Provided below are the agenda items typically required by the Owner for the Pre-Bid Meeting. Guidance provided in agenda items does not revise the requirements of the Agreement.

Instructions:
1. Create an agenda for the meeting by using this form or copying the contents into another format.
2. Secure a record of attendance.
3. Provide the meeting attendance record to the Owner.

AGENDA
1. **Project name and location** and review meeting purpose
2. **Introduction of attendees** as appropriate
3. **Bid opening** time and place
4. **Availability of Electronic Documents and Addenda** to-date including Instructions to Bidders, Bid Form, Construction Bid Envelope, and Drug-Free Workplace Affidavit.
5. **Applicability of all documents in bid preparation.** Bidders are solely responsible for misinterpretations resulting from using an incomplete set of the documents.
6. **Owner’s prohibition of the use of services of an illegal immigrant** and the related attestation on the Bid Form.
7. **Unless confirmed in writing by Addendum** no changes are binding, and no interpretations or clarifications are reliable.
8. **Sequence and timetable** for questions of interpretation or clarification and issuance of Addenda.
9. **Requests for interpretation or clarification** must be (1) in writing, (2) to a designated email address, and (3) prior to a set deadline.
10. **Proper bid submittal requirements** including the following:
    a. **Bid Form**
    b. **Construction Bid Envelope** including identification of Subcontractors and filling in the Subcontractor name or Bidder name if any work is required for a category
    c. **Bid Security**
    d. **Drug-Free Workplace Affidavit**
11. **Alternates and Unit Prices** if applicable in this bid
12. **Special administration,** if applicable, such as Commissioning and Scheduling
13. **Scope of Work and Contract Time** review.
14. **Structured phases** and related scopes and schedule milestones, if applicable.
15. **General Conditions Article 11** insurance requirements.
16. **Builders’ Risk insurance** required by General Conditions Article 11.
17. **Major demolition projects insurance** required by Supplementary Conditions.
18. **General Conditions Article 7** requirements regarding changes in the Work including limits on costs for Direct Payroll Expense, overhead, and profit.
19. **Roof Bond** in the amount as specified in the Project Manual and **Total Roofing System Warranty** requirements.

20. **Stormwater Pollution Prevention Plan**, (SWPPP) if applicable.

21. **Site access, construction staging areas**, construction work force parking arrangements, on-going user operations, car/bus/delivery traffic that must be accommodated, and expectations for construction personnel courtesy and decorum toward site occupants and the public

22. **WITH PRIOR APPROVAL OF OWNER**: Discussion of the project budget or anticipated Bid Target.

23. **Conditional or qualified bids** are unacceptable.

24. **Requirement to visit the site** and become familiar with the local conditions under which the work is to be performed and to correlate all observations with the requirements of the Bidding Document.

25. **Opportunities to tour the site**

26. **Substitution request** procedures in the Instructions to Bidders

27. **Reading of previously received questions** and responses as appropriate

28. **Questions**, requiring name and affiliation to be given with the question

END