

NON- MANDATORY PRE-PROPOSAL MEETING
6/9/2026 @ 9:00 AM EST

AGENDA

Project: RFP-5245-26/AES - Mechanical Treatment Services for Parks and Recreation Properties

1. **Sign-In Sheet:** *(Distribute for signatures)*
2. **Introductions:** *(Provide for introductions)*
3. **Due Date and Time:** **June 24, 2026, at 2:00 PM EST**
4. **Submission VIA OpenGov:** <https://secure.procurenw.com/portal/seminolefl>
5. **Seminole County Staff:**
 - a) Owner: Board of County Commissioners, Seminole County, Florida
 - b) Project Manager: Ron Chicone, Program Coordinator
 - c) Purchasing: Amber Spears, Senior Procurement Analyst
6. **Estimated Annual Usage:** \$40,000
7. **Solicitation Documents:**

This Pre-Proposal Meeting is non-mandatory, therefore firms who do not attend this meeting will still be allowed to submit a proposal for this project. A copy of this meeting agenda and pre-proposal 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:** Seminole County BCC (County) is soliciting the services of qualified Proposers to provide mechanical treatment services in the form of mechanical reduction and/or firebreak creation and maintenance for properties that are managed by the Parks and Recreation Department. The County reserves the right to make multiple awards in the best interest of the County.
9. **Proposals:** Proposals remain firm for a period of ninety (90) days after the Proposal Opening.
10. **Request for Information:** Following the conclusion of the Non-Mandatory Pre-Proposal 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:

Amber Spears, Senior Procurement Analyst: ASpears@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 12, 2026, by 5:00 PM EST**). As always, the County reserves the right to post addenda, and it remains the prospective Proposers'

responsibility to continue to check the County’s website up to and including the day of the scheduled proposal opening. Only interpretation or correction given by the Purchasing and Contracts Division, in writing, shall be binding and prospective Proposers 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 Proposal Documents.
14. **Project Staff Overview – Seminole County Code Enforcement Division**

Questions?

Notes: _____



Seminole County Purchasing & Contracts
NON-MANDATORY PRE-BID
June 9, 2026, at 9:00 AM EST

MECHANICAL TREATMENT SERVICES FOR PARKS AND RECREATION PROPERTIES
IFB-5245-26/AES

<i>NAME</i>	<i>COMPANY</i>	<i>PHONE / EMAIL</i>
Amber Spears	Seminole County, Purchasing	P:407-665-7125
		E: ASpears@seminolecountyfl.gov
Ron Chicone	Seminole County, Trails and Parks	P:407-665-2214
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