

Lake County Office of Procurement Services
24-908 Fairgrounds Design Architecture Engineering & Construction Management
Services
Pre-Bid Meeting Minutes

November 30, 2023

Location:

2101 N County Road 452

Eustis, FL 32726

Begin Time: 2:00PM

End Time: 2:15PM

December 7, 2023

Location:

2101 N County Road 452

Eustis, FL 32726

Begin Time: 2:00PM

End Time: 2:20PM

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

Firms in Attendance:

November 30, 2023

Hammond and Associates

KTH Architects, Inc.

Nadic Engineering Services

Zyscovich, LLC

December 7, 2023

Ajax Building Co

GatorSketch Corporation

Hammond and Associates

KMF Architects

McCree General Contractors

Rhodes and Brito Architects

TLC Engineering Solutions

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only those in attendance for the **November 30th or December 7th** 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 RSQ to be awarded in accordance with the scoring located in section 5.0 (page 3) of the solicitation documents.
- Noted the Solicitation Due: **Thursday, January 11, 2024 - 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 **Thursday December 14, 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 RSQ documents to contact Bill Ponko, Procurement Services.

- Identified the project and RSQ attachments and exhibits.
 - Note requirements of the RSQ forms.
 - Completed Attachment 1 – Solicitation Submittal Form.
 - Completed Attachment 2 – Reference Form
 - Completed Attachment 3 – Team Composition Form.
 - Completed Attachment 4 – Location & Percentage of Work Form
 - Completed Attachment 5 – Certification Debarment & Suspension Form
 - Completed Attachment 6 – Truth in Negotiation 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. 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.

- Note the exhibits of the solicitation.
 - 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 – Affidavit Contracting with Foreign Countries
- Noted that only the properly executed RSQ forms will be considered as a valid submittal.
- All proposals submitted in response to this RSQ, 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 RSQ.
- A written Notice to Proceed would be issued upon award approval by the Board of County Commissioners.
- ❖ Lake County Facilities Management
- Reviewed the Scope of Work.
- ❖ Meeting Adjourn