



PRE-BID MEETING AGENDA

Procurement & Contract Services Department
450 SE 6th Avenue Homestead, FL 33030
T: 305-224-4620 Email: Bids@homesteadfl.gov

ITB# 202603 – Pool Operations & Lifeguard Services

Pre-Bid Meeting Date: Tuesday, March 31, 2026 at 10:00 a.m.

1. **Sign-In Sheet:** *Posted on OpenGov portal upon completion of meeting.*
2. **Due Date and Time:** Tuesday, April 21, 2026, at 2:00 p.m., EST
3. **RFI Deadline:** Tuesday, April 14, 2026, at 5:00 p.m., EST
4. **Response to Bid:**
 - a. **VIA Open Gov Submittal:** <https://procurement.opengov.com/portal/cityofhomestead>
Virtual Bid opening performed via Webex. Link info is the Bid Package.
5. **City of Homestead Staff:**
 - a. Project Manager: Pedro Reynaldos – preynaldos@homesteadfl.gov
Director of Parks, Recreation and Open Spaces
 - b. Procurement Contact: Lilia Jaimes-Renteria, CPPB, NIGP-CPP
Email: lrenteria@homesteadfl.gov
6. **“Cone of Silence,”** as used herein, means a prohibition on any communication regarding a particular Request for Proposal (“RFP”), Request for Qualification (“RFQ”) or bid, between: a potential vendor, service provider, proposer, Bidder, lobbyist, or consultant, and: the City Council members, City’s professional staff including, but not limited to, the City Manager and his or her staff, any member of the City’s selection or evaluation committee.
7. **Solicitation Information:**

This Pre-Bid Meeting is **non-mandatory**. A copy of this meeting agenda and meeting sign-in sheet will be posted to the City’s OpenGov Portal. All solicitation documents can be directly obtained for free from the City’s website: <https://www.cityofhomestead.com/600/Solicitations-Results-Bids-RFPs> ****Site Inspection****: Any Bidder attending this site inspection is required to complete the Site Inspection Indemnity Form (see attachment) or bring a copy of their certificate of insurance evidencing statutory worker’s compensation coverage to the pre-bid meeting as these forms will be reviewed prior to anyone going to the Site Inspection. Bidders who do not supply this information will not be permitted to attend the site inspection.
8. **Project Description:**

The purpose of this Bid is to establish a contract, by means of sealed bids, to select a contractor that will provide pool operations and lifeguard services, including full supervision of lifeguard staff as specified herein.
9. **Project Location:** 201 SW 11th Avenue, Homestead, FL 33030
10. **Request for Information/Clarification:**

Following the conclusion of the Pre-Bid Meeting, any requests for information on this project, including technical information, must be made through the assigned Procurement staff member in writing through the **Question and Answer** feature on OpenGov. Responses to these requests will be posted on the City’s OpenGov portal via addendum.

If any person contemplating submitting a proposal under this Solicitation is in doubt as to the true meaning of the specifications or other Bid documents or any part thereof, and has questions or is in need of clarification concerning this Bid, the Proposer must submit to the City of Homestead’s Procurement and Contract Services Department at least seven (7) calendar days prior to scheduled Bid opening, a “request for clarifications”. All such requests for clarification must be made in writing and the person submitting the request will be responsible for its timely delivery. The City will make every best attempt to answer all questions submitted after said seven (7) days but cannot guarantee a response.
11. **Insurance:**

Please be sure to review all insurance section in this Bid solicitation document and ensure that your company can meet the terms & conditions therein.