

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
FINANCIAL SERVICES DIVISION  
PURCHASING UNIT  
PRE-PROPOSAL CONFERENCE MEETING MINUTES  
RFP NO. 19-18 Emergency Generator Maintenance and Repair June 25, 2018 10:00 AM**

---

**Minutes Prepared By:** Stephanie Douglas, Buyer

---

**1. Purpose of Meeting**

Review proposal deadlines and process & answer questions for potential proposers.

**2. Attendance at Meeting**

*See attached sign in sheet  
Attendance was NOT mandatory*

**3. Meeting Notes**

- a. Meeting was brought to order by Stephanie Douglas, HCSO Buyer. Introductions were made of other HCSO personnel in attendance. Mrs. Douglas reviewed the following information:
- b. Deadline for submitting proposals is Friday, June 29, 2018, at 3:00 PM at the Sheriff's Operation Center (SOC); no pricing will be read at proposal opening-only the names of the participating Proposers
- c. Proposals will be evaluated on pricing, company overview, personnel, reporting documentation & references; proposal packages must be marked as such;
- d. Addendums, revisions, Q&A will be posted to website; submit all questions in writing to the buyer; deadline for questions is Wednesday, June 27, 2018.
- e. Peak Power Services, Inc. inquired if HCSO generators had been maintained on a regular basis. All HCSO personnel attending the pre-proposal conference confirmed that all generators in their respective areas have been maintained regularly.
- f. Fred Asteasuainzarra, HCSO Special Projects Manager, reminded attendees that anyone who performs work within the jail facilities will be subject to a background check, which requires a valid driver's license and social security number, to be provided at a minimum of 48 hours prior to the scheduled service. Cleared individuals will be assigned an escort while on the premises and a tool inventory may be required.
- g. Additionally, Mr. Asteasuainzarra outlined the importance of the HCSO being provided priority service. The awarded contractor maintaining a sufficient inventory of replacement parts in order to complete repairs expeditiously is crucial for the safety of our first responders and the citizens we serve.

**4. Action Items**

Buyer will ensure meeting minutes are complete and have posted to the HCSO website.

**ATTENDANCE SHEET**  
**HCSO Pre-proposal Conference**  
**RFP NO. 19-18**  
**Emergency Generator Maintenance & Repair**  
**6/25/2018 @ 10:00 AM**

	<u>YOUR NAME</u> Email Address	<u>COMPANY NAME</u> Phone Number
1.	Kevin Boyles kboyles@peakpowerservices.com	Peak Power Services, Inc 813-240-1747
2.	Robert Cardoso Jr Robert@peakpowerservices.com	Peak Power 813-477-9092
3.	Chris Ross Chris.ross@ringpower.com	Ring Power 813 376 4194.
4.	JAZMIR RODRIGUEZ 3861 <sup>th</sup> rodriju@hcs0.tampa.fl	HCSO
5.	FRED ASTASVAINZARA	813-242-0212 HCSO
6.	Tamer Donaldson	813-247-0020 HCSO
7.	Stephanie Douglas	813- <del>247</del> -0024 HCSO
8.		
9.		
10.		

**PLEASE LEAVE A BUSINESS CARD**