



Please take notice that a meeting of the Road Commission of Kalamazoo County (RCKC) will be providing bid and request for proposal (RFP) openings by telephonic conferencing or video conferencing, in a manner in which both the bidders/general public and the members of the RCKC may participate by electronic means. To assist with the platform for bid/RFP openings, we ask those participating to please follow the following best practices to assure a transparent and efficient process.

1. Turn off cellular/mobile devices and minimize distractions.
2. Only RCKC hosts/co-hosts will have the ability to mute and unmute at all times, in order to more efficiently conduct the meeting and avoid background noise.
3. As you participate in the meeting, your microphone will be placed on "mute".

**Join Zoom Bid/RFP Opening**

**To join by video conference:** <https://zoom.us/j/99532184728>

**Meeting ID: 995 3218 4728**

**OR**

**To join by telephone: 1-646-558-8656**

**Meeting ID: 995 3218 4728**

**Public Participation Guidelines**

During the bid/RFP opening participants will have the opportunity to ask questions after the bid/RFP submissions are publicly read by RCKC.

To provide public comment, please use the following tools in the Zoom meeting.

- a. Use the "Raise Hand" (Press \*9 for phone audio) to be called upon by the Board Chair, please state your name.
- b. Use the "Chat" window with your name and comment/question and the Board Chair will read it out loud.
- c. Use \*6 to toggle mute/unmute for phone audio
- d. The RCKC will ask if there are any remaining participants who would like to ask any questions before closing the bid/RFP opening.

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The RCKC telephonic conferencing or video conferencing platform is intended to promote a friendly, and informative experience for participants. Therefore, content and comments containing any of the following are not allowed and participants will be immediately BLOCKED.

- Profane language or content;
- Personal attack on individuals or specific groups or organization;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other form of discrimination, in the sole discretion of the Road Commission;
- Sexual content or links to sexual content;
- Conduct or encouragement of illegal, harmful, or offensive activity;
- Content that violates a legal ownership interest of any other party;
- Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of this forum, in the sole discretion of the RCKC.

If special aid or assistance is required to attend a bid/RFP opening, please submit a request at minimum of 72 (seventy-two) hours in advance of the meeting by mail, telephone, or email to: Road Commission of Kalamazoo County 3801 E. Kilgore Road Kalamazoo, MI 49001 Telephone: (269) 381-3171 or Email: [info@krcr-roads.com](mailto:info@krcr-roads.com) Website: [www.kalamazooountyroads.com](http://www.kalamazooountyroads.com)