

PLEASE LEAVE A BUSINESS CARD  
 ATTENDANCE SHEET  
 Pre-proposal Conference  
 RFP NO. 3-18  
 HURRICANE SHUTTERS  
 February 1, 2018 10:00 AM

	<u>YOUR NAME</u> Email Address	<u>COMPANY NAME</u> Phone Number
1.	Dave Janney DJanney@HCSO.Tampa.FL.US	HCSO 813-247-8053
2.	Colleen Hensley chenstly@hcsotampaf.us	HCSO 813-247-8068
3.	Arnold Trueba atrueba@hcsotampaf.us	HCSO 813-247-0781
4.	Isaac Morrey imorray@hcsotampaf.us	HCSO 813-463-3256
5.		
6.		
7.		
8.		
9.		

## Meeting Minutes – RFP 3-18, Hurricane Shutters

Date of Meeting: 2/1/18

Minutes Prepared By: Colleen Hensley, Buyer

### 1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Allow potential bidders to inspect the site.

### 2. Attendance at Meeting

*See attached sign in sheet. Attendance was mandatory*

### 3. Meeting Notes, Decisions, Issues

- Sr. Procurement Analyst, Dave Janney, Buyer, Colleen Hensley, Project Manager Arnold Trueba and Facility Manager Isaac Morffy attended. No Vendors attended this meeting. All present were asked to sign the attendance log.
- Bid advertised/posted on 1/27/18. 10 Vendors notified in advance on Friday, 1/26/18.
- No responses received so a reminder email was sent to all vendors on 1/31/18.
- Three Vendors provided Statements of No Bid prior to the meeting. Two (2) responses were due to “Insufficient time to respond to the RFP” and one (1) was “Our Work schedule would not permit us to perform”. One vendor responded by email to confirm that they no longer work in Hillsborough County.
- Bid information as posted is as follows:
- Deadline for submitting bids is **February 9, 2018 at 3:00pm.**
- Deadline for questions will be **12:00 PM Tuesday 2/6/18.** All questions should be directed in writing (email) to the Buyer – [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us).
- **All work must be completed no later than April 1, 2018.**

### 4. Action Items

- Review of information to determine options for this Bid.