



ROCKFORD BOARD OF EDUCATION

COVID-19 PRE-BID INSTRUCTIONS

Due to COVID-19, RPS 205 has modified its process for mandatory pre-bid meetings. This will ensure all interested contractors will have the opportunity to view the site while maintaining appropriate social distancing. Please carefully read the following guidelines to ensure you have an opportunity to submit a bid for this project.

1. If you are interested in bidding this project, please notify the Purchasing department at purchasingdeptstaff@rps205.com **24 hours prior** to pre-bid date and time stated in this IFB. If there are multiple locations notice must be provided **24 hours prior** to the earliest date and time. Timestamped emails will be used to verify contractors have met this requirement. Please include in your email the following information:
 1. The IFB name and number you are bidding.
 2. Your name.
 3. Your company's name and address.
 4. Your phone number.
 5. Your email address.
2. RPS staff will be available to help contractors navigate each site during a two (2) hour window that will begin at the date and time stated in this IFB.
3. Contractors must notify the Purchasing department at purchasingdeptstaff@rps205.com that they have completed the pre-bid **within 24 hours** of doing so.
4. RPS 205 will issue an addendum after the pre-bid that has our general pre-bid statement, lists all pre-bid attendees, and provides any additional information regarding the pre-bid site visits.
5. Requests for information will be received until the date stated in this IFB and an addendum will be issued with those questions and corresponding responses on the date stated in this IFB. Questions will not be recorded or answered at individual site visits.
6. It is imperative that contractors and RPS staff maintain proper social distancing guidelines in order to safely operate these pre-bid site visits. No group of people shall be greater than ten (10) people and all participants must maintain a minimum of six (6) feet between each other. Attendees who are visibly sick will not be allowed in the building.

Thank you in advance for your understanding and cooperation. Please direct any questions to the Purchasing department at purchasingdeptstaff@rps205.com.

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By: Dane Youngblood

Director of Purchasing