

Lake County Office of Procurement Services  
24-923 – Hazardous Waste Disposal Services  
Pre-Bid Meeting Minutes

April 25, 2024

Location: Solid Waste Administration Building  
13130 County Landfill Road  
Tavares, FL 32778  
Begin Time: 10:00AM  
End Time: 10:40AM

April 29, 2024

Location: Solid Waste Administration Building  
13130 County Landfill Road  
Tavares, FL 32778  
Begin Time: 2:00PM  
End Time: 2:30PM

Owners Representatives: David Salinas, Office of Solid Waste  
Johnny Taylor, Office of Solid Waste  
Bill Ponko, Office of Procurement Services

Firms in Attendance:

April 25, 2024

Clean Earth Environmental  
Clean Harbors  
Greer Enterprise  
Northward Environmental  
Perma-Fix of Florida

April 29, 2024

MXI Environmental Services

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only vendors that attended either the **April 25, 2024**, or **April 29, 2024**, pre-bid meetings are eligible 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.
- 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: **Thursday, May 23, 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 **Friday May 10, 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, 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
- Noted requirements of the ITB forms.
  - Completed Attachment 1 – Solicitation Submittal Form.
  - Completed Attachment 2 – Pricing Sheet
  - Completed Attachment 3 – Reference Form.
  - Completed Attachment 4 – Affidavit Contracting w/ Foreign Countries of Concern
  - 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.
- 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.
- Lake County Office of Solid Waste:
  - Provided a site tour to each vendor in attendance.
  - Noted that the selected Contractor maybe called upon to provide service in the event of a natural disaster.
- Meeting Adjourn