

MANDATORY PRE-BID MEETING
2/28/2025 @ 9:00 AM EST

AGENDA

Project: CC-6467-25/RTB: **Pump Station Improvements Project**

1. **Sign-In Sheet:** *(Distribute for signatures)*
2. **Introductions:** *(Provide for introductions)*
3. **Due Date and Time:** **March 26, 2025 at 2:00 PM EST**
4. **Submission VIA OpenGov:** <https://secure.procurenow.com/portal/seminolefl>
5. **Seminole County Staff:**
 - a) Owner: Board of County Commissioners,
Seminole County, Florida
 - b) Project Manager: Alex LaForce, Utilities Department
 - c) Purchasing: Robert Bradley, Procurement Administrator
6. **Completion Time:** 335 calendar days to Substantial Completion from the issuance of a Notice to Proceed (NTP)
30 calendar days to Final Completion
365 calendar days: Total Project Time
7. **Project Estimate:** \$2,762,437.50
8. **Liquidated Damages:** \$250.00 per day
9. **Solicitation Documents:**

This Pre-Bid Meeting is mandatory, therefore only the firms who are in attendance at this meeting will be allowed to submit a bid for this project. A copy of this meeting agenda and pre-bid meeting sign-in sheet will be posted to the County's OpeGov page for this solicitation. All solicitation documents can be obtained directly from the County, and downloaded for free from the County's website at: <http://www.seminolecountyfl.gov/purchasing/> (select Current Procurement)
10. **Project Description:** The Utilities Department is seeking a qualified bidder for the construction of improvements to four (4) pump stations. The scope of the projects includes rehabilitation of structures, replacements or mechanical and electrical components, and improvements to the site.
11. **Bonds: The following bonds will be required for this project.**
 - Bid Bond – 5% of total base bid.

The following bonds will be required from the awarded bidder upon execution of the Agreement:

 - Performance & Payment Bonds – 100% of the Contract Price. Provided at signing of agreement.
 - Material & Workmanship Bond – 10% of Final Contract Price (due at project closeout)
12. **Bid Proposals:** Bid Proposals remain firm for a period of ninety (90) days after the Bid Opening.

13. **Request for Information:** Following the conclusion of the Pre-Bid Meeting, any requests for information on this project, including technical information, must be made through the assigned Procurement staff member in writing either via email or through the Question and Answer feature on OpenGov. Responses to these requests will be posted on the County’s website via addendum. Contact information provided as follows:

Robert T. Bradley, Procurement Administrator: 407-665-7111 (office); and rbradley02@seminolecountyfl.gov (email).

Any requests made to the County for this project, including requests for information or interpretation must be submitted no later than ten (10) calendar days prior to the opening date (**March 16, 2025 by 5:00 PM EST**). As always, the County reserves the right to post addenda, and it remains the prospective Bidders’ responsibility to continue to check the County’s website up to and including the day of the scheduled bid opening. Only interpretation or correction so given by the Purchasing and Contracts Division, in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the solicitation documents.

14. **Draft Agreement:** The Draft Agreement is included within the solicitation package. Please be sure to review all sections within the Draft Agreement and ensure that your company can meet the terms & conditions therein. Any questions concerning the intent, meaning and interpretation of the Draft Agreement shall be requested in writing not later than the above stated last day for questions.
15. **Insurance:** Seminole County is self-insured; please be aware of the insurance coverage and limits required for this project, included within Section: “Insurance Requirements”
16. **Safety Standards:** Seminole County emphasizes extreme safety standards on all projects. Contractor should review safety portion of Bid Documents.
17. **Section 00900 – Supplemental Conditions:** Please be sure to review this section and ensure that your company can meet the stated requirements.
- **Work Performed by Contractor:** The Contractor must perform at least 15% of the total Work as measured by cost (Equipment and labor) within their own organization.

18. **Project Staff Overview – Seminole County Utilities Department**

Questions?

Notes: _____

