

Meeting Minutes – RFP 14-16 Pinebrooke #2 & #3 Roof Replacement

Date of Meeting: 5/12/16

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

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

- Deadline for submitting bids is **Friday, May 20, 2016 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 **Tuesday, May 17, 2016 3:00 PM.** All questions should be directed in writing (email) to the Buyer – purchasing@hcsotampa.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.
- Background checks will be required at HCSO expense.
- No bid bond will be required, a payment and performance bond will be required from awardee
- There has been an additional site visit set up for **Monday, 5/16/16 @ 9:00.** Meet at Pinebrooke #2 at the roof ladder. Hillsborough County Sheriff's Office
Pinebrooke Building #2
10119 Windhorst Road,
Tampa, Florida 33619
- Completion of project no later than 8/31/16.
- Base pricing for roof materials as specified in the RFP
- Alternate pricing on single ply roof will be allowed.
- Additional site visits can be arranged through the Buyer, Dave Janney 813-247-8053, or purchasing@hcsotampa.fl.us.
- R20 will be acceptable if approved by building department.

4. Action Items