

ROBERT BENTLEY
GOVERNOR



JIM BYARD, JR.
DIRECTOR

STATE OF ALABAMA

April 1, 2015

MEMORANDUM

TO: All Interested Parties

FROM: Shabbir Olia, Unit Chief
CED Programs

RE: Pre-Bid Meetings

A handwritten signature in blue ink, appearing to be "SO", is written over the "FROM:" line of the memorandum.

ADECA began requiring Pre-Bid meetings for all non-housing rehabilitation projects funded during or after PY2014. The Pre-Bid Meeting is conducted to clarify any issues bidders may have with solicitation documents, scope of work, and other details of requirements set forth by the contract. At the Pre-Bid Meeting, the bidding and contracting requirements should be fully disclosed, the engineer should communicate the full scope of work, including any special conditions and specific and/or implied tasks that may be unique and/or required, and should cover all obligations contained within the contract as well as bonding and insurance requirements, debarment status, etc. Considerations for sub-contracting women-owned and minority-owned businesses as well as employment of local low-income residents during the construction process should also be discussed. The meeting should be scheduled sufficiently in advance of the required bid submittal deadline as to allow bidders enough time to properly complete bid packages.

Pre-Bid meetings should be formal, with minutes kept and available upon request. Prospective bidders are permitted to request clarifications by a date and time stipulated in the solicitation documents. If a site visit is planned, the details of the date, time, and location of the visit must be stated in the solicitation documents. The site visit should take place prior to (but not too far in advance of) the pre-bid meeting. If you are not familiar with all clauses to be included in contracts for the Prime contractor and any sub-contractor, please contact your Program Supervisor. This information should be presented at the Pre-Bid meeting to ensure all potential bidders are familiar with the contractual clauses, labor, bonding and insurance, and payroll requirements (along with any other requirements) for CDBG contracts. If you have any questions, please contact Chris Perkins at (334)353-1028.

SAO:CGP:tmn