

Lake County Office of Procurement Services
24-925 – Ferndale Preserve - Observation Tower, Fishing Pier, and Canoe/Kayak Launch
Pre-Bid Meeting Minutes

March 6, 2024

Location: McDonald Canal Boat Ramp
4600 County Road 448A
Astatula, FL 34705
Begin Time: 2:00PM
End Time: 2:58PM

March 13, 2024

Location: McDonald Canal Boat Ramp
4600 County Road 448A
Astatula, FL 34705
Begin Time: 2:00PM
End Time: 2:40PM

Owners Representatives:

Melving Isaac, Office of Parks and Trails
Charles Groves, Lake County Water Authority
Bill Ponko, Office of Procurement Services

Firms in Attendance:

March 6, 2024

Rush Marine, LLC

March 13, 2024

Construct Co. Inc.
Country Boy Marine, Inc.
Rush Marine, LLC
Shoreline Foundation, Inc.
Stantec, LLC
Trident Marine, Inc.

❖ 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 3, 2024**, or **March 16, 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: **Wednesday, April 3, 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 **Sunday March 31, 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
 - Exhibit D – Federal Funding Provisions
 - Exhibit E – Construction Documents
 - Exhibit F – Supplemental Specifications
 - Exhibit G – U.S. Army Corp of Engineers Permit
 - Exhibit H – Performance and Payment Bonding
 - Exhibit I – Contractors Final Payment Affidavit

- Note 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
 - Completed Attachment 5 – Certification Drug-Free Workforce
 - Completed Attachment 6 – Certification Regarding Lobbying
 - 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.

- Stated there is no bid bond on project.

- 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 Water Authority:
 - Provided and reviewed photographs of the proposed site.
 - Noted that any closure to the boat ramp by the Contractor must be made in advance through their office.

- ❖ Lake County Office of Parks and Trails
 - Reviewed the scope of work and drawings for the project.
 - Noted the requirements for permitting.
 - Noted that vendors may travel by boat to the area at their leisure.
 - Noted that bidders should be conservative in providing the total number of calendar days for completion on Attachment 2 – Pricing Sheet

- ❖ Meeting Adjourn