



# AGENDA

## MANDATORY PRE-BID MEETING / RFB12-276 HEALTH SCIENCE THIRD FLOOR INTERIOR FINISH PROJECT

Laramie County Community College  
Friday, February 10, 2012 @ 10:00 a.m. MST  
Health Science Building, Room HS-106

1. Welcome and Introductions
  - Please complete the “Attendance Sign-In Sheet”
  - General/Prime Contractors are required to sign-in in order to submit a bid. Subcontractors are not required to sign-in.
  
2. Bid Document – Points of Emphasis
  - a. Cover sheet: Pre-Bid meeting is **mandatory** for all “prime” or “general” contractors who wish to submit a sealed Bid. Subcontractors are not required to attend.
  - b. Section Two (page 4): Sealed Bids due on February 28, 2011 @ 5:00 p.m. MST; Bids to be opened at Physical Plant conference room. **NOTE:** please note change in “time” and “location”.
  - c. Section Two (page 7): All Bid questions shall go through LCCC contact to ensure fairness and consistency. Last day to ask questions – Thursday, February 23, 2012 @ 5:00 p.m. MST.
  - d. Section Two (page 10): Specific State of WY Statutes will apply to this Bid.
  - e. Section Two (pages 13 & 14): Bid bond and P&P bonds will be required.
  - f. Section Three (pages 18 thru 20): Basic Project information and Project Schedule. Please note important these important dates:
    - i. February 21, 2012: Due date for Architect’s Substitution Request Form. Please submit these forms directly to By Architectural Means.
    - ii. February 21, 2012: Due date for LCCC Contractor Qualification Short Form. Please submit this form directly to the LCCC Director of Contracting and Procurement.
    - iii. March 24, 2012: Construction to start.
    - iv. August 1, 2012: Substantial Completion date.

- g. Section Three (pages 18 through 24): Complete this SECTION in its entirety and submit with your Bid package.
  - h. Section Three (pages 21 & 22): Article 4 titled “Applicable Wyoming State Statutes” is new to Bid Form, please check and complete appropriately.
  - i. Section Three (page 22): Article 5 - Required Bid Attachments: All items per Article 5 must be included in your Bid submittal.
  - j. Section Three (page 22): Article 6 titled “Bidder’s checklist” – provided for your assistance in ensuring Bid submittal compliance.
  - k. Section Three (page 23): Article 8 titled “Post-Bid Submittals” – please note that these documents will be requested of the successful bidder.
3. Addenda:
- Addendum #1 issued at today’s Pre-Bid meeting.
  - Future Addendums to be issued electronically for via fax from LCCC
  - Receipt of all addendums shall be acknowledged in writing, 2 methods.
4. Bid Attachments, Article 7 (pages 22 & 23):
- a) Exhibit “E” – Subcontractor Schedule: please complete accurately and thoroughly. Form is available electronically upon request.
  - b) Exhibit “F” – Contractor Qualification Short Form. Must be completed no later than February 21, 2012 @ 5:00 p.m. MST. Submit directly to LCCC Director of Contracting and Procurement.
5. Review of Scope of Work, Specifications and Drawings: Notes & Comments
- Scope of Work
  
  - Specifications
  
  - Drawings

6. Questions and Answers

7. Tour of Construction Area

**Agenda Attachments: Attached hereto and incorporated by reference**

- a. Mandatory Pre-Bid Meeting Attendance Sheet(s) dated February 10, 2012
- b. Addendum #1 dated February 10, 2012, 7 pages inclusive.