

**PRE-BID MEETING AGENDA**

**CC-6714-25/NBM**

**4731 Douglas St., Sanford, FL 32773**

**August 12, 2025 at 9:00 AM**

1. **Sign-In Sheet:** *(Distribute for signatures)*
2. **Introductions:** *(Provide for introductions)*
3. **Due Date and Time:** **August 27, 2025 at 2:00 PM EST**
4. **Delivery Location:** Submit electronically through OpenGov at:  
<https://procurement.opengov.com/login>  
*\*Bid opening performed via Zoom. Link info is in the bid package.*

5. **Seminole County Representatives:**

Purchasing: Naomi Marinez, Procurement Analyst II  
Project Manager: Storm Tackett  
Engineer of Record: No Engineer

6. **Solicitation Documents:**

This Pre-Bid Meeting is non-mandatory. All solicitation documents can be obtained directly from the Seminole County Website at <https://procurement.opengov.com/portal/seminolefl>.

7. **Project Description:**

Seminole county is soliciting bids for the re-construction of a single-family home, client owned property, located at 4731 Douglas St., Sanford, FL 32771. Contractor to bid on a three (3) bedroom two (2) bathroom home containing a minimum of one thousand one hundred (1100) square feet plus or minus one hundred ( +/-100) square feet. Project time frame as follows: Ninety (90) days for permitting with one hundred fifty (150) days to substantial completion plus thirty (30) days to final completion, total two hundred seventy (270) days. This is inclusive but not limited to all permitting, engineering and related matters pertaining to the completion of the project.

8. **Project Estimate:** \$250,000

9. **Completion Time:**

Ninety (90) days for permitting with One hundred fifty (150) calendar days to Substantial Completion from the issuance of a Notice to Proceed (NTP). Thirty (30) calendar days to Final Completion. Total Project Time: two hundred seventy (270)calendar days.

10. **Liquidated Damages:** \$250.00 per day

**11. Bonds: The following bonds will be required for this project.**

- Bid Bond - 5% of total base bid.
- 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 Question-and-Answer feature on OpenGov. Responses to these requests will be posted on the County's website via addendum.

Procurement Contact: Naomi Marinez, Procurement Analyst II  
[nmarinez@seminolecountyfl.gov](mailto:nmarinez@seminolecountyfl.gov)

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 (**August 19, 2025, 2:00 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 in the "**Attachments**" section 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.

**15. Insurance:** Seminole County is self-insured; please be aware of the insurance coverage and limits required for this project, included within Section 6 - Provisions for Contractor's Insurance.

**16. Safety Standards:** Seminole County emphasizes extreme safety standards on all projects. Contractor should review safety portion of Bid Documents.

**17. Supplemental Conditions:** Please be sure to review this section and ensure that your company can meet the stated requirements.

**18. Project Staff Overview** – Seminole County Community Services





**RESOURCE MANAGEMENT DEPARTMENT**

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**PURCHASING AND CONTRACTS DIVISION**

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