

SECTION 00130

MANDATORY PRE-BID CONFERENCE

PART 1 - GENERAL

1.01 SUMMARY

- A. Prime Bidders (Pre-Qualified General Contractors) must attend the **PRE-BID CONFERENCE** described in the Invitation to Bid (Section 00020, this manual). Subcontractors from whom sub-bids are being solicited are invited to attend but their attendance is not mandatory.
- B. Attendance is mandatory for Prime Bidders.
- C. Agenda Outline: Prepared by Architect
 - 1. Attendance roster to be signed by all attendees.
 - 2. Introduction of Owner Architect/Engineer Project Team and Attendees.
 - 3. Project Summary and Scope of Work
 - 4. Availability of Documents
 - a. Plan Rooms
 - b. General Contractors
 - c. Sub-Trade Plan Availability
 - d. Set Purchases (full)
 - 5. Instructions to Bidders and Review of Bid Process (see Section 00101, this manual)
 - 6. Contractual Agreement (Section 00500)
 - 7. Proposal Submission Requirements & List (s) of Subcontractors (Section 00300)
 - 8. Products and Substitutions (Section 01631)
 - 9. Addenda Schedule
 - 10. Contractor Question Period (answers will be included in an addendum)
 - 11. Closing Statements & Site Visit

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.01 AGENDA:

- A. Copies of this agenda will be distributed to all parties in attendance.

3.02 MINUTES:

- A. Meeting minutes will be recorded by the Architect and a written summation will be distributed to the Owner and the Architect/Engineer's Project Team, and made publicly available at <http://www.sjrcc.edu/201007>

END OF SECTION