

Lake County Office of Procurement Services
24-924 – East Lake Temporary Library
Pre-Bid Meeting Minutes

March 27, 2024

Location: East Lake Library
24809 Wallick Road
Sorrento, FL 32776
Begin Time: 10:00AM
End Time: 10:24AM

April 4, 2024

Location: East Lake Library
24809 Wallick Road
Sorrento, FL 32776
Begin Time: 10:00AM
End Time: 10:26AM

Owners Representatives:

Ivan Lespier, Office of Facilities Management
Bill Ponko, Office of Procurement Services

Firms in Attendance:

March 27, 2024

GSB Construction and Development, Inc.
James Co Builders, LLC

April 4, 2024

Boulevard Contractors Corporation

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only vendors that attended either the **March 27, 2024**, or **April 4, 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, April 18, 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 **Tuesday April 9, 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.

- 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 – Viewing Confidential Documents
 - Completed Attachment 5 – 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.
 - Noted that Addendum 1 was added on March 22, 2024, to the bid documents.
 - 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 the bid is not signed off by an officer listed on the company's SunBiz, an authorization letter will be sufficient.

- Stated there is no bid bond on project.
- Stated that in Attachment 2 – Pricing Sheet, the bidder is to provide the County the number of calendar days for the project to be completed. Bidders are to be conservative in their estimated timeframe and account for any and all permitting delays, supply chain issues, lead times, etc.

- 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 – Performance and Payment Bonding
 - Exhibit F – Contractors Final Payment Affidavit

- Noted that Bidders must complete Attachment 4 – Viewing Confidential Documents and Submit to the Procurement Official in 2.0 in order to receive the following exhibits:
 - Exhibit G – Architectural Drawings
 - Exhibit H – Conduit Drawings
 - Exhibit I – Electrical Drawings
 - Exhibit J – Mechanical Drawings
 - Exhibit K – Plumbing Drawings
 - Exhibit L – Site Plan

- Noted that these documents are exempt from public posting per Section 119.071(3)(b), Florida Statutes

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.
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- ❖ Lake County Office of Facilities Management
 - Reviewed the scope of work for the project.
 - Noted that the Budget estimate is \$400,000.
 - Interested bidders toured the temporary facility.

 - ❖ Meeting Adjourn