**PRE-BID CONFERENCE DISCUSSION ITEMS**

**PROJECT NAME:**       **PROJECT NUMBER:**

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| DISCUSSION ITEMS | |
| **General** | 1. All questions must be submitted in writing. All responses will be made in the form of addenda to the bid documents. |
| **SE-310 Invitation for Design-Bid-Build Construction Services** | 1. Each bid shall have Bid Security of not less than 5% of the Base Bid amount. 2. The successful bidder shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract price. 3. Select Only One: 4. *If Pre-Bid is Mandatory:* Only bidders represented at the Pre-Bid are eligible to bid. They must sign in with the Contractor name that will appear on the Bid Form. 5. *If Pre-Bid is Non-Mandatory:* Any qualified contractor is eligible to bid on the project. 6. Bid Opening: Time:       , date:       , and location:       . |
| **AIA A701 (SCOSE Version) Instructions to Bidders** | 1. Section 3.3, Substitutions: Requests for substitutions must be submitted to the A/E at least 10 days prior to the bid date, which is:       . A/E shall include in an addendum the approved substitutions. 2. Section 3.4, Addenda: No addenda will be issued later than 5 business days prior to the Bid Date which will be:       . Deadline for questions for final Addenda is: 3. Section 5.2.2: List of reasons for which bids will be rejected. Bidders should use this as a check list prior to submitting bid. |
| **SE-330 Lump Sum Bid Form** | 1. Page BF-1: 2. Item 3. Bidders shall acknowledge all addenda, or the bid may be considered non-responsive. 3. Item 6.1. Base Bid shall be shown in readable numbers only (no words). 4. Page BF-1A: *(when included)* 5. Item 6.2. All requested Alternates must be bid for the bid to be considered responsive. A/E will review the Alternates to be bid. 6. Item 6.3. The Bidder should furnish requested unit prices, but bids will not be rejected if they are not included. 7. Page BF-2: *(Only if Subcontractor Listing is required for Base Bid and/or an Alternate.)* 8. Bidder is required to identify the subcontractor(s) for the subcontractor classifications listed, which that they would use to perform that work. These are:       . 9. If Bidder is qualified to perform the work of a classification listed and does not intend to subcontract the work, the Bidder must insert their own name in the space provided for that classification. 10. If Bidder intends to use multiple subcontractors to perform the work of a single classification listed, they must insert each subcontractor they will use, preferably separating each by the word **“and”**. If Bidder intends to use both his own employees and one or more subcontractors to perform a part of the work of a single listing, they must insert their own name along with each subcontractor. 11. Failure to insert a name for each listed classification will render the Bid non-responsive. 12. License numbers are not required but are requested and strongly recommended to verify qualification. 13. Page BF-3: 14. Section 9.a & 9.b: The number of Calendar Days allowed for construction to reach Substantial Completion is:       and the amount of Liquidated Damages to be applied for failure to reach Substantial Completion within the contract time limit is:       . |
| **AIA A101, Exhibit A (SCOSE Version) Standard Form of Agreement Between Owner and Contractor** | 1. Exhibit A, Insurance and Bonds: 2. Bidders should verify their ability to comply with all insurance and bonding requirements of the project prior to submittal of their bid. 3. Section A.3.3, Required Property Insurance: Contractor is to provide Builders Risk Policy to cover interest of all parties. *(Note: If Builders Risk Insurance is not required on the project, but sure to include this information in an addendum.)* |
| **AIA A201 SCOSE Version General Conditions of The Contract for Construction** | 1. Section 3.7.1: General Contractors / Subcontractors are required to obtain business and other licenses  from:       , but not building permits. Building Permits for projects on State property will be issued by the Office of State Engineer at no charge to the Contractor. |
| **Conclusion** | 1. The Agency intends to award a Contract for the lowest responsive bid submitted by a responsible bidder. 2. All lines of communication during the bidding stage should be through the A/E (or Agency if there is no A/E). |