

Lake County Office of Procurement Services
24-904 – Pearl Street Boat Ramp – Gangway and Floating Dock
Pre-Bid Meeting Minutes

October 18, 2023

Location:

25140 East Pearl Street

Astor, FL 32102

Begin Time: 9:00AM

End Time: 9:47AM

Owners Representatives:

Melving Isaac, Office of Parks and Trails

Shane Strew, Office of Parks and Trails

Bill Ponko, Office of Procurement Services

Firms in Attendance:

Akea, Inc.

CTS Paving

Trident Construction

❖ 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.
- Stated that this solicitation is an ITB to be awarded in accordance with the criteria 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 **Friday October 27, 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.

- 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 – Construction Documents
 - Exhibit E – Concrete Pad & Sidewalk Pre-Approval
 - Exhibit F – Aluminum Gangway & Floating Dock Minimum Requirements
 - Exhibit G – GatorDock Aluminum Gangway and Floating Dock Drawings

- 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.

- 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.
- Stated there is no bid bond on project.
- Stated that a Performance and Payment Bond will only be requested if the lowest responsive and responsible bid exceeds \$200,000.

- ❖ Lake County Office of Parks and Trails
 - Reviewed the scope of work for the project.

- ❖ Meeting Adjourn