Project Name

## Prebid Meeting Agenda

## Date­

Project Manager asks all to please sign-in and begins the meeting.

Introductions: (by Project Manager)

 Consultants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Construction Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda: (by Project Manager)

 General Information for Bidders by the Project Manager

 Brief Project Description by Consultant

 Question/Answer Session by Consultant

 Tour of Job Site

General Information for Bidders: (by Project Manager)

1. Addendum will be issued after the pre-bid meeting to address clarifications/revisions discussed during the meeting.

2. Bids will be received at ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(time) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).

3. Please review the "Information for Bidders" and "General Conditions" carefully.

4. Bid documents have provisions for a Base Bid and \_\_\_\_\_\_\_\_\_\_\_\_\_ additive alternates. Please supply unit price information as requested within the bid proposal form.

5. For bid to be valid, it must be:

 a. Manually signed.

 b. Accompanied by proper bid security in form of bid bond, certified check or cashier's check.

 c. Accompanied by Bidder's Statement of Qualifications & MBE/WBE/SDVE Compliance Information.

6. Bidders should submit 1 copy of the Bid for Lump Sum Contract and Bidder's Statement of Qualifications & MBE/WBE/SDVE Compliance Information

7. Put bid and bid security in one envelope and Bidder's Statement & MBE/WBE/SDVE Compliance Information in separate envelope and plainly mark each envelope as specified in Article 4, of the Informa­tion for Bidders.

8. After bids are opened and reviewed (assuming within budget), any contract award will be made approximately \_\_\_\_\_\_\_ (approximately two weeks after opening). However, that time is not a guarantee.

9. The Notice to Proceed will be issued to successful Contractor after:

 a. UM and Campus approvals.

 b. The Contractor has submitted the following:

 (1) Signed contract

 (2) Performance bond and Payment Bond [form supplied by UM]

 (3) Insurance certificate or policies

 (4) List of subcontractors

 (5) University of Missouri Roofing System Manufacturers Certification (if applicable)

10. The project is to be completed within \_\_\_\_\_\_ consecutive calendar days from receipt of the unsigned contract. Two weeks have been included in the project completion period for the successful contractor to submit the items above.

11. The completion period specified in the contract documents is extremely important to the Owner. Please review Article 8.2 of the General Conditions very carefully regarding the Contractor's liability for damages for delay in completion of work. [If liquidated damages are prescribed, announce charge]

12. MBE/WBE/SDVE Participation: The Contractor shall have a goal of obtaining participation of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Service-Disabled Veteran Business Enterprise (SDVE) firms in the contract in the following amounts (percentage of awarded contract price for work to be performed): MBE \_\_\_\_\_\_%,WBE \_\_\_\_\_\_\_%, andSDVE 3%.

In addition to the 3% SDVE participation goal, a separate 3% bonus preference will be given to prime bidders/general contractors who are SDVEs. The bonus preference will not be given to a bidder for the use of SDVE subcontractors, suppliers, or manufacturers. Please review Art. 15, IFB and Art. 13, GC for more information.

13. Bidder must list subcontractors for the following work

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please review Art. 16, IFB for more information.

14. Review any unusual "Special Conditions" items that may affect the Contractor's bid (i.e., parking permitting, access, site conditions, schedule, other contractors working in immediate vicinity, landfill, etc.).

15. Advise the Contractors to seek clarification if they have questions. The Contractors should be sure they have all questions answered in writing; otherwise, the work will be installed according to the specifications.

16. Review any University procedures the Contractors may wish to discuss.

Brief Description Of Project: (by Consultant)

 The Consultant will give a brief description of the project, covering all major components and any unique features of the project.

Questions and Answers: (by Consultant)

 The Consultant will conduct the question/answer session, and then prepare an addendum after the meeting to address all resulting clarifications/modifications to the contract documents.

Job Site Tour: (by Consultant)

 The Consultant will lead the group on a tour of the job site, pointing out the location of all work included in the contract documents and bringing attention to all problem areas. Any questions relating to contract Document during the tour should be directed to the consultant to accommodate incorporation of the clarification in the addenda.