



**Town of Southwest Ranches
Southwest Meadows Sanctuary Park Improvements
IFB No. 24-004
Non-Mandatory Pre-Bid Meeting
September 24, 2024**

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I. Welcome, Staff Introductions, Attendee sign-in sheet

II. Review Bid Requirements

a. Key Dates – Section 1.5

i. **Deadline for Questions:** Tuesday, October 01, 2024

ii. **Anticipated Response to Questions by:** Tuesday, October 8, 2024

iii. **Bids Due:** Tuesday, October 15, 2024, no later than 11:00 AM

b. Submission Requirements

All bids must be submitted electronically via <https://www.demandstar.com> E-Bidding Platform no later than Tuesday, October 15, 2024, no later than 11:00 AM local time.

The Bid Response Forms, included in the appendix, must be signed by an officer of the proposing entity or other authorized person. See Section 1.6 for submission instructions.

Bids must include:

- 5% Bid Bond

Reference Section 2.28 for requirements

100% Performance Bond and Payment Bonds will be required of the awarded bidder.

c. Contact Person – Section 1.7

Christina Semeraro, Town Procurement Officer

13400 Griffin Road – Southwest Ranches, FL 33330

(954) 343-7467 / csemeraro@southwestranches.org

d. Cone of Silence – Section 1.9

The Cone of Silence started at the time of the advertisement of this IFB and shall terminate at the beginning of the Town Council meeting at which the Town Administrator makes his written recommendation to the Town Council.

e. Terms and Conditions – Section 2

f. Scope of Work – Section 5.13

g. Bid Form and Required Forms

h. Exhibit "A" – Town's Standard Agreement

III. SME's

a. Town of Southwest Ranches – Project overview by staff

b. Architects of record – CPZ Architects, Inc.

IV. Questions

a. All questions shall be submitted in writing to Christina Semeraro. All questions received on or before Tuesday, October 01, 2024, via email. The addendum will be posted on the Town's website and on DemandStar: <https://www.southwestranches.org/procurement/>

V. Adjournment