

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
FINANCIAL SERVICES DIVISION  
PURCHASING UNIT  
PRE-PROPOSAL CONFERENCE MEETING MINUTES  
RFP NO. 13-18 Sheriff's Operations Center Chiller Upgrade May 3, 2018 10:00 AM**

**Meeting Minutes – RFP 13-18, Sheriff's Operations Center Chiller Upgrade**

**Date of Meeting:** May 3, 2018

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**Minutes Prepared By: Colleen Hensley, Buyer**

**1. Purpose of Meeting**

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

**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) Buyer, Colleen Hensley who introduced Dave Janney, Senior Procurement Analyst; Arnold Trueba, General Manager I; Jorge Rodriguez, Trades Maintenance Superintendent; and Stephen Scrivens, Refrigeration/Air Conditioner Mechanic III. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- a. Deadline for submitting bids is **Thursday, May 17, 2018 at 3:00 pm.**
- b. Proposals are to be delivered to the Sheriff's Operations Center located at 2008 E. 8<sup>th</sup> 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 **12:00 PM Wednesday, May 9, 2018.** All questions shall be directed in writing (email) to the Senior Procurement Analyst – [purchasing@hcsotampa.fl.us](mailto: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 as a courtesy.
- f. Additional site visits can be arranged through the Senior Procurement Analyst, Dave Janney 813-247-8053, or [purchasing@hcsotampa.fl.us](mailto:purchasing@hcsotampa.fl.us).
- g. Per Part C, Technical Specifications, paragraph four (4), *Work shall be performed in a manner that will have the least amount of disruption to existing staff members within the affected areas. This option can include temporary cooling during change-outs of each chiller, phasing of equipment to minimize downtime, etc.* The HCSO will reserve an area in the front or back parking lot to accommodate additional equipment.
- h. The Contractor shall provide any Special Coolant needed.
- i. Standard business hours are Monday through Friday from 7:00 am to 5:00 pm, and the Communications Bureau is manned 24 hours a day/7 days a week on the west end of the building. Due to the secure nature of the facility, any work hours will need to be coordinated with HCSO Facilities personnel.
- j. Bidders' Proposal Responses may include options for removal of trees or foliage from the work area; however, this is not preferred and should be a last resort due to Ybor City's Barrio Latino Commission's strict design policies for preserving the character of the Ybor City Historic District.
- k. Multiple Proposals may be submitted.
- l. Conceptual Drawings will be acceptable for Proposal Response. The awarded contractor can complete signed and sealed drawings for permitting purposes. The cost for signed and sealed drawings shall be included in your Proposal Response.
- m. The Contractor may provide an alternate price for an air cooled unit.

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**4. Action Items**

- a. None