

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
PURCHASING UNIT
PRE-PROPOSAL CONFERENCE MEETING MINUTES
RFP NO. 17-18 Range 6 Berm Rebuild September 26, 2018 10:00 AM**

Meeting Minutes – RFP 17-18, Range 6 Berm Rebuild

Date of Meeting: 9/26/18

Minutes Prepared By: Heather Stith, Office Assistant III

1. Purpose of Meeting

- a. Review bid process & specifications with potential bidders.
- b. Allow potential bidders to inspect the site.

2. Attendance at Meeting

See attached sign in sheet. Attendance was mandatory

3. Meeting Notes, Decisions, Issues

Meeting was attended by Hillsborough County Sheriff's Office (HCSO) Purchasing personnel Office Assistant III, Heather Stith and Senior Procurement Analyst, Dave Janney. Also in attendance were Al Cordova, Special Projects Manager; Dave Gray, Trades Maintenance Supervisor; and Master Sergeant Roland Corrales. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- a. Deadline for submitting bids is **October 24, 2018 at 3:00pm**.
- b. Proposals are to be delivered to the Sheriff's Operations Center located at 2008 E. 8th Avenue Tampa, Florida 33605. If hand delivering, leave time for checking in through the Access Control Center.
- c. Bidders are welcome to attend the bid opening where Bidder names will be read and prices read, if requested. Award, however, will be dependent upon the determination that Bidders are both responsive and responsible and any other evaluation criteria stated in the Bid document.
- d. Deadline for questions will be **12:00 PM Friday 10/5/18**. All questions should be directed in writing via email to the Senior Procurement Analyst at: purchasing@hcsotampa.fl.us. Official communications (e.g. Amendments, Q & A etc.) will be via the HCSO website. However, the Senior Procurement Analyst will also email those on the pre-bid attendance log as a courtesy.
- e. Additional site visits can be arranged through the Senior Procurement Analyst, Dave Janney 813-247-8053, or purchasing@hcsotampa.fl.us. HCSO requires 24 hours' notice.
- f. Background checks for Contractors, if necessary, will be completed at the HCSO's expense.
- g. Working hours at the Walter C. Heinrich Practical Training Site (WCHPTS) are listed in Amendment 1, Part C, (19) as 3:00pm to 6:00am Monday through Friday, and from 3:00pm Friday through 6:00am Monday. Any work required outside of the posted hours will need to be cleared by the HCSO Project Manager a minimum of two (2) business days in advance.
- h. WCHPTS will be operating during this project so stay on the roads and designated construction site for safety purposes. The speed limit on the main road is 35 mph. Please slow down for runners and other personnel on site.
- i. The Contractor or subcontractors will not have any form of contact with the inmate trustees working on-site. Trustees are identified by wearing orange uniforms. Any incidental contact with the inmate trustees will be reported to the Site Superintendent for HCSO.
- j. Contractor shall provide the fill dirt per Amendment 1, Part C, (11).
- k. Any dirt removed shall remain at designated on-site locations, as stated in Amendment 1, Part C, (4), the soil removed from the construction berm site area may be stored on WCHPTS property, see Exhibit B, Range Map, dated September 12, 2018 for stock pile areas.
- l. Please provide all the information requested for Evaluations as outlined in the RFP. Cover pages have been set up for each criteria. Please make sure you review the requirements and provide a complete response. All questions should be directed in writing via email to the Senior Procurement Analyst at: purchasing@hcsotampa.fl.us.

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- m. As Built Survey and Drawings will be required from awarded Contractor.
- n. Contractor will be allowed to modify the existing berm to create adequate space needed for maneuvering equipment. Any modifications to the berm shall be repaired by the contractor and included in Part D, Proposal Response.
- o. Engineer inspections will be at Contractor's expense per Amendment 1, Part C, (12).
- p. The HCSO will trim any trees necessary to provide adequate clearance for equipment.
- q. There is not a pre-determined budget for this project.

4. Action Items
