



Mandatory Pre-Bid Minutes
Town of Lake Park, Florida
Bid 101-2015 Marina Security Services (Unarmed)
Tuesday, April 21, 2015 at 11:00 a.m.
Lake Park Harbor Marina, 105 Lake Shore Drive
Lake Park, Florida 33403

The mandatory pre-bid meeting was conducted on Tuesday, April 21, 2015 at 11:00 a.m. Present were Interim Town Manager Bambi Turner, Project Manager Richard Pittman, Interim Marina Director David Urbinati, and Administrative Assistant Janet Perry.

Interim Town Manager Turner called the meeting to order at 11:00 a.m. and made a few announcements. She asked that everyone silence their phones, be sure to sign the mandatory pre-bid sign-in-sheet, to speak directly into the microphone when asking questions or making any comments, and for those that wish to purchase the bid they may do so back at Town Hall after the pre-bid meeting has concluded.

Interim Town Manager Turner explained the bid submittal requirements as specified in the bid packet. She opened the floor to questions:

1) Lexus Protection Services – Does the contract need to provide go-carts as well as golf carts? Interim Town Manager Turner stated that golf carts would be sufficient.

Would the Town accept pass-through billing? Interim Town Manager Turner asked for clarification on what “pass-through billing” meant. It was explained that whatever cost are incurred by the contractor would be charged to the Town. The representative from Lexus Protection Services asked if the cost should be included in the hourly wage. Interim Town Manager Turner stated that the cost should be included in the hourly wage.

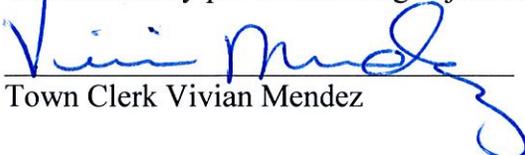
2) AJ2 Security – When does the current contract expire? Interim Town Manger Turner stated that the contract expires on May 29, 2015. Interim Town Manager Turner explained that after the bid opening on April 28, 2015, staff would review the bid submittals and would forward a recommendation to the Town Commission for their formal action.

As part of the Compliance Failure/Penalty System – f. Late for duty...up to a \$200.00 fine. The representative for AJ2 Security asked if there would be any warnings issued before the fine were imposed. Interim Town Manager Turner stated that there would be an automatic fine no warnings are issued.

Before the meeting adjourned, everyone was reminded to sign the mandatory pre-bid sign-in sheet. The sign-in sheet would be used to verify those that are eligible for submitting a bid.

ADJOURNMENT:

The mandatory pre-bid meeting adjourned at 11:42 a.m.


Town Clerk Vivian Mendez