



Date: May 15, 2014

Re: Minutes of Pre-Bid Meeting on CATA BID 2014-B01, Janitorial Services for the CATA Transportation Center

A pre-bid meeting was held today at 2:00PM followed by a site visit. Those in attendance were:

Rich Bannon, CATA Purchasing and Contracts Manager
Fred Sible, CATA Facilities and Grounds General Manager
See attendance sheet for vendors present.

Rich Bannon covered the following areas:

1. All correspondence must be directed to Rich Bannon until time of award.
2. The due date for questions/clarifications is May 16, 2004 at 4:00 PM
3. Any questions asked during this meeting must be submitted in writing. CATA will not provide a written response to any questions unless submitted in writing to CATA
4. The response to the questions/clarifications will be posted on the CATA website.
5. Bids are due by 2:00 PM on May 23, 2013
6. The bid should be submitted in original and one photocopy
7. Make sure your bid includes Exhibit C (Pricing Schedule) and Exhibit F (Bidder's Offer and Guarantees), Exhibit K (Iran Economic Sanctions Act Certificate)
8. The term of the Contract will be for five years starting August 1, 2014 through July 31, 2019

Fred Sible covered the following areas:

1. CATA will supply only toilet paper. All other paper items and cleaning supplies will be the responsibility of the Contractor
2. CATA will provide areas for storage of equipment and supplies
3. Facility is manned with security guards
4. From time to time additional staff may be needed for special events.



5. Contractor is not responsible for snow removal but is required to put salt down over ice
6. Exhibit C "Pricing Schedule" will be revised to include hourly rates for each year when additional staff is required.
7. Fred conducted a site visit of the transportation center with the vendors present.



Rich Bannon

Purchasing and Contracts Manager

Attach: Pre-Bid Sign in Sheet

PRE-BID MEETING SIGN IN SHEET
 CATA BID
 May 15, 2014

Name	Company	Phone	Fax	E-Mail
Brian Morley	Dynamic Services MI	810-577-3355	810-453-9551	brian@dynamic-services-mi.com
Julie Croft-Morley	Dynamic Services MI	810-701-4410	810-953-9551	info@dynamic-services-mi.com
Stacey Campbell	Dynamic Services MI	810-938-2693	810-953-9551	stacey@dynamic-services-mi.com
Kevin Baumhough	Hi-Tec	517-599-1179	888-355-5415	kbaumhough@hi-tec-services.com
Adrian Belonger	Reckham Inc.	517-316-4408	517-316-4408	adbelonger@reckham.org
Randy Rose	Reckham Inc	517-485-6250	517 316 4408	Rose@Reckham-Ors
Deborah	Hi-Tec	517-204-1124	888-555-5415	Deborah@Hi-Tec-Services.com
Steve Algrim	Bolins Controls	517-372-3348	517-372-1816	Steve@bolinscontrols.com
Kate Monte	DMBurr group	810-616-7131	810-333-9978	kate@stement@dm Burr.com