

Lake County Office of Procurement Services  
ITB 25-916: Judicial Center - 2nd and 3rd Floor Security Upgrades  
Mandatory Pre-Bid Meeting Minutes

June 4, 2025

Location:

550 West Main Street

Tavares, FL 32778

Begin Time: 10:00AM

End Time: 10:35AM

June 11, 2025

Location:

550 West Main Street

Tavares, FL 32778

Begin Time: 2:00PM

End Time: 2:30PM

Owners Representatives: Bill Ponko, Office of Procurement Services  
Melanie Pompos, Office of Procurement Services  
Brandon Roberts, Fifth Circuit Court  
Don Glessner, Office of Facilities Management

Firms in Attendance:

**June 4, 2025**

Everon, LLC

JamesCo. Builders, LLC

Kinsmen Construction, Inc.

Poli Construction, Inc.

D.E. Scorpio Corporation

**June 11, 2025**

Armico Group Corp.

Electric Services, Inc.

GSB Construction and Development, Inc.

OCD Painting and Flooring, Inc.

Structural Solutions Group

Rybek Construction, Inc.

❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only attendees who attended either the June 4, 2025, or June 11, 2025, meetings constitute as an eligible bidder.

- 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, July 1, 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, June 18, 2025**, 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 no questions would be addressed at the pre-bid meetings.
- 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 Form (complete and submit to Point of Contact to receive Exhibit F – Project Drawings)
- 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 – Review General Terms and Conditions for Lake County Florida dated 5/6/21
  - Exhibit D – Performance / Payment Bond
  - Exhibit E – Contractor's Final Payment Affidavit

- Exhibit F – Project Drawings (Exempt per Section 119.071(3)(b), Florida Statutes)
- Exhibit G – Sample Contract
- 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 attendees to conduct a site visit.
- ❖ Brandon Roberts / Edon Glessner
  - Provided a site survey of the judicial offices
- ❖ Meeting Adjourn