



LAKE COUNTY

FLORIDA

Pre-proposal Conference Summary

ITB 14-0635

Recycling/Reclamation End of Life Electronics

The non-mandatory pre-proposal conference was held August 20, 2014 at 10:00 a.m. at the Solid Waste Facility. The Pre-proposal Attendance Roster is included with this summary.

Attending for Lake County

David Salinas, Solid Waste

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 August 27, 2014.

One addendum has been issued to date which revises Price Form 6 (Attachment 10 of the original RPF).

Mr. Salinas described the services to be performed under the contract and explained the current operations.

Attendees then drove out to the processing site and observed how items are palletized and organized.

There were no questions asked during the pre-proposal conference.

End of Summary

LAKE COUNTY OFFICE OF PROCUREMENT SERVICES
SIGN-IN SHEET

Pre-proposal Conference

RFP # 14-0635

Proposals Due: August 27, 2014 @ 3:00 p.m.

Recycling/Reclamation End of Life Electronics

C.O.: Donna Villinis

NAME	COMPANY NAME	EMAIL, PHONE NUMBER
Donna Villinis <i>DV</i>	Lake County BCC	dvillinis@lakecountyfl.gov, 352-343-9765
<i>David Salinas</i>	<i>Lake Co. BCC</i>	<i>dsalinas@lakecountyfl.gov</i> <i>352-255-1668</i>
<i>John Peloso</i>	<i>CMC</i>	<i>John.Peloso@cmc.com</i>



LAKE COUNTY FLORIDA

Pre-proposal Conference Agenda August 20, 2014 10:00 a.m.

RFP 14-0635 Recycling/Reclamation End of Life Electronics

- 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 August 27, 2014** to Procurement, Room 441, 315 West Main Street, Tavares (section 1.12)
- Be sure to acknowledge all addenda:
Addendum One issued August 14 (revised Price Form 6, Attachment 10)
- RFP – criteria in section 1.3, page 2 – responses will be evaluated on these
- Term: 2 year initial term beginning Oct. 1, plus one one-year renewal option
- Insurance – section 1.8 – pay attention to details – note: pollution liability is required – see top of page 5
- No bonds
- Scope of services – begins on pg. 11



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- Submit one (1) original and two (2) complete copies of the proposal submittal, which shall consist of:
 - 1) The complete RFP document with the following completed and signed as required:
 - a. Vendor ID - bottom of pg. 1
 - b. Addenda acknowledgement
 - c. Pricing/Certification Section
 - d. References (Attachment 1)
 - e. Vendor Profile Form (Attachment 2)
 - f. Price Forms 1-6 (Attachments 5-10, 10 revised via Addendum One)
 - 2) Items required per Section 2, Scope of Services including:
 - a. List of subcontractors
 - b. Safety plan
 - c. Market agreements
 - d. FDEP documentation
 - e. Business license
 - f. Violation notices
- Discussion, overview of contract responsibilities by Solid Waste staff
- Questions?
- Thank you!