

PRE-BID MEETING

April 14, 2005 at 8:30 am

AGENDA

1. **Introductions:** Purchasing and Contracts
Public Safety/Facilities – Scott Williams/Chuck Lawson
2. **Project:** BD-2117-05/AJR – Fire Training Center Office Area
Renovation Project.
3. **Sign-In Sheet:** Will be posted to the County's website.
4. **Due Date and Time:** April 27, 2005, at 2:00 P.M.
Seminole County Purchasing & Contracts Division
1101 East First Street, Room 3208
Sanford, Florida 32771
5. **Owner:** Board of County Commissioners,
Seminole County, Florida
6. **Required Submittals:**
 - All required elements in the package
 - 1) Bid Form
 - 2) Conflict of Interest Statement
 - 3) Completed W-9 Form
 - 4) 5% Bid Bond
7. **Bid Documents:** Contract documents must be obtained from the Seminole County Purchasing and Contracts Division via the web site. It is the sole responsibility of the Bidder to check the Seminole County Purchasing and Contracts Division web site to see any addendums concerning this project.
8. **Project Description:** The Applicant is expected to completely analyze the information contained in this Bid as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant's understanding of the proposed work requirements.

