



LAKE COUNTY FLORIDA

Pre-proposal Conference Summary

ITB 14-0627

As-needed Repair Services for Lake County Vehicles and Equipment

The non-mandatory pre-proposal conference was held May 22, 2014 at 9:00 a.m. The Prebid Attendance Roster is included with this summary.

Attending for Lake County

Keith Stevenson, Fleet Management

Nikki Wright, Facilities and Fleet Management

Jamie Wrigley, Facilities and Fleet Management

Donna Villinis, Procurement

Ms. Villinis reviewed the Pre-proposal Conference Agenda, copy of which is included with this summary.

Proposals are due to the Procurement Office by 3:00 p.m. on June 4, 2013. Questions are due (in writing) by Tuesday, May 26, 2014 (due to the holiday).

No addenda have been issued to date.

Questions from Vendors

Q: Can I have my insurance company send a certificate of insurance (COI) directly to you?

A: Yes. What is needed with the proposals is proof of insurance – that your firm either currently has insurance or can obtain insurance. An actual COI made out according to the requirements in Section 1.8 of the RFP will be required of the firms being awarded contracts. Pending awardees will be notified to have a COI, made out as required, sent when the award recommendations are made by the Department.

Q: Regarding the labor rates requested – you want mileage and travel time to be built into the labor rates quoted?

A: Yes, we are requesting that your labor rates include mileage/travel time. You will be invoicing based on the time it takes you to complete repairs when requested. The time to travel from your shop to our site will be included in the total time invoiced for the call.

Q: You ask for towing rates. The County has a towing contract; how will this work?

A: Under this contract, you may be asked to tow an undrivable vehicle from its current location to your shop for repairs. Also include a pick-up/delivery charge, if applicable, for an instance where you may be asked to pick up a drivable vehicle and take it to your shop for repairs.

End of Summary



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Pre-proposal Conference Agenda May 22, 2014 - 9:00 a.m.

RFP 14-0627 As-needed Repair Services for Lake County Vehicles and Equipment

- Welcome
- Introduction of County staff
- Attendance is non-mandatory
- Attendance roster will be posted to the Lake County website (www.lakecountyfl.gov)
- Proposals are due by **3:00 p.m. on June 4, 2014** to Procurement, Room 441, 315 West Main Street, Tavares (section 1.13)
- Be sure to acknowledge all addenda (none issued to date)
- **Submit a response even if you currently hold any similar contracts with Lake County**
- RFP – criteria in section 1.3, page 2 – responses will be evaluated on these
- Term: 1 year initial term plus 4 one-year renewals possible
- Insurance – section 1.8 – pay attention to details
- No bonds
- Scope of services – begins on pg. 13



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- Submit one (1) original and three (3) copies of the complete RFP document – the RFP will become the contract document – sections requiring completion, signature, etc.:
 - 1) Vendor ID - bottom of pg. 1
 - 2) Addenda acknowledgement (if any) – pg. 20 (or submit the actual addenda with bottom completed)
 - 3) Pricing/Certification Section – page 21-26
 - a. info on page 21
 - b. enter “Y” or “N” to brands – pg. 22-24
 - c. parts discount – pg. 24
 - d. labor rates – pg. 24
 - e. other, misc. costs – pg. 25
 - f. towing/delivery costs – pg. 25
 - g. certification information – pg. 25-26 and complete top portion and sign in box on pg. 26!
 - 4) References – page 28
- Discussion, overview of contract responsibilities by Fleet Manager
- Questions?
- Thank you!

**LAKE COUNTY OFFICE OF PROCUREMENT SERVICES
PREBID SIGN-IN SHEET**

Title: As-needed Repair Services for Lake County Vehicles and Equipment

Due: June 4, 2014 at 3:00 pm

RFP #: 14-0627

Prebid Date: May 22, 2014

Purpose: Non-mandatory Prebid Conference

C.O.: Donna Villinis

NAME	COMPANY NAME	ADDRESS/LOCATION	PHONE	EMAIL OR FAX
Donna Villinis	Lake County BCC	Procurement	352-343-9765	dvillinis@lakecountyfl.gov
Keith Stevenson	Lake County BCC	Fleet Maintenance	-	-
Nikki Wright	Lake County BCC	Fleet Maintenance	-	-
Jamie Wrigley	Lake County BCC	Fleet Maintenance	-	-
<i>Donna Villinis</i>	<i>AK Tire Mart</i>	<i>200 W MAIN ST</i>	<i>351 436 2964</i>	
<i>Leslie Cosson</i>	<i>The Truck Shop</i>	<i>3711 Logans Blv</i>	<i>352-435-0000</i>	
<i>Natalie Cosson</i>	<i>The Truck Shop</i>	<i>3711 Ind. Park Rd.</i>	<i>352-435-0000</i>	<i>thetruckshop@embargoal.com</i>
<i>The Boisvert</i>	<i>Great Southern Auto</i>	<i>1301 Central Flky</i>	<i>407-301-1290</i>	<i>joeb@geequipment.net</i>
<i>David Villinis</i>	<i>Great Southern Auto</i>	<i>1301 Central Flky</i>	<i>407-948-2109</i>	<i>David@geequipment.net</i>
<i>Tony Morris</i>	<i>Xtreme Equipment Rental</i>	<i>5916 Carver Rd</i>	<i>407 295 1002</i>	<i>jeff@xtremecr.com</i>
<i>Key Services Ford</i>	<i>Key Services Ford</i>	<i>1719 Citrus Blvd</i>	<i>352-787-3511</i>	<i>EBROWN@KEYSERVICES.FORD</i>