**Pre-Bid Meeting Agenda**

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| **1.0 Pre-Bid Meeting:** |

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| **1.1** | **The [Owner], [Architect], [Construction Administrator] will conduct a Pre-Bid Meeting.**  **For the Pre-Bid Meeting Date, Time, and Location see Section 00 11 16 Invitation To Bid for this Specific Bid.** |

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| **1.2** | **Attendance:** | | |
| **1.2.1** | **General Contractor:** | Attendance at the Pre-Bid Meeting is [**MANDATORY] [strongly encouraged].** At the Pre-Bid Meeting, all prospective bidders shall *sign* his or her name on the *official* **Pre-Bid Meeting Attendance Log (Form 6020)** and *list* the name and address of the company he or she represents.  For **MANDATORY** Pre-Bid Meetings, this shall be done no later than the designated **start time** of the Pre-Bid Meeting. Prospective bidders are advised to register early as **no** attendee will be allowed to register *after* the advertised start time.  **Bids** submitted by contractors who have *not* *properly* registered and attended the **MANDATORY** Pre-Bid Meeting *shall be rejected* as **non-responsive**. |
| **1.2.2** | **Subcontractors:** | Attendance at the Pre-Bid Meeting is recommended. |
| **1.2.3** | **Pre-Bid Meeting Attendance Log:** | It is [**MANDATORY] [strongly encouraged]** that all attendees sign the **Pre-Bid Meeting Attendance Log (Form 6020).** |

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| **1.3** | **Site/Facility Visit or Walkthrough:** Please **do not** make any Site/Facility Visits without notifying the Project Manager prior to your visit. | | |
| **1.3.1** |  | **A Site/Facility Visit or Walkthrough is scheduled for the Pre-Bid Meeting** |
| **1.3.2** |  | **A Site/Facility Visit or Walkthrough is NOT scheduled for the Pre-Bid Meeting** |

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| **1.4** | **Bidder Questions:** | |
| **1.4.1** | Submit **written** questions to be discussed at the **Pre-Bid Meeting** a **minimum of two (2) Calendar Days prior** to **Pre-Bid Meeting date**. See the **Invitation to Bid** for instructions on submitting questions.  **IMPORTANT NOTE:** In accordance with the Statutes and Regulations, **no** participants in any Selection, Proposal, or Bidding process, including Client Agency representative(s), shall communicate with any potential Offeror prior to, during, or upon conclusion of the entire Selection, Proposal, or Bidding procedure, with the exception of information necessary to complete the administrative steps of the Selection process. |

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| **2.0 Pre-Bid Meeting Agenda:** |
| The Pre-Bid Meeting Agenda will include a review of topics, **as applicable to the Project**, which may affect proper preparation and submittal of bids, including, but not limited to, the following: |

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| **2.1** | **Introduction of Participants:** | |
| **2.1.1** | **Architect/Engineer:** Insert |
| **2.1.2** | **CA:** Insert |
| **2.1.3** | **Awarding Authority Representative:** Insert |
| **2.1.4** | **Client Agency Representative:** Insert |

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| **2.0 Pre-Bid Meeting Agenda** (continued)**:** |

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| **2.2** | **Project Summary:** | |
| **2.2.1** | **Summary of Work:** See General Requirements Section 01 11 00 |
| **2.2.2** | **Temporary Facilities and Controls:** See General Requirements Section 01 50 00 |
| **2.2.3** | **Work Sequence:** See General Requirements Section 01 11 00 |
| **2.2.4** | **Contractor Use of Premises:** See General Requirements Section 01 11 00 |
| **2.2.5** | **Project Schedule** |
| **2.2.6** | **Contract Time** |
| **2.2.7** | **Liquidated Damages:** See General Conditions Section 00 73 13, Articles 1 and 8, and 00 41 00 Bid Proposal Form. |

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| **2.3** | **Communication During Bidding Period:** | |
| **2.3.1** | **Obtaining Bid Documents from CTsource** (Detailed instructions for responding to Solicitations on CTsource can be found in *6001 Construction Online Bidding Instructions*, available for download from the online Department of Administrative Services (DAS) / Construction Services (CS) Library:  <https://portal.ct.gov/DASCSLibrary> > 6000 Series.) |
| **2.3.2** | **Access to Website, Forms, CTsource, and BizNet:**  **DAS Website:** <https://portal.ct.gov/DAS>  **CTsource Homepage:** <https://portal.ct.gov/DAS/CTSource/ctsource>  **CTsource Registration:** [https://portal.ct.gov/DAS/CTsource/Registration](https://portal.ct.gov/DAS/CTSource/Registration)  **CTsource Bid Board:** <https://portal.ct.gov/DAS/CTSource/BidBoard>  **CTsource Contracts:** <https://portal.ct.gov/DAS/CTSource/ContractBoard> (filter by “Organizations”)  **DAS/CS Online Library with Construction Services Forms:** <https://portal.ct.gov/DASCSLibrary>  **DAS/CS Bid Board:** <https://portal.ct.gov/DAS/Construction-Services/BidBoard>  **BizNet:** <https://biznet.ct.gov/SCP_Search/default.aspx?Src=CISplash> |
| **2.3.3** | **Bidder's Requests for Information:** See General Requirements Sections 01 26 00 |
| **2.3.4** | **Substitution Procedures (Prior to Bid):** See General Requirements Section 01 25 00 & General Conditions Section 00 73 13, Article 15.  The awarding authority will consider Pre-Bid Equals or Substitutions Requests, if made **fourteen (14)** Calendar Days **prior** to the **Bid Due Date.** The information on all materials shall be consistent with the information herein.  Requests must be made formally as a written question and must be accompanied by ***Form 7001 Equal or Substitute Product Request***, available for download from the DAS/CS Online Library (<https://portal.ct.gov/DASCSLibrary>). |
| **2.3.5** | **Substitutions following Contract Award:** See General Requirements Section 01 25 00 & General Conditions Section 00 73 13, Article 15.  Subject to the Architect or Engineer's determination, if the material or equipment is Equal to the one specified or pre-qualified and the Project Manager's approval of such determination, Substitution of Material or Equipment may be allowed after the Letter of Award is issued, as specified in the Conditions Section 00 73 13, Article 15.  Requests must be made formally as a written question and must be accompanied by ***Form 7001 Equal or Substitute Product Request***, available for download from the DAS/CS Online Library (<https://portal.ct.gov/DASCSLibrary>). |
| **2.3.6** | **Addenda Procedures:** See Item No. 2.7 of this form |

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| **2.0 Pre-Bid Meeting Agenda** (continued)**:** |

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| **2.4** | **Procurement and Contracting Requirements:** | |
| **2.4.1** | **Section 00 11 16 – Invitation to Bid** |
| **2.4.2** | **Section 00 21 13 – Instructions to Bidders** |
| **2.4.3** | **Section 00 41 00 – Bid Proposal Form** |
| **2.4.4** | **Section 00 41 10 – Bid Package Submittal Requirements** |
| **2.4.5** | **Section 00 43 16 – Standard Bid Bond (this form must be used and must be uploaded to CTsource *prior*** to the date and time of the Bid Opening **with the Power of Attorney from the Surety)** |
| **2.4.6** | **Section 00 30 00 – General Statements for Available information** |
| **2.4.7** | **Division 50 – Project-Specific Available Information** |
| **2.4.8** | **Bonding (see Section 00 92 10 – Additional Forms)** |
| **2.4.9** | **Insurance (see Section 00 41 00 – Bid Proposal Form)** |
| **2.4.10** | **Notice of Award** |

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| **2.5** | **Contract Considerations:** | |
| **2.5.1** | **Allowances:** See General Requirements Section 01 20 00 |
| **2.5.2** | **Base Bid Quantities and Defined Unit Prices:** See General Requirements Section 01 20 00 |
| **2.5.3** | **Supplemental Bids:** See General Requirements Section 01 23 13 and 00 41 00 Bid Proposal Form. |

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| **2.6** | **Separate Contracts:** | |
| **2.6.1** | **Work by Owner** |
| **2.6.2** | **Work of Other Contracts** |

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| **2.7** | **Post Pre-Bid Meeting Addendum:** | |
| **2.7.1** | N**o** **Interpretations** of the meaning of the plans, specifications or other contract documents will be made orally at any time. Every bidder **request** for such interpretation ***shall*** be in writing to the awarding authority and to be given consideration ***shall*** be received at least **fourteen (14)** Calendar Days ***prior*** to the Bid Due Date. Any and all such **interpretations** and any **supplemental instructions** will be in the form of written **addenda** to the specifications which, *if* issued, will be posted on **CTsource**. |
| **2.7.2** | **Other Bidder Questions** |

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| **2.8** | **Other Agenda Topics and Notes:** | |
| **2.8.1** |  |
| **2.8.2** | **[NOTE: To insert additional rows, right-click on your mouse and “Insert Below”]** |

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| **3.0 Additional Information:** |

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| **3.1** | **Recording and Distribution of Pre-Bid Meeting Minutes:** | |
| **3.1.1** | The **[Owner], [Architect], [Construction Administrator]** isresponsible for conducting the Pre-Bid Meeting and will record and distribute meeting minutes to attendees[and others known by the issuing office to have received a complete set of Procurement and Contracting Documents]. |

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| **3.2** | **Pre-Bid Meeting Minutes as “Available Information”** | |
| **3.2.1** | Minutes of the Pre-Bid Meeting are issued as “Available Information” and **do not** constitute a modification to the Procurement and Contracting Documents. **Modifications to the Procurement and Contracting Documents are issued by written Addendum only.** |

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| **3.3** | **Pre-Bid Meeting Attendance Log:** | |
| **3.3.1** | The **Pre-Bid Site Meeting Attendance Log** will be provided in an addendum to the solicitation, along with the Meeting Minutes. To find the addendums for a solicitation, go to the **CTsource Bid Board** (<https://portal.ct.gov/DAS/CTSource/BidBoard>), filter by name of awarding authority under “Organization”, click on the appropriate solicitation, and click on the link(s) for the addendums. If there are no addendums, then the Pre-Bid Meeting has not yet taken place. |

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| **3.4** | **List of Plan Holders:** | |
| **3.4.1** | To find the **List of Planholders** for a **DAS Construction Services project**, go to the DAS Construction Services Bid Board (<https://portal.ct.gov/DAS/Construction-Services/BidBoard>) and select the “**View Plan Holder List**”. |

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| **3.5** | **Contractor Prequalification:** | |
| **3.5.1** | All projects with estimated construction costs **greater than $1,000,000** require a bidder to be currently **prequalified** by DAS in a specific **Class of Work**. To find the specific prequalification requirements for a project, see **page 1** of the **Invitation to Bid** under “**Bidding Limited To**”.  The **Invitation to Bid** can be found and downloaded from the **CTsource Bid Board** by filtering for the name of the awarding authority under “Organization”: <https://portal.ct.gov/DAS/CTSource/BidBoard>. |

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| **3.6** | **Bid Submission:** | |
| **3.6.1** | Detailed instructions for uploading solicitation documents to CTsource can be found in the DAS Construction Services publication, ***6001 Construction Online Bidding Instructions***, available for download from the online DAS Construction Services Library (http://portal.ct.gov/DASCSLibrary) under the “6000 Series” folder.  Find the solicitation on the CTsource Bid Board by filtering for the name of the awarding authority under “Organization”: <https://portal.ct.gov/DAS/CTSource/BidBoard>  To submit a bid, click “Select” and “Accept” in the Solicitation on CTsource. If you cannot click “Select” and “Accept”, then you need to first select “Add New Response” and create a Quote (which you can rename). |

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| **3.7** | **Bid Tab Sheet (and Bids) After The Bid Has Closed:** | |
| **3.7.1** | To find the Bid Tab Sheet (and other bids) after the bid has closed, go to the CTsource Bid Board (<https://portal.ct.gov/DAS/CTSource/BidBoard>), filter by name of awarding authority under “Organization”, click on the appropriate solicitation, and click on the “View Award Report” in the top right corner, located next to the “Print/Download solicitation summary”.  The Bid Tab Sheet will be available under “Award Documents”. Individual bid documents will be available under “Vendor Attachments”. Note: If “View Award Report” is not available, then it has not yet been published – check back later in the day. |

**End of Section 00 25 13**

**Pre-Bid Meeting Agenda**