**Project name**

**Date**

**Location of meeting**

1. Attendees
* Record names of each individual and their entity
* Owner (State agency or other contracting entity)
* Owner's Representative
* Consultant (Architect or Engineer)
* Subconsultants
* Clerk-of-the-works
* General Contractors
* Subcontractors
* Commissioning agent
* Bureau of General Services (BGS)
* Other State agencies
1. General Information on the Bid Process
* Note requirement, if any, for attendance at this conference for eligibility to bid
* State bid submission time, date, and location, or method of submission
* Note method and deadline for questions, in writing, to Consultant
* Note bid security and bond requirements
* Address means of access to bidding documents, including Addenda
* Note bidder’s responsibility to review all project requirements
1. Specific Information on the Project
* Bidders to note all insurance requirements, including Builder’s Risk insurance
* Review the overall scope of work
* Note parking requirements
* Note lay-down areas, location for trailers
* Address access to the facility, if needed
* Define work hour restrictions
* Note the project schedule
* State the roles of each entity
* Tour the site and facility; note other pre-bid possibilities for access, if any
* Conclude the tour
* Record questions and answers from this conference in the next Addendum