

**PLEASE LEAVE A BUSINESS CARD  
ATTENDANCE SHEET  
Pre-proposal Conference  
14-17 Pinebrooke #4 AC Replacement  
September 20, 2017 10:00 AM**

	<u>YOUR NAME</u> Email Address	<u>COMPANY NAME</u> Phone Number
1.	Dave Janney DJanney@HCSO.Tampa.FL.US	HCSO 813-247-8053
2.	Colleen Hensley chenstley@hcs0.tampa.fl.us	HCSO 813-247-8068
3.	Yous Hardin Advanced Air System	561 602-1225 YousH@AdvancedAirSystem.com
4.	Wayne Evans Kenyon AND Partners	813-373-4879 Wayne.Evans@KenyonAndPartners.com
5.	Heather Shearer Gibson Air mechanical	(863) 679-8256 gibsonaircondition @cool.com
6.	David Burness Tampa Bay Trane	813-877-8251 x1267 David.Burness@trane.com
7.	DAVID CHRISTOPHER AIR MASTERS OF TAMPA BAY	(813) 234-2419 x215 DCHRISTOPHER@AIRMASTERS.NET
8.	Steve Mitchell E	HCSO 247-0000
9.	Chris Donnelly TBT	813 415 6488 Chris.donnelly@trane.com

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1.	Dave Janney DJanney@HCSO.Tampa.FL.US	HCSO 813-247-8053
2.	Rob Conkel Rob.conkel@Rex Farlow Construction.com	Rex Farlow Construction 813 730 0065
3.	Russell McIntyre RMCMINTYRE@MCS-PAO.COM	MCS Pro 727-935-5445
4.	AL CORDOVA acordova@hcs0.tampa.fl.us	HCSO 813 247-8782
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9.		

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- |     |  |   |
|-----|--|---|
| 10. | <u>MARVIN McIntyre</u>                               | <u>MCS-Pro</u>  |
| 11. | <u>Thomas Barton</u><br><u>t.barton@amsco-ac.com</u> | <u>Air Mechanical &amp; Service Corp</u><br><u>813-875-0782</u> |
| 12. | <u>Daniela Labary</u><br><u>daniela@smcac.com</u>    | <u>Summa Mechanical Contractors</u><br><u>954-224-7310</u>      |
| 13. | <u> </u>   | <u> </u>  |
| 14. | <u> </u>   | <u> </u>  |
| 15. | <u> </u>   | <u> </u>  |
| 16. | <u> </u>   | <u> </u>  |
| 17. | <u> </u>   | <u> </u>  |

## Meeting Minutes – RFP 14-17, Pinebrooke Building #4 AC Replacement

Date of Meeting: 9/20/17

Minutes Prepared By: Dave Janney, Senior Procurement Analyst

### 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, David Janney introduced himself, Al Cordova, Special Projects Manager, Colleen Hensley, Buyer, and Steve Mitchell, Director of General Services. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Deadline for submitting bids is **October 4, 2017 at 3:00 pm.**
- 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 Thursday 09/28/17.** All questions should be directed in writing (email) to [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us). Additional important dates and times can be found in the Bid document on page three (3).
- 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.
- ALL communications need to be routed through the HCSO Purchasing Section.
- Background checks will be accomplished on any employees working on HCSO grounds at no cost to the Contractor.
- No weapons are allowed on HCSO properties (even if you are licensed).
- There should be no interaction with any Trusty. Please inform your subcontractors of this as well. Any interaction shall be reported to Project Manager immediately.
- A listing of approved manufacturers is identified within the Bid document. If you are not installing units by these manufacturers, you must submit specifications for the unit(s) you intend to install.
- In the Costs of Goods and Services section of Part D, Bid Response; Item C is the time from Award Notification to start of Work and Item D is completion from start of Work. Do not add set up/permitting time to Item D.
- Identify any issues with the Specifications (ie items not to code) to Purchasing in writing prior to submitting your Bid.
- The building currently has two (2) tenants and it will be necessary to coordinate work that will impact those areas.
- There will be a staging area (see map attached). If you would like to put up temporary fencing, you may as it will be the Contractor's responsibility to secure that area. The main entrance to the worksite is from Falkenburg Road to the back of the building. The entrance from Tech Boulevard is by request only. As there will still be personnel working in the building try to keep vehicles parked near the staging area.
- Electric will be available on site but you will need to supply your own water, ice and portable toilets.
- The roof of the building will be replaced AFTER this work is completed. It is the Contractor's responsibility to ensure code is based on the roof conditions today. Final walk through and approval will occur before any work to the roof.

- 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.
- Alternate roof top anchor details (straps) as identified in Exhibit A were used on a previous project in Hillsborough County and were approved.
- There is currently no monitored fire system in the building.
- Additional site visits can be arranged through the Sr. Procurement Analyst, Dave Janney 813-247-8053, or [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us).

#### **4. Action Items**

- HCSO to identify wire gauge, amps and location of existing breakers to each unit.
- HCSO to identify existing fire alarm tie-ins to include duct detectors.
- Is amperage on schedule from the unit or panel?
- HCSO to provide 110v convenience outlet location.





STAGING AREA

BLDG 4

WORK AREA

LIMITED ACCESS ONLY BY REQUEST

RFP 14-17 HVAC RTU REPLACEMENT

Nauti Worldwide

NOVA Engineering & Environmental

West Coast Golf Cars

Cardtronics/ATM

Belden/Doug

N Falkenburg Rd

N Falkenburg Rd

N Falkenburg Rd

N Falkenburg Rd

N Falkenburg Rd

N Falkenburg Rd

Tech Blvd

Tech Blvd

Tech Blvd

Tech Blvd