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| **Section Cover Page** |
| **Section 00 25 13**  **2016-09-29 Pre-Bid Meeting** |

Use this Section to specify a pre-bid meeting with prospective bidders, held on-site or elsewhere, or for an on-site pre-bid meeting combined with a site inspection. Attendance is at the bidders discretion and will not affect acceptance or rejection of bids.

This Master Specification Section contains:

.1 This Cover Page

.2 Specification Section Text:

1. Pre-Bid Meeting [and Site Inspection]

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| **Change Log** |
| **Section 00 25 13**  **2016-09-29 Pre-Bid Meeting** |

**Changes made in this Section Update (2016-09-29):**

**1.1** revised to clarify the intent of the bidder’s attendance at a site inspection

**Changes made in this Section Update (2016-06-14):**

**1.3.3** added for review of facility’s security and safety regulations, if applicable

**1.4** added option for User’s Representative

Spec Notes added for editing instructions.

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**Changes made in this Section Update (2015-06-24):**

* 1. “his representatives” changed to “its representatives”

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**Changes made in Section Update (2015-03-17):**

**General Changes**

1. References to Mandatory Pre-Bid Meeting was deleted from Page 0

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1. PRE‑BID MEETING [AND SITE INSPECTION]

**SPEC NOTE: Delete the following paragraph if site access is not restricted and site inspection is included in BMS Section 00 21 13 – Instructions to Bidders.**

.1 [A site inspection to obtain a clear understanding of the project requirements is strongly encouraged but attendance remains at the Bidders’ discretion; however, site access is restricted. This will be Bidders’ only opportunity to inspect the site.]

.2 A pre‑bid meeting [and site inspection] will be held at the time and place [specified on the cover of this Specification] [to be announced by Addendum].

**SPEC NOTE: Unless to be announced by addendum, specify the exact place, date and time of the meeting on the cover of this Specification and in the advertisement or letter of invitation to bid.**

.3 Purpose is to:

.1 provide bidders an opportunity to familiarize themselves with the Work

.2 provide bidders an opportunity to familiarize themselves with existing conditions, if applicable.

**SPEC NOTE: Use the following sub-paragraph if Project Security and Safety Procedures are used and the facility’s security and safety regulations or the portion thereof related to Contractors on site are not included in the bid package.**

.3 for existing facilities, to review the facility’s safety and security regulations.

**SPEC NOTE: Use the following sub-paragraph for LEED projects.**

.4 provide an overview of LEED project requirements.

**SPEC NOTE: Include the User’s Representative below if Project Security and Safety Procedures are used.**

.4 Province's representative(s) [and the User’s Representative] will be present.

.5 [Site access is restricted. This will be Bidders' only opportunity to inspect the site.]

.6 All prime contract and major subcontract Bidders are strongly advised to attend. Others are invited to attend.

.7 No information provided by the Province or any of its representatives at the pre‑bid meeting [and site inspection] shall be binding, unless such information is included in an Addendum.

**END OF SECTION**