

**INVITATION TO BID
ITB #20-08-402**

MEDIAN ENTRY WELCOME SIGNAGE

**MINUTES OF NON-MANDATORY PRE-BID MEETING
VIRTUAL MEETING
August 18, 2020**

This meeting was held virtually utilizing Communications Media Technology (CMT) in accordance with Governor Ron DeSantis' Executive Order No. 20-69, dated March 20, 2020, related to conducting local government public meetings while under the public health emergency related to the spread of Novel Coronavirus Disease 2019 (COVID-19). The conducting of virtual meetings is subject to potential change or modification and reversion to non-virtual, in-person public meetings under Ch. 286, FS, dependent upon Executive Orders of the Governor. City Hall building is closed to the public.

City Staff Attending:

Danielle Cancel, Purchasing Coordinator
Kanya Olivier, Project Manager
Sam May, Public Works/Utilities Director
Patricia Vancheri, City Clerk

Also Attending:

Susan Nabors, Finance Director
Mitch Williams, CITO
Eddie Jarrard, Image Manufacturing Group
John Sullivan and Joel Wittington, Rite Lite Signs
Joseph Patalano, Creative Contracting Group
Debra Moyer, Sign Access
Immer Catin, Florida Palm Construction

Danielle Cancel, Purchasing Coordinator, opened the meeting at 10:07 am EST on Tuesday, August 18, 2020 for the Non-Mandatory Pre-Bid meeting for Invitation to Bid ITB #20-08-402 for Median Entry Welcome Signage and the meeting was recorded.

Mrs. Keira-Cancel asked those present from staff who will assist with the operation of this meeting to identify themselves and stated that the purpose of today's meeting is to allow interested bidders the opportunity to obtain information relative to the ITB. All vendors who registered for the meeting and were joined in were asked to identify themselves and their company for the record.

Kanya Olivier, Project Manager, asked the proposed vendors for any questions pertaining to the forms or scope of work. John Sullivan, from Rite Lite Signs commented that their questions are geared toward addressing the design of the sign relating to the provided images compared to the architectural drawing. Ms. Olivier asked for clarification. Mr. Sullivan asked if they were to follow the sketch more than the images. Sam May, Public Works Director, replied that the images are

very close to what the sketch is; the sketch is representative of what the images are. Mr. Sullivan stated that there is a top on the imagery that is not on the sketch and an inset on the column; he said they are clearing up that they can follow the image. Mr. May confirmed that there is a decorative stonework on the image and the top arch is on the sketch. Mr. Sullivan said there is air space between the top arch and the cabinet and it is not shown on the SK1 sketch. Mr. May reviewed the sketch in the bid document and said that is correct and an addendum will be sent. Mr. Sullivan also asked if the materials are all laid out in the Addendum 1; Ms. Olivier replied yes. Mr. May interjected that the materials to be used are "including, but not limited to" and they are open to ideas or any other design the [bidders] may come up with; however, it must meet the break-away requirements of the FDOT and Broward County. Mr. Sullivan asked if there are drawings of the signs that exist and are there things staff is not happy about with the current signs? Mr. May replied that this is a scaled down drawing of a similar sign that exists that was utilized to build a marquee and the addendum will be closer to that which includes the top arch piece. It was confirmed that Attachment C is a picture of an existing sign. Ms. Olivier replied yes. Mr. May said they have a new sign that was just recently built and that image will be added as an addendum also. Mr. May said that sign was not complete when the bid went out and it is not a breakaway sign; it can be used as an image for dimensions, but not using the same materials. A question was posed asking if there were shop drawings that could be shared for that sign. Mr. May replied no; the shop drawings will have to be supplied by the manufacturer or contractor.

Ms. Olivier asked the participants if they had any questions relative to what was required of them. Immer Catin, Florida Palm, asked if there were any SBE requirements. Mr. May replied not for this job. Joseph Patalano, Creative Contracting, asked if there was a budget for this job. Ms. Olivier replied they do not have a budget estimate on this project. Mr. Patalano asked when the addendum would be posted. Staff replied to check DemandStar or City website by the end of the week. No further questions.

Mrs. Cancel stated to adhere to the deadline date and time for any questions and to direct them to dkcancel@nlauderdale.org. She commented that a cone of silence is in effect for this solicitation. No communications will take place off the record. Answers to questions will be posted as an addendum on or before September 1, 2020 at 11:00 am. Minutes of this meeting and any addendum will be posted to DemandStar and the City's website. Mrs. Cancel gave a reminder that all necessary forms must be completed in their entirety as failure to do so may result in rejection of the bid, and thanked everyone for their attendance.

No further comments; the meeting was adjourned at 10:22 am.

Respectfully submitted,
Patricia Vancheri, City Clerk