

Lake County Office of Procurement Services  
ITB 24-902: Public Safety Building Renovation  
Pre-Bid Meeting Minutes

October 11, 2023

Location:

Public Safety Building  
20423 Independence Blvd.  
Groveland, Florida 34736

Begin Time: 10:00AM

End Time: 10:45AM

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

Firms in Attendance: Blackwater Construction Services, LLC  
Boulevard Contractors Corporation  
Quick Painting Group

❖ 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.
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids.
- Noted the Solicitation Due: **Wednesday, November 1, 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 18, 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 Bill Ponko at 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.
- 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 – Renovation Plans (Exempt per Section 119.071(3)(b), Florida Statutes)
  - Exhibit F – Performance / Payment Bonding
  - Exhibit G – Contractor’s Final Payment Affidavit
- 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.
    - Attachment 4 – Viewing Confidential Documents Procedures
      - Noted the Renovation Plans are available but only after signing Attachment 4. These drawings are to never be published.
  - 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.
- Noted that the bidder is to determine the number of calendar days for the final completion of the project.
- 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.
- ❖ Lake County Facilities Management
    - Provided a walkthrough of the project site with bidders in attendance.
  - ❖ Meeting Adjourn