

Project Name:

Date:

Project Manager:

Site Visit Meeting Agenda

1. Project Manager - Welcome the potential Bidders
2. Ask Bidders to sign-in on the Site Visit Sign-In Sheet
 - Prepare & Print. Bring to the Site Visit for Bidders to sign-in. (Bring a clip board & pen)
 - Email PDF of Log to Buyer to post in U3P after the visit.
3. Introductions
 - Introduce self and role.
 - (Optional) County Agency representatives introduce themselves. Please state your title or responsibility for your Agency.
 - Architect/Engineering representatives introduce themselves.
4. Site Visit is non-binding and for information purposes only. If you need anything in writing, please follow up by submitting a question in the **County's bidding system, Utah Public Procurement Place (U3P)**. **PMs are not able to answer any bidding questions.**
5. Electronic Bid Submission
Enter the Base Bid dollar amount and any Alternates – not a form. Amount is entered directly into U3P.
6. Bid Forms are outlined in the Instructions to Bidders (part of bid documents) and submitted as an attachment in U3P.
7. Provide Overview of Project and Schedule
 - Project Scope

 - Project Schedule
8. Review the following items: (fill-in prior to the site visit)
Bids Due:

Question Period Ends:

Bonding Range: _____ to _____
(10% above & below Const Est)

Number of Days from NTP:
9. Questions / Answers
 - Open-up for Questions from Bidders participating in the site visit
 - Please note that if any questions are asked about bid submission or procurement, please instruct the Bidders to submit the question in U3P.