



**Purchasing Division - Invitation To Bid
ITEM #30-WBC11 – WASH BAY CONSTRUCTION PROJECT**

NOTICE OF PRE-BID MEETING FOR WASH BAY CONSTRUCTION PROJECT BIDDING REQUIREMENTS

The Board of Commissioners of the Genesee County Road Commission, will receive sealed bids at the offices of the Administration Building located at 211 West Oakley, Flint, Michigan 48503-3995 **until 1:00 p.m., Eastern Standard Time on Thursday, January 6, 2011 @ 1:00 pm,** at which time the bids will be publicly opened and read aloud. Bids should be plainly marked "WASH BAY CONSTRUCTION PROJECT." No bids will be received later than the time and date above specified.

To be eligible to bid, attendance to a **PRE-BID MEETING** is mandatory and will be held **Wednesday, December 15, 2010 @ 10:00 am , Eastern Standard Time** at the **Equipment & Facilities Building-Lunchroom area**, located at 211 West Oakley, Flint, Michigan 48503-3995 for the purpose of reviewing the project specifications, bid documents, bidder qualifying requirements and a tour of proposed project. Each bidder must examine project area and be familiar with existing conditions. Any additional drawings and/or specifications will be handed out at the pre-bid meeting. Bids received from bidders not present at the mandatory pre-bid meeting shall be presumed Non-Responsive and their bid will not be opened or considered.

The Board reserves the right to accept or reject all bids, to waive any informality in the bids, to split and/or accept the bid, which is in the best interest of the Genesee County Road Commission. The Board also reserves the right to re-award a bid when in the opinion of the Genesee County Road Commission the lower bidder will not be able to adequately comply with the Genesee County Road Commission's requirements in a timely manner.

VERY IMPORTANT NOTICE

The Genesee County Road Commission operates under an Equal Employment Opportunity Policy. Bidders must comply with the non-discrimination clause of the Genesee County Road Commission's Equal Employment Opportunity Plan. *Within 3 business days of being notified that you are the tentative low bidder, you must have your form on file with the Personnel Department at Genesee County Road Commission. See attached form.*

Please Note: If you already have a form on file, you do not have to fill-out another form until your expiration date. Please check with the Personnel office to check your file.

Our recommendation is that if you plan to do business with the Genesee County Road Commission in the future, please get this form on file. Also, if you are awarded a bid, you must provide a copy of your W-9 Form.

All Bidders must contact the Genesee County Road Commission's Personnel Office to ensure that your Equal Employment Opportunity Plan is on file and up to date. If an Equal Employment Opportunity Plan is not on file with the Genesee County Road Commission, it is the Vendor's responsibility to request, complete and submit necessary forms to the Personnel Office. Failure to comply with the above terms will result in disqualification of your bid.

**THE BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF GENESEE, MICHIGAN**

**James A. Pomeroy, Chairperson, Robert C. Johnson, Vice-Chairperson,
John G. Mandelaris, Commissioner, David Miller, Commissioner, Cloyce Dickerson, Commissioner**

PLEASE ACKNOWLEDGE RECEIPT OF THIS PRE-BID MEETING NOTICE

EMAIL: jmclane@gcrc.org or FAX TO (810) 767-4405.

Date: _____ Company Name: _____

Authorized Signature _____

Will you be able to attend the Pre-Bid Meeting _____ Yes _____ No