

SUMMARY OF PROCUREMENT DOCUMENTS FOR MT039  
CONSTRUCTION PROCUREMENT OF ODYSSEY MANUFACTURING COMPANY

The following items should be included in a desk monitoring package to be sent to FloridaCommerce for Construction Procurements:

- Copy of Solicitation Package for Invitation to Bid #24-05.
- Copy of Memorandum Confirmation of Correct Wage Decision
- Copy of email from FloridaCommerce approving the bid documents.
- Copy of the initial Independent Cost Estimate (ICE) for the project.
- Copy of Pre-Bid Meeting Sign-In Sheet.
- Copy of the Invitation to Bid advertisement sent for publication in the MSA newspaper, The Ledger-News Chief, and the local Highlands News Sun.
- Copy of the affidavit of publication from The Ledger-News Chief Copy.
- Copy of the affidavit of publication from The Highlands News Sun.
- Copy of the City's MWBE List.
- Copy of the emails sent to the City's Minority and Women Business Enterprise (MWBE) notifying them of the opportunity to bid.
- Copy of the lowest responsible and responsive bid including signed certifications, Bid Bond, proof contractor is registered on E-Verify,
- Copy of Bid Tabulation.
- Copy of Cost Analysis completed by engineer.
- Engineer's memo recommending to award.
- Copy of SAM.gov printout showing the contractor is registered on SAM.gov and has no Exclusions. Note: Odyssey Manufacturing Company is registered with SAM.gov and show no exclusions (*see attached printout from SAM.gov*), however, the company needs to update its registration.
- Copy of no cost Change Order.
- Copy of Meeting Agenda and Minutes when City Council awarded the construction contract to Odyssey Manufacturing Company, contingent on FloridaCommerce approval. Please find the agenda attached. The meeting minutes will be provided when they have been drafted and approved.