

Lake County Office of Procurement Services
RFP 23-912 On-Call Emergency Debris Removal Services
Mandatory Pre-Bid Meeting Minutes

February 9, 2023

Location: Solid Waste Conference Room
13130 County Landfill Road, Tavares, FL 32778
Begin Time: 9:00AM
End Time: 9:15AM

February 16, 2023

Location: Solid Waste Conference Room
13130 County Landfill Road, Tavares, FL 32778
Begin Time: 9:00AM
End Time: 9:08AM

Owners Representatives: Mary Hamilton, Operations Director, Environmental Services
Brad Russ, Solid Waste Program Manager
David Salinas, Solid Waste Compliance Specialist
Jeff Johnson, Roads Operations, Superintendent
Bill Ponko, Senior Contracting Officer, Procurement Office

Vendors in Attendance:

February 9, 2023

Aftermath Disaster Recovery, Inc.
CrowderGulf, LLC
CTC Disaster Response, Inc.
Southern Disaster Recovery, LLC

February 16, 2023

Ceres Environmental, Inc.
DRC Emergency Services, LLC
Hubbard d/b/a Mid Florida Materials, Inc.
Phillips and Jordan, Inc.
TFR Enterprises, Inc.

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet
- Stated that this is a Mandatory meeting
- Stated that only vendors that attended either the February 9th or February 16th pre-bid meetings are eligible to bid on this project
- 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: Thursday, March 2, 2023 - 3:00 PM (EST)
- Stated that All bids received prior to due date/time, will be publicly opened at that time.
- 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 February 20, 2023, 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 RFP 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 – Federal Funded Construction Contract Provisions
 - Exhibit E – Performance / Payment Bond
 - Exhibit F – Hazardous Stump Extraction and Removal Eligibility
- Noted that only the properly executed RSQ forms will be considered as a valid submittal.
- Noted that the incumbent vendors are:
 - Contract 18-0905A - TFR Enterprises, Inc.
 - Contract 18-0905B - Southern Disaster Recovery, LLC
- The current contracts are available for viewing online via the Lake County website: Procurement Services home page.
- Noted that bonds will need to be provided by the successful vendor(s) prior to each job.
- Note requirements of the RFP 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.
 - SunBiz certificate – Please have all bids sign off by an officer of the company
 - Any Contractor required licenses.

- Stated that this solicitation is an RFP to be awarded in accordance with the evaluation criteria located in section 2.0 (page 3) of the solicitation documents.
- All proposals submitted in response to this RFP, 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 and bond acceptance.

❖ Mary Hamilton:

- Stated that the County may award to multiple vendors.
- Stated that if there is a multiple award the awarded vendors will be ranked.
- Stated that the current contract is used by seven (7) municipalities, with a possible eighth (8).
- Stated the County will provide the list of DMS sites; however, the vendor can provide additional sites, pending approval.
- Noted that Witt O'Brien's LLC is the currently provides the County's Disaster Debris Monitoring Services.
- Noted that the awarded contractor(s) will need to attend the annual disaster preparedness meeting set for June.
- Noted that the Contractor will be responsible for disposal fees.

❖ Meeting Adjourn