






PROJECT		
CAP Project number		Project name
Date	Time	Location address

AGENDA

- Sign-in Register.**
 - Accepted no later than 15 minutes after the scheduled meeting time or at the discretion of the CAP Project Manager.
- Welcome and Introductions.**
 - Online bidding only – QR code on Page 2.
 - State will award to the **lowest responsible bidder.**
 - Review CAP Form D401 included in Project Manual to ensure special qualification requirements, if any, are met.
 - Complete CAP Form A305 – Contractor’s Qualification Statement – QR code on Page 2.
 - State reserves the right to reject a bid if qualifications and experience are determined to be inadequate.
- Purpose of Meeting.**
 - Minimize collective risk, including the following:
 - Clarify scope and emphasize expectations.
 - Describe current site conditions.
- Bid Procedures and Initial Documents.**
 - Review CAP Form A701 – Instructions to Bidders – QR Code on Page 2.
 - Scheduled bid opening and closing dates, although subject to change.
 - Bids must be submitted within the final 96 hours prior to bid closing.
 - Substitutions must be received 10 days prior to bid opening.
 - Addenda must be issued seven days prior to bid opening.
 - Questions should be submitted to CAP Project Manager, Consultant (if named), and Using Agency.
 - 5% bid security required (base and alternatives combined).
 - Bid Form.
 - Page 1 – Acknowledge addenda and completion date.
 - Page 2 – Do not offer unsolicited alternatives or take exceptions.
 - In the event of math error, unit pricing prevails.
 - Detail any special conditions that will supersede Standard Provisions.
 - Remind bidders of their responsibility to carefully read and review the Bidder Instructions and bid documents.
 - Encourage review of Articles 7 and 8 regarding bond and insurance requirements.
 - Ensure CAP forms are used for submittals.
- Miscellaneous.**
 - It is bidder’s responsibility to visit project location and documents before submitting bid.
 - Project is not tax exempt.
 - Permits and fees are the contractor’s responsibility unless specifically stated.
 - Nothing stated today changes anything in the project documents; addenda issued if necessary.
- Using Agency.**
 - Security and other pertinent information, including:
 - Normal business hours.
 - Background checks.

- Consultant, if available.**
 - Further elaboration on Scope of Work and other important items including:
 - Meetings.
 - Inspections.
 - Specific requirements.
 - Site tour required if selected.
- Q&A.**
- Adjourn.**

QR Codes

Bid Express	 <p>SCAN ME</p>
A305 – Contractor’s Qualification Statement	 <p>SCAN ME</p>
A701 – Instructions to Bidders	 <p>SCAN ME</p>