City of Hialeah
DEPARTMENT OF GRANTS AND HUMAN SERVICES
501 Palm Avenue, 1st Floor, Hialeah, FL 33010-4789

DATE: September 2, 2016

TO: All Contractors

FROM: Leonard Grandio Jr., Program Specialist III

RE: **PRE-BID MEETING**

A pre-bid meeting has been scheduled for the following properties on, **Thursday, Septemeber 8, 2016**:

TIME OF BID	BID #	CASE #	HOMEOWNER	ADDRESS	TELEPHONE
9:30 A.M.	**516**	**S-505**	**Carlota Fadul**	**7369 West 18 Avenue, Hialeah**	

We will distribute the Work-write up for each project at each of the locations.

It is ***mandatory*** that you or your representative attend this pre-bid meeting in order to submit a bid on this project. All those in attendance will be asked to sign a form to confirm their presence at the pre-bid meeting. Only those contractors that have signed off on the form will be authorized to bid on the project.

The City of Hialeah housing program inspector and the property owner will be available during this meeting to review the work write-up and answer any questions you may have regarding the rehabilitation scheduled at this property.

This will be your opportunity to thoroughly inspect the house and bring up any potential problems, cost issues and additional work which may be required. Please note that change orders will not be processed for these projects and that the product specified on the work write-up must be installed. "Or equal" items will not be accepted unless stated on the work write-up. It is your responsibility to thoroughly inspect the property and make sure all potential project cost are included in the bid.

To acknowledge receipt by your firm, please sign and date this form where indicated and fax to our office at (305) 883-5817, no later than three (3) days from receipt of this memo. If you have any questions, please call me at (305) 883-5888.

Your **timely** cooperation is appreciated. Do not return this form with your bid offer. Thank you.

I, _____, **FROM** _____ **AM IN RECEIPT OF BID NOTICE**
(PRINT NAME) (CONTRACTOR)

516 AS OF _____. _____
BID NO. **DATE** **SIGNATURE**

Lg/

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