

Lake County Office of Procurement Services
ITB 24-950: County Administration Building Restroom Renovation
Non-Mandatory Pre-Bid Meeting Minutes

August 1, 2024

Location:

County Administration Building

315 West Main Street

Tavares, Florida 32778

Begin Time: 10:30AM

End Time:

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

Architects: John Adams, KTH Architects, LLC
Edgar Campes, KTH Architects, LLC

Firms in Attendance: Ace Contracting Enterprises, Inc.
GSB Construction & Development Inc.
HIW Construction Services
Ross Plumbing
South Lake Electric and Construction, Inc.
Trident Construction, Inc.

❖ 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: **Thursday, August 15, 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 **Thursday, August 8, 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 E & F 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 G – Painting Specifications
 - Exhibit H – Contractors Final Payment Affidavit
 - Exhibit I – Performance and Payment Bonds
-
 Reiterated that Exhibits E & F 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:
 - Exhibit E – Facilities Building Component Standards (Exempt per Section 119.071(3)(b), Florida Statutes) Painting Services Specifications
 - Exhibit F – Project 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.

- ❖ Don Glessner:
 - Provided a site visit of each restroom
 - Noted that any construction that created large amounts of noise will need to be done at night
 - Noted the staging areas

- ❖ Meeting Adjourn