

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

August 14, 2023

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

11:00 a.m.

The advertised Notice of Invitation to Bid (ITB) Number 2023-03 mandatory pre-bid conference meeting for the installation of water main and services on Spring Lake Road was held on Monday, August 14, 2023 at 11:00 a.m. with the Review Committee Members: Mr. Brett Tobias, Halff Associates Inc. (moderator); City Manager Gary La Venia, and Public Works Director Robb Dicus, present. Also present: Public Works Administrative Assistant Preslee Harmon, Public Works Department

I. Sign-in and Introductions

The mandatory pre-bid conference sign-in sheet was submitted and those present were encouraged to sign-in, a completed copy of which was filed with the supplemental papers to the minutes of this meeting.

II. Bid Documents – Scope of Work

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.

The project generally consists of the installation of water main and services and the work generally includes the furnishing of all labor, materials and equipment for the construction of a new water main and services as shown in the contract plans.

III. Interpretations and Addenda

All questions shall be submitted in writing to Project Manager Brett Tobias btobias@halff.com no later than August 23. Written addenda or clarifications will be submitted by addendum on Wednesday August 30, 2023

IV. Bid Proposals - Due Date

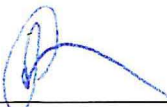
1. The due date will be Monday September 11, 2023 on or before 3:00 p.m.
2. Sealed bid proposals received after the time and date will not be accepted but will be rejected and returned unopened to the bidder.

Conclusion

The meeting concluded at 11.10 a.m.

This synopsis represents the city clerk’s record of the proceedings. Any misunderstandings or incorrect statements, please notify this office within five (5) days of receipt. If no corrections are received within this period, this document will be considered to be an accurate account of the events.

Attest:



Esther Coulson, City Clerk