**SPECIAL NOTE FOR PRE-BID CONFERENCE**

**CID XXXXXX**

**County County**

**Project Description**

The Department will conduct a mandatory Pre-Bid Conference of the subject project on \_\_\_\_\_\_\_\_\_\_ , 201\_ , at \_\_\_\_\_ \_.m. TimeZone Time at:

**Location**

**Address**

**Phone**

Any company that is interested in bidding on the subject project or being part of a joint venture must be represented at the conference by at least **one person of sufficient authority to bind the company**. No individual can represent more than one company. At the conference, the Department will take a roster of the representatives present. **Only companies represented at the conference will be eligible to have their bids opened at the date of letting.**

The purpose of the conference is to familiarize all prospective bidders with the contract requirements of the Contract.

Department of Highways officials will be present at the conference to answer questions concerning the project.