

| RFP Number:           | 2024-001                                            |
|-----------------------|-----------------------------------------------------|
| RFP Title:            | South Daytona Municipal Complex Roof<br>Replacement |
| Pre-Bid Meeting Date: | Friday, February 9, 2024 at 9:00am                  |
| RFP Opening Date:     | 2:00 P.M. on Thursday, February 29, 2024            |

Call to Order. Meeting called to order at 9:01am by Deputy City Clerk Becky Witte

## Staff Present:

Deputy City Clerk Becky Witte Public Works Director Adam Thornton Assistant Public Works Director Mark Smith Chief Building Official John Boden

- 1. Scope of Work discussed. Last day for questions 2/14/2024 at 4:00pm.
- 2. Questions by the attendees. Core samples will be completed 2/9/2024. An addendum will be issued on or before Tuesday, February 13, 2024 to address the questions asked during the pre-bid and share the core samples.
- 3. A bid bond is required.

Adjournment. Meeting adjourned at 9:27am by Deputy City Clerk Becky Witte.

The group was able to visit the roof after the meeting adjourned.

Attached: Sign-in sheet

## City of South Daytona - Bid Sign In Sheet February 9, 2024 at 9:00AM

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| Attendees Name | Position Title                  | Company Name          | Address of Company                                        | Phone                       | Email                                   |
|----------------|---------------------------------|-----------------------|-----------------------------------------------------------|-----------------------------|-----------------------------------------|
| Becky Witte    | Deputy City Clerk               | City of South Daytona | 1672 S. Ridgewood Avenue,<br>South Daytona, Florida 32119 | 386-322-3011                | bwitte@southdaytona.org                 |
| Adam Thornton  | Public Works Director           | City of South Daytona | 1770 Segrave Street, South<br>Daytona, Florida 32119      | 386-322-3080                | athornton@southdaytona.org              |
| Mark Smith     | Assistant Public Works Director | City of South Daytona | 1770 Segrave Street, South<br>Daytona, Florida 32119      | 386-322-3080                | msmith@southdaytona.org                 |
| John Boden     | Chief Building Official         | City of South Daytona | 1672 S. Ridgewood Avenue,<br>South Daytona, Florida 32119 | 386-322-3024                | jboden@southdaytona.org                 |
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