

Lake County Office of Procurement Services  
ITB 22-941 Health Administration Building Asbestos Abatement Services  
Pre-Bid Meeting Minutes

April 13, 2022

Location: 16140 U.S. HWY 441 (Eustis, Florida)

Begin Time: 3:00PM

End Time: 4:00PM

Owners Representatives: Don Glessner, Office of Facilities Management  
Bill Ponko, Office of Procurement Services

Aptim Environmental and Infrastructure, LLC: Matthew Burklew  
William Dempsey

Firms in Attendance:

Alloy Group

Clean Building, Inc.

GDA Environmental, Inc.

Simpson Environmental Services, LLC

Rybek Construction, Inc.

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet
- Stated that this is a non-Mandatory meeting
- 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, July 20, 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 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 Friday July 8, 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 – Asbestos Response Action and Abatement Plan
  
- 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
  - Completed Addendum 1
  - 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.
  - 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
- A written Notice to Proceed would be issued upon award approval by the Board of County Commissioners.
  
- ❖ Don Glessner:
  - Noted revisions will be released via Addendum #2 regarding Exhibit A - Scope of Services and Exhibit D - Asbestos Response Action and Abatement Plan.
  - Noted revised drawings will be provided via the forthcoming Addendum #2.
  - Noted that Aptim Environmental and Infrastructure will be providing air monitoring services.
  - Noted that future walkthroughs can be conducted by contacting 352-516-4220 to schedule a time and date.
  
- ❖ Bill Ponko:
  - That the project will likely require a performance bond from the awarded contractor. The requirement will be noted in a forthcoming addendum.
  
- ❖ Meeting Adjourn