

Lake County Office of Procurement Services  
ITB 24-949: County Administration Building Re-Roofing Project  
Pre-Bid Meeting Minutes  
September 12, 2024

Location:

Lake County Courthouse Lobby  
550 W. Main Street  
Tavares, Florida 32778  
Begin Time: 2:00PM  
End Time: 3:10PM

Owners Representatives: Don Glessner, Office of Facilities Management  
Bill Ponko, Office of Procurement Services

KTH Architects: Kyle Simmons

Firms in Attendance: Atlas Apex Roofing  
First Class Roofing  
Gulf Western Roofing  
Lego Construction Co.  
Rychrs Construction  
USI Roofing

❖ 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, October 09, 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, September 27, 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.
- 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 & Conditions for Lake County Florida
  - Exhibit E – Painting Specifications
  - Exhibit F – Contractors Final Payment Affidavit
  - Exhibit G – Performance-Payment Bond
  - Bidders must complete ATTACHMENT 5 – VIEWING CONFIDENTIAL DOCUMENTS and submit it to the Point of Contact listed in Section 2.0 in order to receive the following Exhibits:
    - Exhibit H – Lake County Facilities Building Component Standards (Exempt per Section 119.071(3)(b), Florida Statutes)
    - Exhibit I – Project Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
  - 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.
    - Completed Attachment 4 – Affidavit – Contracting with Foreign Countries of Concern
    - Completed Attachment 5 – Viewing Confidential Documents Procedures
    - 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 7.0 (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 Facilities Management
- Stated that the County will provide the selected bidder with a staging area and access to the roof.
  - Directed bidders to bid the plans
  - Provided all attendees with a walk-through of the CAB Roof.
  - The cost estimate for the re-roof is around \$500K
- ❖ Meeting Adjourn