

Lake County Office of Procurement Services
ITB 23-919 – Court Administration Cameras
Pre-Bid Meeting Minutes

April 19, 2023

Location:

Lake County Courthouse Lobby

550 W. Main Street

Tavares, Florida 32778

Begin Time: 10:00AM

End Time: 10:50AM

April 20, 2023

Location:

Lake County Courthouse Lobby

550 W. Main Street

Tavares, Florida 32778

Begin Time: 3:00PM

End Time: 3:50PM

Owners Representatives: Christina Shelton, Office of Facilities Management
Don Glessner, Office of Facilities Management (04/19 Only)
Dave Burge Office of Facilities Management (04/20 Only)
Michael Pritt, Office of Facilities Management (04/20 Only)
Brandon Roberts, Clerk of Courts, District 5
Bill Ponko, Office of Procurement Services

Firms in Attendance:

April 19, 2023

Asset Security Systems, Inc.

Birdi Systems, Inc.

Guardian Access Solutions

Pro Logic ITS, LLC

State Alarm Systems, Inc.

Visionary Systems AV, LLC

April 20, 2023

MCA Communications

Infinity AV and Security

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet
- Stated that this is a Mandatory meeting
- Stated that only those in attendance for the **April 19th or April 20th** pre-bid meetings would constitute as an eligible bidder.

- Stated that the pre-bid minutes and the attendee listing would be issued to all attendees of the meeting and posted online.
- The Board agenda item with the NTE will be generated after the mandatory pre-bid based on vendor feedback.
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids.
- Noted the Solicitation Due: **Wednesday, May 10, 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 **Wednesday April 26, 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.
- 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 – Procedure for Viewing Confidential Documents
 - Noted the Project Drawings are available but only after signing Exhibit E. These drawings are to never be published.
- 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.
 - 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 or Any Contractor required licenses.
 - SunBiz certificate – Please have all bids sign off by an officer of the company.

- 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.
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- ❖ Lake County Facilities Management
 - Provided all attendees with a walk-through of the camera placement within and outside of the Courthouse.
 - For any additional walkthroughs please contact Christina Shelton via email at: christina.shelton@lakecountyfl.gov or Brandon Roberts via email at: broberts@circuit5.org
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- ❖ Meeting Adjourn