

Lake County Office of Procurement Services
21-0529 Fire Station 109
Pre-Bid Meeting Minutes

April 12, 2021

Location: 11630 Lakeshore Drive, Clermont, Florida

Begin Time: Time: 9:00AM

End Time: 9:20AM

April 14, 2021

Location: 11630 Lakeshore Drive, Clermont, Florida

Begin Time: 9:00AM

End Time: 9:15AM

Owners Representatives: Dave Burgess, Facilities Maintenance Manager
 Bill Ponko, Senior Contracting Officer

Vendors in Attendance:

April 12, 2021

Blackwater Construction Services

Envirostruct, LLC

GSB Construction

Land-Ron, Inc.

April 14, 2021

HW Davis Construction

Oelrich Construction

Ryan Fitzgerald Construction

Sloan Builders

❖ Bill Ponko:

- Welcomed attendees, pass around sign-in sheet
- Stated that only attendees of the April 12th meeting, or the make-up meeting held on April 14th would constitute as 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 prior to official concluding time of the meeting, the arrival of any attendee would constitute attendance.
- Stated that bidders should familiarize themselves with the electronic submittal procedure and due time for bids.
- Stated the Bids Due: Tuesday, May 04, 2021 - 3:00 PM (EST)
- Stated that All bids received prior to due date/time, will be publicly opened at that time and tabulated.

- 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 all bidders shall furnish any 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 Wednesday April 21, 2021 would be the last day for questions to be submitted. Addenda will be issued as quickly as possible after final questions deadline.
- Stated that the County will only accept questions regarding the Invitation to Bid (ITB) documents from primary bidders. Any subcontractors should forward questions through primary contractors.

- Identified the project and bid exhibits
 - Scope of Work – Attachment A
 - Insurance Requirements – Exhibit B
 - Landscape Drawings – Exhibit D
 - Architectural Drawings – Exhibit E
 - Civil Drawings – Exhibit F
 - Mechanical Drawings – Exhibit G
 - Electrical Drawings – Exhibit H
 - Structural Drawings – Exhibit I
- Stated that Exhibits will be added to the FTP link found in Addendum 1, due to the size of the files. Noted if the link didn't work to use the instructions within the Addendum
- Noted that only the properly executed ITB forms will be considered as a valid bid.
- Noted requirements of the ITB forms.
 - Completed Attachment 1 – Bid Submittal Form;
 - Completed Attachment 2 – Pricing Sheet;
 - Completed Attachment 3 – Reference Form;
 - All Bonding requirements per Attachment 4, As noted in scope of work, a performance bond is required from the awarded vendor, only after a contract has been awarded.
 - Addendum 1
 - Any and all completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm's Bid. Failure to return signed addenda may be cause for Bid 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;
 - SunBiz certificate – Please have all bids sign off by an officer of the company
 - Any Contractor required licenses;
- Stated that this solicitation is a bid to be awarded to the lowest responsive and responsible bidder.
- All bids submitted in response to this ITB, conference attendance travel and site visits must be at the sole expense of the firm, whether or not any agreement is signed as a result of this bid

- Noted that a written Notice to Proceed would be issued upon award approval by the BCC.

❖ Lake County Facilities:

- All questions will be recorded and included in the forthcoming addenda
- There will be an upcoming addendum to answer all questions
- Fire crew will remain on-site during the renovations
- Vendors were permitted to walkthrough the Fire Station

- Meeting Adjourn