

PRE-BID MEETING AGENDA

Project # _____

Project Name: _____

Date & Time: _____

- Meeting Sign-in Sheet
- Date, Time, and Place of Bid Opening
 - Bids shall be in a sealed envelope with the name of Contractor, Contractor License Number, project name & ABA number, date/time of bid opening, on the outside of sealed envelope.
 - Requirement to clock-in bid before bid time is called by ABA staff.
 - No bids will be accepted after bid time is called.
- Review document: Common Bidding Mistakes
- 5% bid bond or a cashier's check must accompany the bid.
- Bid bond or cashiers check must be made payable to the Owner not ABA unless the project is an ABA project.
- Requirement to discuss any conflict between the plans and specifications and /or the project requirements/site conditions with the Design Professional prior to the bid but no later than five (5) days prior to the bid date.
- Contractor's responsibility to visit project site and review contract documents before bidding project.
- Plan issue date
- List of contacts
- Addenda
- Separate work items and/or contracts
- Scope of work
- Site conditions
 - Parking (restrictions or unrestricted)
 - Material storage requirements
 - Access to building/site
 - Use of facilities/site (restricted or unrestricted)
 - Protection of facilities and Equipment
 - Working on site (noise, safety requirements, hours etc.)
- Schedule for completion
- Liquidated damages
- Site/facility walk through
- Nothing stated at the conference will change the project documents unless a subsequent addendum is issued.
- Recap and questions