

MANDATORY PRE-BID MEETING
February 20, 2026 @ 9:00 AM EST

AGENDA

Project: CC-7045-26/HSM: Lockwood Blvd Force Main and Reclaim Water Main Construction
Carillon Community Park
3545 Lockwood Blvd., Oviedo, FL 32765

1. **Sign-In Sheet:** *(Distribute for signatures)*
2. **Introductions:** *(Provide for introductions)*
3. **Due Date and Time:** **March 18, 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: Tammy Ryan Pelkey, Utilities Engineering
 - c) Purchasing: Herronda S. Mortimer, Sr. Procurement Analyst
6. **Completion Time:** 150 Calendar Days to Substantial Completion from the issuance of a Notice to Proceed (NTP)
30 Calendar days to Final Completion
180 calendar days: Total Project Time
7. **Project Estimate:** \$2,600,000.00
8. **Liquidated Damages:** \$250.00 per day
9. **Solicitation Documents:**

This Pre-Bid Meeting is mandatory, therefore only the firms who are in attendance and listed on the sign-in sheet 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)
10. **Project Description:** The purpose of this solicitation is the construction of a new sewer force main and reclaimed water main in the Carillon service area. The project involves the furnishing and installation of a new force main and reclaimed water main, which will be installed through open cut along the easement between Hagerty High School and the rear of the homes on West Bourne Drive. Additionally, the force main will be extended along Lockwood Boulevard between West Bourne Drive and the Carillon Master Pump Station using directional drilling techniques. Currently, the existing gravity sewer main lacks the capacity to accommodate future flows from upcoming developments.
11. **Bonds: The following bonds will be required for this project.**
 - Bid Bond – 5% of total base bid.

If award amount is over \$200,000, the following will be required from the awarded bidder:

- 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:

Herronda S. Mortimer, Sr. Procurement Analyst:
 407-665-7113 (office) hmortimer@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 05, 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.

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 requests for language changes must be submitted before the question submission deadline stated above.

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”. Any requests for changes in coverage must be submitted before the question submission deadline stated above.

16. **Safety Standards:** Seminole County emphasizes extreme safety standards on all projects. Contractor should review the 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.

- **Work Performed by Contractor:** The Contractor must perform at least 51% of the total Work as measured by cost (Equipment and labor) within their own organization.

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

Questions?

Notes: _____

