



Campus Wide (CW) Community Garden

ITB #1751

Mandatory Pre-Bid Meeting Agenda

July 9, 2026 at 11:00 am

1. A Non-Mandatory Optional Site Visit will happen **July 13, 2026** from 8:30 am – 10:00 am. All interested Vendors should meet PSU Staff at the SRTC Lobby. See Section 1.4 of the ITB for more information.
2. All Questions, Substitution Requests, and Solicitation Protests are due **July 16, 2026 by 5:00 pm**. They need to be sent via email to proposals@pdx.edu. No communication should be made over the phone or through the PM in any way. Questions, Substitution Requests, and Solicitation Protests are only official when they are sent to this email address and answered via Addendum.
3. **PLEASE NOTE:** Any Questions answered today during this Mandatory Pre-Bid Meeting are also only official when they have also been sent to proposals@pdx.edu and answered via Addendum.
4. All Addenda will be posted to Bid Locker. The Agenda and Sign in Sheet from this meeting will be included in an Addendum.
5. Bids are due **July 23, 2026 at 2:00 pm**.
 - Bidders must complete Appendix 2.5 PSU Bid and Security Forms and the completed forms must be submitted to Bid Locker electronically at <https://bidlocker.us/a/psu> or. **Do not** alter or add to Appendix 2.5, embed any documents within your uploaded files, or include any unrequested files, these actions may cause PSU to consider rejecting your Bid as Non-Responsive.
 - We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before the Bid Due Date and Time to begin the uploading process and to finalize your submission.
 - **No late Bids will be accepted.**
6. Section 1.2:
 - **Bonding:** A Bid Bond is required – use form in Appendix 2.4. Payment and Performance Bonds are also required at contract signature if the contract is over \$100,000 – use form in Appendix 2.7.
 - **Insurance:** \$1M/\$2M for General Liability, Auto, and Pollution – under Contract is under \$1M; \$5/\$5M General Liability - if over \$1M; Workers Compensation; Builder's Risk Installation Floater – Full Contract Amount.
 - **BOLI Prevailing Wage Rates:** This project is subject to BOLI Prevailing Wages Rates and requires a Public Works Bond. The rates that apply to this project are: Multnomah County, Oregon in the Prevailing Wage Rate Book dated January 5, 2026, as amended February 18, 2026 and April 5, 2026 and Apprentice Rates dated January 5, 2026, as amended February 18, 2026 and April 5, 2026 apply to this ITB.
7. Project Manager's comments and site visit.