

Lake County Office of Procurement Services
ITB 24-909: LCBCC Parking Garage Security Upgrades
Pre-Bid Meeting Minutes

January 11, 2024

Location:

LCBCC Parking Garage
200 N. Sinclair Avenue
Tavares, Florida 32778

Begin Time: 3:00PM

End Time: 3:30PM

January 18, 2024

Location:

LCBCC Parking Garage
200 N. Sinclair Avenue
Tavares, Florida 32778

Begin Time: 3:00PM

End Time: 3:27PM

Owners Representatives: Ivan Lespier, Office of Facilities Management
Bill Ponko, Office of Procurement Services
Wesley Jones, Office of Facilities Management (01/11 only)

Firms in Attendance:

January 11, 2024

Prime Electric, LLC

January 18, 2024

Advanced Commercial Contractors, Inc.

Prime Electric, LLC

Rybek Construction, Inc.

Specialty Fabrication, Inc.

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only vendors in attendance for the pre-bid meetings held on January 11, 2024, and January 18, 2024, will be qualified to bid on this project.
- 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: **Tuesday, February 6, 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, January 25, 2024**, 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:
- 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:
 - ◆ Exhibit G – Electrical Drawings
 - ◆ Exhibit H – Garage Alteration Drawings
 - Noted that Exhibits: G and H are to never be published and are exempt from publication under Florida Statute Section 119.071(3)(b), Florida Statutes)
- 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.

- Noted that only the properly executed ITB forms will be considered as a valid submittal.

- Reviewed the 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 – Affidavit Contracting w/ Foreign Countries of Concern
 - Exhibit F – Performance / Payment Bonding

- Exhibit G – Electrical Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
- Exhibit H – Garage Alteration Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)

- 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
 - Reviewed Exhibit A - Scope of Work
 - Provided a walkthrough of the project site with bidders in attendance.

- ❖ Meeting Adjourn