

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

August 8, 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 2023-02 mandatory pre-bid conference meeting for the installation of water main and services on Patricia Avenue, from Lewis Street to Shiloh Street was held on Monday, August 7, 2023 at 11:00 a.m. with the City Manager Gary La Venia; Public Works Director Robb Dicus, and Mr. Brett Tobias (moderator), Half Associates Inc. present.

I. Sign-in and Introductions

After staff were introduced, 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. It was recommended that the city additionally utilize the services of VendorLink LLC (a web application and vendor management company) to procure government solicitations.

The project generally consists of the installation of water main and services as shown by the contract plans.

III. Interpretations and Addenda

All questions shall be submitted in writing to City Manager Gary LaVenía by email at glavenia@fruitlandpark.org with a copy 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 has been changed from Monday September 4, 2023 to Tuesday, September 5, 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.

Attest:

Esther Coulson, City Clerk

