

DOCUMENT 002513 - PREBID MEETINGS

1.1 PREBID MEETING

- A. Architect will conduct a mandatory prebid meeting as indicated below:
1. Meeting Date: March 8, 2024.
  2. Meeting Time: 3:30 p.m., local time.
  3. Location, In-Person Meeting: Sherman School, 2 Route 37 E, Sherman, CT 06784.
  4. Information provided during Prebid Meeting does not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
- 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 the Architect via email at [mlosasso@antinozzi.com](mailto:mlosasso@antinozzi.com).
1. Submit requests for clarification or interpretation on or before the date indicated by the Instructions to Bidders. Responses will be issued by written Addendum only.
  2. Submit requests for substitution/prior approval using form bound in Project Manual.
- 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-based bidding management software 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. Scope of Work.
  - b. Temporary facilities.
  - c. Use of site.
  - d. Work restrictions.
  - e. Allowances, and unit prices.
  - f. Substitutions following award.
- 5. Schedule:
  - a. Project schedule.
  - b. Contract Time.
  - c. Liquidated damages.
  - d. Other Bidder questions.
- 6. Site/facility visit or walkthrough.
- 7. Post-meeting addendum.
- E. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes to attendees. 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.

## 1.2 SITE WALKTHROUGH

- A. Site walkthrough will be conducted by members of Project team following the Prebid Meeting.
- B. Prospective bidders are encouraged to attend the scheduled site walkthrough following the Prebid Meeting. To avoid impacting the school's daily operations, its students, faculty and staff, no individual site walkthrough will be permitted.

END OF DOCUMENT 002513