

Lake County Office of Procurement Services
RSQ 25-918: On-Call Emergency Debris Removal Services
Pre-Bid Meeting Minutes

July 31, 2025

Location:

Lake County Central Solid Waste Facility
13130 County Landfill Road
Tavares, FL 32778

Begin Time: 10:00AM

End Time: 10:25AM

August 7, 2025

Location:

Lake County Central Solid Waste Facility
13130 County Landfill Road
Tavares, FL 32778

Begin Time: 10:00AM

End Time: 10:17AM

Owners Representatives: Bill Ponko, Office of Procurement Services (July 31 & August 7)

David Salinas Office of Solid Waste (July 31)

Shannon Dawkins, Office of Solid Waste (July 31 & August 7)

Firms in Attendance:

July 31, 2025

Aftermath Disaster Recovery, Inc.
DRC Emergency Services, LLC
Phillips Environmental
Purple Dream JG, LLC
Southern Disaster Recovery, Inc. (SDR)

August 7, 2025

Ceres Environmental, Inc.
Grubbs Emergency Services, LLC
Koth DL Home Improvements, LLC
Looks Great Services, Inc.
TFR Enterprises, Inc.

❖ Bill Ponko:

- Welcomed attendees passed around the sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only those in attendance for the **July 31st or August 7th** pre-bid meetings would 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: **Thursday, August 28, 2025 - 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, August 13, 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 the Office of Procurement Services so that responses in the form of an Addendum can be issued.
- Noted that Addendum No.1, dated July 18, 2025, has been added to the solicitation documents.
- 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 – Federally Required Contract Clauses
 - Exhibit E1 – FEMA Contract Clauses
 - Exhibit E2 – FHWA 1273 Contract Clauses
 - Exhibit F – Public Assistance Program & Policy Guide, Version 5
 - Exhibit G – Performance / Payment Bond
 - Exhibit H – Sample Contract
- Noted that only the properly executed ITB forms will be considered as a valid submittal.
- Note requirements of the RSQ forms.
 - Completed Attachment 1 – Solicitation Submittal Form.
 - Completed Attachment 2 – Pricing Sheet
 - Completed Attachment 3 – Reference Form.
 - Completed Attachment 4 – Combined Affidavit – Foreign Entities & Human Trafficking
 - Completed Attachment 5 – Team Composition Form
 - 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 RSQ to be awarded to the lowest responsive and responsible bidder in accordance with the scoring located in section 7 (page 3) of the solicitation documents.
 - Stated all bids submitted in response to this RSQ, 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.
 - Noted that a written Notice to Proceed will be issued upon award approval by the Board of County Commissioners.
 - Noted that the awarded Contractor may petition for a price redetermination with documented increases in the cost of wages, fuel, or materials within 30 calendar days of the anniversary date of the Contract. Price redeterminations will be based upon changes documented by the applicable Employment Cost Index (ECI) or Producer Price Index (PPI) as published by the Bureau of Labor Statistics.
- ❖ David Salinas:
- Noted that new Debris Monitoring and Debris Removal services are being separately solicited under solicitations 25-911 and 25-918.
 - Noted that Debris Tech, LLC and Thompson Consulting Services, LLC are being recommended for the award of Debris Monitoring Services (25-911).
 - Emphasized that vendors review the contract for accountability, mostly new changes and liquidated damages.
 - There will be greater collaboration between the monitors and removal contractors to ensure that all collections have occurred within Lake County.
 - Hazardous limb collection will be immediately handled by the crew and the woodchipper.
 - Noted that contractors must pay attention to the collection points, with all material being picked up by the end of the day.
 - The Disaster Debris Management Site (DDMS) is located at the Central Facility. The other sites are convenience centers that don't typically operate as DDMS.
 - Contractors are encouraged to find alternative DDMS sites.
 - Contractors shall not bring overnight trailers to the DDMS. There will be no overnight parking, and all personnel will only be allowed on the property as agreed upon.
 - The County is seeking methodical removal, no cherry-picking.
 - There will be zero tolerance for drug use, bribery and private work.

❖ Meeting Adjourn