



New Lake County Career Center

PRICE REQUEST/ Informal Solicitation for

Solicitation Name: Invitation to Bid #FIN FAC 0248 for General Construction Contract

FACILITY WALKTHROUGH AGENDA/ MINUTES

September 17, 2018
9:00 to 11:00 a.m. EST

Welcoming Remarks:

1. Good Morning, My name is William Warren, Contracts Management Specialist
2. This is a **non-mandatory** facility walkthrough site at 9090 U. S. Highway 441, Building M #29, Leesburg, FL 34788.
3. The purpose of this walkthrough is to allow interested firms, the opportunity to examine and get familiar with the site.

Introductions:

1. Remarks and introduction of the CareerSource Central Florida personnel and BHM Architect staff.
2. Introductions of audience and company represented.

General Information:

- Sign-In Sheet and Hand-outs (Agenda and if applicable Q&A)
- Meeting Rules-
 - It is imperative that you respect the process of this procurement and not speak privately with staff members during this meeting or regarding this RFQ outside of this meeting. Given time constraints it may not be possible to address questions today.
 - Should you have questions at the conclusion of the meeting, please field them to CSCF by emailing publicresponse@careersourcecf.com. CSCF will reply by providing all bidders the question with the answer.

Solicitation Update:

- Addendum No. 1 issued via company website on 9/13/2018
- Responses to Q&A issued via company website on 9/13/2018

Q&A Session:

- How to Address Questions
- Responses
 - Immediate (only if time permits)
 - Delayed
 - **Responses to questions to be posted to CSCF website, as time did not allow for Q&A.**
 - Addendums

Reminders:

- Q&A (final clarifying/technical questions) Due Date: September 20, 2018, no later than 2:00 p.m. EST
 - Q&A Submittal Instructions: Questions are to be emailed to: publicresponse@careersourcecf.com
 - Email subject line MUST clearly read **"INQUIRY – GENERAL CONSTRUCTION CONTRACT"** in the subject line.
 - Response to all questions will be made available on CareerSource Central Florida's website: www.CareerSourceCentralFlorida.com
- ITB Due Date: September 27, 2018, no later than 2:00 p.m. EST
 - Proposal Submittal Instruction: Responses are to be emailed to: Procurement@careersourcecf.com
 - Email subject line **MUST** clearly read **"BID: GENERAL CONSTRUCTION CONTRACT"** in subject line.

Closing Remarks:

Revised 09/14/2018



SIGN IN SHEET

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Print Company Name and Representatives Name and provide a business card.

1. JASON STROUB HICKS ELECTRIC
2. JOE VARGAS FIRETRONICS. Josh@pcfinishes.com
3. Josh West Premier Commercial Finishes
4. Bill Engstrand US WALLS B.LL@USWALLS.COM
DTownsend@TownsendElectricInc.com
5. DON TOWNSEND TOWNSEND ELECTRIC INC. COM
6. MARK SWANSON M.A.S. DRYWALL
7. AG GOLDEN ROSE FIRE T GOLDEN 911@HETMARL.COM
8. PAUL YARLEY INTERSTRUCT LLC
9. _____
10. _____