

PRE-BID CONFERENCE DISCUSSION ITEMS

AGENCY: _____

PROJECT NAME: _____

PROJECT NUMBER: _____

1. This document lists all items relative to a large, multidiscipline construction project. All items DO NOT apply to all projects.
2. Prior to a Pre-Bid Conference, review the list of items and determine which ones are relevant to your project. Then, discuss only those items. DO NOT READ THIS DOCUMENT WORD-FOR-WORD during the Pre-Bid Conference.

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<u>GENERAL</u>	<ol style="list-style-type: none"> 1. Only the written word as contained in the Bid Documents, including any addenda that may be issued, is binding. 2. All questions or requests for clarification must be submitted in writing. All responses will be made in the form of addenda to the bid documents.
<u>SE-310 - INVITATION FOR DESIGN-BID-BUILD CONSTRUCTION SERVICES</u>	<ol style="list-style-type: none"> 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. Prime Bidders and all subcontractors shall be licensed in accordance with the requirements of the Contractors' Licensing Board. 4. If pre-bid is mandatory, state that only those bidders represented are eligible to bid. They must sign in as the Contractor name that will appear on the Bid Form. 5. Review the time, date, and location of the bid opening.
<u>AIA A701 (SCOSE VERSION) INSTRUCTIONS TO BIDDERS</u>	<ol style="list-style-type: none"> 1. Section 3.3, Substitutions: <ol style="list-style-type: none"> a. Section 3.3.2: Requests for substitutions must be submitted to the A/E at least 10 days prior to the bid date. Proof of equality of substitutions is the responsibility of the proposer. The A/E's decision to approve or disapprove of the requested substitutions shall be final. b. Section 3.3.3: The A/E shall include in an addendum the approved substitutions 2. Section 3.4, Addenda <ol style="list-style-type: none"> a. Section 3.4.3: No addenda will be issued later than 5 business days prior to the date for receipt of bids, except addenda postponing the date of receipt of bids or withdrawing the invitation for bids. b. Section 3.4.4: It is the bidder's responsibility to determine, prior to submitting a bid, that all addenda issued have been received. If the pre-bid is mandatory, the bidders should verify that their firm's name has been included in an addendum. 3. Section 4.1.4: Bidder shall not qualify his bid. 4. Section 4.3.1: Bids sent by mail or other special delivery service (UPS, FED-EX, etc.) should be labeled "Bid Enclosed". Bids shall be received at the address indicated prior to the time of the bid opening. Bids not received prior to the time of the bid opening shall be rejected as being nonresponsive. 5. 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.

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SE-330 - LUMP SUM BID FORM

1. Page BF-1:
 - a. Item 3. Bidders shall acknowledge all addenda.
 - b. Item 6.1. Base Bid shall be shown in readable numbers only (no words).
2. Page BF-1A (*when included*)
 - a. Item 6.2. Bidders shall check the box in front of “ADD TO” or “DEDUCT FROM” so as to clearly indicate the price adjustment to the Base Bid for each Alternate. All requested Alternates must be bid for the bid to be considered responsive.
 - b. Item 6.3. The Bidder should furnish requested unit prices. The agency reserves the right to include or not to include the unit prices in the contract and to negotiate unit prices with the Bidder. (*Note: Unit prices have no bearing on the contract award with this bid form and should not be read at the bid opening.*)
3. Page BF-2 (*Only if Subcontractor Listing is required for an Alternate.*)
 - a. Note at bottom of page: If a Bid Alternate is accepted, the Subcontractors listed for the Bid Alternate shall be used for the work of both the Alternate and the Base Bid.
4. Page BF-2A (*Only if Subcontractor Listing is required on Page BF-2.*)
 - a. Item 1: Section 7 of the Bid Form sets forth a list of subcontractor classifications or subclassifications for which bidder is required to identify the subcontractor(s) that the Bidder will use to perform that work. Bidder must identify only the subcontractor(s) who will perform the work and no others.
 - b. Item 3: Bidder must only insert the subcontractors who are qualified to perform the work of the listed classification or subclassification as specified in the Bidding Documents and South Carolina Licensing Laws.
 - c. Item 4: If under the terms of the Bidding Documents, Bidder is qualified to perform the work of a classification or subclassification listed and Bidder does not intend to subcontract such work but to use Bidder’s own employees to perform such work, the Bidder must insert its own name in the space provided for that classification or subclassification.
 - d. Item 5.a.: If Bidder intends to use multiple subcontractors to perform the work of a single classification or subclassification listed, Bidder must insert each subcontractor Bidder will use, preferably separating each by the word “**and**”. If Bidder intends to use both his own employees to perform a part of the work of a single listing and to use one or more subcontractors to perform the remaining work for that listing, Bidder must insert its own name along with each subcontractor, preferably separating them with the word “**and**”.
 - e. Item 6: If Bidder is awarded the contract, Bidder must, except with the approval of the owner for good cause shown, use the listed entities to perform the work for which they are listed.
 - f. Item 8: A Bidder’s failure to insert a name for each listed classification or subclassification will render the Bid non-responsive.
5. Page BF-3:
 - a. Sections 9.a) & 9.b), Time of Contract Performance and Liquidated Damages: Indicate that the DATE OF COMMENCEMENT shall be established in the Notice to Proceed. Review the number of Calendar Days allowed for construction to reach Substantial Completion. Review the Liquidated Damages amount to be applied for failure to reach Substantial Completion within the contract time limit.
 - b. Section 11: If Bidder provides an electronic Bid Bond, the Bidder must indicate the electronic bid bond number and provide the proper signature and title in the spaces provided.

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<p><u>AIA A101, EXHIBIT A (SCOPE VERSION) STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR</u></p>	<ol style="list-style-type: none"> 1. Exhibit A, Insurance and Bonds: <ol style="list-style-type: none"> a. Bidders should verify their ability to comply with all insurance and bonding requirements of the project prior to submittal of their bid. b. Section A.3.2.2: Contractor’s aggregate limits of Commercial General Liability Insurance shall apply in total to this contract only. This requirement shall be identified on the insurance certificate or by an attached policy amendment. c. Section A.3.3, Required Property Insurance: Contractor is to provide Builders Risk Policy to cover interest of all parties. <i>(Note: If Builders Risk Insurance is not required on the project, but sure to include this information in an addendum.)</i>
<p><u>AIA A201 SCOPE VERSION GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION</u></p>	<ol style="list-style-type: none"> 1. Section 3.7.1: Requirements for General Contractors to obtain business and other licenses, but not building permits.
<p><u>CONCLUSION</u></p>	<ol style="list-style-type: none"> 1. It is the intent of the agency to award a Contract for the lowest responsive bid submitted by a responsible bidder. 2. Remind all attendees at a Mandatory pre-bid to sign the sign-in sheet and provide all requested information before leaving the pre-bid. 3. Emphasize the following: <ol style="list-style-type: none"> a. Late bids shall be rejected as non-responsive. b. Bids without proper bid security, when required, shall be rejected as non-responsive. c. Qualified bids shall be rejected as nonresponsive. d. Bid <u>ALL</u> alternates included on the bid form provided. e. List <u>ALL</u> subcontractors required to be listed on the bid form. 4. Open the pre-bid meeting for questions by bidders. 5. The A/E will, if necessary, provide answers to questions and other clarifying information to bidders by addendum. Actual questions asked will not be included in the addendum, only the information required to modify or clarify the Bid Documents will be. 6. All lines of communication during the bidding stage should be through the A/E.