

Lake County Office of Procurement Services
ITB 26-902: Multi-Family Detached Housing
Pre-Bid Meeting Minutes

February 19, 2026

Location:

28123 County Road 561

Tavares, FL 32778

Begin Time: 9:00AM

End Time: 9:52AM

BOCC Representatives: Bill Ponko, Office of Procurement Services
Louis DeLeon, Office of Facilities Management
Melving Isaac, Office of Parks and Water Resources,
Facilities Management
Blake Livingston, Office of Facilities Management

Firms in Attendance: All-American C.S
Attic Energy Exports
AWP Site Development
Faden Builders
County Materials
County Prestress
J.R. Davis
MCA Site
Nichols Contracting
Raqco, Inc.
Simcon Concrete
SLS
Staleys Roofing
Superior Restoration
Utility Repair Experts

❖ 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, March 12, 2026 - 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, February 27, 2026**, 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 dated 5/6/21
 - Exhibit D – HUD Federal Funding Provisions Construction
 - Exhibit E – 29 CFR 5.5 v.5.29.25
 - Exhibit F – MWBE Commitment Statement
 - Exhibit G – Davis Bacon
 - Exhibit H – Payroll Reporting Form
 - Exhibit I – Performance – Payment Bonding
 - Exhibit J – Contractors Final Payment Affidavit
 - Exhibit K – Engineered Drawings
 - Exhibit L – Concrete Pre-Pour Inspections
 - Exhibit M – Sample Contract
 - Exhibit N – SLFRF Award
- Noted that only the properly executed ITB forms will be considered as a valid submittal.
- Note requirements of the ITB forms.
 - Attachment 1 – Submittal Form
 - Attachment 2 – Combined Affidavit - Foreign Entities & Human Trafficking
 - Attachment 3 – Pricing Sheet
 - Attachment 4 – Non-Collusion Declaration
 - Attachment 5 – Drug-Free Workplace Form
 - Attachment 6 – Conflict of Interest Disclosure Statement
 - Attachment 7 – Certification-Debarment and Suspension Form
 - Attachment 8 – Public Entity Crimes Statement
 - Attachment 9 – Section 3 Workers Certification
 - Attachment 10 – Lobbying Certification
 - Attachment 11 – Reference 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 an ITB to be awarded to the lowest responsive and responsible bidder in accordance with the scoring located in section 7.0 (page 3-4) 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 will be issued upon award approval by the Board of County Commissioners.
 - Advised all in attendance to watch for any debris hazards on the ground.
- ❖ Louis Deleon
- Spoke on the importance of the project and its need for the local community.
- ❖ Melvig Isaac
- Reviewed the scope of work with vendors
 - Responsibilities
 - Reviewed Attachment 3 – Pricing Sheet
- ❖ Meeting Adjourn