INVITATION FOR BIDS
CCK-2470-20
ADDENDUM # 2
04/02/2020

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

IMPORTANT: BID AND ADDENDUM MUST BE RECEIVED BY 04/23/2020 @ 3:00 P.M. LEXINGTON, KY TIME

Bidder must acknowledge receipt of this and any addendum as stated in the Invitation for Bids.

1. Please refer to and incorporate within the offer, the attached Addendum documents which includes Pre-Bid Conference information. Note, the Pre-Bid Conference has been changed to April 9, 2020 @ 10:00 AM.

OFFICIAL APPROVAL
UNIVERSITY OF KENTUCKY

________________________________________
Contracting Officer / (859) 323-5405

________________________________________
Typed or Printed Name
UK Student Center Space 2 – Dining Facilities Expansion Project
BID PACKAGE – 03a
ADDENDUM No. 2
CCK-2470-20
04/02/2020

**Item 1.** This addendum is to issue directions for the Web Cast Pre-Bid for BP-03a. During the Pre-Bid Video Conference you will be provided with general information, schedule, logistics, video of the site tour, etc. and you will be provided an opportunity to ask questions.

**Item 2.** Pre-Bid Date is changed from April 7th, 2020 to take place on April 9th, 2020 at 10am eastern standard time.
University of Kentucky Gatton Student Center Dining Expansion Project 2530.0

Bid Package 03a Pre-Bid Meeting Instructions

Microsoft Teams by Microsoft 365

Date: Thursday, April 9th, 2020
Time: 10:00 AM – 12:00 AM
Location: Virtual Meeting via Microsoft Teams

Joining the Meeting

Because of the flexibility of Microsoft Teams, there are multiple ways to join the meeting. This outline will describe a few of the options to join the meeting.

To access meeting, click here: Join Microsoft Teams Meeting

Through the web-link you will be prompted to either “Get the Teams App” or “Join in this browser instead”.

A. Join in Browser
   - Follow the link to your designated web browser.
   - Select “Join in this browser instead”
   - You will then be prompted to enter your name for the meeting
     - For record purposes, please include your full name, followed by the company you represent (i.e. John Smith – Contractor). This will help create our sign-in sheet for the meeting minutes.
   - Before joining, please select the slide buttons to mute your microphone and turn your camera off (as shown in Figure 1). We will field all questions through the chat function.
   - You do not need to call in separately unless your device does not have audio.
   - Once the meeting begins, the organizer will admit you to the meeting.

B. Download the App - Desktop
   - Follow the link to your designated web browser.
   - Select “Get the Teams App” and your device will begin downloading the program.
   - Once downloaded and installed, open Microsoft Teams and sign in.
     - To sign in, you must either log-in with an existing Microsoft account, or you can create a new account.
   - Once logged in, you can access the meeting by clicking the link to the meeting above.
   - The app should open the meeting and prompt you to enter your name for the meeting.
For record purposes, please include your full name, followed by the company you represent (i.e. John Smith – Contractor). This will help create our sign-in sheet for the meeting minutes.

- Before joining, please select the slide buttons to mute your microphone and turn your camera off (as shown in Figure 1). We will field all questions through the chat function.
- You do not need to call in separately unless your device does not have audio.
- Once the meeting begins, the organizer will admit you to the meeting.

C. Download the App – Device (i.e. iPad, iPhone, tablet)
- From your device, search for and download the Microsoft Teams App.
- Once downloaded and installed, open Microsoft Teams and sign in.
  - To sign in, you must either log-in with an existing Microsoft account, or you can create a new account.
- Once logged in, you can access the meeting by clicking the link to the meeting above. The app should open the meeting and prompt you to enter your name for the meeting.
  - For record purposes, please include your full name, followed by the company you represent (i.e. John Smith – Contractor). This will help create our sign-in sheet for the meeting minutes.
- Before joining, please select the slide buttons to mute your microphone and turn your camera off (as shown in Figure 1). We will field all questions through the chat function.
- You do not need to call in separately unless your device does not have audio.
- Once the meeting begins, the organizer will admit you to the meeting.

D. Call-in Only
- Call 1 (636) 373-8636
- Enter the conference ID: 469 770 858#
- Wait until organizer admits you to the meeting
- Once admitted, you must manually mute yourself on your phone
- **Note:** Call-in only prohibits you from asking questions or viewing the presentation, you will only hear the audio from the meeting.

**How to ask a question**
During the course of the meeting, you will be able to ask questions via the “Chat” function of Microsoft Teams. To post your question, select the “Show Conversation” button (as shown in Figure 2). This will prompt a tab to open to allow you to type a question for the group. **Note:** Any questions or chat conversation, can be viewed by all participants and is being recorded for meeting minutes.
Meeting Follow-up
A function of Microsoft Teams meetings is recordings. Once the meeting is over, the recorded meeting presentation, meeting attendees and chat transcript will be posted for review.

Troubleshooting
More helpful tips for the desktop can be found here under “Join by Link” and “Call in”. Click here for a brief instructional video.