Mandatory Pre-Bid Site Walk-Through

Individual / Name	Company / Organization Name	Email	Phone Number	Date	Time	Signature
STEVEN Stefneck	Beach RAKER LLC	steve@GoldCoastbeachrake.com	954-560-3706	8-7-26	12:50	
Brick Kaye	Beach Raker LLC	EMAILBRICK@COMCAST.NET	4438711686	8-7-26	12:52	

THE CITY OF KEY WEST

1300 White Street, Key West, FL 33040 • (305) 809-3807

Higgs Beach Cleaning Contract
CITY OF KEY WEST

MANDATORY PRE-BID MEETING AGENDA

1040 Atlantic Boulevard, Key West, FL
Friday, August 7, 2026, at 1:00 P.M.

Project Number: City of Key West ITB 26-013

Agenda Items

1. **Introductions**
   a. City of Key West Staff
   b. Attendees

2. **Bidding Requirements**
   - Contract Documents – Complete all forms, sign, date and notarize where indicated.
   - Submit one (1) original and two (2) flash drives, each containing one single PDF file of the entire bid package, in a sealed envelope clearly marked "Sealed Bids for ITB No. 26-013 – Higgs Beach Cleaning Contract," delivered to the City Clerk no later than August 19, 2026, 3:00 P.M. Late submittals will not be accepted.

3. **Scope of Services**
   - The City of Key West is requesting bids for professional beach cleaning services at Higgs Beach, including seaweed sifting, collection, and removal, and related beach maintenance and debris removal, in accordance with the Invitation to Bid.
   - Please read through the full Invitation to Bid and Technical Specifications.

4. **General Information**
   - Clarification Submittal Deadline: August 10, 2026, 3:00 P.M.
   - Clarification Response Deadline: August 11, 2026, 3:00 P.M.
   - Sealed Bids Due Date: August 19, 2026, 3:00 P.M.

5. **Cone of Silence**
   - All questions regarding this project must be submitted by email to Lucas Torres-Bull, Procurement Manager (lucas.torresbull@cityofkeywest-fl.gov). They will be answered via addenda and posted on Onvia DemandStar for all Bidders to review.

Key West, FL Code of Ordinances

Sec. 2-773. - Cone of silence. (Reference – ITB 26-013, Higgs Beach Cleaning Contract)

(a) Definitions. For purposes of this section, reference to one gender shall include the other, use of the singular shall include the plural, and use of the plural shall include the singular unless a different definition requires a different meaning.

(1) Competitive solicitation means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity for qualified persons and entities to be selected to provide the goods or services. Competitive solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.

(2) Cone of silence means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.

(3) Evaluation or selection committee means a group of persons appointed or designated by the city to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a city official for the purposes of subsection (c) below.

(4) Vendor means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the city to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.

(5) Vendor's representative means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or a consultant, lobbyist, or actual or potential subcontractor or sub-consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.

(b) A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:

(1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the city's administrative staff including, but not limited to, the city manager and his or her staff;

(2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any city employee, official or member of the city commission, or their respective staff; and

(3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a city evaluation and/or selection committee therefore.

(c) Permitted communications. Notwithstanding the foregoing, nothing contained herein shall prohibit:

(1) Communication between members of the public who are not vendors or a vendor's representative and any city employee, official or member of the city commission;

(2) Communications in writing at any time with any city employee, official or member of the city commission, unless specifically prohibited by the applicable competitive solicitation.

(A) However, any written communication received or making any written communication must immediately file it with the city clerk. Any city employee, official or member of the city commission receiving or making any written communication must immediately file it with the city clerk.

(B) The city clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;

(3) Oral communications at duly noticed pre-bid conferences;

(4) Oral presentations before publicly noticed evaluation and/or selection committees;

(5) Contract discussions during any duly noticed public meeting;

(6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;

(7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or

(8) Purchases exempt from the competitive process pursuant to section 2-826 of these Code of Ordinances;

(d) Procedure.

(1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by section 2-826 of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.

(2) The cone of silence shall terminate:

(A) At the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation, or takes other action which ends the competitive solicitation.

(B) At the deadline for submission of responses if only one vendor has responded.

(3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.

(e) Violations/penalties and procedures.

(1) A sworn complaint alleging a violation of this ordinance may be filed with the city attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.

(2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.

(3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.

(4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.

(5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also render any available debarment from city work proceeding upon a finding of two or more violations by a vendor of this section.

(Ord. No. 13-11, § 1, 6-18-2013; Ord. No. 19-08, § 1, 3-20-2019; Ord. No. 19-28, § 3, 9-17-2019)

THE CITY OF KEY WEST

1300 White Street, Key West, FL 33040 • (305) 809-3807

Mandatory Pre-Bid Meeting / Site Walk-Through Sign-In Sheet

ITB 26-013 — Higgs Beach Cleaning Contract

1040 Atlantic Boulevard, Key West, FL 33040

August 7, 2026, at 1:00 P.M. (Local Time)

#	Full Name	Company Name	Email Address	Phone Number	Date	Signature
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RSVP / Questions: Lucas Torres-Bull, Procurement Manager — lucas.torresbull@cityofkeywest-fl.gov — (305) 809-3807

Attendance at this pre-bid meeting is mandatory. Bidders who do not attend and sign in will not be eligible to submit a bid for ITB 26-013.