



# PHENIX CITY *Alabama*

## FINANCE DEPARTMENT

601 12<sup>th</sup> Street | Phenix City, AL 36867 | Ph: 334-448-2730 | Fx: 334-448-2731 | phenixcityal.us

**DR. R. GRIFF GORDY**  
Councilmember At Large

**STEVE BAILEY**  
Councilmember District 1

**EDDIE N. LOWE**  
Mayor

**VICKEY CARTER JOHNSON**  
Councilmember District 2

**ARTHUR L. DAY, JR.**  
Mayor Pro Tem / District 3

WALLACE B. HUNTER, City Manager  
MELONY LEE, City Clerk  
LABRITA KING COPELAND, Finance Director

DATE: June 25, 2019

TO: All Interested Bidders

RE: Pre-Bid Meeting for City of Phenix City Public Works Uniform Bid

The City of Phenix City will be conducting a mandatory Pre-Bid Meeting on **July 30, 2019 at 2 PM EST**. The meeting will be held at the Martin-Idle Hour Park Community Center, 3743 Moon Lake Drive, Phenix City, AL 36867. The purpose of this meeting is for bidders to display samples for all items they will be bidding and discuss requirements or specifications for all department uniforms. Bidders should arrive at least fifteen minutes prior to the start of the Pre-Bid Meeting in order to set up their table. Space may be limited, so please RSVP with the Purchasing Agent at (334) 448-2735 at least five business days prior.

Attached is a Pre-Bid Meeting Sample Form that requires the brand/manufacturer's name and catalog numbers to ensure the City that the display samples are the same items that vendors will be bidding. A vendor may display more than one brand/manufacturer's name, but must provide a Sample Form for each brand. Also, a Vendor Information Sheet is required at this meeting. These forms must be presented to the Purchasing Agent at the Pre-Bid Meeting.

All questions or clarifications concerning this solicitation shall be submitted in writing at least five (5) business days prior to the bid opening. Bidders shall not contact Department Heads or City of Phenix City employees with questions about solicitations. All written questions must be submitted to the Purchasing Agent by fax (334-448-2731) or email ([bjordan@phenixcityal.us](mailto:bjordan@phenixcityal.us)).

The City of Phenix City will receive sealed bids until **August 26, 2019 at 9:30 AM EST** in the Finance Department, 601 12<sup>th</sup> Street, 2<sup>nd</sup> Floor, Phenix City, AL 36867. The official bid opening will be **August 26, 2019 at 10:00 AM EST** in the Council Chambers at 1111 Broad Street, Phenix City, AL 36867.

Thank you for your participation in the bidding process.

Brittany Jordan  
Purchasing Agent