

Pre-Proposal  
Meeting Notes

Attendees:

Paula Gordon – Purchasing, Los Rios CCD  
Debra Kristoff – Purchasing, Los Rios CCD  
Anita Sing - Purchasing, Los Rios CCD  
Chris Day - Purchasing, Los Rios CCD  
Kathy Church - Purchasing, Los Rios CCD  
Valerie Cox - Purchasing, Los Rios CCD

Additional attendees per sign in sheet

**Location:** Los Rios Community College District Purchasing Department

**Project review:** Briefly discussed the project including but not limited to the following items:

1. Submittals, RFP deadline, required RFP documents, Board approval date, addendum postings, attached agenda items.
2. Procedures for handling questions and requests for information, and deadline to submit RFI's.
3. Request for information will be accepted until **12:00 PM, Tuesday, April 11, 2017.**

**Items discussed:**

1. RFI's that have been submitted will be answered and included with Addendum to be issued.

Meeting ended at approximately 10:11 A.M.

Note: These meeting minutes represents the District's best effort to record the issues addressed during the pre-bid meeting. If no corrections or clarification are provided by the attendees within five (5) days of receipt of these minutes, these meeting minutes will be considered accurate, final and part of the project record.