

**INVITATION FOR BIDS (IFB) No. B18001,  
Elevator Modernization & Ongoing Maintenance Services**

**PRE-BID CONFERENCE AGENDA**

**Thursday, February 8<sup>th</sup>, 2018, 11:00 AM PST**

- 1. All Attendees Sign-In**
- 2. Introductions**
- 3. Brief overview of the eProcurement Marketplace**
- 4. Review the IFB 1.0 Document**
- 5. Additional questions/information**
- 6. Walkthrough of Site**

**PLEASE NOTE: All questions that address substantial issues or a change or revision to the RFP documents must be asked in writing and will only be answered in writing and distributed to all prospective bidders via the eProcurement Marketplace in the form of an addendum (you will be notified by email when an addendum is issued).**

**The Agency will be pleased to respond to written requests for information received (we do not respond to verbal requests). Such requests may be entered where provided within the "Question/Answer" module within the eProcurement Marketplace. Please ensure that you only ask questions that are not already addressed within the IFB documents issued or within a previously issued addendum. The current published deadline to submit such written questions is 3:00 PM PST, Tuesday, February 20, 2018 (though it would be appreciated if you would submit such requests ASAP). Failure to completely abide by these instructions may cause a prospective bidder to be declared not eligible to submit a bid or receive an award.**

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PRE-BID CONFERENCE SIGN-IN SHEET

Thursday, February 8<sup>th</sup>, 2018, 11:00 AM PST  
(Please print legibly)

NAME	COMPANY	ARRIVAL TIME
1. Tim Conkling	Capital Elevator	10:45 A.M.
2. Doug Dietz	MHA - COR	10:45
3. Kim Barnard	MHA - MOD DIR.	10:45
4. John Sellen	JS Sellen Consulting	10:55
5. Joan Deven	ESR Elevator	10:59
6. Bryan Sweeney	STAR Elevator	10:59
7.		
8.		
9.		
10.		
11.		
12.		