



## **Mandatory Pre-Bid Minutes**

Town of Lake Park, Florida

Bert Bostrom Park – Shade Structure  
& ADA Playground

Monday, October 21, 2019 2:30 p.m.

Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-bid meeting was conducted on Monday, October 21, 2019 at 2:30 p.m. Present were Public Works Director Richard Scherle, Project Manager Mitch Abdelmessih, Special Events Director Riunite Franks, Recreation Supervisor Brittany Freeman, and Town Clerk Vivian Mendez.

Public Works Director Scherle called the meeting to order at 2:30 p.m. and introduced the project. He read the advertisement for the project into the record (see Exhibit “A”).

Roy May of Gametime asked if the intent was to have in-ground mounts versus surface mount. Public Works Director Scherle explained that the language was an oversight and it should state in-ground mounts.

Mr. Roy May asked where could the Davis-Bacon price sheet be located. Public Works Director Scherle stated that it was enclosed towards the back of the packet.

Ms. Dana Hammill of Korkat asked if workers could use restrooms onsite instead of portable restrooms. Public Works Director Scherle stated “yes”.

Ms. Hammill asked if they needed to secure the site with a fence or tape. Public Works Director Scherle stated that tape would be fine.

Ms. Hammill asked where would the equipment be staged. Public Works Director Scherle stated that there would be an access gate to stage the equipment.

Ms. Hammill explained that an email was sent with “Approve as Equal”. Town Clerk Mendez explained that she had forwarded the email to Mr. Scherle.

Ms. Hammill asked for confirmation of the shade intent. Public Works Director Scherle stated that the shades intent was to be stainless steel.

### **ADJOURNMENT:**

The mandatory pre-bid meeting adjourned at 2:47 p.m..

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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:

**BERT BOSTROM PARK  
Shade Structure and ADA Playground Equipment  
TOWN OF LAKE PARK, FLORIDA  
Town Bid No. 106-2019**

The project consists of the provision and installation of a surface mounted, rectangular Hip Shade canopy (with glides), which will provide shade to an existing playground set, along with an ADA swing set (addition to existing equipment) with border and wear mats, which is provided as an alternate. All playground equipment are to be installed by a manufacturer-certified playground installer. The Town will supply and install engineered wood fiber within the expanded playground area. The playground is located on the east side of Bert Bostrom Park addressed as 311 7<sup>th</sup> Street, Lake Park, Florida 33403.

**This project is funded by a COMMUNITY DEVELOPMENT BLOCK GRANT administered through Palm Beach County Department of Housing and 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 2:30 p.m. EST, on November 7, 2019 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: 2:30 p.m. EST, Monday, October 21, 2019  
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, “**BERT BOSTROM PARK – SHADE STRUCTURE and ADA PLAYGROUND IMPROVEMENTS, TOWN BID NO. 106-2019**”

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 October 25, 2019. No substitutions will be considered if submitted past this deadline.**

Bid security in the form of a Bid Bond acceptable to the Town or Certified 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 2:30 p.m. EST, on November 7, 2019. 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, play curb, and wear mats. The prime contractor will be expected to have supervisory personnel in their direct employ on the site at all times 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.

This project is funded in part, with federal funds and is subject to the requirements listed in the bid documents – Federal Requirements (Part 1) and Labor Standards Provisions – Davis Bacon (Part 2).

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.

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Vivian Mendez, Town Clerk

Town of Lake Park, FLORIDA

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