

City of Pontiac, Michigan

Pre-Proposal Conference Agenda

Chore Yard Services Program – Phase 2

Date: April 4, 2025

Time: 10 a.m.

Location: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzQzODE1ZTIhMDhkNy00NDA1LThhMzYtZWVhZTlXNjdjZTNi%40thread.v2/0?context=%7b%22Tid%22%3a%226cbfa795-bbd0-44ae-86bc-bd2f219c8cba%22%2c%22Oid%22%3a%224ab6c380-4182-4006-9295-70ff76945c43%22%7d

1. Call to Order and Introductions (5 Minutes)

- Welcome and opening remarks by [City Representative Name/Title].
 - Introduction of City of Pontiac project team members.
 - Introduction of attendees and interested proposers (optional).
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2. Purpose of the Pre-Proposal Conference (5 Minutes)

- Overview of the conference purpose.
 - Explanation of the solicitation process and timeline.
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3. Project Overview and Scope of Work (15 Minutes)

- Detailed description of the project and objectives.
 - Review of key scope elements and deliverables.
 - Discussion of project locations and work conditions (if applicable).
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4. Proposal Submission Requirements (10 Minutes)

- Instructions on proposal format and submission.
 - Review of required documentation (e.g., technical proposal, cost proposal, qualifications, etc.).
 - Explanation of deadlines for questions and final proposal submission.
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5. Evaluation Criteria and Selection Process (10 Minutes)

- Overview of evaluation criteria and scoring methodology.
- Explanation of review and award process.
- Discussion of any potential interviews or demonstrations (if applicable).

6. Contract Terms and Conditions (10 Minutes)

- Summary of contract duration and renewal terms.
- Review of applicable compliance requirements.
- Explanation of insurance, bonding, and licensing requirements.

7. Questions and Answers (20 Minutes)

- Open floor for proposer questions and clarifications.
- Responses provided by City staff and project team.
- Reminder to submit any unanswered questions in writing by the deadline.

8. Site Visit Information (if applicable) (5 Minutes)

- Details of optional or mandatory site visits.
- Date, time, and location of the site visit.

9. Closing Remarks and Next Steps (5 Minutes)

- Summary of key dates and deadlines.
- Contact information for further inquiries.
- Thank attendees for participation and interest in the project.

10. Adjournment

- Official closing of the pre-proposal conference.

Disclaimer: The Purchasing Division personnel may make revisions to the meeting agenda and will identify those revisions during the pre-proposal/pre-bid meeting.