

**CITY OF FRUITLAND PARK
MANDATORY PRE-BID CONFERENCE MINUTES**

January 19, 2022

City Hall Commission Chambers
506 W. Berckman Street
Fruitland Park, FL 34731

10:00 a.m.

The advertised Notice of Invitation to Bid (ITB) Number 2021-04 mandatory pre-bid conference meeting for the Urick Street Force Main Extension Project located in the rights-of-way of Urick Street, CR 468, Berckman Street, Rose Avenue, Hall Street and Poinsettia Avenue was held on Wednesday, January 19, 2022 at 10:00 a.m. with Professional Services Review Committee Members City Manager Gary La Venia; City Treasurer Jeannine Racine, Public Works Director Robb Dicus, Mr. Troy Mitchell, Halff Associates Inc. (moderator), and City Clerk Esther Coulson present.

I. Sign-in and Introductions

After Mr. La Venia introduced the professional services review committee members; distributed the mandatory pre-bid conference agenda, and encouraged those present to sign-in, Mr. Mitchell served as moderator for this day's meeting.

II. Interpretation Requests

- A. Bid documents are available for download from the City of Fruitland Park's website <https://www.fruitlandpark.org> and DemandStar's internet-based e-bidding site.
- B. The project consists of the construction of approximately 3,400 LF of 8-inch force main, 5,100 LF of 10-inch force main, 600 LF of 1 O" PE and 2,300 LF of 12" PE force mains installed via directional boring.
- C. Note:
 - The base bid showing 4" PVC force main and 6" PE force main (directional bore) is required (according to the State of Florida Department of Environmental Protection) for State Revolving Fund (SRF) and needs to be included in the bid form submittal.
 - The subject project pertains to the Davis-Bacon Act requirements.

III. Interpretations and Addenda

- A. All questions shall be submitted in writing to City Manager Gary LaVenias by email at glavenia@fruitlandpark.org with a copy to Troy.Mitchell@Halff.com no later than Thursday, January 27, 2022.
- B. Interpretations or clarifications will be issued by addendum by Monday, January 31, 2022.

IV. Bid Proposals

- A. **Due Date**
 - 1. Wednesday, February 2, 2022 by 2:00 p.m.

2. Sealed bid proposals received after the time and date will not be accepted but will be rejected and returned unopened to the bidder.

B. Address

Sealed bid proposals shall be addressed to the Office of the City Manager, Gary La Venia, 506 West Berckman Street, Fruitland Park, Florida 34 731.

C. Label

All bids must be enclosed in sealed envelopes clearly marked "Sealed Bids" and reference "Proposal for Urick Street Force Main Extension" and "Bid Date February 2, 2022".

D. Bid Form

1. No bid will be considered unless it is made on the Bid Form located in Section 00300 of the "Specifications and Bid Documents."
2. The Bid Form shall be removed from the "Specifications and Bid Documents" prior to submittal.
3. Please provide one (1) original copy, (1) one original signature and two (2) copies.

V. Additional Documents

The following list of documents shall be submitted with the bid in addition to the Bid Form:

1. Bidder Certification,
2. Drug Free Workplace Certificate,
3. Questionnaire,
4. Tabulation/List of Subcontractors, suppliers and other individuals and entities required to be identified,
5. Bid Bond,
6. Corporate Resolution,
7. Noncollusion Affidavit,
8. Sworn Statement (Affidavit) under the Florida Trench-Safety Act,
9. EJCDC Standard Form of Agreement (the subject job is SRF government-funded which will require an American seal and data impact requirements),
10. Performance Bond,
11. Payment Bond, and
12. A separate sheet(s) clearly identified and numbered, of exceptions or deviations from specifications which includes any and all addendum that have been issued.).

VI. Contract Award

- A. One contract will be awarded for all work to be performed.
- B. All work shall be substantially completed within one hundred and fifty (150) days from the Notice to Proceed Date specified in the Notice to Proceed. (one hundred and eighty (180) days full completion).

Note:

- The bid selection and award will be considered before the City of Fruitland Park Commission at its regular meeting on Thursday, February 10, 2022, at 6:00 p.m. in the city commission chambers.
- Minority Business Enterprise participation are not known for the subject job.

VII. Other Instructions

- A.** Contractor shall coordinate construction activities with Lake County Public Works Department as the majority of work will be conducted in the county's right-of-ways (ROWs).
- B.** Construction activities must remain within the ROW or temporary construction easements. (Note: directional drilling, and trenches during installation.)
- C.** Contractor shall coordinate with the city's public works department for construction water.
- D.** Contractor shall coordinate with the city's public works department for material storage.

Unsecured – 202 West Berckman Street, Fruitland Park, Florida 34731

Secured – Spring Lake Road, Fruitland Park, Florida 34731

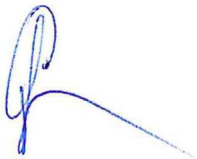
(Note:

- security cannot be guaranteed by the city;
- pay particular attention to the special materials used and their requirements;
- as it relates to the city's payment of stored materials, most materials are delivered to the jobsite for the city to pay for storage;
- engineer's estimate is not available, and
- quantity can be made available; however, it is preferable that bidders conduct same on their own.)

Conclusion

The meeting concluded at 10.12 a.m.

Attest:



Esther Coulson, City Clerk