



**HIGHLANDS COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**(HCBCC)**  
**GENERAL SERVICES & PURCHASING**

**MANDATORY  
PRE-BID MEETING AGENDA**

**Bid No.**

**ITB No. 09-049 HIGHLANDS COUNTY HEALTH DEPARTMENT STORM HAZARD  
MITIGATION PROJECT NO. 05047 - NIGP CODE: 909**

**ITB No. 09-050 HIGHLANDS COUNTY AGRI-CIVIC CENTER STORM HAZARD  
MITIGATION PROJECT NO. 05048 - NIGP CODE: 909**

**JULY 1, 2009 @ 10:00 AM**

**INTRODUCTION**

1. Introduction of those in attendance
2. Pre-Bid Announcement Sheet
3. Pre-Bid Meeting is Mandatory
4. Bid Opening date is **2:00 p.m., Thursday, July 16, 2009**, at Highlands County Purchasing Department located at 4320 George Boulevard, Sebring, FL 33875-5803.
5. To schedule access to the Highlands County Health Department building during the bidding period, please call the Health Department at 386-6040.
6. To schedule access to the Highlands County Agri-Civic Center building during the bidding period, please call the Agricultural Extension Office at 402-6540.
7. Request for approval of substitutes for both bids are due by 12:00 noon, on Friday, July 10, 2009. No substitutes will be approved after bids are received.
8. Addendum No. 1 will be issued this week covering clarifications or questions addressed today. Other questions or requests for clarification must be submitted in writing by 12:00 noon Friday, July 10, 2009.
9. The Health Department and the Agri-Civic Center will remain in operation throughout the project. Contractor will be required to coordinate the work so as to accommodate continued operation. A pre-construction meeting will be held with the Health Department and Agri-Civic Center representatives to review Contractor's proposed schedule. Work will be allowed after hours and on weekends and holidays if properly coordinated and supervised. Full time on-site superintendent is required.

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10. Building permitting will be required by Highlands County. Permit fees will not be waived.

11. This Agenda and all future Addendums will be posted to the web: [www.hcbcc.net](http://www.hcbcc.net)

The principal features, as defined above, are not intended to cover every aspect of the Storm Hazard Mitigation Projects. The Contractor shall be responsible for reviewing the Contract Documents and specifications to determine full scope of work and specific requirements for the project, which include familiarity and compliance with all federal, state, and local laws and regulations.

**5. BID FORM**

**6. QUESTIONS AND/OR COMMENTS**

a. County

b. Bidders