

Pre-Bid Conference Agenda and Information Sheet

Project Name Shawnee HVAC Replacement
 Stake Name: Spokane WA North Stake
 Property Number: 5258391

Welcome (Local leader or Account Manager)	Invocation :	Introductions (Project Manager)
Consultant Name and Phone Engineered Systems Associates (208) 233-0501	Project description HVAC Replacement	
New Square footage None.	Bid opening date and time June 6th, 2023, at 1:30 PM Pacific	Bid opening location (address and room) Cons Log
Building permit issued by Spokane City	Calendar days for project 45	Liquidated Damages / day \$100
Asbestos abatement required None.	Unusual conditions None.	
Addenda items		

Information Addition or remodel Projects Only

Facility will be occupied during construction <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Utilities paid by <input checked="" type="checkbox"/> Church <input type="checkbox"/> Contractor	Restrooms provided by (check one) <input checked="" type="checkbox"/> Church <input type="checkbox"/> Contractor
Gets salvage (check one) <input type="checkbox"/> Church <input checked="" type="checkbox"/> Contractor	Contact for access to building during bid (FM group name, address and phone)	

Bidder Information (During the conference read the following statements word for word)

1. Bidding Information
 - a. Bids are by invitation only
 - b. Contractors and subcontractors must be licensed in the area where the project located.
 - c. The successful bidder must supply:
 - 1) Workers Compensation Insurance
 - 2) Commercial Liability Insurance
 - 3) Automobile Liability Insurance
 - 4) Bonds (if required in the General Conditions)
 - 5) Builders Risk Insurance (if the project is over \$4 million)
 - 6) Government taxes are to be included in bid amount with the exception of Canada (GST, PST, HST, etc.) and when directed by the Project Manager in U.S. states (such as State Sales Tax).
2. Contractor Requirements
 - a. Contractor will comply with all applicable laws, ordinances, rules, regulations, and orders of any public authorities relating to performance of the Work.
 - b. Contractors are alerted that the Owner will strictly enforce the requirements of Safety as in the contract documents on this project.
3. Addenda
 - a. All addenda will be issued by the consultant
 - b. All verbal agreements or instructions must be confirmed by written addendum
4. Bid Opening - Conslog
 - a. Sealed bids will be accepted up to the previously specified time, immediately thereafter, bids will be opened and read.
 - b. Bids are to be submitted as outlined in the specification.
 - c. The bid form used will be the form provided at the pre-bid conference. Faxed bids are not acceptable.
 - d. The owner reserves the right to reject any or all bids and to waive any irregularity therein.
 - e. If all addenda are not acknowledged by number (1,2,3,etc.), on the bid form or if the bid form is not signed, the bid will be considered not-responsive and will be returned to the bidder immediately without considering the bid amount.
 - f. The bid amount is to be listed in both written and numerical form. If there is a discrepancy between the two, the written amount will be used
- c. Contractors are to bid the contract documents
- d. Requests for clarification shall be in writing and received by the architect three working days minimum prior to bid opening.
- e. Final addendum will be issued 48 hours prior to bid.