



HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
Purchasing Department

ANNOUNCEMENT SHEET

BID #: ITB 17-032
TITLE: COMMERCE AVENUE ANNEX HVAC REPLACEMENT
Meeting Type: Pre-Bid Meeting
Location: Bert J. Harris Agri-Civic Center, 4509 George Blvd., Sebring, FL. 33875 Conference Room #3
Date: Wednesday; April 5, 2017
Time: 3:00 P.M.

1. This meeting is being audio recorded.
2. This meeting is being held pursuant to the policies and procedures adopted by Highlands County, and required by Florida Statute.
3. This meeting was noticed in the News Sun on 26-Mar and 2-Apr, 2017.
The copy of this notice has been made part of the official record of this meeting.
4. Brief minutes are being taken, and such minutes may be viewed or obtained through the Public Records Office at 600 S. Commerce Ave, Sebring, FL 33870.
5. The public will be allowed to ask questions and give input:
 during the meeting
 before any vote, recommendation or formal action is taken
 at the end of the meeting, before the meeting is closed.

Because minutes are being taken, I will ask that anyone from the Public who wishes to speak, please obtain permission first, by raising your hand. Once permission is granted, state your name and the name of the firm you are representing.

6. Written comments may be submitted for consideration.
7. Verbal conversations are not binding.



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AGENDA

BID #: ITB 17-032
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Location: Bert J. Harris Agri-Civic Center, 4509 George Blvd., Sebring, FL. 33875 Conference Room #3
Date: Wednesday; April 5th, 2017
Time: 3:00 P.M.

1. Announcement sheet
2. Introduction of those in attendance
3. SIGN IN:
Please make sure you are signed in, if possible leave a business card.
Responses will only be accepted from vendors who are represented in today's meeting.
4. BID OPENING:
As of right now, the bid opening is scheduled for Wednesday, April 19, 2017 at 2 P.M. at the County's Purchasing Department located at 4320 George Blvd., Sebring, FL 33875. Responses received after this date, or at a different location will be rejected.
5. SUBMITTAL:
Submit 1 original, 1 copies and 1 electronic copies (such as USB flash drives) of your bid. Submittal must be sealed and marked with the ITB #, title and the primary Bidder's name. Ensure, that the electronic copy is the exact copy of the paper submittal as one file. Faxed or e-mailed submittals will not be accepted.
6. REQUEST FOR INFORMATION:
Please send all bid related questions by or prior to 5 P.M. on Monday, April 10, 2017
RFI's must be submitted in writing to the contact listed in the RFP document. [DANIELLE GILBERT]
7. LOCAL PREFERENCE:
 will
 will not

apply to this solicitation. **Affidavit must be submitted with each bid in order to be considered.**
8. REQUIRED DOCUMENTS:
In order to be considered responsive, your submittal must include:
 - Bid submittal form
 - Proof of enrollment in E-Verify
 - Bid Bond for bids over \$100,000.
 - Copy of Acord Liability Insurance Certificate

- Drug Free Workplace statement

9. PUBLIC CONSTRUCTION BOND:

Public Construction Bond will be required for construction projects over \$200,000.

10. ADDENDUMS:

Addendums, if any, will be posted to Vendorregistry.com

You must be signed up to receive an email notification of an Addendum.

<https://vrapp.vendorregistry.com/Vendor/Register/Index/highlands-county-fl-vendor-registration>

Receipt of Addendum(s) must be acknowledged on the bid form in order to be considered responsive.

11. Comments from the Project Manager

12. Questions

13. **Site Visit**




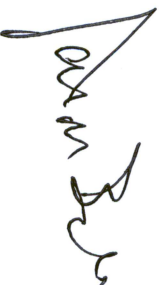


HIGHLANDS COUNTY
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SIGN-IN SHEET

BID #: ITB 17-032
TITLE: COMMERCE AVENUE ANNEX HVAC REPLACEMENT
MEETING TYPE: Mandatory Pre-Bid Meeting
DATE: Wednesday, April 05, 2017
TIME: 3:00 P.M.
LOCATION: Bert J. Harris Agri-Civic Center, 4509 George Blvd., Sebring, FL 33875 Conference Room #3

	PRINTED NAME / COMPANY	PHONE NUMBER	EMAIL ADDRESS	SIGNATURE
1	Danielle Gilbert HCBC, Purchasing Manager	863-402-6524	dgilbert@hcbcc.org	
2	Suzanne Hunnicutt HCBC, Capital Project Manager	863-402-6877	shunnicu@hcbcc.org	
3	Olimpia Lonsdale HCBC, Purchasing Analyst	863-402-6525	olonsdal@hcbcc.org	
4	Clinton Howerton, Jr., P.E. HCBC, County Engineer	863-402-6877	chowerton@hcbcc.org	
5	Pyramid Engineering, Inc. Michael J. Curkan, P.E.	727-531-2989	pyramid@pyramidengineering.org	
6	<i>See page 2.</i>			
7	_____			
8	_____			
9	_____			
10	_____			
11	_____			
12	_____			

	PRINTED NAME / COMPANY	PHONE NUMBER	EMAIL ADDRESS	SIGNATURE
13	Name: <i>Rodney Howery</i> Firm: <i>ESSI</i> Primary Bidder (if different than above):	<i>239-561-3774</i>	<i>rhowery@essicontrols.com</i>	
14	Name: <i>Joseph Wlissing</i> Firm: <i>Marmen Construction</i> Primary Bidder (if different than above):	<i>863-314-9851</i>	<i>Joe@marmenconstruction.com</i>	
15	Name: <i>Kelly Kiehoff</i> Firm: <i>JCI</i> Primary Bidder (if different than above):	<i>727-415 8437</i>	<i>Kelly.Kiehoff@jci.com</i>	
16	Name: <i>Chris Rossi</i> Firm: <i>Close Const.</i> Primary Bidder (if different than above):	<i>863-467 0831</i>	<i>chassisti@closeconstruction.us</i>	
17	Name: Firm: Primary Bidder (if different than above):			
18	Name: Firm: Primary Bidder (if different than above):			



**EVALUATORS MEETING MINUTES
APR 5, 2017**

ITB 17-032

**COMMERCE AVENUE ANNEX HVAC REPLACEMENT
PROJECT NO. 15067**

Meeting called to order at 3:00 P.M.

In attendance: All individuals in attendance are noted on the attached sign-in sheet.

Announcement Sheet: The Announcement Sheet was read by the County's Purchasing Analyst.

1. Announcement
2. Introduction of Attendees
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7. LOCAL PREFERENCE: will apply to this solicitation. Affidavit must be submitted with each bid in order to be considered.
8. REQUIRED DOCUMENTS: In order to be considered responsive, your submittal must include all documentation listed in the id document
9. PUBLIC CONSTRUCTION BOND: Public Construction Bond will be required for construction projects over \$200,000.
10. ADDENDUMS: Addendums, if any, will be posted to Vendorregistry.com You must be signed up to receive an email notification of an Addendum <https://vrapp.vendorregistry.com/Vendor/Register/Index/highlands-county-fl-vendor-registration>. Receipt of Addendum(s) must be acknowledged on the bid form in order to be considered responsive.

11. Comments from the Project Manager

- a. Discussed the additive alternate for control upgrade for the second floor
- b. Discussed temporary cooling while the contractor is working. The County will take care of temporary cooling
- c. After the meeting the vendors can go by the site and look at the site, also, additional visits can be scheduled.

12. Comments from the Engineer:

- a. Discussed scope. Mentioned that the ductwork is anticipated to be a challenge.

13. Questions:

- a. Will the one unit be replaced by two? Michael Curkan replied yes. The new system is tying into the old system.
- b. Will the by-pass dampers be replaced? Michael Curkan replied, they won't be there anymore. The motorized dampers are there to modulate the airflow.
- c. Removal of existing condensing units is part of the scope.
- d. New condensing units are going on the ground.
- e. All new copper to be installed, not using existing.
- f. Is there demolition of the old pad? No, Suzanne Hunnicutt answered.
- g. Who is responsible for the fire alarm? Not sure, as we use different companies, asked the vendor to submit her question to Danielle Gilbert.

The meeting was adjourned at 3:12 P.M.







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16	Name: Chris Rossi Firm: Close Const. Primary Bidder (if different than above):	863-467 0831	chassisti@closeconstruction.us	
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