

DOCUMENT 00 25 13 - PREBID MEETINGS

1.1 PREBID MEETING

- A. Owner will conduct a Prebid meeting as indicated below:
 - 1. A Prebid meeting for all bidders will be held at the Maintenance Shop Building at the Iowa State Fair on October 8th, 2019 at 2:00 a.m., local time. Prospective prime bidders are required to attend.
- B. Attendance:
 - 1. Prime Bidders: Attendance at Prebid meeting is mandatory.
 - 2. Subcontractors: Attendance at Prebid meeting is recommended.
 - 3. Notice: Bids will only be accepted from prime bidders represented on Prebid Meeting sign-in sheet.
- C. Bidder Questions: Submit written questions to be addressed at Prebid meeting minimum of two business days prior to meeting.
- D. Agenda: Prebid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
 - 1. Procurement and Contracting Requirements:
 - a. Advertisement for Bids.
 - b. Instructions to Bidders.
 - c. Bidder Qualifications.
 - d. Bonding.
 - e. Insurance.
 - f. Bid Security.
 - g. Bid Form and Attachments.
 - h. Bid Submittal Requirements.
 - i. Bid Submittal Checklist.
 - j. Notice of Award.
 - 2. Communication during Bidding Period:
 - a. Obtaining documents.
 - b. Access to Project Web site.
 - c. Bidder's Requests for Information.
 - d. Bidder's Substitution Request/Prior Approval Request.
 - e. Addenda.
 - 3. Contracting Requirements:
 - a. Agreement.
 - b. The General Conditions.
 - c. The Supplementary Conditions.
 - d. Other Owner requirements.
 - 4. Construction Documents:
 - a. Scopes of Work.
 - b. Temporary Facilities.
 - c. Use of Site.
 - d. Work Restrictions.
 - e. Alternates, Allowances, and Unit Prices.

- f. Substitutions following award.
- 5. Separate Contracts:
 - a. Work by Owner.
 - b. Work of Other Contracts.
- 6. Schedule:
 - a. Project Schedule.
 - b. Contract Time.
 - c. Liquidated Damages.
 - d. Other Bidder Questions.
- 7. Site/facility visit or walkthrough.
- 8. Post-Meeting Addendum.
- E. Minutes: Entity responsible for conducting meeting 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. Minutes of 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.
 - 1. Sign-in Sheet: Minutes will include list of meeting attendees.
 - 2. List of Planholders: Minutes will include list of planholders.

END OF DOCUMENT 00 25 13