

Lake County Office of Procurement Services  
ITB 24-927– Construction Services for the 5<sup>th</sup> Circuit Courtroom Administration  
Renovation Project  
Pre-Bid Meeting Minutes

February 14, 2024

Location:

Lake County Courthouse Lobby

550 W. Main Street

Tavares, Florida 32778

Begin Time: 10:00AM (EST)

End Time: 11:10AM (EST)

Owners Representatives: Bill Ponko, Office of Procurement Services  
John, Kidd, 5th Circuit Court

Firms in Attendance: BCI Integration Services  
Clancey & Theys  
Clark  
Electric Services Inc.  
GSB Construction  
Kenstruction Dynamics

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a **non-mandatory** meeting.
- 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: **Wednesday, March 13, 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 **Wednesday February 28, 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 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 the County will only accept questions regarding the ITB documents from primary contractors. Any subcontractors should forward questions through primary contractors.
- Noted that only the properly executed ITB forms will be considered as a valid submittal.
- Note requirements of the ITB forms.
  - Completed Attachment 1 – Solicitation Submittal Form.
  - Completed Attachment 2 – Pricing Sheet
  - Completed Attachment 3 – Reference Form.
  - Attachment 4 – Certification Debarment and Suspension Form
  - Attachment 5 – Certification Drug-Free Workplace Form
  - Attachment 6 – Certification Regarding Lobbying Form
  - Attachment 7 – Affidavit, Contracting with Foreign Countries of Concern
  - Attachment 8 – Viewing Confidential Documents Procedures
    - Noted the Project Drawings are available but only after signing Attachment 7. These drawings are to never be published.
- Identified the project and bid 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 – Federally Required Clauses
  - Exhibit F - Performance / Payment Bonding
  - Exhibit G – Contractors Final Payment Affidavit
  - Exhibit H – Architectural Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
  - Exhibit I – Electrical Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
  - Exhibit J – Mechanical Drawings (Exempt per 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.
- 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.

- 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 5thg Circuit Court
  - Provided all attendees with a walk-through of several of the project locations within the Courthouse.
  
- ❖ Meeting Adjourn