

## Meeting Minutes – RFP 34-15, Pinebrooke Building #3 Renovations

Date of Meeting: 12/14/15

Minutes Prepared By: Dave Janney, 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

Sr. Procurement Analyst, Janice Wilder introduced Al Cordova, Special Projects Manager, Dave Janney, Buyer, and Architects, John Thompson and Eric Gebo of Wilder Architecture Inc. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Deadline for submitting bids is **December 29, 2015 at 3:00pm.**
- 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.
- 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.
- Deadline for questions will be **12:00 PM Monday 12/21/15.** All questions should be directed in writing (email) to the Buyer – [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us) .
- 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.
- Demolition work will be completed by HCSO. There should be very little if any demo required of the contractor(s).
- Wilder Architecture will be submitting for all necessary permits but it will be the responsibility of the contractor to pick up and pay for the permits once awarded the job.
- HCSO will take care of pulling all data cables.
- Sprinklers will have to be extended from neighboring, occupied section of the building requiring after hours scheduling, approved by the Project Manager.
- Exterior wall drywall will remain but may need to some minor demo and repair.
- The main utility runs currently exist in the building. The contractor will be responsible for the tie in.
- An addendum will be issued to add exterior work, including but not limited to pressure washing and painting, re-caulking joints on the tilt up walls, replacing window glazing gaskets, and repairing cracks to concrete blocks around the doorways.
- Drawings will be amended to show structural support of the accordion doors.
- Water and electric will be available on site although you may need to supply your fixtures (light, receptacles...)
- All work must be completed no later than August 29, 2016.
- Contractor will be required to have a site supervisor on site while work is being performed. HCSO employees will not be available to receive or stage, equipment or supplies.
- Staging will be on the north and west sides of the building. Contractor(s) should use the west entrance driveway off Falkenburg Road. The east and south parking lots should remain clear for current users.
- Additional site visits can be arranged through the Buyer, Dave Janney 813-247-8053, or [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us).

### 4. Action Items

- Addendum to the original specifications will be available the week of 12/14/15.