

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
PURCHASING UNIT
PRE-PROPOSAL CONFERENCE MEETING MINUTES
RFP NO. 12-18 Occupational Health and Wellness Center Addition and Renovation
May 24, 2018 10:00 AM**

Date of Meeting: 5/24/18

Minutes Prepared By: Colleen Hensley, Buyer

1. Purpose of Meeting

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

2. Attendance at Meeting

See attached sign in sheet. Attendance was mandatory

3. Meeting Notes, Decisions, Issues

Senior Procurement Analyst David Janney introduced Al Cordova, Special Projects Manager and Colleen Hensley, Buyer. All present were asked to sign the attendance log. The following information was reviewed or discussed.

1. Deadline for submitting bids is **June 8, 2018 at 3:00pm.**
2. Proposals are to be delivered to the Sheriff's Operations Center in Ybor City. If hand delivering leave time for checking in thru the Access Control Center.
3. Bid openings are open to the public. Proposer's names and proposal amounts will be read aloud but will not be an indication of award as proposals will be evaluated on criteria additional to price as spelled out in the bid.
4. Deadline for questions will be **12:00 PM Monday 6/4/18.** All questions should be directed in writing (email) to the Senior Procurement Analyst – purchasing@hcsotampa.fl.us.
5. Official communications e.g. amendments, Q & A etc. will be via the HCSO website postings. However, the Buyer will also email those on the pre-bid attendance log.
6. There is no current Geo Tech information. The contractor should include that in their pricing/response.
7. There is no asbestos in the current building.
8. The septic tank requires repair now and HCSO is working to make those fixes separately from this bid.
9. The contractor shall verify if tie in to the force main at the front street will be required.
10. The existing air conditioners and air handlers are not sufficient to support the addition.
11. The generator is not sufficient to support the addition however, the HCSO will purchase a new generator separate from this bid. Contractors should ensure infrastructure is created to support the generator.
12. CAD drawings of Exhibit A will be made available for the awarded contractor.
13. The HCSO does not have "As Built" drawings for the existing structure.
14. The building will be occupied during the project and contractors should include any information regarding their plans to accommodate this in the Project Plan and Approach section of their Bid Response.
15. The HCSO will be providing our own security cameras and access card readers. Contractors shall include empty conduit adjacent to rear door, door to Medication Storage room and door to Medical Supply Storage room.
16. Older survey plans show a portable building in the addition area. Mr. Cordova stated there is no slab in the area as he believes that the portable building was on piers.
17. Current plans show the X-Ray room with a three (3) foot wide doorway. The contractor shall increase this doorway to four (4) feet wide.
18. Contractors should try to match the existing engineered flooring as closely as possible.
19. HCSO is providing all furniture and X-Ray machine.

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20. New restroom in renovated area should include hard ceramic flooring. Tile Product: Unglazed ceramic tile. Provide factory mounted flat tile complying with the following requirements:
 - a. Composition: Porcelain
 - b. Size: 12 inches x 12 inches
 - c. Nominal thickness: 0.25 inch
 - d. Face: Plain with cushion edges
 - e. Setting and Grouting Materials: Latex-Portland Cement Mortar: ANSI A118.4; Prepackaged Dry Mortar mix: factory-prepared mixture of Portland cement, dry dispersible ethylene vinyl acetate additive and other ingredients to which water needs to be added at Project site.
21. Contractor will be required to have a site supervisor on site while work is being performed.
22. HCSO employees will not be available to receive or stage, equipment or supplies.
23. Additional site visits can be arranged through the Senior Procurement Analyst, Dave Janney 813-247-8053, or purchasing@hcsotampa.fl.us.
24. The propane tank is connected to the existing generator.
25. The HCSO has not been able to confirm what the venting around the slab is for.
26. Point of Contact to provide information on the equipment to be placed in the X-Ray room is GE Walker Inc., Steven Williams, Sales Consultant, email: swilliams@gewalker.com, phone number 800-749-2483 ext. 123, address: 4420 East Adamo Drive, Suite 206, Tampa, Florida 33605.
27. The existing building sprinkler system shall be redesigned to accommodate the new addition.

4. Action Items
