For details and instructions on how to complete this document, click [ ¶ ] icon under Home tab to display Hidden Help text.

**Purpose of a** **Pre-Award Meeting**

Pre-Award Meetings have been established to consider the responsiveness of the bid submitted by the apparent low bidder and considering the bidders understanding of the overall project scope, estimated cost, utilization of proposed sub-contractors, expertise,and review of the mandatory pre-award requirements.

The Pre-Award Meeting should generally involve only the three principal participants:

* the lowest evaluated responsive bidder,
* the Contract Administrator (CA) and
* the Project Manager (PM).

The CA may also request that certain or all of the designated sub-contractors listed in the bid submission be available for discussions involving their capabilities and commitment to their aspects of the work.

The Pre-Award Meeting Minutes template includes the required topics/items for discussion in a Pre-Award Meeting and can be regarded as a “Pre-Award checklist”.

The template is to be used to keep proper detailed minutes of the Pre-Award Meeting, and once completed distributed to all parties for confirmation of accuracy in the recording.

For additional information regarding Pre-Award meetings, refer to *the Project Management Manual (1) Section Conduct Procurement Solicitations - ‘Evaluate Bids and Award Contracts and (2) Section Contract Administration- Pre-Award Meeting*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Meeting:** Select the date of the meeting from the drop-down Calendar. |   |   | **Time of Meeting:** Enter the time of the meeting. |   |
| **Meeting Location:** Enter the meeting location. |   | **Minutes Issued:** Select the date the Meeting Minutes were issued. |   |
| **Project Name**: Enter the subject contract name in full. |   | **Dept. Project File No.:** Enter the Department Project File Number. |   |
|  |
| **Bidder/Proponent (herein referred to as “Bidder”):**   |
| Name: Enter the Legal Business Name of the Bidder. |   | Bidder Ref No: Enter the reference number used by the Bidder for their filing/records purposes. |   |
| Contact: Enter the name of the contact person having delegated authority to represent the Bidder. |   | Tender/RFP No: Enter the Tender/RFP Number used to identify the Tender/RFP of the subject contract as issued by the City of Winnipeg Materials Management Division. |   |
|  |
| **Contract Administrator (CA)** The Contract Administrator (CA) may be a City Staff or an external person representing a third-party company having delegated authority to administer the subject contract.The CA is responsible for preparing and distributing detailed Minutes of the Pre-Award Meeting. |
| Name: Enter the name of the CA. |   | CA Reference No.: Enter a reference number used by the external/non-City CA for their filing/records purposes. |   |
| Title: Enter the position title of the CA. |   |   |
| Organization: If CA is third-party company, enter the company name. If CA is City Staff, enter the reporting department. |   |
|   |
| **Recorder:** Enter the person name taking the notes for the Meeting. |   |   |

**Attendees** List the invited people who attended the meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Initials** | **Title** | **Organization** | **Contact #** | **Email** |
|  |  |  |  |   |   |
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**Regrets** List the invited people who are absent.

| **Name** | **Initials** | **Title** | **Organization** | **Contact #** | **Email** |
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**Agenda**

|  |  |
| --- | --- |
| **1.0** | Introduction |
| **2.0** | Purpose of Meeting |
| **3.0** | Details of Bid |
| **4.0** | Bidder Qualification |
| **5.0** | Scope of Work |
| **6.0** | Schedule |
| **7.0** | Work by Others |
| **8.0** | Experience / Qualifications / Capacity |
| **9.0** | Pre-Commencement Submittals |
| **10.0** | Conclusion |

**Minutes** Some of the topics/items in the Pre-Award Meeting Minutes template are mandatory and cannot be deleted, while other topics/items may be deleted if they are not applicable.

Note: If a topic/item is not applicable but cannot be deleted, enter “n/a” to indicate that the topic/item was visited and not missed in the meeting.

The Template is set up so that additional rows may be added to each topic. If possible, enter individual items on separate rows and **manually number the item** accordingly. (i.e.: 1.1, 1.2, 1.3)

| 1.0 | Introduction As a highly encouraged City of Winnipeg practice, the Chair of the meeting is required to **state out loud** the City of Winnipeg Treaty Acknowledgement at the beginning of the meeting. Refer to *the City of Winnipeg Indigenous Relations webpage*.Introduction of Personnel: include roles and responsibilities relative to the Work as described in the Tender/RFP documents.Compile a list of attendees and additional project staff with contact information. |
| --- | --- |
| 1.1 | City of Winnipeg Treaty Acknowledgement:I would like to acknowledge that we are in Treaty One Territory, the home and traditional lands of the Anishinaabe (Ojibwe), Ininew (Cree), and Dakota peoples, and in the National Homeland of the Red River Métis.  Our drinking water comes from Shoal Lake 40 First Nation, in Treaty Three Territory.  |
| 1.2 | Introduction of personnel. |
| 1.3 | Obtain contact information for attendees and additional project staff. |
|  |  |

| 2.0 | Purpose of MeetingIt is a **requirement** to **read the Disclaimer out loud** to the attendees in the meeting. For additional Pre award information, refer to *the Project Management Manual (1) Section Conduct Procurement Solicitations - ‘Evaluate Bids and Award Contracts and (2) Section Contract Administration- Pre-Award Meeting*. |
| --- | --- |
| 2.1 | **Disclaimer**:“It is not the intent of this Pre-Award Meeting to make changes or award the contract. This meeting is being held to confirm the intent and ability of the Bidder to undertake and perform the work in accordance with the Tender/RFP documents and their bid submission.” |
|  |  |

| 3.0 | Details of BidReview the Tender / RFP and note errors or omissions or new findings.Click the applicable checkbox to insert a checkmark. Delete the option that is not applicable.If 3.3 is not applicable, the entire row may be deleted. |
| --- | --- |
| 3.1 | *Bidder* was asked if they noted any errors or omissions in the Tender/RFP.[ ]  No errors were noted.[ ]  Yes, the following errors were noted:1. \_\_\_\_\_\_\_
 |
| 3.2 | *Bidder’s* Bid was reviewed. [ ]  No errors were noted. [ ]  Yes, the following errors were noted:1. \_\_\_\_\_\_
 |
| 3.3 | The Bidder is aware the Contract Documents consist of the:1. Bid Submission
2. Bidding Procedures
3. Fill in the General Condition Reference number after the ‘C’City of Winnipeg General Conditions for C \_\_\_
4. Supplemental Conditions (PartD)
5. Specifications (Part E)
6. Security Clearance (Part F, if applicable), and
7. Appendices (if applicable) together with the
8. Contract Drawings
9. Addenda (number of addenda posted): \_\_\_\_\_\_\_\_

The Bidder confirms they have read and understand the Contract Documents:[ ]  Yes[ ]  No |
| 3.4 | The Bidder is aware that in accordance with *Specifications* *E1.2* that the *City of Winnipeg Standard Construction Specifications* in its entirety, whether or not specifically listed on *Form B: Prices*, shall apply to the Work.[ ]  Yes[ ]  No |

| 4.0 | Bidder QualificationThe Contract Administrator should advise the Bidder that they have an obligation to enter into contracts with the sub-contractors that require them to perform their work in conformance with the Tender/RFP documents.  |
| --- | --- |
| 4.1 | *Bidder* provided the following information as per Qualifications:[ ]  List of Subcontractors. [ ]  List of Equipment. [ ]  Other (specify):  |
|  |  |

| 5.0 | Scope of WorkThe Contract Administrator shall review the Scope of the Work to ensure that the Bidder has no misunderstanding with regard to the extent of the Work for which he/she is being considered for Award, and to confirm that he/she has no reason to believe that he/she cannot perform the Work in accordance with the Tender/RFP Documents. |
| --- | --- |
| 5.1 | Provide brief summary of work from Bid.Brief Summary of Work.  |
| 5.2 | If the Bidder undertook any Site Investigations prior to submitting the Bid, review the Site Investigations for errors/omissions or new findings; to ensure that the Bidder’s findings are consistent with the site information disclosed in the Tender/RFP Documents.*.*Review of Bidder’s Site Investigations.  |
|  |  |

| 6.0 | ScheduleThe Contract Administrator shall review the Schedule to ensure that the Bidder has no misunderstanding with regard to the timelines for which he/she is being considered for Award, and to confirm that he/she has no reason to believe that he/she cannot perform the Work in accordance with the Tender/RFP Documents. |
| --- | --- |
| 6.1 | Review Schedule and confirm Start Date, Critical Dates and Liquidated Damages.Brief Summary of Schedule, Critical Dates, and Liquidated Damages.  |
|  |  |

| 7.0 | Work by Others Identify all third parties carrying out work in proximity or onsite that the Bidder must cooperate and /or coordinate with. ie. Hydro, BellMTS, Traffic Signals, other departments. |
| --- | --- |
| 7.1 | Third parties include:  |
|  |  |

| 8.0 | Experience / Qualifications / Capacity |
| --- | --- |
| 8.1 | Ensure the Bidder has successfully demonstrated that they have carried out work similar in nature, scope and value. Refer to Part B Qualifications in the Tender/RFP document.*Bidder* has demonstrated that they have carried out work similar in:[ ]  nature[ ]  scope[ ]  value |
| 8.2 | Ensure the Bidder has the necessary qualifications to undertake the work.*Bidder* has demonstrated the following qualifications to undertake the work:[ ]  SAFE Work Certified/COR/SECOR/Safety Program[ ]  Security Clearances (if required prior to award) |
| 8.3 | Review that the Bidder has all the necessary capital, management, and resources to undertake the work. Be conscious of not just the number of staff but their experience / expertise as well – are they all junior or senior level staff; also, whether the proposed Bidder has too many jobs going on at the same time.*Bidder* has demonstrated the following capacity: [ ]  capital[ ]  resources (staff, materials etc.)[ ]  management[x]  \_\_\_\_\_\_\_\_\_ |
|  |  |

| 9.0 | Pre-Commencement Submittals |
| --- | --- |
| 9.1 | The Contract Administrator must ensure the Bidder has the required Workplace Safety and Health Plan/Program as per the Bidding Procedures, Qualifications and Supplemental Conditions, Safe Work Plan.*Subject to award of contract by the Award Authority, the Bidder* is reminded that prior to commencement of project they must provide the following:[ ]  Safe Work Plan[ ]  Insurance[ ]  Performance Security[ ]  Detailed Work Schedule[ ]  Sub-Contractor List[ ]  Workers Compensation[ ]  Evidence of Authority to carry out business[ ]  \_\_\_\_\_\_\_\_\_\_ |
|  |  |

| 10.0 | Conclusion  |
| --- | --- |
| 10.1 | Ask the Bidder if they are prepared to complete the Work of the Tender/RFP documents as advertised. Click the applicable checkbox to insert a checkmark. Delete the option that is not applicable.*Bidder* is prepared to complete the work of the Tender/RFP documents as advertised:[ ]  Yes[ ]  No. Explanation:  |
|  |  |

**Meeting Adjourned at:**

Report any errors or omissions in these Pre-Award Meeting Minutes within **three (3) business days** to the Contract Administrator, at or by e-mail at , otherwise these Minutes are considered accurate and accepted.

|  |  |
| --- | --- |
| **Attachment(s):** Enter the title(s) of the attached documents, or enter “0” if none. | \_\_\_\_\_\_\_\_\_\_ |

**Distribution** (to be completed by Contract Administrator) List of personnel to forward the document to. Once completed, this document should be distributed in PDF format to ensure no changes are made.

* Attendees
* Regrets
* Other: Enter names(s), Department or Company information.