

MEMORANDUM

DATE: May 10, 2021

TO: Architects, Design Professionals, Vendors & Contractors

FROM: Christian Reed
Senior Campus Architect

SUBJECT: Project Bidding & Online Meeting

To effectively minimize the risk of exposure and stop the spread of COVID-19, The University of Alabama in Huntsville continues to implement the following steps with regard to bid openings and other construction related meetings. These meetings will remain online and will be listed on the UAH website with a link to join them as noted below.

Delivery of Bids: All sealed bids shall be received and opened at the Office of the Project Architect. The location shall be identified in the Bid Documents, including the Advertisement for Bid. All Instructions to Bidders shall still apply including the requirements set forth by the State of Alabama Department of Construction Management and additional instructions set forth by The University of Alabama in Huntsville. Bidders are strongly encouraged to hand deliver bids as FedEx and UPS deliveries may be delayed.

Bid Openings: Upon receipt of the Bid documents, the bid openings will take place at the Office of the Project Architect. Bid openings will take place as scheduled unless modified by addenda and can be viewed online. The Bid Opening will be listed with a link to join online at the following location on the UAH website: <https://www.uah.edu/facilities-and-operations/architect/bids>. Certified bid tabulations will still be issued by email.

Pre-Bid Meetings: All Pre-Bid Meetings will also be held online. The meeting will be listed with a link to join online at the following location on the UAH website: <https://www.uah.edu/facilities-and-operations/architect/bids>. Attendance is not mandatory but is highly encouraged. Addenda will be issued based on attendance at the Pre-Bid Meeting. Please reference the “Construction Site Visits During Bidding” memorandum for scheduling a site visit during bidding.

Pre-Construction and Other Meetings: All Pre-Construction Meetings will be held online and coordinated directly with the Architect and Contractor by the UAH Project Manager. For information about all other construction-related meetings, please contact the UAH Project Manager for your project.

Zoom Conferencing Tool: The University utilizes Zoom for online conferences. Only the host is required to have a Zoom account; attendees can participate in meetings without Zoom accounts.

These changes shall be properly communicated by the Architects and Design Professionals in the Bid Documents of UAH Construction Projects. Please feel free to contact me directly if you have any questions. Thank you for your patience and cooperation during this unprecedented time.

C: Greg Smith
 Jeff Gibisch
 Michelle Roe

END OF MEMORANDUM