

Lake County Office of Procurement Services
ITB 23-913 Leachate Collection System Cleaning Services
Mandatory Pre-Bid Meeting Minutes

February 22, 2023

Location: Solid Waste Conference Room
13130 County Landfill Road, Tavares, FL 32778
Begin Time: 9:04AM
End Time: 9:15AM

March 1, 2023

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

Owners Representatives: Jimmy Wise, Solid Waste Coordinator
Brad Russ, Solid Waste Program Manager
David Salinas, Solid Waste Compliance Specialist
Bill Ponko, Senior Contracting Officer, Procurement Office

Vendors in Attendance:

February 22, 2023

Carlson Environmental Consultants, PC
Progressive Environmental Services, LLC

March 1, 2023

Cloud 9 Services, LLC
Shamrock Environmental Monitoring Systems, 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 22nd or March 1st 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, per Section 6.0 (page 4) of the ITB documents.
- Noted the Solicitation Due: Wednesday, March 15, 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 March 6, 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 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 – Public Works Terms and Conditions
- Noted that only the properly executed RSQ forms will be considered as a valid submittal.
- Noted that the incumbent vendors are:
 - Contract 18-0903A - Jetclean America, LLC d/b/a Florida Jetclean
 - Contract 18-0903B - Progressive Environmental Solutions, LLC
- The current contracts are available for viewing online via the Lake County website: Procurement Services home page.
- Note requirements of the ITB forms.
 - Completed Attachment 1 – Solicitation Submittal Form.
 - Completed Attachment 2 – Pricing Sheet
 - Completed Attachment 3 – Reference Form.
 - Completed Attachment 4 – Team Composition Form
 - Completed Attachment 5 – Equipment List
 - 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 ITB to be awarded in accordance with the evaluation criteria located in section 5.0 (page 4) of the solicitation documents.
- All proposals 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.

- ❖ Lake County Solid Waste:
 - Work will not be conducted during times of lightning and hurricanes.
 - Solid Waste drains and vacuums the tanks, and gives the leachate for disposal to either Aqua Clean Environmental, LLC for areas close to Lakeland, FL or to Water Recovery, LLC for areas closer to Jacksonville, FL.

- ❖ Meeting Adjourn