



Mandatory Pre-Bid Meeting Minutes
Town of Lake Park, Florida
Invitation to Bid 101-2022
Lake Shore Park Playground Expansion
Thursday, January 20, 2022 11:00 a.m.
Commission Chamber, Town Hall,
535 Park Avenue, Lake Park, Florida, 33403

The Mandatory Pre-Bid meeting was conducted on Thursday, January 20, 2022 at 11:00 a.m. Present were Project Manager John Wille, Operation Manager Dwayne Bell, Public Works Director Roberto Travieso and Town Clerk Vivian Mendez.

Project Manager Wille introduced himself and explained the purpose of the meeting location, parking and electrical in the area of Lake Shore Park Playground (See Exhibit A”).

Ms. Tammy Cook with Calvin Giordano and Associates described the layout of the Lake Shore Park Playground (See Exhibit “B”).

Community Development Project Coordinator David Lees from Palm Beach County open the floor for questions. A member of the audience asked should payroll be submitted via paper or via Elation. Mr. Lees explained that payroll submission should be done through Elation system and should include sub-contractor, if any. The Forms included with bid packet will need signatures and workforce projection for wage decisions. If wages were not in range, a classification form on how much the contractor would receive needs to be submitted to the Department of Labor to add that classification to wage decision within 30 day.

Project Manager John Wille opened the floor for questions. A member of the audience asked was the town considering spending \$438,000 for the project or was there a budget. Project Manager John Wille stated that the Town has budgeted \$438,000 for the project.

A member of the audience asked should the bid be equal to or within the budget. Project Manager Wille stated that either way it was consider.

A member of the audience ask will the architect or engineer would be providing drawing to submit for building permit due to the building department required items. Project Manager Wille state that they would be providing site plans and a narrative of the scope for the work.

A member of the audience asked if there was a deadline on installs. Project Manager Wille stated they are okay with a time extensions form.

A member of the audience asked if there was a deadline for RFI (Request for Information). Project Manager Wille stated that RFI should be submitted within 7-days.

ADJOURNMENT:

The mandatory pre-bid meeting adjourned at 11:16 a.m.

Town Clerk Vivian Mendez

**TOWN OF LAKE PARK
NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida will be accepting sealed bids for:

**LAKE SHORE PARK PLAYGROUND EXPANSION
TOWN OF LAKE PARK, FLORIDA
Town Bid Number 101-2022**

This project consists of the supply and installation of ADA surfaces (poured in place and engineered wood fiber), Play Equipment, swing set and related site work at Lake Shore Park located in the Town of Lake Park. All playground equipment shall be installed by a manufacturer-certified playground installer. The available funding for this proposal is at least \$438,000.00 and should include all freight, delivery, and installation. The Town will select one (1) contractor to provide equipment and materials for the park as outlined in the request. It is important that the design of the playground equipment include the ability to expand proposed playground equipment within the existing play area. There shall be two alternates for shade canopies over the separate areas of the playgrounds, one where the Poured in Place Rubber Surfacing is located and the other where the Engineered Wood Fiber is located. The Canopies shall include supply and installation of the mounted, Triangular shade canopies, with glides, over the playground sets. Contractor shall include all wind load calculations for shade and playground equipment.

The playground is located on the east side of Lake Shore Park addressed as 601 Federal Highway, Lake Park, Florida 33403.

This project is funded by a COMMUNITY DEVELOPMENT BLOCK GRANT administered through Palm Beach County Department of Economic Sustainability. Davis-Bacon & Related Acts, including wage rates, will apply to all construction work performed on this project. Small, women owned, minority, Section 3 companies, and/or disadvantaged businesses are encouraged to bid on this project.

Sealed bids will be received in triplicate by the Town Clerk until 11:00 a.m. EST, on February 17, 2022, at the Town of Lake Park, Town Hall located at 535 Park Avenue, Lake Park, Florida, 33403. Bids received after this time will be returned unopened.

Project Documents

Bid documents may be obtained by calling the Town Clerk at (561) 881-3311, 8:30 a.m. - 5:00 p.m., Monday- Friday, and requesting a "no fee" bid set.

Bids shall be submitted on the form(s) provided.

Mandatory Pre-Bid Meeting

Date and Location: 11:00 a.m. EST, January 20, 2022,
Town Hall Commission Chamber of Lake Park
535 Park Avenue, Lake Park, FL 33403

Submittal Documents

Envelope containing bid must be sealed and be clearly marked, \ **"LAKE SHORE PARK- PLAYGROUND EXPANSION, TOWN BID 101-2022"**
Bidders to submit one (1) original and one (1) electronic copy on a thumb drive of all required bid documents.

All bid prices shall be guaranteed firm for a minimum of 90 calendar days after the submission of the bid. No bidder may withdraw his bid within 90 calendar days after the bid opening date.

Any references to brand names in the bid document are for informational and reference purposes. Product substitutions with equal specifications will be considered. However, the deadline for submittal of request and support documentation for "Approved Equal" products and material considerations is January 28, 2022. No substitutions will be considered if submitted past this deadline.

Bid security in the form of a Bid Bond acceptable to the Town or Cashier's Check made payable to the "Town of Lake Park" in an amount equal to five percent (5%) of the bid, will be required. Guaranty Bonds in the form of Performance Bond and a Payment Bond, in an amount equal to 100% of the contract will be required if the cost exceeds \$100,000.00. The Surety Company shall have at least the minimum ratings of A-, Class VI or higher, as described in the Instructions to Bidders.

Bids will be opened and read aloud in the Town of Lake Park Commission Chambers at 11:00 a.m. EST, on February 17, 2022. Award of bid will be made at a Town Commission meeting.

The prime contractor will be expected to have on staff or subcontract a manufacturer certified playground installer for installation of all playground equipment, poured in place safety surface, wear mats and Shade canopies. The prime contractor will be expected to always have supervisory personnel in their direct employ on the site at all times that work is being performed.

All bidders/proposers are advised that the Town has not authorized the use of the Town seal by individuals or entities responding to Town invitations to bid or requests for proposals, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All bidders/proposers are advised that the Town will not supply or sell materials to bidders/proposers in connection with submission or preparation of bids, or any other matter, including but not limited to envelopes, labels, or tape.

Bidders/proposers shall demonstrate successful performance of projects of a similar magnitude, scope, value and trade as this project.

The Town Commission of the Town of Lake Park reserves the right to reject any and all bids, to waive any informality in a bid and to make awards in the best interests of the Town.

Vivian Mendez, MMC Town Clerk
Town of Lake Park, FLORIDA

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