LAKE COUNTY
FLORIDA

Pre-proposal Conference Summary
RFP 17-0602 / Fire Sprinkler System
Inspection, Testing, Maintenance and Repair Services

The non-mandatory pre-proposal conference was held at 9:00 a.m. on September 13, 2016 in the HR Conference Room, Room 430, 315 West Main Street, Tavares. The attendance roster is included with this summary.

Attending for Lake County
John Bringard, Facilities Management, Project Manager
Dave Burgess, Facilities Management
Donna Villinis, Procurement

After introductions, Ms. Villinis reviewed the Pre-proposal Conference agenda, copy of which is included with this summary, and noted that attendance at the pre-proposal conference was not mandatory to submit a proposal.

Discussion items:

- Check for any addenda and acknowledge in the proposal.
- Questions are due (in writing) by end of business on September 14, 2016.
- Proposals are due to the Procurement Office by 3:00 p.m. on September 27, 2016.
- Resulting contract will be a term and supply agreement with one initial year and four one-year renewal options possible.
- Reviewed the RFP document, Special Terms and Conditions, Scope of Work, General Terms and Conditions, Certification Section, Attachments (especially the Sample Agreement which includes some terms and conditions and the Pricing Table).

Mr. Bringard reviewed his expectations of the contract and discussed the importance of each facility/location having a log book of information as discussed in Scope of Services, General Requirements, number 2.b) (page 18). The awarded contractor will be required to copy the inspection report once complete and place it in the log book before leaving. Mr. Bringard will designate the location for the log book in each facility/location.

Questions from vendors at the pre-proposal conference:

Q: What type of information is to be entered into the log book for repair calls?
A: The technician should write in the log book each visit date, time, and a summary of the work performed.

Q: When will inspections be started, and how will they be sequenced?
A: Inspections will begin once the contract is awarded and may be out of sequence due to the commencement date.

Q: Will inspections be performed during normal business hours?
A: Yes, there should be no inspections performed after hours. Some may need to be begun early (i.e. 6:00-6:30 a.m.) depending on the type of facility (i.e. courthouse).

Q: Who would be the point of contact if the contractor has trouble getting inspections scheduled?
A: Mr. Bringard would be the point of contact. Most locations have a system in place (i.e. Fire Stations – once a schedule is established with Fire, the technician can go out without prior notice. If no one is there (due to a call, etc.), technician can call Mr. Bringard and he will have someone there within a short period of time.

Q: If no one is onsite, is it OK to write "no one on site" on the form?
A: Yes. Also, if a signature is required on a form, and Mr. Bringard is not onsite, the technician can ask someone else who is onsite to sign the form or write in Mr. Bringard's name on the signature line.

Q: Is it OK to do all inspections, then submit the invoices with all reports at once?
A: Yes, this method is acceptable.

Q: Can the invoice and reports be emailed to Mr. Bringard?
A: Mr. Bringard would like a report copy to be emailed once work is complete. However, the County requires original invoices, so the invoice(s) and report copy(s) must be delivered via USPS mail, UPS, hand delivery, etc.

Q: Are there any new facilities that were added to this RFP/contract that weren't on the previous contract?
A: All facilities to be covered under this RFP/contract are listed in the Pricing Table. There should not be any new ones that aren't on the current contract.

End of Summary

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LAKE COUNTY OFFICE OF PROCUREMENT SERVICES
SIGN-IN SHEET

RFP TITLE: Fire Sprinkler System Inspection, Testing, Maintenance and Repair Svcs

DATE: September 13, 2016

TIME: 9:00 a.m.

RFP NUMBER: 17-0602

PURPOSE OF MEETING: Pre-proposal Conference

NAME	COMPANY NAME	PHONE	E-MAIL
John Bringard JMB	LCBCC Facilities Management	352-253-4974	jbringard@lakecountyfl.gov
Donna Villinis DV	LCBCC Procurement Services Division	352-343-9765	dvillinis@lakecountyfl.gov
DAVE BURGESS	LCBCC FACILITIES MGT.	352-343-9760	DBURGESS@LAKECOUNTYFL.GOV
William Milligan	Randall Mechanical, INC	407-739-8445	Wmilligan@Randallmechanical.com
Randy Blankenship	Lifeline Fire Protection	321-354-4724	randyb@lifelinefire.com

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Pre-Proposal Conference Agenda
RFP 17-0602 /Fire Sprinkler System
Inspection, Testing, Maintenance & Repair Services
September 13, 2016 – 9:00 a.m.

- State date, time, purpose of meeting
  - Introductions
  - Attendance at the pre-proposal conference is not mandatory
  - Be sure to acknowledge any addenda that are issued – check website before submitting – can acknowledge one of two ways (sign and submit the addendum or on page 26 in box)

- Proposals are due by 3:00 p.m. on September 27, 2016 to Procurement Office

- Questions are due by end of business on September 14, 2016 – submit in writing to email or fax (see 1.2)

- Term and supply contract with initial term of one year and four one-year renewal options possible

- Section 1 – Special Terms and Conditions – much of this information is included in the Sample Agreement that is Attachment 5

  - ✓ 1.3 – Method of award – evaluation criteria
  - ✓ Insurance – note required coverages/limits in Sample Agreement Section 7.3
  - ✓ No bonds (1.9)
  - ✓ 1.13 – Information on where and how to submit the proposal
  - ✓ 1.14 – Original and three hardcopies of proposal plus one electronic copy
  - ✓ Note required submittals (tabbed sections and format) per Section 1.14.1
  - ✓ 1.18 – Contractor I, II, and/or III license required - include copies of licenses as noted in 1.14; permits shall be obtained by contractor as needed
  - ✓ 1.22 – Estimates may be requested for individual projects as noted

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- Section 2 – Statement of Work

  - ✓ Must be a licensed Contractor I, II, and/or III and include copies of the license(s) in the proposal where noted
  - ✓ Scope of services required per Project Manager

- Section 3 – County's General Terms and Conditions

- Section 4 – Pricing, Certifications

  - ✓ Be sure to check the website for any addenda that may be issued and acknowledge on page 26 (can also submit the signed addenda with the proposal)
  - ✓ Pricing shall be submitted on the form included as Attachment
  - ✓ Be sure to complete the information on page 27 (and sign the proposal in the box at bottom of the page)

- Section 5 – Attachments – complete and submit as required per 1.14.1

  - ✓ Submit at least five similar projects performed within the last five years as references (attachment 3) – ensure that the contact person given for each reference has direct knowledge of the work performed
  - ✓ Pricing shall be entered into the Pricing Table (Attachment 7)

- Questions?

- Thank you for attending!