

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
PURCHASING UNIT
PRE-PROPOSAL MEETING MINUTES
ITB NO. 11-18 Range Lead Removal June 14, 2018 9:00 PM**

Date of Meeting: 6/14/18

Minutes Prepared By: Colleen Hensley, Buyer

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) personnel Senior Procurement Analyst Dave Janney, Buyer Colleen Hensley, Special Projects Manager Al Cordova, Master Sergeant Roland Corrales, Trades Maintenance Super David Gray and Multi-Trades Worker II Landon Chartak. Attendees from MT2 and En-Range Incorporated also attended. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- a. Deadline for submitting bids is **June 29, 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 unit 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 **Tuesday 6/19/18.** All questions should be directed in writing via email to the Senior Procurement Analyst at: purchasing@hcsso.tampa.fl.us.
- e. Official communications (e.g. amendments, Q & A etc.) will be via the HCSO website postings. However, the Senior Procurement Analyst will also email those on the pre-bid attendance log as a courtesy.
- f. Background checks for contractors, if necessary, will be completed at the HCSO's expense.
- g. Working hours at the WCHPTS are 6:30 am to 3:00 pm.
- h. No weapons are allowed on any HCSO 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. Additional site visits can be arranged through the Senior Procurement Analyst, Dave Janney 813-247-8053, or purchasing@hcsso.tampa.fl.us.
- k. Pre-Bid Conference began at the Walter C. Heinrich Practical Training Site and attendees were escorted to all ranges to view the sites and take pictures.
- l. Outdoor Ranges are as follows:
 - i. Ranges #1-3 are dirt berm ranges and are not included in this Bid
 - ii. Ranges #4 and #5 have a Granular Rubber trap and are included in this Bid
 - iii. Range #6 is a steel trap and is included in this Bid
 - iv. Range #7, #8 and Sniper Range are dirt berm ranges and are not included in this Bid
- m. The HCSO has a supply of Granular Rubber to support replacement after cleaning Ranges #4 and #5.
- n. Contractors are required to clean behind the ranges and rake up accumulated Granular Rubber in the mowed grassy areas around the ranges.
- o. Contractors will not be required to mine the small grassy area at the front of Range #6.

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- p. HCSO does have a tractor and a sling to assist in moving barrels.
- q. HCSO was asked to provide specifications/weight limits for the concrete pad in front of Range #4. Drawings attached are for Ranges #4 and #5. Both slabs will handle a 10,000 pound piece of equipment.
- r. Outdoor Range #4 was de-leaded July 5-6, 2017. Range #4 lead count was 2,130 pounds at that time. Range #4 average number of rounds fired per month is 100,000.
- s. Outdoor Range #5 was de-leaded July 5-6, 2017. Range #5 lead count was 6,029 pounds at that time. Range #5 average number of rounds fired per month is 140,000.
- t. Outdoor Range #6 was de-leaded in January 2018 with a lead count of 2,262 pounds. It was de-leaded again in April 2018 with a lead count of 1,640 pounds.
- u. Pre-Bid Conference moved to the Indoor Range and attendees were allowed to view the sites and take pictures.
- v. The HCSO will supply Granular Rubber to support replacement after cleaning the Indoor Range.
- w. Indoor Range has not been de-leaded. Average rounds fired by lane below:

Month	January	February	March	
Lane #	Rounds Fired	Rounds Fired	Rounds Fired	1st Quarter Total
1	250	700	620	1570
2	500	1250	1110	2860
3	750	1050	1170	2970
4	650	1100	1125	2875
5	600	950	600	2150
6	300	150	525	975
TOTALS	3050	5200	5150	13400

Month	April	May	June		
Lane #	Rounds Fired	Rounds Fired	Rounds Fired	2nd Quarter Total	Overall Totals
1	1100	900		2000	3570
2	2250	950		3200	6060
3	2550	1050		3600	6570
4	2475	915		3390	6265
5	2225	750		2975	5125
6	650	700		1350	2325
TOTALS	11250	5265		16515	29915

4. Action Items

None at this time.