**PRE-BID MEETING AGENDA**

**xx-xxx – Project Name**

Northwest Missouri State University

Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IFB Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendees:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Welcome and Introductions** (Purchasing)
	1. Sign attendance record
2. **Instructions to Bidders** (Purchasing)
	1. Interpretations
		1. The only official position of Northwest is that position which is stated in writing and issued by the Purchasing Department.
		2. Request for interpretations must be submitted by \_\_\_\_\_\_\_\_ (5 working days before opening of bids)
		3. Acceptable Substitutions
	2. Receiving Bids
		1. Mail or deliver bid in sealed envelope clearly marked with bid number and opening date
3. **Bid Form** (Purchasing)
	1. Bid Date **\_\_\_\_\_\_\_** **2:00PM** in the Purchasing Department
	2. Enter company name and address
	3. Enter the number of addenda you have received
		1. Addenda should be issued no later than \_\_\_\_\_\_
	4. Enter lump sum amount
	5. Enter Unit Prices
	6. Enter Alternate Bids
	7. 10% MBE/10% WBE/3% SDVE goals
	8. Liquidated Damages
	9. The work is to be complete by \_\_\_\_\_\_. Work cannot proceed until \_\_\_\_\_\_\_.
4. **Procurement Forms & Supplements** (Purchasing)
	1. **MUST BE COMPLETED & SUBMITTED WITH YOUR BID**
		1. Proposed Subcontractors Form
			1. List of current University service contractors can be provided
		2. Bid Security – 5% of total bid
		3. Affidavit of Work Authorization
		4. Bidder’s Qualifications
		5. SDVE Business Form (for preference)
	2. Corporate Certification (as applicable)
		1. Certificate of Good Standing
		2. Certificate of Authority to do Business in Missouri
	3. Certificate of Registration of Fictitious Name (if not incorporated)
	4. MBE/WBE/SDVE Compliance Evaluation Form
	5. MBE/WBE/SDVE Eligibility Determination Form For Joint Ventures
	6. MBE/WBE/SDVE Good Faith Effort (GFE) Determination Form
5. **Contracting Forms & Supplements** (Purchasing)
	1. Construction Contract
	2. Product Substitution Request
6. **General Conditions** (Purchasing, PM and Designer)
	1. Article 3 Contractor’s Responsibilities
		1. 3.2 Safety – Awarded contractor must have ten-hour construction OSHA cards for all employees and subcontractor’s employees. Penalty: $2,500/day plus $100/employee/day without training. OSHA cards must be provided if requested.
	2. Article 5 Construction and Completion
		1. 5.4 Payment to Contractor – 5% retainage on payments until project completion
	3. Article 6 Bond and Insurance
		1. 6.1 Bond – 100% performance & payment bond, rated B+ or higher
		2. 6.2 Insurance – Contractor shall have Northwest added as additional insured
7. **Supplementary Conditions** (Purchasing, PM and Designer)
	1. Smoke free campus
8. **Annual Wage Order** (Purchasing)
	1. Carefully review requirements including working hours, overtime, and holidays
	2. Contact Division of Labor with any questions regarding trades prior to submitting bid
9. **Division 1 Requirements** (PM and Designer)
	1. Temporary Utilities
	2. Contractor Information
	3. Storage of Materials
	4. Protection of Owner’s Property
	5. Preserving and Protecting Existing Vegetation
	6. Pre-construction conference Date/Time/Location: \_\_\_\_\_
	7. Mobilization date: \_\_\_\_\_\_\_ (if all paperwork has been received)
10. **Technical Specification and Drawing Review** (Designer)
11. **Tour Project Site** (PM, if Applicable)
	1. A site visit is required prior to bidding.