

**PRE-BID MEETING AGENDA**

**CC-7172-26/HSM**

**771 Glenwood Dr, Lake Mary, FL 32746**

**May 26, 2026 at 9:00 AM**

1. **Sign-In Sheet:** *(Distribute for signatures)*
2. **Introductions:** *(Provide for introductions)*
3. **Due Date and Time:** **June 17, 2026 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:	Herronda Mortimer, Senior Procurement Analyst
Project Manager:	Marcell Mitchell
Engineer of Record:	CPH
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:**

The County is seeking a General Contractor and/or Certified Underground Utilities Contractor to provide the following services: The Project consists of the installation of five (5) new 16” valves on existing PVC force main located on the east side of Greenwood Blvd. and Rinehart Rd. in Lake Mary. Construction also includes installation of a new 12” electromagnetic flow meter assembly and bypass line south of Greenwood Boulevard within the power easement (north of Green Way Boulevard).
8. **Project Estimate:** \$913,000.00
9. **Completion Time:**

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: one hundred eighty (180)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: Herronda Mortimer, Senior Procurement Analyst  
[hmortimer@seminolecountyfl.gov](mailto:hmortimer@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 (**June 8, 2026, 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 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 Utilities Construction and Engineering



Greenwood Blvd

Gate to be opened by SCUD

Glenwood Dr

Pump Station @ 771 Glenwood Dr.

