



**Minutes**  
Town of Lake Park, Florida  
**Mandatory Pre-Bid Meeting**  
**Bert Bostrom Park ADA Playground Equipment**  
**Invitation to Bid #108-2018**  
Wednesday, August 15, 2018 2:30 p.m.  
Commission Chamber, Town Hall, 535 Park Avenue

The Mandatory Pre-bid meeting of the Bert Bostrom Park ADA Playground invitation to bid #108-2018 was conducted on Wednesday, August 15, 2018 at 2:30 p.m. Present were Public Works Director Richard Scherle, Special Events Director Riunite Franks and Town Clerk Vivian Mendez.

Public Works Director Scherle called the meeting to order at 2:35 p.m. and reviewed the scope of work for the project. He explained that this was a Palm Beach County Community Development Block Grant with Davis-Bacon & Related Acts project. He explained several deadline dates as follows:

Bid opening September 10, 2018 at 2:30 p.m.  
“Approved Equal” August 16, 2018 5:00 p.m.

He explained the required submittal forms, checklist, wage determination, and bid bond. He explained that Calvin Giordano & Associates were the Town’s Engineer for the project. He also explained that the awarded contractor would be required to meet with Palm Beach County staff to discuss the project. He stated that Palm Beach County would review all Davis-Bacon related documentation submitted before, during, and after the project.

**Questions:**

- 1) Roy May or Gametime Playground explained that the awarded contractor would need a certificate for the wood fiber the Town would use.
- 2) Mr. May asked if the Davis-Bacon wage determination document was included in the packet. Public Works Director Scherle stated it was towards the back of the bid packet.
- 3) Mr. May stated that the awarded contractor would need a letter to secure the equipment cost. Public Works Director Scherle explained that a letter of award would be provided to the awarded contractor.
- 4) Mr. May asked what the estimated budget was for the project. Public Works Director Scherle stated that the estimated budget was \$ 38,000.
- 5) Mr. May asked if ramps were included in the estimated budget because in his experience each ramp cost an estimated \$10,000. One of the other members of the audience showed Mr. May where he could find the information within the bid packet.

6) Ms. Adeana Milbank of K-Barr Group, LLC, asked what the permit cost. Public Works Director Scherle was unsure and asked that she speak with the Community Development Department.

7) Ms. Milbank asked if blue ink was necessary. Public Works Director Scherle stated that if the bid packet specifies blue ink to please use blue ink.

8) Ms. Milbank asked if the letter of award would lock in the cost of the equipment because the letter was provided by the Town. Mr. May proceeded to respond regarding his experience with in other Counties. Public Works Director Scherle explained that in Palm Beach County the wage decision does not change after the bidding process.

9) Ms. Milbank asked if installers were considered subcontractors. Public Works Director Scherle stated that if the installers are being paid by a 3<sup>rd</sup> party then they are considered subcontractors.

10) Ms. Milbank asked if the “approved equal” list would be distributed as an addendum. Public Works Director Scherle stated that the “approved equal” list would be provided to everyone as an addendum. He stated that the forms begin on page 33.

He thanked everyone for attending.

**ADJOURNMENT:**

The Mandatory Pre-bid meeting for Bid 108-2018 was adjourned at 3:07 p.m.

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Town Clerk Vivian Mendez