

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
ACCOUNTING BUREAU: PURCHASING SECTION**

**Meeting Minutes – RFP 13-19, Falkenburg Road Jail Building #14 and Housing Unit #2
Partial Roof Replacement**

Date of Meeting: 7/2/19

Minutes Prepared By: Dave Janney, Senior Procurement Analyst

1. Purpose of Meeting

- Review proposal process & specifications with potential proposers.
- Allow potential proposers 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: Senior Procurement Analyst, Dave Janney and Buyer, Colleen Hensley. Also in attendance was Director of Facilities Maintenance, Angel Varela. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- a. Deadline for submitting bids is **Friday, July 19, 2019 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 check-in through the Access Control Center.
- c. Proposers are welcome to attend the proposal opening where Proposer names will be read and unit prices read if requested. Award; however, will be dependent upon the determination that Proposals are responsive and Proposers are responsible, and any other evaluation criteria stated in the Proposal Package.
- d. Deadline for questions will be **Wednesday July 10, 2019 at 12:00pm**. All questions should be directed, in writing, via email to the Senior Procurement Analyst at purchasing@hcsotampa.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.
- f. Proposal Checklist is included in the Proposal Package and should be included with your Proposal Package, along with the completed Vendor Application. Responsiveness of Proposal will be assessed.
- g. Alternate to GAF Single Ply Roofing Membrane System must be submitted to the Senior Procurement Analyst at purchasing@hcsotampa.fl.us for approval per Part C, paragraph 1d.
- h. Time and budget will dictate if the completion of both buildings is possible. All Work is to be completed by **September 26, 2019**.
- i. Performance and Payment Bonds will be required by Awarded Proposer only.
- j. Background checks will not be required for work at Building #14 but will be required for Housing Unit #2.
- k. IR Scan was not completed, and will not be completed by the HCSO. No water penetration was noted on either building; however, there is ponding on Housing Unit #2.
- l. Coping is 24 gauge steel on both Building #14 and Housing Unit #2.
- m. Recovery board is 1/2" thick on both Building #14 and Housing Unit #2.
- n. Plate Bond to be used on both Building #14 and Housing Unit #2.
- o. Reinstallation of the existing Lightning Protection System on both Building #14 and Housing Unit #2 is required. HCSO will have it recertified.
- p. Air conditioning unit on Building #14 cannot be turned off. Use skirt flashing.

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- q. Vehicles may be driven to Housing Unit #2; however, vehicles and all tools must be secured while unattended.
- r. Bathrooms in Housing Unit #1 may be utilized while working on Housing Unit #2.
- s. Pads required in front of eight (8) doors in Housing Unit #2.
- t. The existing roof assembly is 4" thick on both Building #14 and Housing Unit #2.
- u. The existing cueing area thickness is 1 ½" thick on both Building #14 and Housing Unit #2.
- v. Allow approximately 15 minutes for entry and exit for Housing Unit #2.
- w. The staging area for Building #14 will be in the front parking lot.
- x. Staging area for Housing Unit #2 will be provided inside the jail fence line.

4. Action Items

- a. The cap between Housing Unit #2 roof areas will be per detail #1 sheet A-109.
- b. Final drawings will be updated.