders to learn about the JOC process and determine if it's something they wish to pursue.*
4. **IFB Schedule** (G. Dungan)
5. **IFB Document Location** (G. Dungan)
6. **Routing of IFB Correspondence** (G. Dungan)
7. **Requirements for Prequalification, DIR Registration & B License** (G. Dungan)
8. **Contract Execution Process & Insurance Requirements** (G. Dungan)
9. **Public Works & Prevailing Wage** (G. Dungan)
10. **IFB Requests for Information or Questions** (G. Dungan)
11. **Gordian Power Point** (Terry Keys)
12. **Routing of Project Correspondence after Contract Award** (G. Dungan)
 - a. *Everything goes through Gail until we have an NTP for the JOC Contract*
 - b. *After NTP, the University point of Contact will be Bruce Ryan. All correspondence must go through Bruce*
 - c. **Project Invoices**
 - i. *Submit to Bruce via email or 1 hard copy. He will review and approve the amounts in relation to the SOV, and then process.*
 - d. **Project Retention Payments**
 - i. *Each Job Order is a separate project under the JOC agreement, and each will have independent closeout documents including retention payments and notice of completions.*
13. **Questions** (M. Fisher/G. Dungan/ T.Keys)