



## **PRE-BID CONFERENCE AGENDA**

### **IFB #B21-001 Ralph Richards Tower First Floor Renovation**

**Date:** March 02, 2021

**Time:** 10:00 am.

**Location:** Phone in conference

- I. Introductions – Bryant Martinez, Project administrator, Clearwater Housing Authority (CHA)
  - A. Lewis Baughey, Capital and Maintenance Officer, CHA
  - B. Bryant Martinez, Project Administrator, CHA
- II. Overview of Project – Lewis Baughey, CHA
  - A. Scope of Work
  - B. Project Specifications
- III. Contract Administration – Lewis Baughey, CHA
  - A. Please forward any questions relating to scope of work by March 05, 2021 to:  
[MCvetinovic@clearwaterhousingauth.org](mailto:MCvetinovic@clearwaterhousingauth.org)
- IV. Bid Submission Requirements – Lewis Baughey, CHA
  - A. Bid Submission Due Date – March 22, 2021 at 12:00 pm.
  - B. Bids are due at the Clearwater Housing Authority by **12:00p.m. Eastern Standard Time (EST) on Monday, March 22, 2021** mailed (return receipt requested) or hand delivered to the attention of:

Mikki Cvetinovic  
Procurement Officer, Clearwater Housing Authority  
The Hampton at Clearwater  
1099 McMullen Booth Rd.  
Clearwater, FL 33759

Bid response must be submitted on the forms supplied by the CHA. Complete all enclosed forms and submit the entire bid packets, in a sealed envelope, as your bid response.

Any submissions not sent directly to Procurement Officer or not received by submission date and time, will not be considered.

**The conference call # is 727 286 2392 pin 8246.**

Minutes from this meeting will be posted on e-procurement website and sent to all potential bidders via email by close of business March 2, 2021.