

## Meeting Minutes – RFP 28-15

Date of Meeting: 11/2/15

Minutes Prepared By: Janice Wilder, Sr. Procurement Analyst

### 1. Purpose of Meeting

- Review bid process & specifications with potential bidders.

### 2. Attendance at Meeting

*See attached sign in sheet  
Attendance was mandatory.*

### 3. Meeting Notes, Decisions, Issues

Buyer Janice Wilder introduced Angel Varela Director of the Detention Maintenance Bureau and Master Sergeant Jon Weitzel, Fire Safety Officer and noted that MSgt. Weitzel would be awarded vendor's primary contact. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- Deadline for submitting bids is **November 23, 2015 at 3:00pm.**
- 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 Wednesday 11/18/15.** All questions should be directed in writing (email) to the Buyer – [jwilder@hcs0.tampa.fl.us](mailto:jwilder@hcs0.tampa.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.
- Buyer reviewed the format of the proposal response pages which divides the pricing by facility and by type of inspection.
- Security in the jail poses unique considerations. All contractor employees will be background checked at HCSO expense. This means personnel must be identified at least one week prior to scheduled work. Driver license and social security numbers are required for background checks.
- No cell phones are allowed in the jail. Preference for communicating between contractor personnel is via radio. Strong signals are needed to operate.
- All contractor personnel will be escorted at all times.
- No smoking or tobacco products of any kind are allowed.
- Tools will be inventoried on entry and exit.
- Events often occur within the jail which may cause delays or re-scheduling. Flexibility both from HCSO staff and contractors is at times necessary. HCSO will do everything possible to see that contractor may complete work as scheduled. We expect open and frequent communication.
- MSgt. Weitzel noted the average time to exit and re-enter the facility is 30 minutes each way. Please be prepared so exit and re-entry is limited. Lunch may be taken within the facility if desired. Cooler/lunch bags are allowed. Temporary tool lock up is available.

- Contractor should determine the appropriate number of technical personnel to be present based on the type of inspection. Include this type of information in your narrative response.
- The HCSO relies on the contractor's expertise to know NFPA and all requirements to insure 100% compliance.
- FRJ does have a few areas with 30 foot ceilings. HCSO will provide a one man lift and lift operator in these areas.
- All repairs to the sprinkler system are done in house by the Detention Maintenance Bureau.
- Alarm system repairs are handled in house by the Information Services Division.
- Semi-Annual sensitivity check can be done thru the panel.
- Panels are not taken off line during inspections. For sprinkler inspections horns and strobes are bypassed. For annuals they are fired once.

There are three new construction or major building renovation projects currently in progress at FRJ scheduled to be operational in 2016. Instead of doing change orders at a future date, Mr. Varela would like pricing for these future areas included with proposal responses as separate price lines. The additional cost is to be added once the areas are operational. Blue prints of the areas being constructed or remodeled were available at the pre-bid for review.

Added as new construction at FRJ, Building 23 will house the Central Energy Plant. This building will be outside the jail perimeter. All device counts will be new except for the hydrant which is already included in the FRJ count.

Building 18 is being converted to a full commercial kitchen with the addition of a walk in freezer which will be outside of the existing structure. The device counts to the existing building are included in the current FRJ count and will not change due to the remodel. New device counts for the freezer will be added as will five (5) new hood systems. Building 22 is being converted to a Servery. The device count is already included in original Exhibit A

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

Buyer to issue Amendment including Exhibit A device count updates for future areas as provided by MSgt. Weitzel and revised Price Response page (Part D, Section 1) to include future areas as they become operational. MSgt. Weitzel will attempt to provide the current schedule of inspections.