

PRE-BID AGENDA

PROJECT NAME

DATE AND TIME

RFB # 24-XXXX

1. INTRODUCTION

- Project Manager: Name, Title Email:
- Site Superintendent: Name, Title
- Bid Opening: Date at 1:00 p.m. Mountain Time
- Public Purchase Online

2. CALL FOR BIDS

- All bids must be obtained from Public Purchase at:
<https://www.publicpurchase.com/gems/wyoconstruction,wy/buyer/public/home>
- Contractors must be registered with the Wyoming State Construction Department Public Purchase website in order to submit a bid. It may take up to 24 hours for a registration to be activated after registration. Information on registering with Public Purchase can be located on SCD's website at:
<https://stateconstruction.wyo.gov/procurement/for-contractors>
- Bids may not be withdrawn for 30 days after bid opening.
- 10% bid deposit must accompany each bid when the bid exceeds \$150,000.
- Performance and Payment Bond required for 100% of contract amount when the bid exceeds \$150,000.
- Work is scheduled to begin immediately upon approval of all contracts, bonds, insurance, etc., and must be completed by date.
- Liquidated damages are \$X,XXX.XX per working day.
- State funds, therefore a 5% preference will be given to resident contractors bidding this project. Non-residents must register with the Secretary of State. Resident contractors must have a Resident Certification Number. Contact the Dept. of Workforce Services – Labor Standards (307)777-7261.
- Per Wyoming Statute, Wyoming resident labor shall be used on this project.
- A formal contract will be executed.

3. INSURANCE REQUIREMENTS

- Worker's Comp & Employees Liability
 - a) Bodily Injury by Accident: \$1,000,000.00 each accident;
 - b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
 - c) Bodily Injury by Disease: \$1,000,000.00 policy limit.
- Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:
 - a) \$1,000,000.00 each occurrence;
 - b) \$1,000,000.00 personal injury and advertising injury;
 - c) \$2,000,000.00 general aggregate; and
 - d) \$2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground

property damage. This coverage may not be excluded by endorsement.

- Unemployment Insurance – as required by Department of Workforce Services
- Business Automobile Liability- \$1,000,000 each occurrence.
- Builder's Risk Insurance – 100% Contract Amount (if required)

4. WYOMING PREVAILING HOURLY WAGES

- Applies to contracts over \$100,000.00

5. LAWS TO BE OBSERVED

- All local, State and Federal laws, rules & codes shall be followed.

6. LICENSES, PERMITS & TAXES

- Discuss any and all permits, etc. The contractor is responsible for all other plan reviews, permits, licenses, fees & taxes. The contractor shall schedule and request all required inspections.

7. FORTY HOUR WORK WEEK

- Per State Statute, time and a half overtime must be paid.

8. GUARANTEE AND WARRANTY

- Any portions of work needing replacement or repair within one (1) YEAR FROM THE DATE OF WRITTEN ACCEPTANCE BY THE [Agency Name], shall be completed by the Contractor at his expense. All product warranties over one year shall carry over to the State.

INCLUDE SECTIONS 9-13 IF APPLICABLE TO AGENCY PROJECT OR MODIFY/DELETE (and re-number, if appropriate)

9. CONSTRUCTION MANAGEMENT

- Agency Personnel
- Architect/Engineer

10. COORDINATION OF WORK

- Contractor will coordinate work with the Superintendent/Assistant Superintendent and Construction Manager.

11. PRESERVATION OF VEGETATION

- Contractor shall protect vegetation from destruction, scarring, ruts, damage or defacing.

12. CLEAN UP

- Contractor responsible for all clean up to the satisfaction of the site Superintendent.

13. PROTECTION OF FACILITIES

- Contractor damage to any park facility will be repaired at contractor expense.

14. CONTRACTOR RESPONSIBILITY

Not addressing any particular item of the Contract Documents, Specifications or Construction Drawings during the Pre-bid Meeting, in no-way eliminates the responsibility

of the Contractor from completing all work in accordance with the Contract Documents, Specifications and Construction Drawings.

15. DESCRIPTION OF WORK

16. QUESTIONS