

# Information for Contra Costa County's Zoom Pre-Bid Meetings

Contra Costa County will hold pre-bid meetings for construction projects virtually via Zoom.

Prospective bidders' attendance is recommended but not mandatory.

Pre-bid meetings provide contract information along with information on any projects' mandatory Outreach requirements.

Prospective bidders must register to attend the pre-bid meetings.

This information will be used to establish a sign-in sheet and record for attendees. Copies of the sign-in sheet will be emailed to all registered attendees.

## **Registering in advance is advised:**

In order to join the pre-bid meetings, you must **register** using the link provided under the project's name at [www.cccounty.us/pwprojects](http://www.cccounty.us/pwprojects). An additional link is available under the *Project Links* section on each projects' description page.

To register:

1. Select the pre-bid meeting link for the project.
2. Enter the following required information:
  - Your First and Last name
  - Email Address
  - Phone Number
  - Organization

After registering, you will receive a confirmation email containing information about joining the meeting. This link is unique only to you as the registrant and only for the specific project. Attendance to other pre-bid meetings will require separate registrations.

Any questions on project elements or registering must be sent to project designer, not the email listed in the confirmation emails. Any emails sent to the zoom email, will not be opened or replied to.

**Note:** To join the meeting you will need to download the Zoom client for the type of device you will be using. Clients are available for both computers, or smart phones and tablets.

For computers, simply clicking on the link for registration will automatically prompt you to download the client. If you have it already you may skip this step. For smartphones or tablets either select the registration link or search for "zoom" at your app store, then install the zoom client for your device.

We recommend you register at least 15 to 20 minutes before the time of the meeting, then join via the link sent to your email. If you need to download and install the client it will take a few minutes.

Zoom meeting details are subject to change without notice. Please check the County website, [www.cccounty.us/pwprojects](http://www.cccounty.us/pwprojects), for the most up to date information.