

Meeting Minutes – RFP 7-18 Bulk Fuel Site Preparation and Tank Installation

Date of Meeting: 2/6/18

Minutes Prepared By: Carly Cartwright, Buyer

1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Remind bidders of deadlines.
- Allow potential bidders to inspect the site.

2. Attendance at Meeting

See attached sign in sheet. Attendance was mandatory.

3. Meeting Notes, Decisions, Issues

Buyer, Carly Cartwright introduced Jennifer Miller, General Manager, Arnold Trueba, General Manager, Johnny Page, Project Manager, Dave Janney, Senior Procurement Analyst, and Orlando Perez Crespo, Electrician. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Proposers are reminded to read documents thoroughly.
- All questions and inquiries must be submitted in writing to Carly Cartwright via email or fax.
- **Deadline for questions is February 12, 2018.**
- Additional information, including Questions & Answers, will be posted to the HCSO website and emailed to Proposers.
- **Opening is scheduled for February 23, 2018 at 3:00 P.M.**
- Proposers may attend the bid opening.
- The opening will be held at the Sheriff's Operation Center in Ybor. This is a secure facility; I.D. is required.
- Proposals received after the deadline will be returned unopened, dated and time stamped.
- Proposer's name and amounts will be read aloud during the opening but this will not be an indication of award. Award notification will be released following the evaluation of proposals.
- Reviewed evaluation criteria.
- Proposers are encouraged to mail responses even if they plan to attend the opening.
- The Performance and Payment Bond shall be 100% of the awarded contract amount.
- Newberry Tanks is manufacturing the 10,000 gallon Fireguard tank.
- The 36' x 16' x 8" concrete slab shall be centered east to west between the fence, running north and south on the property and placed within 24 inches from the north fence.
- Dispenser, card reader & OPW will be located on the south end of the tank. The pump will be on the north end of tank.
- The HCSO will not provide drawings of the site.
- The site access will be from the entrance on Sydney Road.
- The Proposer shall determine the elevation of the site.
- The Contractor will not be required to pave an access road to the site.
- The dispenser has a single hose.
- The HCSO does not have a cost estimate for the job.
- The HCSO has six (6) bulk fuel sites throughout Hillsborough County containing the FuelMaster card reader system.
- The FuelMaster system and the OPW will be connected to our network by the HCSO Information Services Department.
- The Contractor is not required to provide additional software.
- Geotechnical Engineering has not been completed for this site.
- Bollards must be set in concrete slab.

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- In regards to the Optional Electrical Services, Part C – Technical Specifications Paragraph 1,i,2.
 - The paved road between the future fuel site and tower station will be “open cut” by the county in order to run the electric from the tower to the fuel site. The county will repair the road when complete.
 - An additional two (2) inch conduit shall be installed with the new electric, from the tower station to the fuel site, for future use.
 - The Contractor shall supply the breaker panel required option B.
- Additional site visits can be arranged through the Buyer, Carly Cartwright at 813-247-0026, or purchasing@hcsotampa.fl.us.

4. Action Items

- HCSO to provide an addendum to include separate line item pricing for a concrete pad for the vehicle to park during fuel filling.
- HCSO to confirm size, placement, and style of the canopy.
- HCSO to provide addendum to extend the Question and Answer Period.