



Voluntary Pre-Bid Minutes
Town of Lake Park, Florida
Town Hall Finance Department
Interior Alterations (Design/Build) RFP. 106-2017
June 13, 2017 11:00 a.m.
Commission Chamber, Town Hall, 535 Park Avenue

The voluntary pre-bid meeting was conducted on Tuesday, June 13, 2017 at 11:00 a.m. Present were Operations Manager Richard Scherle, Finance Department Accountant II Dena Davis, Deputy Town Clerk Shaquita Edwards, and Town Clerk Vivian Mendez.

Operations Manager Scherle called the meeting to order at 11:00 a.m. and explained the project. He stated that the project consisted of prefabricated cashier transaction window into existing wall, demolish existing wall partitions, relocate existing electric service outlets, install new wall partitions, and patch, repair, resurface wood flooring and wood ceiling damaged during demolition or construction. He explained that reuse of the existing glass window would not work and that a different style window would be necessary. He explained that the project would consist of two parts, demolition, and rebuilding. He asked for questions regarding the project. There being no questions regarding the project, the meeting continued in the Finance Department.

He explained the specifics of the project and the design of the Finance Department space. He stated that the box under the current workstation would require relocation. He stated that change orders were possible as a result of the demolition.

ADJOURNMENT:

With no further business to discuss regarding the project, the meeting adjourned at 11:06 a.m.

Town Clerk Vivian Mendez