

Lake County Office of Procurement Services
ITB 23-905 Remodel and Addition of Mascotte Fire Station 91
Mandatory Pre-Bid Meeting Minutes

September 8, 2022

Location: 764 Albrook Street, Mascotte, FL. 34753

Begin Time: 1:00PM

End Time: 1:35PM

September 9, 2022

Location: 764 Albrook Street, Mascotte, FL. 34753

Begin Time: 9:00AM

End Time: 9:29AM

Owners Representatives:

Office of Facilities Management

Ivan Lespier, Construction Program Manager

Office of Procurement Services

Bill Ponko, Senior Contracting Officer

Vendors in Attendance:

September 8, 2022

Blackwater Construction Services, LLC

CIC Construction Group

D.E Scorpio Corporation

Marbek Construction Co.

Poli Construction Inc.

South Lake Electric, Inc.

September 9, 2022

Blackstone Buildings and Development, Inc.

Boulevard Contractors Corp.

Creative Environmental Services, Inc.

D-Mar General Contracting

Morton Construction Company

❖ Office of Procurement Services:

- Welcomed attendees pass around sign-in sheet
- Stated that this is a Mandatory meeting
- Stated that only vendors that attended either the September 8, or September 9 pre-bid meetings are eligible to bid on this project

- Stated that this solicitation is a ITB to be awarded to the lowest responsive and responsible bidder
- Stated that the pre-proposal minutes and the attendee listing would be issued to all attendees of the meeting and posted online
- Noted the Solicitation Due: Thursday, September 29, 2022 - 3:00 PM (EST)
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids
- 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.
- All submittals 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

- Stated that Tuesday September 20, 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 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 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 RSQ exhibits, to help provide information to vendors
 - Exhibit A – Scope of Work
 - Exhibit B – Insurance Requirements
 - Exhibit C – General Terms and Conditions for Lake County Florida
 - Exhibit D – Performance and Payment Bond
 - Exhibit E – Architectural Drawings
 - Exhibit F – Fire, Plumbing and Mechanical Drawings
 - Exhibit G – Electrical Drawings
 - Exhibit H – Structural Drawings
 - Exhibit I – Project Manual

- Noted that only the properly executed ITB forms will be considered as a valid submittal.

- Note requirements of the ITB forms, to be included in vendor submittals.
 - Completed Attachment 1 – Solicitation Submittal Form.
 - Completed Attachment 2 – Pricing Sheet
 - Completed Attachment 3 – References

- 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 submittals sign off by an officer of the company
 - Provide any state and locally required licenses.
- A written Notice to Proceed would be issued upon award approval by the Board of County Commissioners.
 - Noted that on Attachment 2 – Pricing Sheet, that vendors should take into consideration, permitting and supply lead times when providing the number of days until completion.
 - Noted that it can take between 1-2 months for the bid to be awarded and for the performance and payment bonds to be recorded.
- ❖ Office of Facilities Management:
 - Provided access of the job area for vendors to perform and site survey.
 - Noted that permitting fees shall be included in the bid price.
 - Noted that permitting will be done through the City of Mascotte.
 - Noted that this is a live property site and that the fire department will still be operating at the location.
- ❖ Meeting Adjourn