



**City of South Daytona
Pre-Bid Meeting Minutes
BID 23-B-011**

JAMES STREET SPLASH PAD

Monday, April 17 at 10:00am

James Street Splashpad, 1700 James Street, South Daytona

Call to Order. Meeting called to order at 10:00am by Parks and Recreation Director Amy Zengotita

Staff Present:

Parks and Recreation Director Amy Zengotita
Parks and Recreation Crew Lead Robert Powell
CDBG Representative Bianca Meraz

1. Scope of Work: Parks and Recreation Director Amy Zengotita provided a Scope of Work.
2. CDBG Requirements: CDBG Representative Bianca Meraz provided the CDBG Requirements.
3. Questions by the attendees with time allotted to look at the current system and area.

Adjournment. Meeting adjourned at 10:16 am

Attached: Sign-in sheet
CDBG Requirements



Pre-Bid Meeting - CDBG Requirements

1. There are additional requirements for CDBG funded projects including the adherence to certain labor standards and the completion and submittal of additional documentation including reporting forms and payroll reports
 - These requirements apply to the prime contractor **and** all sub-contractors
2. Some of the labor standards and regulation are listed below and are not limited to:
 - *Davis-Bacon Act, Copeland "Anti-Kick Back" Act, Environmental Compliance, Lead Based Paint Requirements, Historic Preservation, Energy Efficiency, Flood Disaster Protection, Special Equal Opportunity Provisions, Section 3, Conflict of Interest, Utilization of Minority and Women-owned Businesses, Fair Housing Laws, Drug Free Workplace, etc.*
3. Prime contractor **and** all sub-contractors must be free of any debarment judgments
 - This will be verified through the federal System for Award Management (SAM) database
4. Reporting forms:
 - a. The following reporting form is required from the Prime contractor with bid submission:
 - i. Section 3 Business Concern Certification
 - b. The following reporting form may required from all sub-contractors no less than one week prior to a pre-construction meeting:
 - i. Section 3 Business Concern Certification
 - c. The following reporting forms are required from all contractors no less than one week prior to a pre-construction meeting:
 - i. Section 3 Project Workforce
 - ii. Section 3 Certification (*as applicable*)
 - iii. Minority and Women Business
5. Adherence to Davis-Bacon prevailing wage requirement and submission of certified payroll reports
 - a. All laborers and mechanics working on CDBG funded projects are required to be paid at least the prevailing wage and any applicable fringe benefits for their work classification
 - b. A Department of Labor Wage Decision is assigned to the project that is a listing of wage rates and fringe benefit rates for each work classification
 - c. Workers must be classified with a work classification from the wage decision assigned to the project
 - d. Certified payroll reports must be submitted weekly
 - i. Encourage use of WH347 Certified Payroll Form
 - e. Site visits may be conducted by Volusia County staff to complete employee interviews
 - f. Wage decision and employee rights posters must be visibly posted on site

City of South Daytona - Cleaning Services
 Sign in Sheet - Mandatory Pre-Bid Meeting
 Monday, April 17, 2023 at 10:00am
 James Street Splashpad, 1700 James Street, South Daytona

Attendees Name	Position Title	Company Name	Address of Company	Phone	Email
Amy Zengotta	Parks and Recreation Director	City of South Daytona	504 Big Tree Road, South Daytona, Florida	386-322-3070	azengotta@southdaytona.org
Robert Powell	crew lead				rpowell@southdaytona.org
Mary Langley	Scrub Consultant Rep Services	Rep Services		401-947-6318	@RepServices.com
Maria Russell	Sales Rep	CRB Pool Masters Rep Services		917-741-6168	+fndx@archaquatics.com
Bianca Mera	CDRG volunteer CDRG Country			386-736-8955	CDRGvol@cdrg.org