

HUM932809D Bid No. 21-02

PUBLIC BID OPENING

Bids are DUE by 2:00 PM Wednesday, March 17, 2021 with the bid opening beginning at 3:00 PM that same day. The bid opening will be held over a public teleconference.

Call-in number: (866) 685-1580

Access Code: 5152815851

PRE-BID MEETING

Beginning at 1:00 PM on Friday, February 26, 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.

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: (224) 501-3412

Access Code: 572-428-021

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.

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/572428021>

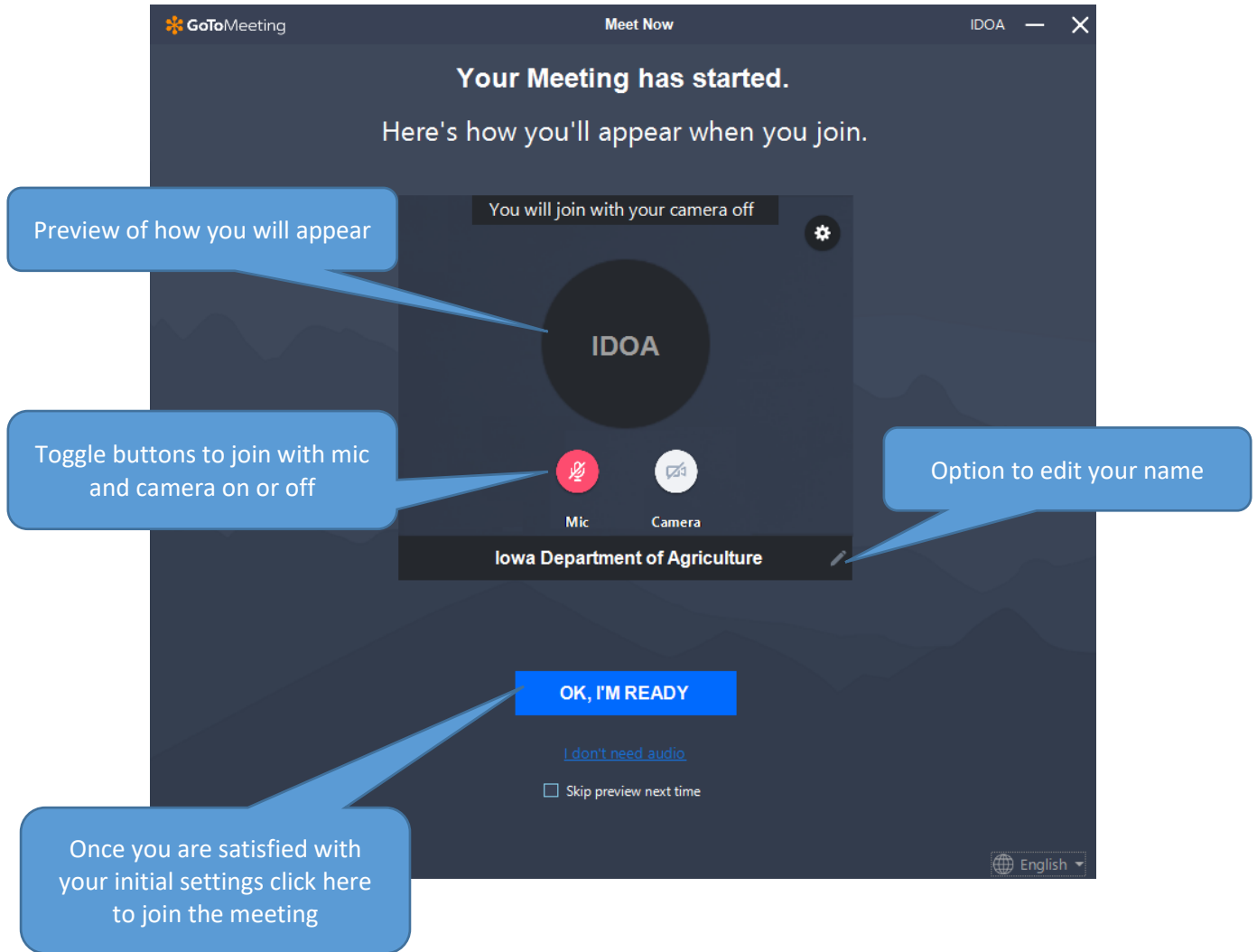
I recommend downloading the app ahead of time if you will be joining with this method. After the automated installation, simply exit and follow the next instructions when you are ready to join the meeting.

Joining the Meeting

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

<https://www.gotomeet.me/MichelleBoyd807/21-02-hum932809d-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.

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

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

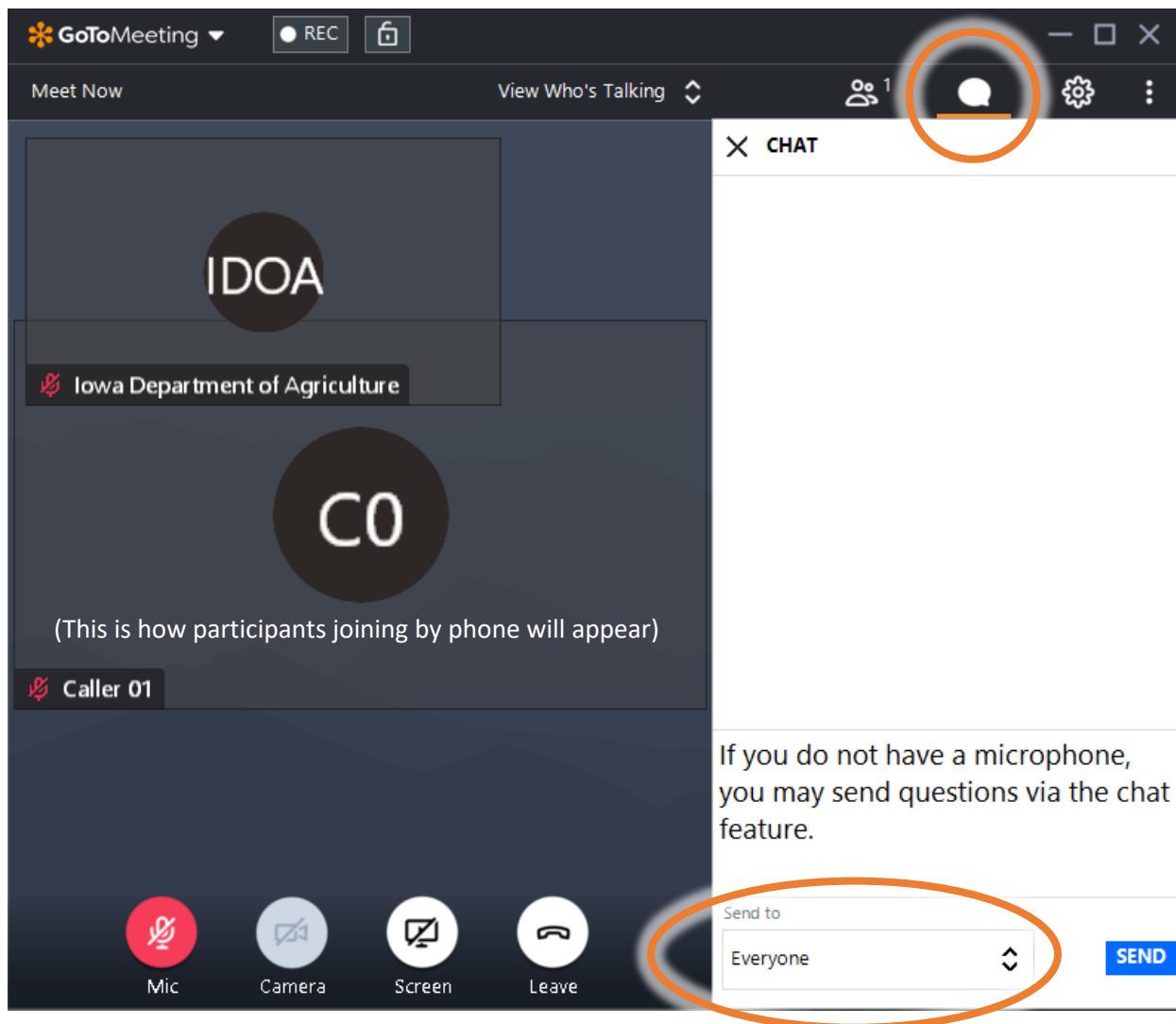
Tip: Turn off computer audio if you're dialed in by phone or in a room with other people connected to audio.

Mic Camera Screen Leave

More [Settings Icon]

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**