

**Danville Utilities**  
**RFP 22-23-040 Unit Base Tree Clearance Services**  
**Pre-Bid Meeting 11/14/22**  
**10 a.m.**  
**Danville Utilities**  
**1040 Monument Street, Danville, VA 24541**

SIGN IN SHEET

PLEASE PRINT

NAME	COMPANY	PHONE	EMAIL
Carol Hankley	Purchasing	434-799-6528	henlecoj@danvilleva.gov
Joshua Pressley	Doray Tree	828-337-1632	joshua.pressley@doray.com
Marshall Crouse	xylem tree	804-572-3939	Mcrouse@xylemtree.com
Jerry Cochran <sup>3</sup>	Asplundh Tree	276-734-5632	jcochr@asplundh.com
Jody Messick	Asplundh	804-380-5680	jmessick@asplundh.com
Jason Grey	Danville Utilities	(434) 799-5270	greyjce@danvilleva.gov
Bradley Baker	Townsend Tree Service	_____	bjbaker@TownsendTree.com
Joe Clarkston	xylem tree	757-406-5568	jclarkston@xylemtree.com

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**Zoom Option: Join Zoom Meeting <https://us06web.zoom.us/j/81213778879>**  
**Meeting ID: 812 1377 8879**

**AGENDA**

1. Welcome and Safety Message
2. Introductions and sign in/attendance record
  - a. Danville staff
  - b. DRG staff
  - c. On site guests
  - d. Zoom attendees
3. Bid documents for pre-bid meeting attendees
  - a. RFP use pp 1-13 as per website
  - b. Preplanned work units will be emailed
    - i. .kmz files
    - ii. spreadsheet
  - c. Attachments for bid will be emailed
    - i. Form A Technical Questions Datasheet
    - ii. Form B Pricing Sheet
  - d. Attachments for use during contract will be emailed
    - i. File C Vegetation Management Technical Specifications
    - ii. File D Invoicing Sheet for Unit Payments
  - e. Review Section 1.4 of RFP for the five responses required to RFP
4. Resourcekeeper app
  - a. Work locations and methods
  - b. Completing and requesting audits
  - c. Approval for invoicing
5. Invoicing – calculating units and percent of bid (File D)
6. Field review