



Non-Mandatory Pre-Bid Meeting Minutes

Invitation to Bid 110-2022

Town Hall Balcony Concrete Restoration

Wednesday, October 5, 2021, 2:00 p.m.

Commission Chamber, Town Hall, 535 Park Avenue

The Non-Mandatory Pre-Bid Meeting occurred on Wednesday, October 5, 2022 at 2:00 p.m. Capital Projects Manager John Wille and Deputy Town Clerk Shaquita Edwards.

Capital Projects Manager Wille called the meeting to order at 2:00 p.m. and announced the purpose of the meeting was review of the scope of work and to answer any questions for Invitation to Bid 110-2022. He announced the following:

- No Bid Bond was required for projects less than \$100k.
- No Addendums had been issued.
- Lake Park Town Hall Hours of Operation are Monday-Friday 8:30 a.m.-5:00 p.m.
- Town Hall would remain opened during construction.
- Accommodations for Saturday construction hours would be made as needed.
- The Town would designate a Staging Area for equipment.
- Project plans are listed on DemandStar Website
- Engineers Condition Assessment Inspection and recommended Repair report is primary reference for work requirements.
- Bid proposal are to be submitted through DemandStar
- Scope of work includes concrete restoration work to two balconies (east and west sides of Town Hall building)
- Awarded Contractor will be required to provide shoring plan before work commences.
- Bid information to be submitted is included in the bid package.
Includes: 1) Bid Pricing Form 2) Work History (similar projects) 3) Licenses and Insurances 4) Preliminary Const. Schedule

He encouraged attendees to review the preliminary schedule, required submittal forms, and the Engineers Report. He welcomed attendees to tour the Work Site.

ADJOURNMENT:

The non-mandatory pre-bid meeting adjourned at 2:12 p.m.

Deputy Town Clerk Shaquita Edwards



Project # 110-2022

PROJECT: Town Hall Balcony Concrete Restoration

CLOSING DATE/TIME:

November 1, 2022 at 2:00 p.m.

Non- Mandatory Meeting SIGN IN SHEET

	CONTACT NAME & COMPANY	ADDRESS	PHONE	FAX	EMAIL ADDRESS
1	Jonathan CROFT RestoCON		(321) 324-1599		CROFT, Jonathan@ GMAIL.COM
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