



NON-MANDATORY PRE-BID MEETING
November 19, 2018 AT 2:00 PM
MUNICIPAL STADIUM PRESS BOX WINDOW REPLACEMENT
ITB No. 19163

PURPOSE OF PRE-BID MEETING:

- Introductions
- Review Bid / Contract Requirements
- Review Project Scope

INTRODUCTION:

City Staff: Kirk Zimmerman, Buyer
Joe Piper, Project Manager

DISCUSSION:

1. Non-Mandatory Pre-Bid Conference for **ITB 19163, MUNICIPAL STADIUM PRESS BOX WINDOW REPLACEMENT**. Attendees, please sign registration roster. *Please print clearly!*
2. Submit one original Bid to the Purchasing Division; 301 S. Ridgewood Ave., Room 146, Daytona Beach, FL 32114 at **2:00 pm. sharp on December 11, 2018**. No Proposals will be accepted after **2:00 pm**.
3. All questions or requests for interpretation must be submitted in writing to Kirk Zimmerman, at **Fax Number (386) 671-3964** or via email to **purchasing@codb.us**. All clarifications or corrections to the solicitation documents will be accomplished by written Addendum to all those currently listed as being in possession of the ITB. To be given consideration, such requests should be received 10 days prior to the Bid Opening Date.
4. The City of Daytona Beach Commissioners reserves the right to accept or reject any or all Bids.
5. Bid format:
 - Fill out in ink, initial any corrections, redlines, etc. and properly execute.
 - Submit one original
 - Acknowledge receipt of any and all addenda on the Bid Proposal Form.

6. Bidders must indicate the following on the OUTSIDE of their sealed bid envelope:
 - ITB Number –19163
 - Date of Opening – December 11, 2018
 - Name of Bidder
 - Return Address of the Bidder
7. DRUG FREE WORKPLACE: The awarded firm must provide the Drug Free Workplace Form in accordance with Florida Statute 287.087, prior to Contract award.
8. Proposers should be aware of The City of Daytona Beach's Minority Business Enterprise (MBE) requirements contained in Chapter 30, Purchasing Code.
9. REFERENCES: The contact person(s) listed as a reference shall be someone who has personal knowledge of the contractor's performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the City may be calling them. More than one person can be listed but all must have knowledge of the project. DO NOT list principals or officers who will not be able to answer specific questions regarding the project.
10. LOCAL PREFERENCE: Local preference is applicable to this project. Chapter 30 of the City's Code of Ordinances defines "local vendor" and outlines the procedure for requesting best and final offers from the low bidder and the lowest priced local vendor within 10% of the low bid. Bidders claiming Local Preference must complete and submit the Local Preference Affidavit with their Bid.
11. City Commission has the sole authority to bind the City to the terms and conditions of a contract.
12. Substantial Completion Time is **180** days, Final Completion within **30** days of Substantial Completion.
13. Liquidated Damages of **\$1000** per day for failure to achieve Substantial Completion; **\$500** per day for failure to achieve Final Completion.
14. BOND REQUIREMENTS: 10% Bid Security. If Contract Award exceeds \$100,000, 100% Payment and Performance Bonds.
15. Insurance Provisions: Commercial General Liability, Auto Liability, limits not less than \$1 million/occurrence; with general aggregate not less than \$2 million. City named as additional insured for Commercial General Liability. Statutory Workers' Compensation limits not less than \$500,000/accident. **Builders' Risk** - The CONTRACTOR is required to maintain Builders Risk Insurance on an "all risk" basis, including but not limited to the completed value basis on the insurable portion of the work.

16. RESERVED

17. RESERVED

18. Bid Schedule / Bid Alternates: Lump Sum

19. Addenda issued to date: none

20. SCOPE DISCUSSION by Joe Piper, Project Manager.

MEETING NOTES: _____

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