PRE-BID MEETING OUTLINE

Project Name: [INSERT PROJECT NAME]
Date: [INSERT MEETING DATE]
Time: [INSERT MEETING TIME]

Item	**Discussed**
1. Set out Sign-in sheet.	☐
2. Introductions.	☐
3. Give a brief description of the project.	☐
4. Ask Engineer if they would like to say a few words.	☐
5. Open floor for questions.	☐
6. Document questions and person that asked. If need be say that the question will be answered by addendum.	☐
7. If asked, have Engineer give cost estimate.	☐
8. Announce cutoff date and time for questions.	☐
9. Announce date and time that bids are due.	☐
10. Reiterate that the sealed Bids MUST be received at the City Secretary's Office, and no other location, so they can be time/date stamped.	☐
11. Plans and Specifications are available online.	☐
12. Confirm Sign-in sheet is complete and state that it will be shared via email.	☐
13. We will be at the project site for field observations and questions. (Relay directions to project site)	☐
14. This concludes the pre-bid meeting. Thank you for coming and good luck.	☐

END OF DOCUMENT