



Village of Royal Palm Beach, Florida
Engineering Department
PR1725 – Low Voltage Wiring Installation
Thursday, February 21, 2019 at 3:00pm

Pre-Bid Meeting Agenda Minutes

I. Welcome

- a. Please sign in
- b. Silence all mobile phones
- c. Introductions
 - i. Chris Marsh – Project Manager
 - ii. Bob Hill, DHGA Design Florida – Project Architect
 - iii. ED Huff, RGD Consulting Engineers
 - iv. Winston Blake – Project Construction Coordinator
 - v. Tim Tack – Project Manager
 - vi. Lou Recchio – Parks and Recreation Director
 - vii. Paul Webster – Public Works Director
 - viii. Rob Hill – Director of Community Development
 - ix. Vickie Day – Administrative Assistant III
- d. Purpose of this meeting
 - i. Overview of the Bid Documents
 - ii. Review the Plans
 - iii. Share other information
 - iv. Answer any questions

II. Bid Documents Overview

NOTE: The following sections are copied from the bid documents. This document was created to highlight specific parts of the contract. In no way is this document intended to supplement or modify the bid documents.

a. Invitation to Bid

Sealed bids will be received by the Village of Royal Palm Beach, Florida at the Office of the Village Clerk, located at 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida 33411, for subject project 3:00 p.m. local time Monday, February 25, 2019, then opened publicly at that time.

Project Description:

This project is for the installation of low voltage wiring to approximately 300 light fixtures in a 16,950 sf single story building. The light fixtures and ceilings are currently in place.

Budget: \$45,000.00

b. Instruction to Bidders

- 2.0.1 He has read and understands the Bidding Documents and his Bid is made in accordance therewith.
- 2.0.2 He has visited the site and familiarized himself with the local conditions under which the work is to be performed.



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- 3.1.4 Bidders shall submit one (1) original bid packet and four (4) copies of the bid packet.
- 3.2.2 Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Owner at the address listed in 3.2.4 at least five calendar days (*Thursday February 21, 2019*) prior to the date for receipt of Bids.
- 3.2.3 Any interpretation, correction, or change of the Bidding Documents will be made only by Addendum. Written instructions regarding discrepancies, omissions or unclear intents shall be sent to all Bidder's, who have received bid documents. Interpretations, corrections or changes to the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.
- 3.2.4 Bidders finding discrepancies and/or omissions or having doubt as to the intent of the any part of the Contract Documents shall at once notify the Village Engineer. Bidder's questions relative to bidding requirements, bidder qualification and contract award shall be directed to Village Engineer, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Fl 33411, Telephone No. (561) 790-5161.
- 3.3.3 No Addenda will be issued later than three work days (*Thursday February 21, 2019*) prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids, one which includes postponement of the date for receipt of Bids, or one whose content is limited to the listing of additional approved manufacturers and substitutions.
- 4.1.12 The contractor is required to bid the number of days necessary to complete the work. The owner may award the contract to the contractor with the lowest adjusted bid. The lowest adjusted bid will be determined by multiplying the value of the liquidated damages by the difference in the number of days the contractor bid compared to the average of all the days bid then subtracting or adding that value to the bid value depending if the contractor bid more than the average or less than the average number of days necessary to complete the work.

Contractor	Base Bid	Days	Adjustment	Adjusted Bid*
Contractor A	\$385,000	150	+\$15,000	\$400,000
Contractor B	\$410,000	90	-\$15,000	\$395,000
Contractor C	\$399,000	120	\$0	\$399,000
Average # of Days		120		
Liquidated Damages		\$500		

*** The adjusted bid is used solely for the purpose of determining the lowest responsive, responsible bid.**



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III. Plans Review

PR 1725 GENERAL NOTES:

- 1) No materials or equipment shall be stored in the building; if necessary the contractor will be permitted to locate a storage container on site.
- 2) The contractor shall submit a floor protection plan with their bid.
- 3) Time restrictions for performing work: All work shall be performed Monday through Thursday, 7:00 AM to 10:00 PM on weekdays. The building will also be used for other events to be determined (no cost time extensions will be issued for the events). The Contractor may extend working hours only if approved in writing by the Owner.
- 4) No ceiling tiles shall remain open on Thursday nights; floor protection shall be removed on Thursday nights, and all rooms shall be vacuumed and dusted.
- 5) After the work has been completed the contractor shall steam clean all floorings and dust.

IV. Other Information

- a. Dumpsters must be supplied by Republic Services
- b. Please address all RFI's and any questions to the Project Contact below.
Project Contact: Chris Marsh, Village Engineer
Email Address: cmarsh@royalpalmbeach.com
Phone Number: 561-790-5161

V. Questions?

VI. Conclusion

- a. Bid packages are for sale in Village Hall for \$25.00
 - i. Bid package may be requested online at www.royalpalmbeach.com
- b. Today's sign-in sheet and minutes will be available online



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 Engineering Department
 Cultural Center Low Voltage Wiring Installation PR1725
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Pre-Bid Meeting Sign-In Sheet

Name	Company	Work Number	Fax Number	Email
Christopher Marsh	VRPB, Village Engineer	561-790-5161	561-791-7087	CMarsh@royalpalmbeach.com
Winston Blake	VRPB, Construction Coordinat	561-790-5121	561-791-7095	WBlake@royalpalmbeach.com
Timothy Tack	VRPB, Project Manager	561-790-0221	561-791-7095	ttack@royalpalmbeach.com
Adamo DiSisto	VRPB, Project Engineer	561-790-5163	561-791-7095	adisisto@royalpalmbeach.com
Rob Hill	VRPB, Building Official	561-790-5108	561-790-5129	rhill@royalpalmbeach.com
Paul Webster	VRPB, Public Works Director	561-790-5123	561-791-7075	PWebster@royalpalmbeach.com
Lou Recchio	VRPB, Parks & Rec Director	561-753-1228	561-791-7079	lrecchio@royalpalmbeach.com
Kurt Riggott	VRPB, PW Superintendent	561-753-1226	561-791-7075	kriggott@royalpalmbeach.com
Vickie Day	VRPB, Admin Asst. III	561-791-7092	561-791-7095	vday@royalpalmbeach.com
Ed Huff	RGD Consulting Engineers	561-529-7040	561-743-0193	ed.huff@rgdengineers.com
Mike Mikolajchik	VRPB, Asst Parks & Rec Director	561-790-5148	561-791-7075	mikolajchik@royalpalmbeach.com
Ron Hasko	AUKTON	561-335-7557		RHASKO@AUKTONCONSTRUCT.COM