

**MANDATORY PRE-BID MEETING**  
**1/27/2026 @ 1:00 PM EST**

**AGENDA**

**Project: IFB-5161-26/GCM: Nuisance Abatement Services (Lot Cleaning Services)**

1. **Sign-In Sheet:** *(Distribute for signatures)*
2. **Introductions:** *(Provide for introductions)*
3. **Due Date and Time:** **February 25 , 2026, 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: Jon Martin, Development Services Dept, Code Enforcement Division.
  - c) Purchasing: Gladys Marrozos, Procurement Administrator
6. **Estimated Annual Usage:** \$15,000.00 - \$30,000.00
7. **Solicitation Documents:**

This Pre-Bid Meeting is mandatory, therefore only the firms who attend 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 OpenGov 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).
8. **Project Description:** The County is requesting Proposals from companies to provide Nuisance Abatement Services (Lot Cleaning) and/or other abatement work to properties in violation of the County ordinance, on an as needed basis. These services shall be performed at vacant, abandoned or occupied properties, as designated by the County Code Enforcement Division. This scope of work includes, but may not be limited to, the clearing of trash and debris, mowing grass, fence repairs, pool coverings and window boardings.
9. **Bid Proposals:** Bid Proposals remain firm for a period of ninety (90) days after the Bid Opening.
10. **Request for Information:** Following the conclusion of the Mandatory 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:

**Gladys Marrozos, Procurement Administrator:** [gmarrozos@seminolecountyfl.gov](mailto:gmarrozos@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 (**February 15, 2026, 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 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.

- 11. **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.**
- 12. **Insurance:** Seminole County is self-insured; please be aware of the insurance coverage and limits required for this project, included within "Attachments" Section: "Insurance Recommendations". **Any questions concerning the Insurance Requirements for this project shall be requested in writing not later than the above stated last day for questions.**
- 13. **Safety Standards:** Seminole County emphasizes extreme safety standards on all projects. Contractors should review the safety portion of Bid Documents.
- 14. **Project Staff Overview –** Seminole County Code Enforcement Division

**Questions?**

**Notes:** \_\_\_\_\_  
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