

CITY OF COCOA BEACH, FLORIDA  
CB 23-001 PW Minor Project  
Mandatory Meeting Minutes  
Friday, January 20, 2023

The meeting was called to order by Wayne Carragino at 10:00 a.m.

**City Staff in Attendance:** Scott Maxim Building Supervisor, Devan Taly Finance Controller, Ander Hanson Fixed Assets, Wayne Carragino Project Manager

Wayne covered the RFQ and the dates of importance, no bid bond is needed, insurance requirements, covered exhibits A, B, C and noted they must be in the submitted proposals along with work history, reminded all proposers to check the City website frequently for addendum and all addendum's must be signed and included in the bid proposal.

Scott covered this would be for all city buildings and would cover small items to be fixed and also including A/C units, doors, carpentry, electrical, etc.

Questions:

Will there be only one company or several? Several different companies

Are projects lined up? Not yet, companies will be contacted as the projects come about.

HVAC and Utilities involved? Yes, but not water. Current HVAC company the contract is expiring.

3 Year contract? 5 years (years with a 2-year extension)

The meeting was adjourned at 10:30 a.m.