



CITY OF PUNTA GORDA

PROCUREMENT DIVISION
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950

(941) 575-3366

FAX: (941) 575-3340

PGPurch@CityofPuntaGordaFL.com

PUBLIC NOTICE **COMMITTEE MEETING**

December 10, 2021

RE: SOLICITATION #U2020102/ENG-HENRYFORCEMN/1620

The City of Punta Gorda's Evaluation and Selection Committee for the above reference solicitation will be meeting on December 15, 2021 at 1:30 PM ET to evaluate submittal packages. The meeting will be held in the City Hall Annex, 2nd Floor Conference Room and via webinar, 126 Harvey Street Punta Gorda, Florida. Please see the webinar instructions attached.

Public comment will be allowed (3 minute limit) during the public meeting. Discussion with City staff will not be allowed.

Sincerely,
CITY OF PUNTA GORDA

-s-

Anne Heinen
Procurement Manager

CONTACT PROHIBITION - All prospective Bidders are prohibited from indirectly or directly communicating with any member of the City of Punta Gorda, City Council, City Manager, or City of Punta Gorda staff member other than the Authorized City Contact Person identified in this Solicitation, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. FORMAL AWARD is defined as the issuance of a NOTICE OF AWARD document or the issuance of a PURCHASE ORDER to the awarded bidder. Any such contact prior to the formal award shall be cause for rejection of your submittal.

In accordance with the **Americans with Disabilities Act and Florida Statute 286.26**, the location of meetings related to this solicitation is accessible to persons with disabilities. If you are a person with disability who needs any accommodation in order to participate in this meeting, you are entitled, at no cost to you, to the provision of certain assistance. Interpreters for the hearing impaired (TTY 941-575-5013) or non-English speaking citizens and any other special accommodations can be requested by contacting the Human Resources Manager/Non-Discrimination Coordinator whose address is 326 W. Marion Avenue, Punta Gorda, FL 33950, whose telephone number is (941) 575-3308, and whose email address is humres@CityofPuntaGordaFL.com, at least two (2) calendars days prior to the meeting.



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WEBINAR EVENT INSTRUCTIONS

The City of Punta Gorda utilizes WebEx to broadcast webinar events for formal solicitation openings, NON-Mandatory Pre-Submittal Conferences, Evaluation and Selection Committee Meetings and Vendor Training Sessions. Public viewing is not allowed for MANDATORY Pre-Bid meetings as these meetings must be attended in person.

Instructions:

- Internet Website:
<https://puntagorda.webex.com/puntagorda/j.php?MTID=m95249388a6a99e76e1c0d12ecb3a1372>
- Bidder may join the meeting by navigating to the above address, select the meeting and click join.
- Click on JOIN

Generally, the City will start the meeting 15 minutes prior to the scheduled time.

Audio – You may dial in through a phone number (May be a toll call) or listen to the meeting via your computer. Follow the Audio selections when you join the meeting.