

Lake County Office of Procurement Services
ITB 24-955: Monteverde Fire Station 85
Non-Mandatory Pre-Bid Meeting Minutes

August 28, 2024

Location:

17782 County Road 455

Monteverde, FL, 34756

34756 Begin Time: 11:00AM

End Time: 11:20AM

Owners Representatives: Bill Ponko, Office of Procurement Services
Ivan Lespier, Office of Facilities Management
David Kilbury, Office of Fire Rescue

Firms in Attendance: Boulevard Contractors
GSB Construction & Development
Marbek Construction
Scorpio

❖ 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: **Tuesday, September 17, 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 6, 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.
 - Attachment 1 – Submittal Form
 - Attachment 2 – Pricing Sheet

- Attachment 3 – Reference Form
 - Attachment 4 – Affidavit – Contracting with Foreign Countries of Concern
 - Attachment 5 – Viewing Confidential Documents Procedures Submittal Form
 - Attachment 6 – Certification Regarding Lobbying
 - Attachment 7 – Certification Debarment & Suspension
 - Attachment 8 – Certification Drugfree Workplace
- 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.
- Noted that Addendum#1 will be posted by COB today and that bidders should look for it online.
- 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 – Review General Terms and Conditions for Lake County Florida dated 5/6/21
 - Exhibit D – Additional Terms & Conditions
 - Exhibit E – Federal Funding Provisions ARPA
 - Exhibit F – Contractors Final Payment Affidavit
 - Exhibit G – Performance/Payment Bond
 - Exhibit H – Endangered Species Report
- Bidders must complete ATTACHMENT 5 – VIEWING CONFIDENTIAL DOCUMENTS and submit it to the Point of Contact listed in Section 4.0 to receive the following Exhibits:
- Exhibit I – Geotechnical Report (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit J – Environmental Site Report (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit K – Architectural Plans (Exempt per Section 119.071(3)(b), Florida Statutes)
 - Exhibit L – Electrical Plans (Exempt per Section 119.071(3)(b), Florida Statutes)

- Exhibit M – Plumbing Plans (Exempt per Section 119.071(3)(b), Florida Statutes)
- Exhibit N – Mechanical Plans (Exempt per Section 119.071(3)(b), Florida Statutes)
- Exhibit O – Structural Plans (Exempt per Section 119.071(3)(b), Florida Statutes)
- Exhibit P – Fire Protection Plans (Exempt per Section 119.071(3)(b), Florida Statutes)
- Exhibit Q – Technology Plans (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.

- ❖ Office of Facilities Management
 - Showed the bidders the lot for the construction
 - Noted that the house on the property will remain untouched
 - Noted that the gate on CR 455 may be used by the awarded contractor

- ❖ Meeting Adjourn