**PRE-BID INFORMATION MEETING AGENDA**

Project Number - Project Name

Date, Time, Location

1. SEALED BIDS will be received from qualified Contractors by The Regents of the University of Colorado electronically until timelocal time, on date.

Email Bids to: PM Name at PM email address **and** PC Name at PM email address

Any bid received after this time will not be considered. Bids will be opened publicly and read aloud. You will receive an invitation to the virtual bid opening following the Pre-Bid meeting.

1. TIME OF COMPLETION: Contractor agrees to commence work within ten (10) calendar days from the date of the Notice to Proceed. Substantial Completion per Bid Documents.
2. Contractors are required to conduct background checks on employees, agents and subcontractors that have access to campus buildings where students and faculty reside, the Recreation Center, Athletics Facilities and other secured facilities.
3. The contractor will be required to comply with all applicable portions of Federal, State and local regulations and agencies with jurisdiction at the site.
4. The University of Colorado is a tax-exempt entity and the contractor will obtain exemption on state tax for materials. City of Boulder Use Taxes are not included in that exemption and bidders should contact the City to obtain information about appropriate rates.
5. Addenda may be issued prior to bidding and all bidders will be required to acknowledge receipt of that addenda and the date of all addenda in their bid package.

1. Bidders should review the requirements of the contract, including the General Conditions of the Contract, any supplemental documents and the contract drawings and specifications. For review, all contract documents can be found on the state website at: <https://www.colorado.gov/pacific/osa/formscont>
   1. Various work on the project will be subject to testing and bidders should review testing requirements described in the specifications.
   2. The contractor will be required to maintain records of the work and bidders should review the specifications for details of that requirement.
   3. Please review the specifications for any temporary services that may be required.
   4. Bidders should become familiar with specification requirements for cleanup. The requirements will be enforced rigidly.
   5. USE THE FORMS PROVIDED: Review the specification for bidding requirements and use the appropriate forms as described therein.
   6. Project Specific:
2. All bidders should become familiar with existing conditions at the site. Bids shall be based on the existing site conditions. Failure to do so in no way relieves the bidder of the responsibility for inclusion of conditions at the site in their bid price.
3. A UCB Health & Safety Environmental Compliance Document will be provided.
4. UCB Facilities standards are found online at: <https://www.colorado.edu/facilities-standards/>
5. Contractors should be familiar with the standards that apply to the project.
6. There may be times when work could be interrupted or briefly suspended to accommodate the needs of building users. Contractors should be prepared to work with UCB to make allowances for these interruptions.
7. This list of discussion items is intended to clarify and emphasize important information in contract documents but is in no way intended to be a complete list of all the bidding requirements. All bidders should review the documents and base their bid accordingly.
8. Schedule:

Email Questions Due

Email Answers Issued

Sealed Bids Due/Public Bid Opening

Negotiation of General Contractor Contract

Contract Approval (projected)

Anticipated Design Start

Anticipated General Contractor Start

Anticipated Construction Start/Finish

1. Other / Project Specific Items:

* Discuss Prevailing Wage thresholds and requirements if applicable.

**Where construction equals or exceeds $500,000.00, Contractor shall:**

1. After the contract is awarded, the contractor is required to provide written notice to the Project Manager no later than (20) twenty days after deciding to perform services outside the United States or Colorado or to subcontract services under this contract to a subcontractor that will perform such services outside the United States or Colorado. The written notification must include a statement of the type of services that will be performed at a location outside the United States or Colorado and the reason why it is necessary or advantageous to go outside the United States or Colorado to perform the services. Failure to do so could result in termination of the contract.
2. Colorado labor will be employed to perform at least 80% of the work.