

SEMINOLE COUNTY
PRE-PROPOSAL MEETING
(MANDATORY)

NEW JUSTICE JAMES E.C. PERRY ANNEX BUILDING
91 ESLINGER WAY, SANFORD, FL 32773
IMMEDIATELY FOLLOWED BY CRIMINAL JUSTICE CENTER
AND THE COUNTY CLUB WATER TREATMENT PLANT (299 SILK BAY PLACE, LONGWOOD)

Friday, April 10, 2026

MEETING AGENDA

1. **Project:** RFP:7083-26/HSM Master Services Agreement for Security Access Control Repair and Maintenance.
2. **Sign-In Sheet:** (Distributed for signatures)
3. **Introductions:** (County Staff Introductions)
4. **Due Date and Time:** May 6, 2026, at 2:00PM (EST)

Via Electronic: [Procurement Portal \(opengov.com\)](https://procurement.opengov.com)

5. Seminole County Representatives:

Owner: Seminole County Board of County Commissioners

Purchasing Division: Herronda S. Mortimer, Senior Procurement Analyst

Utilities Department: Jared Radar, Project Manager

6. Solicitation Documents:

This Pre-Bid Meeting is 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 Utilities Department is seeking proposals. The Contractor will be responsible for various maintenance, repair, refurbishment, construction and equipment renewal of physical and electronic security projects associated with County buildings, facilities and locations. The Contractor will furnish all parts, materials, equipment, labor and supervision as necessary to calibrate, maintain, construct and install the assigned repair, refurbishment and/or replacement security system project(s).

8. Estimated Usage (Annual): \$500,000.00

9. **Bonds: The following bonds will be required for this project.**
Bid Bond - 5% of total base bid.

10. **Draft Agreement:** The resulting contract will be for a base period of three (3) years with two (1) one-year renewal options.

It is imperative for all prospective proposers to carefully review the Draft Agreement and Insurance Coverage Requirements within the solicitation package to ensure that all questions that arise will be answered prior to the closing of this solicitation.

11. **Request for Interpretation of Contract Documents:** Following the conclusion of this pre-proposal conference, any requests for information on this project must be made through the assigned Procurement Analyst. Any requests for technical information must be presented in writing to the assigned Procurement Analyst. Responses to these requests will be posted on the County website in addenda form. Contact information provided as follows: Herronda S. Mortimer, Senior Procurement Analyst via email at hmortimer@seminolecountyfl.gov, facsimile at (407) 665-7956 or **via Oral and other interpretations or clarifications will be without legal effect. Questions will not be accepted during the last ten (10) days prior to proposal due date unless otherwise specified by the Seminole County Purchasing and Contracts Division. Last Day for questions is April 27th, 2026, at 5:00 PM (EST)**

12. **Contact:** All prospective Proposers are hereby instructed not to contact the Project Manager, other department staff or any member of the Seminole County Board of County Commissioners, County Manager, or Seminole County Staff members other than the noted procurement analyst regarding this RFP or their proposal at any time prior to the posting on the Web Site of the final Board approved ranking. Any such contact shall be cause for rejection of your proposal.

Presentation of Project Overview: to be provided by Facilities staff.

NOTES:

**THANK YOU FOR YOUR INTEREST IN DOING BUSINESS
WITH SEMINOLE COUNTY!**