

Lake County Office of Procurement Services
ITB 24-944: Second Floor Reconfiguration – Tax Collector Office
Non-Mandatory Pre-Bid Meeting Minutes

July 10, 2024

Location:

Tax Collector Office
320 West Main Street
Tavares, Florida 32778

Begin Time: 10:30AM

End Time: 11:05AM

Owners Representatives: Bill Ponko, Office of Procurement Services

Firms in Attendance:

- ACC Contracting
- Flooring Master
- GSB Construction and Development
- Holly Electric
- HIW Construction
- JamesCo Builders
- Lake Sumter Electric
- Prime Electric
- RAK General Construction
- SSG Construction
- Trident Construction

❖ 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, July 31, 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, July 19, 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.
 - Completed Attachment 4 – Affidavit, Contracting with Foreign Countries of Concern
 - Attachment 5 – Viewing Confidential Documents Procedures
 - Noted the Exhibits H -K are available but only after signing Attachment 5 and emailing the form to Bill Ponko, Office of Procurement Services. These drawings are to never be published.
- 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 – Painting Services Specifications
 - Exhibit F – Contractors Final Payment Affidavit
 - Exhibit G – Performance and Payment Bonds
 - Exhibit H – Facilities Building Component Standards (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit I – Architectural Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit J – Electrical Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit K – Mechanical 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.

- Provided access to the work area for a site visit.
- Noted that photos of the locked areas would be provided in Addendum #1. The photos will be a separate forthcoming Exhibit L, as they are exempt from public posting via Exempt per Section 119.071(3)(b), Florida Statutes.

❖ Meeting Adjourn