



Date: _____ Time: _____ Project Name: _____

Location: _____ CAP Project No.: _____

CAP Project Manager

Sign In Register.

- Sign-in will be accepted no later than 15 minutes after the scheduled meeting time or at the discretion of the Project Manager. PRINT CLEARLY!

Welcome and Introductions. (CAP Project Manager)

General

- Electronic bidding only.
- State will award to Lowest **RESPONSIBLE** Bidder –
 - Bidders are expected to have relevant experience
 - If lowest Bidder is NOT known to State, we will use references past experience to determine **RESPONSIBLE**

Purpose of Meeting

- Minimize Bidder Risk
- Insure we have expressed clear project requirements and conveyed owner expectations.
- You should be the experts, so we trust that you verify the bid-ability and constructability!
- Goal is to have “Apples to Apples” bidding!

Bid Procedures And Front End Documents.

- Bid Opening date:
- Sealed, electronic Bids are not accepted sooner than 96 hours prior to close.
- Substitutions must be received prior to 10 days before the bid opening:
- Addenda must be issued 7 days prior to bid opening:
- 5% Bid Security is required; includes both base and alternates combined
- Checklist for Bidders. (will assist in assembling bid documents)
- Bid Form:
 - Page 1 - Acknowledge addenda and completion time.
 - Page 2 - DO NOT offer any unsolicited alternates or options, qualify or take exceptions. In case of math errors, unit prices prevail.
- Cover in detail any **special conditions** that would supersede Standard Provisions
- Encourage contractors to review instructions to bidders.
- Blank State documents and form included for review within Project Manual
- Certificate of Insurance & Workers Comp required of successful bidder

Misc.

- It is Bidders responsibility to visit project site and review contract documents before bidding.
- State projects are NOT Tax Exempt.
- All permits, fees etc. are the responsibility of the Contractor unless otherwise stated so in documents.
- **Most important! Nothing stated at this conference will change the project documents unless a subsequent addendum is issued covering said change.**

Using Agency

Security And Other Unique User Agency Issues.

- Working Hours?
- Background checks?
- Other dos & don'ts?

Consultant (if Available)

Scope Of Work Discussion.

- Overview of Project.
- Project Meetings & inspections.
- Entertain Questions.
- Explanation of specific requirements.
- Tour of work site.

Adjourn. (CAP Project Manager)