

PRE-BID MEETING

1930 Osceola Road, Geneva, FL 32732
April 8th, 2025, at 9:00AM EST

AGENDA

**Project: CC-6517-25/RTB – Osceola Road
Landfill 2025 Stage 1 Phase III Area Gas
Collection And Control System (GCCS)**

1. **Sign-In Sheet:** *(Distribute for signatures)*
2. **Introductions:** *(Provide for introductions)*
3. **Due Date and Time:** **April 30th, at 2:00 PM EST via electronic Submission:**
4. **Submission portal:** <https://secure.procurenw.com/portal/seminolefl>
5. **Seminole County:**
 - a) Owner: Board of County Commissioners,
Seminole County, Florida
 - b) Project Manager: Nikia Stewart, Solid Waste Division Manager
 - c) EOR: SCS, Engineers, Inc.
 - d) Purchasing: Herronda S. Mortimer, Procurement Analyst
6. **Completion Time:** 150 calendar days to Substantial Completion
30 calendar days to Final Completion
180 calendar days total project time.

Project Estimate: \$1,214,080.86

Liquidated Damages: \$250.00 per day

7. **Solicitation Documents:**

This Pre-Bid Meeting is non-mandatory. A copy of this meeting agenda will be provided as part of an addendum posted to the County's website. 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").

Project Description: Solid Waste Management Division (SWMD) is requesting a qualified vendor to expand the existing landfill gas collection and control system (GCCS) in Phase III Area at the Osceola Road Landfill. SCS Engineers has developed a system design including drawing and specifications to meet FDEP (Florida Department of Environmental Protection) requirements and guidelines.

8. **Bid Bond:** A Bid Bond is required for this project – 5% of total base bid.

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April 4, 2025, at 9:00 AM EST

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Bid Proposals: Bid Proposals remain firm for a period of ninety (90) days after the Bid Opening.

9. **A) 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 and the preference is to submit these requests in writing. Responses to these requests will be posted on the County's website via addendum. Contact information provided as follows:

Herronda S. Mortimer, Senior Procurement Analyst: 407-665-7113 (office); and hmortimer@seminolecountyfl.gov (email).

Any requests made to the County for this project, including requests for information and/or interpretation must be submitted no later than ten (10) calendar days prior to the opening date (i.e. **April 18, 2025, by 5:00 PM EST**). As always, the County reserves the right to post addendum, and it remains the prospective Bidders' responsibility to continue to check the County's website up to and including the day of the schedule 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.

10. **Draft Agreement:**
The Draft Agreement is included as Section 00500 within the Attachments Section in OpenGov
11. **Insurance:**
Seminole County is self-insured; please be aware of the insurance coverage and cost required for this project, included within Section 6 – "Provisions for Contractor's Insurance"
12. **Safety Standards:** Seminole County emphasizes extreme safety standards on all projects. Contractor should review safety portion of Bid Documents.
13. **Section 00900 – Supplemental Conditions:**
- **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.
 - **Project Staff Overview –** Seminole County Solid Waste Division.