

Project Name:

Project Manager:

Date:

Buyer Name:

Email:

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 clipboard & pen)
 - Email PDF of Log to Buyer to post in U3P-Bonfire 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-Bonfire) <https://purchasing.utah.gov/for-vendors/>. PMs are not able to answer any bidding questions.**
5. Bidders should not contact the PM or the A/E directly with questions. Please enter your questions into U3P-Bonfire or contact the Buyer.
6. Electronic Bid Submission
Enter the Base Bid dollar amount and any Alternates – not a form. Amount is entered directly into U3P-Bonfire.
7. Bid Forms are outlined in the Instructions to Bidders (part of bid documents) and submitted as an attachment in U3P-Bonfire.
8. Provide Overview of Project and Schedule
 - Project Scope

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

Question Period Ends:

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

Number of Days from NTP:

10. Questions / Answers

- Open-up for Questions from Bidders participating in the site visit.
- Please Note: If any questions are asked about bid submission or procurement, please instruct the Bidders to submit the question in U3P-Bonfire.