

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
PURCHASING UNIT
PRE-PROPOSAL EQUIPMENT INSPECTION MEETING MINUTES
RFP NO. 10-18 Dauntless II Engine Upgrade April 11, 2018 10:00 PM**

Meeting Minutes – RFP 10-18, Dauntless II Engine Upgrade

Date of Meeting: 4/11/18

Minutes Prepared By: Colleen Hensley, Buyer

1. Purpose of Meeting

- a. Review bid process & specifications with potential bidders.
- b. Allow potential bidders to inspect the site.

2. Attendance at Meeting

See attached sign in sheet. Attendance was mandatory

3. Meeting Notes, Decisions, Issues

Meeting was attended by Hillsborough County Sheriff's Office (HCSO) Purchasing personnel Buyer, Colleen Hensley and Marine Enforcement Section personnel Master Corporal Steve Decatur and Sergeant Kristian Gundersen. Attendees from Mastry Engine Center and Viking Boatworks Company also attended and were escorted to the HCSO area to inspect the vessel. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- a. Deadline for submitting bids is **April 26, 2018 at 3:00pm.**
- b. Proposals are to be delivered to the Sheriff's Operations Center located at 2008 E. 8th Avenue Tampa, Florida 33605. If hand delivering, leave time for checking in through the Access Control Center.
- c. Bidders are welcome to attend the bid opening where Bidder names will be read and unit prices read if requested. Award however will be dependent upon the determination that Bidders are both responsive and responsible and any other evaluation criteria stated in the Bid document.
- d. Deadline for questions will be **Wednesday 4/18/18.** All questions should be directed in writing via email to the Senior Procurement Analyst at: purchasing@hcsso.tampa.fl.us.
- e. Official communications (e.g. amendments, Q & A etc.) will be via the HCSO website postings. However, the Senior Procurement Analyst will also email those on the pre-bid attendance log as a courtesy.
- f. Attendees were allowed to inspect the vessel and take pictures.
- g. A question was asked regarding the replacement of gimbal bearings and drives. Replacement of drives are addressed in Technical Specifications, Part C, paragraph 2 and the outdrives will be supplied by HCSO. Replacement of gimbal bearings will be addressed in Amendment One (1).

4. Action Items

- a. Publish Amendment One (1).

PLEASE LEAVE A BUSINESS CARD
ATTENDANCE SHEET
Non-Mandatory Equipment Inspection
RFP NO. 10-18
Dauntless II Twin Engine Upgrade
April 11, 2018 10:00 AM

	<u>YOUR NAME</u> Email Address	<u>COMPANY NAME</u> Phone Number
1.	Colleen Hensley CHensley@HCSO.Tampa.FL.US	HCSO 813-247-8068
2.	MARK Donaldson BRENT MAGSIG	Mastery 727-522-9471 CELL 727-639-1065
3.	CARL SCHLEAMER ^{MM}	727-522-9471 X204
4.	Steve Deator	HCSO
5.	K. Gunderson	HCSO
6.	Chris Craig/Viking	813-727-5403
7.		
8.		
9.		