



Indianapolis Airport Authority

OUTER-LOT MOWING AND MAINTENANCE PRE-BID MEETING MINUTES OCTOBER 13, 2009 MAIN TERMINAL CONFERENCE ROOM 10T109

All IAA staff were introduced; Becky Reddick, James Duke, David St. Louis and Kevin Unger

Becky Reddick opened the meeting and made sure everyone was in attendance for the Outer-Lot Mowing and Maintenance Bid.

Attendees were reminded that the bid is due on October 29, 2009 no later than 1:00 p.m. and that no late proposals will be accepted.

Attendees were reminded of two options to take tours of the subject areas; one on 10/16 and the other on 10/19 and encouraged all to attend one session

Attendees were instructed that questions must be submitted in writing to be binding and that all questions must be received no later than 1:00 p.m. on 10/21/09.

James Duke the Director of Diversity for the IAA spoke about the importance of the M/WBE participation and offered to assist any firm that needs help finding M/WBE firms.

David St. Louis spoke of the specific areas included in this bid.

David reiterated the importance of the tour and that it will take approximately 2 hours. The tour will begin at the **Airfield Maintenance Office**, which is located at:

2000 South Banner Avenue

PROMPTLY AT 10:00 am ON 10/16 AND 1:00 pm ON 10/19

David pointed out the fact that there are two separate areas under this bid and that there will be two contracts as a result, one for the maintenance areas and one for the Purchase Assurance areas.

The Purchase Assurance areas are presently; 29 vacant lots and 2 common areas in Stanley Cove, 8017 Cottonwood Court, Real Estate Services at 8913 N. Perimeter Road, Indianapolis, IN 46241 and the Sound Demonstration Home at 8364 E. CR 700 S., Plainfield IN 46168.

David explained that locations for mowing are likely to change throughout the term of the contract but that the contractor will be advised so any necessary adjustments can be made.

Becky said the minutes and copies of the sign-in sheet would be posted to the website for use by bidders.

Questions

Adjourned



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**OUTER-LOT MOWING AND MAINTENANCE
PRE-BID MEETING
OCTOBER 13, 2009
10:00 A.M.
MAIN TERMINAL CONFERENCE ROOM 10T109**

IAA Participants: David St. Louis, Maintenance Assistant
Kevin Unger, Facilities Supervisor
James Duke, Diversity Director
Becky Reddick, Procurement Manager

Meeting Subject: Pre-Bid meeting for the Outer-Lot Mowing and Maintenance Program

Opening: Becky Reddick

Scope: David St. Louis
Debra Christie

M/WBE Participation: James Duke

Bid Process: Tours of area being bid will be held on:
**Friday 10/16/09 at 10:00 a.m. and
Monday 10/19/09 at 1:00 p.m.**

Responses due on Thursday, October 29, 2009 @ 1:00 p.m.

All questions must be submitted in writing to be official.
Last day for questions is October 21, 2009 at 1:00 p.m.
Only questions submitted in writing and responded to in writing are official.

Q&A

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