

Lake County Office of Procurement Services  
ITB 26-903: Commercial Tenant Improvements  
Pre-Bid Meeting Minutes

February 5, 2026

Location:

365 E. Burleigh Blvd

Tavares, FL 32778

Begin Time: 1:30PM

End Time: 2:40PM

February 12, 2026

Location:

365 E. Burleigh Blvd

Tavares, FL 32778

Begin Time: 9:00AM

End Time: 10:30AM

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

Architect and Engineer: Lennard Davis, Forefront Architecture and Engineering

Supervisor of Elections: Senator Alan Hays, Supervisor of Elections  
Steve Hines, Assistant Supervisor of Elections

Firms in Attendance:

**February 5, 2026**

4 H Plumbing

Artistic Tile

Boulevard Contractors Corp.

Charles Perry Partners, Inc.

EWS 3 Inc. Plumbing

Faden Bulders, Inc.

GP Construction

Marbek Construction

Nicholas Contracting, Inc.

Palmetto Construction

Precision Building Construction

Ryan Fitzgerald Construction

Serenity Fire Safety

South Lake Electric and Construction

## **February 12, 2026**

All Star Fire  
Climate Control  
Faden Builders, Inc.  
Gettysburg Commercial Corp.  
GSB Construction, Inc.  
Kelly Painting  
LJ Commercial Builders  
Lor 3 Mechanical  
North Star  
Precision Building Construction  
Qualis General Contractors  
Rostz Mechanical Contractor, LLC  
South Lake Electric and Construction  
Structural Solutions Group  
Tite Plumber

### ❖ Bill Ponko:

- Welcomed attendees pass around sign-in sheet.
- Stated that this is a Mandatory meeting.
- Stated that only attendees of the pre-bid bid meetings held on **February 5, 2026**, or **February 12, 2026**, will be deemed qualified bidders.
- 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, March 3, 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 **Wednesday, February 18, 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
  - Exhibit D – Additional Terms and Conditions
  - Exhibit E – Performance and Payment Bond

- Exhibit F – Contractors Final Payment Affidavit
  - Noted that Bidders shall complete Attachment 5 – Viewing Confidential Documents and submit it prior to the last day for questions to view exhibits that are exempt from public posting per Section 119.071(3)(b) or 119.0725, Florida Statutes). Submit to the Solicitation’s Point of Contact. This Attachment is needed for vendors to get access to the following Exhibits:
    - Exhibit G – Building Requirements
    - Exhibit H – Construction Drawings
  - Noted that only the properly executed ITB forms will be considered as a valid submittal.
  - Note requirements of the ITB forms.
    - Completed Attachment 1 – Solicitation Submittal Form.
    - Completed Attachment 2 – Combined Affidavit - Foreign Entities & Human Trafficking
    - Completed Attachment 3 – Pricing Sheet
    - Completed Attachment 4 – Similar Projects 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) 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 would be issued upon award approval by the Board of County Commissioners.
  - Advised all in attendance to watch for any floor hazards such as bolts protruding from the floor.
- ❖ Lake County Office of Facilities Management
- Reviewed the scope of work with vendors
    - Noted the permitting requirements
    - Noted the utilities
    - Noted the Contractor Responsibilities
  - Reviewed Attachment 2 – Pricing Sheet
    - Noted the line items to be provided for each section of work
    - Noted the calendar days to completion, and instructed vendors to take all aspects of the project from permitting and lead times when determining their timeframe.

- ❖ Senator Alan Hays
  - Thanked all attendees for their interest in the project.
- ❖ Bidders were allowed to tour the facility to gather information on state of the current structure
- ❖ Meeting Adjourn