

Lake County Office of Procurement Services
23-923 – Construction of Fire Station 109 Pre-Bid Meeting
Pre-Bid Meeting Minutes

October 12, 2023

Location:

Fire Station 109
11630 Lakeshore Drive
Clermont, FL 34711

Begin Time: 2:00PM

End Time: 2:35PM

October 19, 2023

Location:

Fire Station 109
11630 Lakeshore Drive
Clermont, FL 34711

Begin Time: 9:00AM

End Time: 9:36AM

Owners Representatives: Ivan Lespier, Office of Facilities Management
Bill Ponko, Office of Procurement Services

Firms in Attendance:

October 12, 2023

Trinity Constructors, Inc.

October 19, 2023

Blackwater Construction Services
Boulevard Contractors
JamesCo Builders

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only those in attendance for the **October 12th or October 19th** 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.
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids.
- Stated that this solicitation is an ITB to be awarded in accordance with the scoring located in section 5.0 (page 3) of the solicitation documents.
- Noted the Solicitation Due: **Wednesday, November 8, 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 October 25, 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 if a company has not received any of the bid documents to contact Bill Ponko, Procurement Services.
- Identified the project and ITB 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 – Project Manual (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit F – Architectural Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit G – Electrical Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit H – Irrigation and Landscape Drawings
 - Exhibit I – Mechanical Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit J – Site Plan
 - Exhibit K – Structural Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit L – Performance and Payment Bond
 - Noted the Project Specification and Drawings are available to vendors but only after signing Attachment 4. 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.
 - Completed Attachment 4 – Viewing Confidential Documents

- 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. If not, please provide an authorization letter signed by a person named on the SunBiz,
- Noted that bidders should take into account lead times, supply chains and permitting times when developing the number of calendar days until completion.
- 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 ITB.
- A written Notice to Proceed would be issued upon award approval by the Board of County Commissioners.
- Noted that the Fire Station will remain active during the construction.

- ❖ Lake County Facilities Management
 - Reviewed the Scope of Work.
 - Presented bidders with a site survey.

- ❖ Meeting Adjourn