

Pre-Bid Meeting Agenda **MINUTES**

STREET SWEEPING

I. Welcome

- a. Please sign in
- b. Silence all mobile phones
- c. Introductions
 - i. Paul L. Webster, P.E., C.S.M., Public Works Director
 - ii. ~~Michael Cheatham, Field Operations Superintendent~~
 - iii. Carol Saunders, Senior Administrative Assistant
- 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 for Street Sweeping will be received by the Village of Royal Palm Beach, Florida at the office of the Village Clerk, 1050 Royal Palm Beach Blvd., Royal Palm Beach, Florida 33411 up to 4:00 p.m. on Wednesday, August 3, 2022 at which time they will be opened and read in public.

Project Description:

Project consists of performing Street Sweeping of the roads within the Village of Royal Palm Beach that are identified in the Special Conditions and Specifications.

Bids must be accompanied by a Bid Security in the form of a certified bank check made payable to the Owner, or a Bid Bond. The amount of the security shall not be less than five percent (5%) of the Bidder's total price indicated in Bid Form if the Bid exceeds \$50,000.00.

b. GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

- i. Acceptance/Rejection; page 6
- ii. Contractual Agreement; Page 7
- iii. Bidder's representations and Bid Security; Page 8
- iv. Insurance Requirements; Page 8
 - 1. Village named as "additional insured" and written notification requirements
 - 2. Required insurance limits **W/C – statutory limits,**
Comprehensive Auto Liability – min limits \$500,000/occurrence,
Comprehensive General Liability – minimum limits \$1,000,000/occurrence
- v. Information; Page 9

vi. Award of Bids; Page 10

1. Anticipated to go to Council for award on August 18th

vii. Qualifications of Bidders; Page 10

1. List of information and documents required to submitted with bid
2. Failure to submit may be cause for rejection of the bid

viii. Term and Renewal; Page 11

1. Initial term is October 1, 2022 to September 30, 2023
2. May be renewed for four (4) consecutive one (1) year terms
3. No cost increases allowed during initial term
4. CPI allowance for renewal terms

c. BID FORM

- i. Pages 24, 25 & 26

d. SPECIFICATIONS & SPECIAL CONDITIONS

- i. Service to be Provided; Page 13 **As identified in street map attached to bid package - green roadways are to be serviced monthly. Yellow roadways to be serviced annually.**
- ii. NOTICE OF AWARD; Page 13
- iii. Equipment requirements; Page 14

III. Other Information

IV. Questions?

- **Who is responsible for disposal of collected debris?**
 - **The contractor is responsible for disposal of collected debris.**

V. Conclusion

- a. Bid packages are for sale in Village Hall for (\$10.00 For Project Manual and \$5.00 for S&H)
 - i. Bid package may be viewed online at www.royalpalmbeach.com
 - ii. Contract documents may also be delivered electronically via email at no cost by completing a REQUEST FORM.
- b. Today's sign-in sheet and minutes will be available online