



**REQUEST FOR PROPOSALS FOR**  
**SPECIALIZED LANDSCAPING AND MAINTENANCE SERVICES**

**PRE-BID CONFERENCE**

**Tuesday, June 13, 2017**

**10:00 AM**

**Meeting Minutes**

**1. Introductions:**

Introductions were made.

**2. RFP Scope:**

Travis Bryan, Operations Manager of the Boca Raton Airport Authority, went over the scope of the RFP including the areas referenced in the RFP, work requirements, documents required in the submittal, and the grading scale on how the winning bidder is determined.

**3. The contractors asked the following questions:**

A. What is the start date of the contract?

August 2017

B. Who is your current landscaper?

Letermy Landscaping

C. Is there any location for equipment storage?

No, the airport does not have a designated spot for storing equipment. Contractor may rent a hangar to store their equipment

but that cost is not included in the contract. However, the storage of non-aviation equipment in hangar's is discouraged.

D. Will Leturmy Landscaping bid?

Not sure, but they are aware that this contract is out to bid.

E. Are you happy with the service of Leturmy Landscaping?

Travis Bryan stated he is new to the airport but currently he doesn't have any problems with Leturmy Landscaping's service.

F. Is Leturmy Landscaping's contract available online?

No, the contract is not available online. However, if you submit a public request the contract will be provided.

G. Are there any special requirements for the landscapers?

Workers must be able to speak English and understand tower communication. A supervisor can be used to speak with the tower and facilitate communication between the tower and the workers. All workers must be background checked for any felonies, and they must have a valid driver's license.

H. How will the landscapers gain access to the airfield?

Landscaper's will gain access to the airfield via the vehicle access gates using their badges. The security of the airport is important, gates must remain closed once you gain access.

#### **4. Adjournment**

The meeting ended at 10:25 AM