

Lake County Office of Procurement Services
ITB 23-918 – Construction Services for the Astor Library
Pre-Bid Meeting Minutes

March 22, 2023

Location:

54905 Alco Road

Astor, FL 32101

Begin Time: 10:00AM

End Time: 10:30AM

Owners Representatives: Ivan Lespier, Construction Program Manager, Facilities
Ron Falanga, Director, Procurement
Bill Ponko, Senior Contracting Officer, Procurement

Firms in Attendance:

ABBA Construction, Inc.
Boulevard Contractors Corp.
Chet Craig Plumbing, Inc.
Eco Construction Group
Genesis Construction, Inc.
GSB Construction and Development, Inc.
Marbek Construction Company
Mark Cook Builders, Inc.
Morton Construction Company
Saboungi Construction, Inc.
Spartan Industrial LLC

❖ 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.
- Noted that this project is being paid in part with federal money, hence the additional terms and conditions as well as executed forms.
- Noted that the NTE budget of \$2,500,000 to the solicitation.
- Noted that early approval of this project is scheduled to go before the Board of County Commissioners on April 25, 2023.
- Noted that by having early approval will allow the awarded contractor to move faster thus giving better pricing.
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids.
- Noted the Solicitation Due: **Wednesday, April 12, 2023 - 3:00 PM (EST)**
- Stated that All bids received prior to due date/time, will be publicly opened at that time.

- Noted that this solicitation does not require a bond or proposal bond, only a performance and payment bond will be required from the awarded bidder.
- 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 **Friday March 31, 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 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.
- Stated that at the time of the meeting three (3) addenda items were published.
- 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 – Additional Terms and Conditions
 - Exhibit E – Federally Funded Construction Contract Provisions
 - Exhibit F – Performance / Payment Bond
 - Exhibit G – Contractors Final Payment Affidavit
- Noted the following Exhibits with (90% Drawings) were added via No. 1 Addendum dated March 10, 2023:
 - Exhibit H – Architectural Drawings
 - Exhibit I – Site Plans
 - Exhibit J – Electrical Plan
 - Exhibit K – Fire Alarm Plans
 - Exhibit L – Fire Protection Plans
 - Exhibit M – Mechanical Plans
 - Exhibit N – Plumbing Plans
 - Exhibit O – Structural Plans
 - Exhibit P – Technology Drawings
- Noted the following Exhibits were updated (100% Drawings) via No. 3 Addendum dated March 20, 2023:
 - Exhibit H – Architectural Drawings
 - Exhibit J – Electrical Plan
 - Exhibit K – Fire Alarm Plans
 - Exhibit L – Fire Protection Plans
 - Exhibit M – Mechanical Plans

- Exhibit N – Plumbing Plans
- Exhibit P – Technology Drawings

- Noted the following Exhibits were added via No. 2 Addendum dated March 13, 2023:
 - Exhibit Q – Davis-Bacon Act Poster
 - Exhibit R – Davis-Bacon Wage Determination

- Noted the following Exhibits were added via No. 3 Addendum dated March 20, 2023:
 - Exhibit S – Landscape & Irrigation Plans
 - Exhibit T – Florida Building Code, Seventh Edition (2020), Energy Conservation
 - Exhibit U – Project Specification Book

- 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 Attachment 4 – Certification Debarment and Suspension Form
 - Completed Attachment 5 – Certification Regarding Lobbying
 - Completed Attachment 6 – Lake County FFATA 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.
 - DBPR license printout
 - SunBiz certificate – Please have all bids sign off by an officer of the company or provide an authorization letter.
 - 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.

❖ Meeting Adjourn