

## BV933619D Bid No. 21-01

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### PUBLIC BID OPENING

**Bids are DUE by 2:00 PM Wednesday, March 17, 2021 with the bid opening beginning at 2:30 PM that same day.** The bid opening will be held over a public teleconference.

Call-in number: (866) 685-1580

Access Code: 5152815851

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### PRE-BID MEETING

**Beginning at 2:00 PM on Thursday, February 25, 2021:** This meeting is held via video/teleconference using GoToMeeting. Attendees are invited to join using the options below. Attendees **MUST SIGN IN** by verifying that Casey Judge has your information. Attendees who have signed in will be added to the Plan Holders list. Please review the instructions below according to your method of joining the meeting.

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### CALL-IN INSTRUCTIONS – AUDIO ONLY

If you will be dialing in from your phone, you will be able to hear the meeting as a teleconference, but you will not be able to see any information shared on the screen. You do **NOT** need to download the app in order to join with this method.

Call-in number: (517) 317-3122

Access Code: 370-876-517

Once you have dialed in, the automated recording will ask if you have an 'Audio PIN.' The Audio PIN is a number that is provided to attendees who are joining the meeting *first* with a computer, and *then* dialing in with their phone in order to use their phone's microphone (see below). If you are simply calling in to join the conference with your phone only, you may press # without entering the Audio PIN and you will be added as a new attendee. Other meeting participants will see you as a generic caller number and will not know who you are.

Sign-in: Please introduce yourself once you have joined the meeting. Verify that Casey has added your information to the attendee list. When not asking a question or actively participating in the meeting, please **MUTE** your phone.

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### JOINING WITH A COMPUTER, SMARTPHONE (ON-LINE), OR TABLET – AUDIO AND VISUAL

#### Downloading the App

If you have not used GoToMeeting in the past, you will need to download the app. Downloading the app to participate in a meeting is **free and only necessary once**. You may use this link to easily download the app:

<https://global.gotomeeting.com/install/370876517>

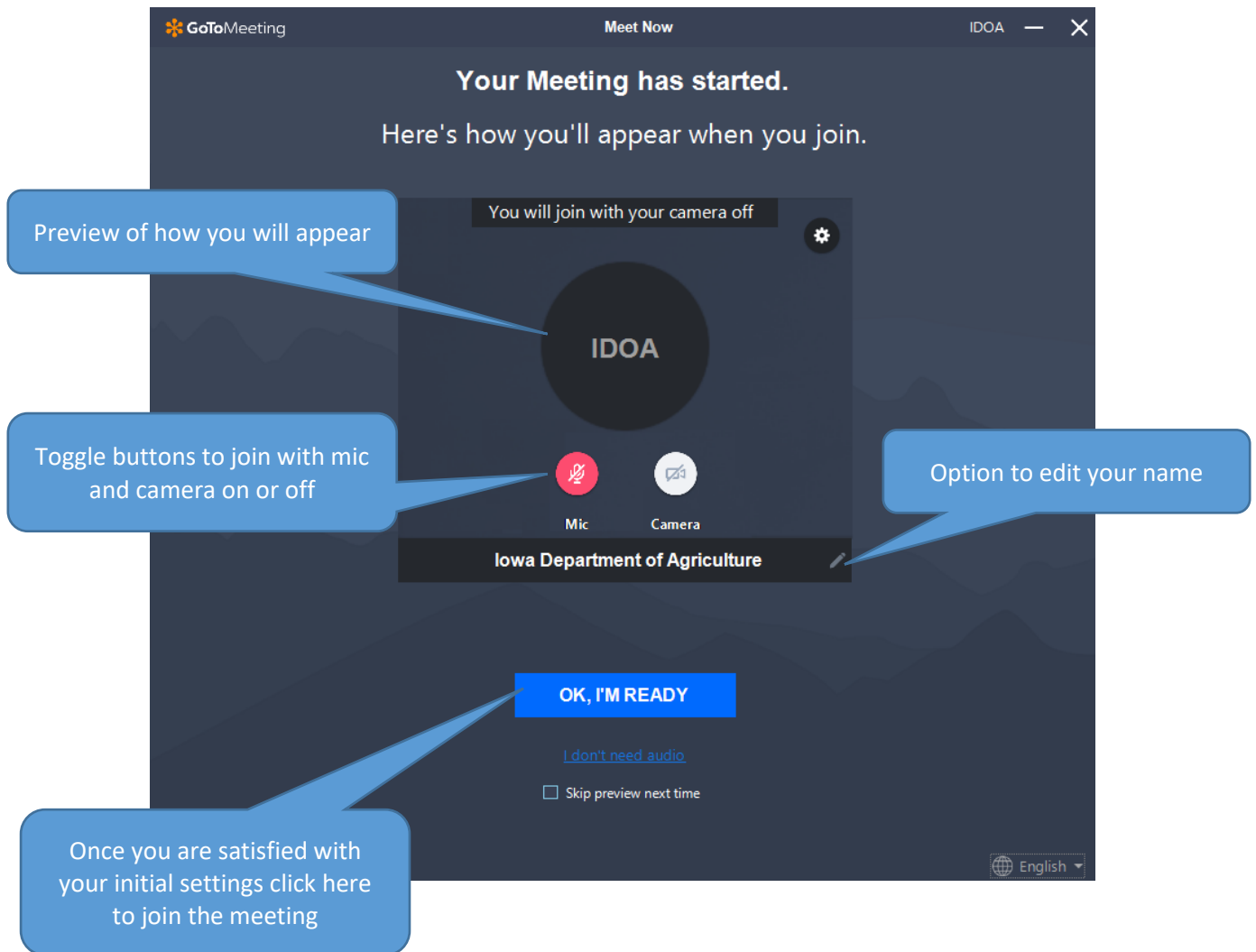
I recommend downloading the app ahead of time if you will be joining with this method. After the automated installation, simply exit and follow the next instructions when you are ready to join the meeting.

#### Joining the Meeting

After the app is installed, participants may join the meeting using the link below:

<https://www.gotomeet.me/MichelleBoyd807/21-01-bv933619d-prebid>

Once the administrator has started the meeting, participants joining the meeting with the link above will be directed to a screen similar to this:



**Sign-in:** Please introduce yourself and verify that Casey has added your information to the list of attendees. You may do so verbally, or by using the Chat feature (see below). When not asking a question or actively participating in the meeting, please MUTE your mic.

The next instructions provide a general overview of options to effectively participate in the meeting once you have joined.

## Audio Settings

You may use a mic/speaker installed with your device, or add your phone.

The screenshot shows the GoToMeeting interface with the settings panel open. The 'Computer' option is selected and circled in orange. A blue callout bubble points to the up and down arrows on the 'Headset' dropdown menus, with the text: "Expand your built-in options using the arrows".

**GoToMeeting** REC [Lock]

Meet Now View Who's Talking [Dropdown] [1] [Chat] [Settings]

**SETTINGS**

**A webcam is missing**  
Plug in a webcam or check that your webcam is completely plugged in.

**Computer** Phone

Computer audio is on

Microphone  
Headset [Dropdown] [Speaker Icon]

Speaker  
Headset [Dropdown] [Play Icon]

**Turn Off Computer Audio**

Tip: Turn off computer audio if you're dialed in by phone or in a room with other people connected to audio.

Expand your built-in options using the arrows

The screenshot shows the GoToMeeting interface with the settings panel open. The 'Phone' option is selected and circled in orange. A blue callout bubble points to the dial-in information, with the text: "The call-in information will generate an Audio PIN so that when you dial in, your phone will be linked to you instead of added as a new participant".

**GoToMeeting** REC [Lock]

Meet Now View Who's Talking [Dropdown] [1] [Chat] [Settings] [More]

**SETTINGS**

**A webcam is missing**  
Plug in a webcam or check that your webcam is completely plugged in.

Computer **Phone**

Computer audio is on

Dial:  
Access code:  
Audio PIN:

(These numbers are automatically generated)

I want GoToMeeting to call me  
[Problem dialing in?](#)

**Turn Off Computer Audio**

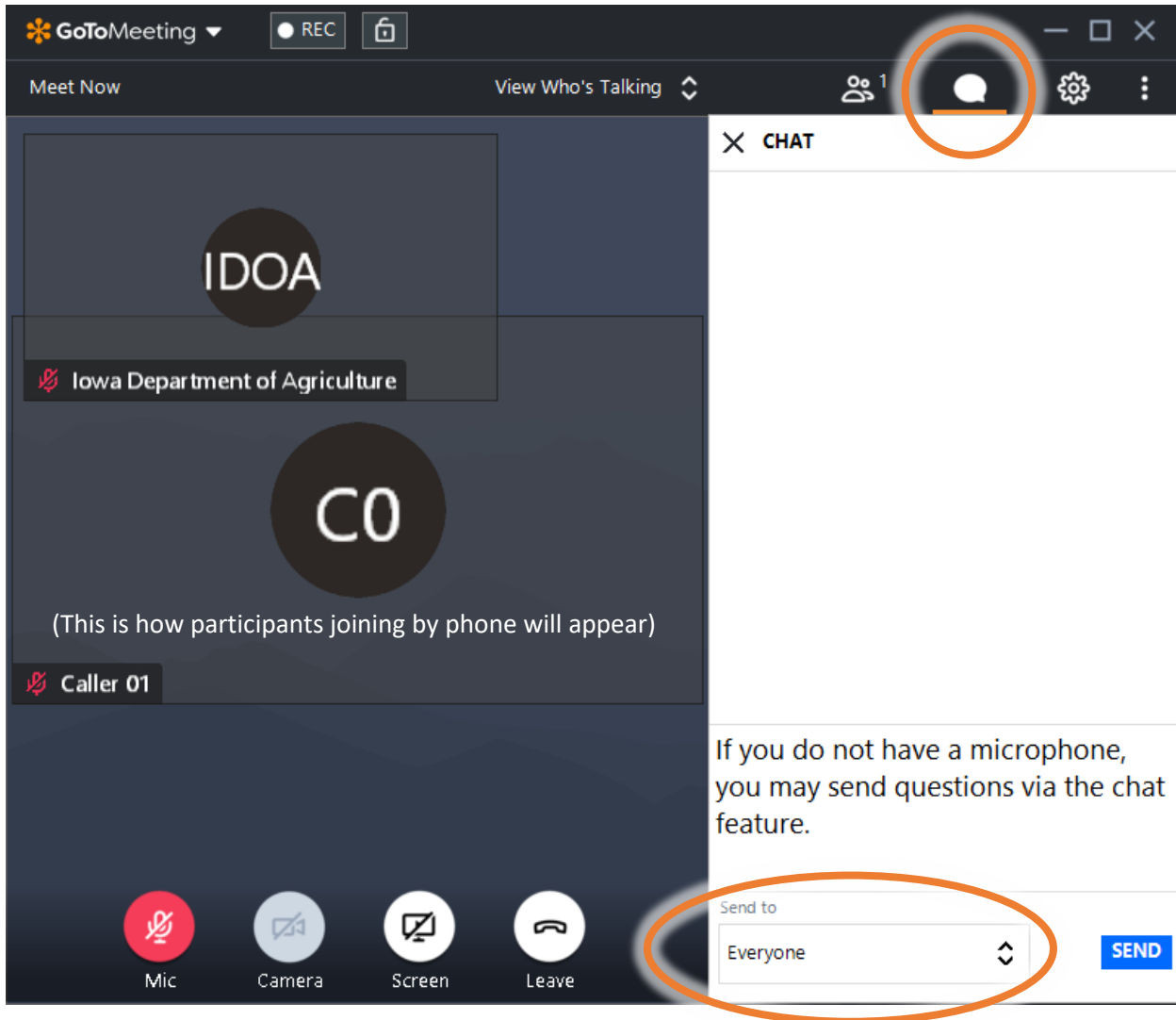
Tip: Turn off computer audio if you're dialed in by phone or in a room with other people connected to audio.

Mic Camera Screen Leave

The call-in information will generate an Audio PIN so that when you dial in, your phone will be linked to you instead of added as a new participant

## Chat

There is also a Chat option if you would like to type in your information to sign in, or send questions during the meeting. I recommend sending questions to 'Everyone', they will be read aloud and answered verbally so that all attendees can hear the information.



**If you have any questions, please contact Casey Judge.  
(515) 725-4119  
casey.judge@iowaagriculture.gov**