



**Non-Mandatory Pre-Bid
Meeting Minutes**
Town of Lake Park, Florida
West Ilex Park Fence Replacement
Invitation to Bid 124-2023
Tuesday, December 5, 2023 2:00 P.M.
Town Hall Commission Chamber, 535 Park Avenue

The Non-Mandatory Pre-Bid Meeting for project 124-2023 was conducted on Tuesday, December 5, 2023 at 2:01 P.M. Present at the meeting were Project Manager John Wille, and Deputy Town Clerk Laura Weidgans.

Project Manager Wille explained the purpose of the meeting and scope of the project. He stated that bid responses were due by January 4, 2024 and that any questions would need to be submitted by December 28, 2023.

Project Manager Wille advised that this project would be partially grant funded and that a high level of accountability and transparency would need to be maintained. He stated that the scope included removal and disposal of the old fencing and that the new fence would need to have 1 pedestrian gate and 2 double gates. He also said that there would need to be a perimeter fence as well as a second fence for electrical and irrigation.

A representative from Genesis Leon Gemstone Builders, LLC asked about permitting. Project Manager Wille advised that this would be answered by addendum but that the Town had the option of waiving the permitting fee instead of collecting and reimbursing.

Project Manager Wille stated that the Town and the awarded contractor would come up with the specific project plan together.

Project Manager Wille's Meeting notes attached as Exhibit A. Attendee sign in sheet attached as Exhibit B.

ADJOURNMENT:

The pre-bid meeting adjourned at 2:10 P.M.

Deputy Town Clerk Laura Weidgans

BID DOCUMENTS

**TOWN OF LAKE PARK
535 Park Avenue
Lake Park, FL 33403**



PROJECT:

**West Ilex Park
Fence Replacement**

**Corner of W. Ilex Drive and 8th Street
Lake Park, FL 33403**

Invitation to Bid #124-2023

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|----------------------------------|--|
| Date of Bid Advertisement: | Sunday, November 19, 2023 |
| Post Bid Documents on DemandStar | Monday, November 20, 2023 |
| Non-Mandatory Pre-Bid Meeting: | Tuesday, December 05, 2023 at 2:00 PM |
| Questions Submit-by Date: | Thursday, December 28, 2023, 4:00 PM |
| Bid Due Date: | Thursday, January 04, 2024 at 2:00 PM |

All times Eastern Standard Time.

PREBID MEETING

PROJECT:

- Prebid meeting for Project # 124-2023
West Ilex Park Fence Replacement
- This is a Non-Mandatory Meeting

INTRODUCTIONS:

- John Wille --- I will be representing the Town for this project

FORMAT OF THE MEETING:

- Review the Bid Dates and Bid Submittal Procedures
- Review the Bid Documents
- Review some contractor obligations related to the Town's Grant Funding
- Discuss the Required Bid Forms
- Provide an Overview of the Project
- Answer questions you may have about the bid process, the plans or the scope of work

BID DATE:

- The **current bid date is Thursday, January 04, 2024 at 2:00 pm** about a month from now.
- We had set a date for **final questions** no later than Thursday, December 28, at 4:00 pm

Of course you can submit questions anytime before that date.

BID SUBMITTAL PROCESS:

- The Bid Documents are posted and available on DemandStar
- Your bid proposals are to be submitted on DemandStar
However, project related questions are to be submitted through the Town Clerk (the Town Clerk email is referenced in the bid documents).
- **Documents** currently posted on the site are:
 - Invitation to Bid Documents
 - Exhibit A = Site Plan
 - Exhibit B = Existing Fence Layout
 - Exhibit C = Federal Forms Part 1
 - Exhibit D = Federal Forms Part 2
 - Exhibit E = Required Bid Forms
 - And
 - Addendum #1
- **Project Addenda** will be posted to the DemandStar website
Currently there have ISSUED ONE ADDENDA for this project.
 - 1) The Addenda addresses the fact that the project is partially grant funded and that Davis Bacon Wage requirements will apply.
- **Bond:**
The Town requires a bid bond if the project bid amount exceeds \$100,000.00.
We don't expect the bid amount to exceed that amount.

BID FORMS:

- I previously mentioned **EXHIBIT E – Bid Forms**; these are the required bid package documents that you will be submitting through DemandStar.
- Please be sure to complete and submit all of the required forms

GRANT OBLIGATIONS:

- I previously mentioned obligations related to the Town's Grant funding which means certified payrolls will be a requirement.
- This is achieved through a software program managed by Palm Beach County
- Because the project is funded through Federal Funding – **Accountability and Transparency will be critical.**

SCOPE OF WORK:

- As mentioned this project is a fence replacement project. Basically the replacement of the park perimeter fence and replacement of a fence enclosure around on-site utilities.
- The scope includes removing the existing fencing and replacing with new; mesh shall be black vinyl coated wire.
- Replacement of gates is included.
- Currently there is one single pedestrian gate and two double gates.
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QUESTIONS:

SITE VISIT:

We are available for a site visit should anyone have interest or questions that can be best addressed at the site.

Exhibit B



Project # 124-2023

PROJECT: West Ilex Park Fence Replacement

DATE/TIME:

Tuesday December 5, 2023 2pm

Non-Mandatory Pre-Bid Sign-in Sheet

| | CONTACT NAME & COMPANY | ADDRESS | PHONE | FAX | EMAIL ADDRESS |
|----|--|---|------------------------------|-----|-------------------------------------|
| 1 | GENESIS LEON GEMSTONE BUILDERS, LLC | 5T. 205 4907 N. UNIVERSITY DR., LAUDERHILL | 954-682-2121 754-213-5863 | N/A | quality control @ gemstonegc.com |
| 2 | JOHN Wille | Town of LAKE PARK | | | John.wille@lakeparkflorida.gov |
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