

Lake County Office of Procurement Services  
ITB 22-927 – Construction of Fire Station 71  
Pre-Bid Meeting Minutes

April 27, 2022

Location: 315 W. Main Street, Room 416 (Tavares, Florida)

Begin Time: 3:00PM

End Time: 3:20PM

May 2, 2022

Location: 315 W. Main Street, Room 416 (Tavares, Florida)

Begin Time: 10:00AM

End Time: 10:10AM

Owners Representatives:      Dave Burgess, Facilities Maintenance Manager, Facilities  
Ivan Lespier, Construction Program Manager, Facilities  
Ron Falanga, Director, Procurement  
Bill Ponko, Senior Contracting Officer, Procurement

Firms in Attendance:

**April 27, 2022**

Arco Construction

Boulevard Contractors Corp.

Charles Perry Partners, Inc.

D.E. Scorpio DBA Scorpio

EnviroStruct, LLC

GSB Construction and Development, Inc.

Marbek Construction Co.

Mark Cook Builders, Inc.

McCree General Contractors and Architects

Mulligan Constructors, Inc.

Poli Construction, Inc.

**May 2, 2022**

Architectural Sheet Metal, Inc.

Blackwater Construction Services, LLC

CC Borden Construction, Inc.

Charles Perry Partners, Inc.

D-Mar General Contracting

North American Construction Enterprises (NACE) International, LLC

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet
- Stated that this is a Mandatory meeting

- Stated that only those in attendance for the **April 27<sup>th</sup> or May 2<sup>nd</sup>** pre-bid meetings would constitute as an eligible bidder
- Stated that the pre-bid minutes and the attendee listing would be issued to all attendees of the meeting and posted online
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids.
- Noted the Solicitation Due: **Wednesday, May 18, 2022 - 3:00 PM (EST)**
- Stated that All bids received prior to due date/time, will be publicly opened at that time.
- Noted that this solicitation does not require a bond or proposal bond, only a performance and payment bond will be required from the awarded bidder.
- Stated that the official bid clock shall be through in the Submission Portal used by the County's Procurement Services Office and no other time keeping will be used.
- Stated that submitters shall furnish any and all questions in writing (preferably emailed) to the Office of Procurement Services so that responses in the form of an Addendum can be issued.
- Stated that while it is the intention to keep the upcoming number of addenda to a minimum, more than one (1) addenda item may be released after the deadline for questions.
- Stated that **Monday May 9, 2022**, would be the last day for questions to be submitted. Addenda will be issued as quickly as possible after final questions deadline.
- Stated that the County will only accept questions regarding the ITB documents from primary contractors. Any subcontractors should forward questions through primary contractors.
- Identified the project and bid exhibits
  - Exhibit A – Scope of Work
  - Exhibit B – Insurance Requirements
  - Exhibit C – General Terms and Conditions for Lake County Florida
  - Exhibit D – Architectural Drawing Set
  - Exhibit E – Fire Protection, Mechanical and Plumbing Drawings
  - Exhibit F – Landscape and Irrigation Plans
  - Exhibit G – Project Specifications
  - Exhibit H – Site Plans
  - Exhibit I – Technology Requirements
  - Exhibit J – Structural Requirements
  - Exhibit K – Lake County Facilities Office Building Components Standards
  - Exhibit L – Revised Specification Sections
  - Exhibit M – Proposal Bond / Payment Bond
  - Exhibit N – Electrical Drawings
- Noted that only the properly executed ITB forms will be considered as a valid submittal.
- Note requirements of the ITB forms.
  - Completed Attachment 1 – Solicitation Submittal Form.
  - Completed Attachment 2 – Pricing Sheet

- Completed Attachment 3 – Reference Form.
  - All completed Addenda issued after the release of this solicitation must be signed and returned with the firm’s submittal. Failure to return signed addenda may be cause for submittal to be considered non-responsive.
  - Include a completed W-9 form.
  - Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements.
  - DBPR license printout
  - SunBiz certificate – Please have all bids sign off by an officer of the company
  - Any Contractor required licenses.
  - Stated that this solicitation is a ITB to be awarded to the lowest responsive and responsible bidder in accordance with the scoring located in section 5.0 (page 3) of the solicitation documents
  - All bids submitted in response to this ITB, conference attendance travel and site visits must be at the sole expense of the firm, whether any agreement is signed as a result of this bid
  - Noted that Addendum 1 was published
  - A written Notice to Proceed would be issued upon award approval by the Board of County Commissioners.
- ❖ Lake County Facilities Management
- Noted that it is highly recommended all interested bidders perform an independent site visit.
  - Escalation costs will be addressed by the County, vendors are encouraged to email any solutions to Bill Ponko that address the situation.
  - The budget on this project is \$2.2 million.
- ❖ Meeting Adjourn