

## PRE-BID CONFERENCE DISCUSSION ITEMS

*(This information is to assist in the Pre-bid Conference and is not to be included in an Addendum)*

<b><u>General</u></b>	<ol style="list-style-type: none"> <li>1. Bidders are reminded to bid the written word contained in the bid documents. Items discussed during the pre-bid or site visits are not intended to change or modify the scope of the work presented in the bid documents.</li> <li>2. All questions must be submitted in writing. All responses will be provided in addenda to the bid documents.</li> </ol>
<b><u>SE-310</u> <b><u>Invitation for Design-Bid-Build Construction Services</u></b></b>	<ol style="list-style-type: none"> <li>1. Each bid must include a Bid Security of not less than 5% of the Base Bid amount. <i>(Bids under \$100,000 are not required to include a Bid Security)</i></li> <li>2. The successful bidder must provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract price. <i>(Awards under \$50,000 may not be required to provide bonds)</i></li> <li>3. Select One: <ol style="list-style-type: none"> <li>a. <i>If Pre-Bid is Mandatory:</i> Only bidders represented at the Pre-Bid are eligible to bid. A bidders representative must sign-in using the Contractor name that will appear on the Bid Form.</li> <li>b. <i>If Pre-Bid is Non-Mandatory:</i> Any contractor is eligible to bid the project.</li> </ol> </li> <li>4. The Bid Opening date, time, and location is listed on the SE-310 and in the SCBO advertisement. Any change to the date, time, or location will be provided by addenda and a revised SE-310 will be published in SCBO.</li> </ol>
<b><u>AIA A701 (SCOSE Version)</u> <b><u>Instructions to Bidders</u></b></b>	<ol style="list-style-type: none"> <li>1. Section 3.3, Substitutions: Requests for substitutions must be submitted to the A/E at least 10 days prior to the bid date. The A/E will include all approved substitutions in addenda.</li> <li>2. Section 3.4, Addenda: The last addendum to be issued will be no later than 5 business days prior to the Bid Date (the Bid Date is not included in the five business days).</li> </ol>
<b><u>SE-330</u> <b><u>Lump Sum Bid Form</u></b></b>	<ol style="list-style-type: none"> <li>1. Page BF-1: <ol style="list-style-type: none"> <li>a. Item 3. Bidders are to acknowledge all addenda by checking the appropriate boxes. A bid may be considered non-responsive if addenda are not acknowledged.</li> <li>b. Item 6.1. The amount of the Base Bid shall be entered in the space provided in legible numbers (words are not required).</li> </ol> </li> <li>2. Page BF-1A: <i>(when included)</i> <ol style="list-style-type: none"> <li>a. Item 6.2. Bidders are requested to provide a bid for all Alternates, and indicate whether the Alternate bid is an “add” or “deduct” to the Base Bid.</li> <li>b. Item 6.3. The bidder should furnish requested unit prices in the space(s) provided.</li> </ol> </li> <li>3. Page BF-2: <i>(Only if Subcontractor Listing is required for Base Bid and Alternate(s).)</i> <ol style="list-style-type: none"> <li>a. The bidder is required to identify the subcontractor(s) they propose to perform the work for the subcontractor classifications listed.</li> <li>b. If the 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.</li> <li>c. If the 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 the bidder intends to use both its own employees and one or more subcontractors to perform a part of the work of a single listing, they must insert their name along with each subcontractor.</li> <li>d. Failure to insert a firms’ name for each listed classification will render the Bid non-responsive.</li> <li>e. License numbers are requested and strongly recommended to verify qualification.</li> </ol> </li> <li>4. Page BF-3: <ol style="list-style-type: none"> <li>a. Section 9.a &amp; 9.b: The number of Calendar Days allowed for construction to reach Substantial Completion is listed, and the Liquidated Damages dollar amount to be applied for failure to reach Substantial Completion within the contract time limit is also listed.</li> </ol> </li> </ol>
<b><u>AIA A101, (SCOSE Version)</u> <b><u>Standard Form of Agreement Between Owner and Contractor</u></b></b>	<ol style="list-style-type: none"> <li>1. Exhibit A, Insurance and Bonds: <ol style="list-style-type: none"> <li>a. Bidders are encouraged to review all insurance and bonding requirements of the project prior to submittal of their bid to verify their ability to comply.</li> <li>b. Section A.3.3, Required Property Insurance: Unless otherwise noted, the successful bidder will provide Builders Risk Policy to cover interest of all parties.</li> </ol> </li> </ol>
<b><u>AIA A201 SCOSE Version</u> <b><u>General Conditions</u></b></b>	<ol style="list-style-type: none"> <li>1. Section 3.7.1: Contractors and subcontractors are required to obtain business and other licenses from the local political subdivision, 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.</li> </ol>
<b><u>Conclusion</u></b>	<ol style="list-style-type: none"> <li>1. The Agency intends to award a Contract to the lowest responsive bid submitted by a responsible bidder.</li> <li>2. All questions and communication during the bidding stage should be through the A/E (or Agency if there is no A/E). However, contact the agency project manager for any additional site visits.</li> </ol>