

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
PURCHASING UNIT**

**PRE-PROPOSAL CONFERENCE AND FACILITY TOUR MEETING MINUTES
RFP NO. 10-19 Pinebrooke Building IV Interior Renovations, January 8, 2020 10:00 AM**

Meeting Minutes – RFP 10-19, Pinebrooke Building IV Interior Renovations

Date of Meeting: 1/8/2020

Minutes Prepared By: Colleen Hensley, Buyer

1. Purpose of Meeting

- a. Review Proposal process & specifications with potential Proposers.
- b. Allow potential Proposers 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 Senior Procurement Analyst, Dave Janney and Buyers, Colleen Hensley and Heather Brewer. Also in attendance was Major Frank Losat, Senior Project Manager, Al Cordova and Architect, Chris Rollins. All present were asked to sign the attendance log. The following information was reviewed or discussed.

- a. Deadline for submitting Proposals is **January 31, 2020 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. Proposers are welcome to attend the Proposal opening where Proposer names will be read and prices read if requested. Award however will be dependent upon the determination that Proposers are both responsive and responsible and any other evaluation criteria stated in the Proposal document.
- d. Deadline for questions will be **Friday, January 17, 2020.** 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 at: <https://teamhcsso.com/>.
- f. Follow up inspections and visits are to be scheduled through the Senior Procurement Analyst by email at: purchasing@hcsso.tampa.fl.us.
- g. Any verbal answers to questions discussed are not deemed official. Written, official responses will be posted to the HCSO website at: <https://teamhcsso.com/>.
- h. There is one (1) occupant on the south end of the complex. The Facilities Maintenance office will be relocated to the south end of the complex, outside the work area.
- i. Utilities are available on site for the Contractors use.
- j. No Bid Bond is required.
- k. For scheduling purposes, use March 1, 2020 as anticipated start date. Project must be completed by November 30, 2020.
- l. There is no estimated budget for this project at this time.
- m. Parking lot behind the building will be available as a staging area to the Awarded Contractor.
- n. There was a discussion regarding restrictions for working hours. Pursuant to: Part C – Technical Specifications, 1.c., *The existing building is partially occupied and indicated in Exhibit A, Long and Associates Construction Drawings. Normal working hours are Monday through Friday, 7:00 a.m. to 5:00 p.m. Any work required outside of this work schedule shall be approved by the HCSO Project Manager at least two (2) working days in advance.*
- o. Architects have identified on the drawings the items that will be demolished by the Contractor.
- p. American Roofing & Sheet Metal, Inc. holds the GAF Everguard Diamond Pledge NDL Roof Guarantee.

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
FINANCIAL SERVICES DIVISION
PURCHASING UNIT**

**PRE-PROPOSAL CONFERENCE AND FACILITY TOUR MEETING MINUTES
RFP NO. 10-19 Pinebrooke Building IV Interior Renovations, January 8, 2020 10:00 AM**

- q. Attendees were allowed to inspect the building and take pictures.
- r. Current roof top AC units are no more than 5 years old.
- s. The Rooftop Unit Schedule can be found in the drawings on M4.1.
- t. The tenant fire alarm is separate and not included in this project.
- u. Empty conduits with pull strings and termination boxes shall be provided by the Awarded Proposer. Low voltage data wiring will be installed by the HCSO's IT contractor.

4. Action Items

- a. Amendment #1 is forthcoming to add Addendum #2 to the Construction Documents.