

# Hillsborough County Sheriff's Office

## Meeting Minutes – RFP 1-17 Pinebrooke II Renovations

**Date of Meeting:** February 2, 2017 from 10:00 am., to 11:30 am.

**Minutes Prepared By: Dave Janney, Senior Procurement Analyst**

### 1. Purpose of Meeting

- Review proposal process and specifications with potential proposers.
- Allow potential proposers to inspect the site.

### 2. Attendance at Meeting

*See attached sign in sheet. Attendance was mandatory per Special Provisions (Part B, #3).*

### 3. Meeting Notes, Decisions, Issues

Senior Procurement Analyst, Dave Janney, introduced Al Cordova, Special Projects Manager; Arnold Trueba, General Manager; Captain Rick Swann; and Architect, John Thompson of Wilder Architecture Inc. All present were asked to sign the attendance log. The following information was reviewed or discussed:

1. Deadline for submitting proposals is **February 15, 2017**.
2. Proposals are to be delivered to the Sheriff's Operations Center in Ybor City. If hand delivering, allow adequate time for checking in through the Access Control Center.
3. Proposal 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 in addition to price as detailed in the RFP.
4. Deadline for questions will be **Wednesday 2/8/17**. All questions should be directed in writing via email to the Senior Procurement Analyst – [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us) .
5. Official communications regarding amendments, Questions and Answers, etc. will be posted on the HCSO website. In addition, the Senior Procurement Analyst will also email those on the pre-proposal attendance log.
6. 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.
7. HCSO will be responsible for pulling all data cables.
8. The main utility runs currently exist in the building. The contractor will be responsible for the tie in.
9. Water and electric will be available on site; although, you may need to supply the fixtures (lighting, electric receptacles, etc.)
10. Additional site visits can be arranged through the Senior Procurement Analyst, Dave Janney, by calling 813-247-8053, or emailing to: [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us).
11. Architect and Engineer may be available for additional walk through with sub contractors.

### 4. Action Items