

CITY OF WEST PALM BEACH, FLORIDA

**Invitation to Bid 15-16-100  
MIRAMAR WAY IMPROVEMENTS (OLIVE AVENUE TO WASHINGTON)  
Project No. 51965057**

**PRE-BID CONFERENCE**

**AGENDA**

DATE: Wednesday, March 23, 2016                      TIME: 10:00 AM – 11:00 AM

PLACE: Flagler Gallery, City Hall @ 401 Clematis Street  
West Palm Beach, Florida 33401

1. Sign-In and Scope of Work Hand-out (pages 1-10 from ITB)
2. Introductions
3. Bid Opening – Thursday, April 14, 2016 at 3:00PM
4. All questions must be directed in writing by US Mail, fax or e-mail to:

Patricia Armstrong, Senior Purchasing Agent  
City of West Palm Beach Procurement Division  
401 Clematis Street, 5<sup>th</sup> Floor  
West Palm Beach, FL 33401  
Fax: (561) 822-1564  
E-mail: parmstrong@wpb.org

**Reference ITB 15-16-100**

5. Small Business Program (Tel No. 561-822-2100)
  - o A directory of current certified small businesses is included with the bid documents
  - o Goal for Small Business Participation - 15%
  - o Small Business Bid Forms
6. Bid Bond (5%)
7. Project Overview:
  - o Estimated construction cost is \$600,000
  - o Project Location and Limits
  - o Private Road; Close coordination w/ property owners; Signed Right of Entry Forms from residents will be required prior to construction
  - o Scope of work
  - o Contractor's Experience
8. Questions