

## SECTION 102 – BIDDING REQUIREMENTS AND CONDITIONS

**102.03 Examination of Plans, Specifications, and Project Site.** Pre-bid meetings provide value to both contractors and the Department on large or complex projects. Contractors can learn about unusual or unique project features, and get answers to questions prior to bid submittal. The Department is also provided one last chance to evaluate and improve, if necessary, the contract's ability to be bid and constructed.

[ITD Standard Specifications For Highway Construction \(SSHC\) Subsection 102.03](#) is explicit that *"If the Department discovers any information, specifications, plans, data, or important interpretations that identify the bidding process is deficient, the Department will provide this data to all bidders as addenda. Bidders must acknowledge receipt of addenda."* This specification requires that **any changes resulting from a pre-bid meeting that will be contractually binding must be in the form of an addendum.**

The Department will allow at least three calendar weeks between a pre-bid meeting and a bid opening, so there is ample time to issue an addendum. The Department will mark minutes from pre-bid meetings with "FOR INFORMATION ONLY" and distribute the minutes to plan holders at least 10 calendar days before bid opening.