

Lake County Office of Procurement Services
22-928 County Administration Building Skylight Infill
Pre-Bid Meeting Minutes

March 23, 2022

Location: 315 W. Main Street, Tavares, Florida 32778 / Lobby Area
Begin Time: 10:00AM
End Time: 10:37AM

March 29, 2022

Location: 315 W. Main Street, Tavares, Florida 32778 / Lobby Area
Begin Time: 3:00PM
End Time: 3:15PM

Owners Representatives: Dave Burgess, Facilities Maintenance Manager
Bill Ponko, Senior Contracting Officer

Vendors in Attendance:

March 23, 2022

John Curry – Poli Construction

March 29, 2022

Steve Luton – S.A. Casey Construction

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet
- Stated that this is a Mandatory meeting and that only attendees of the March 23rd meeting, or the make-up meeting held on March 29th would constitute as qualified bidders
- Stated that the pre-bid minutes and the attendee listing would be issued to all attendees of the meeting and posted online
- Stated that prior to official concluding time of the meeting, the arrival of any attendee would constitute attendance.
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids.
- Noted the Bid Due: Thursday, April 14, 2022 - 3:00 PM (EST)
- Stated that All bids received prior to due date/time, will be publicly opened at that time and tabulated.
- 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 all bidders shall furnish any 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 Monday April 4, 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 Invitation to Bid (ITB) documents from primary bidders. Any subcontractors should forward questions through primary contractors.
 - Identified the project and bid exhibits
 - Scope of Work – Exhibit A
 - Insurance Requirements – Exhibit B
 - General Terms & Conditions – Exhibit C
 - Facilities Sample Agreement – Exhibit D
 - Specifications & Drawings– Exhibit E
 - Noted that only the properly executed ITB forms will be considered as a valid bid.
 - Note requirements of the ITB forms.
 - Completed Attachment 1 – Bid Submittal Form.
 - Completed Attachment 2 – Pricing Sheet.
 - Completed Attachment 3 – Reference Form.
 - Any and all completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm’s Bid. Failure to return signed addenda may be cause for Bid 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.
 - SunBiz certificate – Please have all bids sign off by an officer of the company
 - Any Contractor required licenses.
 - Stated that this solicitation is a bid to be awarded to the lowest responsive and responsible bidder.
 - All bids submitted in response to this ITB, conference attendance travel and site visits must be at the sole expense of the firm, whether or not any agreement is signed as a result of this bid
 - A written Notice to Proceed would be issued upon award approval by either the Director of Procurement, the County Manager, or the BCC.
- ❖ Lake County Facilities
 - Provided a site survey of the job area
 - Noted that an addendum will be forthcoming
 - ❖ Meeting Adjourn