



ADDENDUM#1

**TITLE: LAWRENCE E. WILL MUSEUM MEETING
ROOM AIR CONDITIONING
IMPROVEMENTS**

**BID NO: 01-2022
BID OPENING DATE: 3/31/22 @ 3:00PM.**

DATE: 3/23/22

NUMBER OF PAGES: 5

This Addendum to the drawings, specifications and contract documents is issued to provide additional information and clarification to the original bid specifications and ITB form and is hereby declared a part of the original drawings, specifications and contract documents. In case of conflict, this Addendum shall govern.

Bidders shall acknowledge receipt of this Addendum by inserting this Addendum in the attachment section of the Bid Form.

Description:

THIS ADDENDUM CONSISTS OF THE FOLLOWING :

- 1. Sign -in sheet**
- 2. Pre-bid meeting minutes**
- 3. Addendum cover page**

THE BALANCE OF THIS PAGE TO SIGNATURE IS INTENTIONALLY LEFT BLANK.

CITY OF BELLE GLADE

A blue ink signature of Neil Appel, consisting of stylized initials and a surname.

**NEIL APPEL, C.P.M.
PURCHASING MANAGER**

BIDDER

Signature

Printed, Title

COMPANY



Pre-Bid Conference Meeting Minutes

Bid # 01-2022	Name: Lawrence E. Will Museum Meeting Room Air Conditioning Improvements
	Date 3/23/22 Time: 10:00AM

Attendees:

Contractors:

See attached attendance sheet

Palm Beach
County:

Aundra Lowe	AL	Palm Beach County Community Development Project Co-ordinator
-------------	----	--------------------------------------------------------------

City :

Keith Schriener	KS	City Engineer, CAS
Neil Appel	NA	Purchasing Manager

The meeting commenced at 10:12AM.

	1.	Introductions
NA	1.1	City Staff, bidders, and consultants introduced themselves.
	1.2	All attendees were cautioned that undocumented oral statements made during the meeting shall not be binding. Only those oral statements recorded in the meeting minutes shall be considered a part of the meeting and shall be binding in the context of their meaning.

NA	2	Bid Announced Opening Date and Time:
NA	2.1	Date: 3/31/22
NA	2.2	Time: 3:00PM
NA	2.3	Last day for questions: 3/24/22
NA	2.4	Bidders were informed that they must submit (1) original, three (3) copies and one flash drive of their bid submittals.

	3.	Instructions to Bidders
NA		Meeting Status: This is a mandatory pre-bid conference. Bid submittals from bidders who have not attended shall be rejected as non-responsive.
NA	3.1	
NA	3.2	Communications: The point of contact is Neil Appel, Purchasing Manager for the bid process. All communications are to be written and or emailed to nappel@belleglade-fl.com attention Neil Appel, Purchasing Manager. He will distribute to appropriate staff and upload all addendums to the City website
NA	3.3	Addendums: All addenda shall be issued through the City website. Questions received by the City less



		than five (5) calendar days prior to the bid opening may not be answered. The City shall endeavor to not issue addenda within five (5) calendar days of the bid opening
--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	4.	Scope of Work Review
KS		4.1 Reviewed the General Scope of Work with all attendees.
KS		4.2 Explained that the equipment will be near existing equipment and will tie into the existing ductwork.
AL		4.3 Reviewed the CDBG requirements and forms. AL will also be invited to the pre-construction meeting.
AL		4.3 Requested the Purchasing Manager to verify the City's policy concerning a sole bidder.
		4.2.1 Non-collusion Affidavit of Prime Bidder
		4.2.2 Anti-kickback Affidavit
		4.2.3 Certification of Eligibility of General Contractor
		4.2.4 Certification of Non-segregated Facilities
		4.2.5 Conflict of Interest Form

	5	Bid /Contract Security
NA	5.1	No bonds are required.
	6	Safety
NA	6.1	It is the contractor's responsibility to secure the construction site to prevent injury or theft.

	7	Bid Rejection; The following shall result in automatic bid rejection:
NA	7.1	Not signing your bid.
NA	7.2	Not attending the mandatory pre-bid conference.
NA	7.4	Submitting an unbalanced bid.
NA	7.5	See article 24.1 for additional requirements.

	8	Work Hours
NA	8.1	The work hours are 8:00AM to 6:00PM.
NA	8.2	Changes require 24-hour notice to the City.

	9.	Bid Submittal Forms
NA	9.1	All bidders were reminded to review the checklist to submit all required forms.
NA	9.2	All bidders must submit using the City forms.
NA	9.3	Bidders were reminded to submit their licenses.
NA	9.4	Bidders must list their first tier/ major subcontractors on the subcontractor list.
NA	9.5	Bidders were reminded that any forms needed were included in the forms section in the bid form.
	10	Utility Locations: Contractor must verify all utility locations with Palm Beach County.



	11		Project Meetings
NA, KS		11.1	Project meetings schedules and sites to be determined by the City Project Manager.
	12		Invoicing
		12.1	Reviewed Invoicing procedure with emphasis on the following:
KS		12.2	A Schedule of Values and updated project schedule must be included with every payment request detailing.
KS		12.3	A preliminary payment request shall be submitted to the City for review prior to the actual payment request being submitted. This will speed up the payment process.
KS		12.4	Contractor shall submit their pay applications to the City project manager or electronically.
	13		Pricing
NA		13.1	Davis Bacon Wage rates are included in this Invitation to Bid.
NA		13.2	Pricing is lump sum per LINE ITEM .
	14		Miscellaneous
NA		14.1	If a staging area is needed the awarded bidder shall contact the City Project Manager with details. The City will then approve or suggest an alternate site.
NA		14.3	Substantial completion shall be 90 calendar days. Final completion shall be 120 calendar days.
NA		14.4	The City reserves the right to reduce or eliminate line items prior to and after the award.
	15		Execution of Contract
NA		15.1	A Notice of Intent to Award will be sent to the successful bidder with the contracts to execute.
NA		15.2	The successful bidder must execute and return the Notice of Intent to Award, contract, Insurance forms and Schedule of Values to the Purchasing Department within 10 days of receipt from the City.
NA		15.3	The City reserves the right to reduce or eliminate line items prior to and after the award.
	16		Insurance
NA		16.1	The City is to be the named insured

The meeting adjourned at: 10:38AM.

Respectfully submitted,

Neil Appel, C.P.M.
Purchasing Manager

If we do not receive correspondence regarding the accuracy of these minutes within 24 hours, we will assume they have been accepted as correct.



PRE-BID CONFERENCE SIGN-IN SHEET

PROJECT #: 01-2022 PROJECT NAME:

LAWRENCE E. WILL MUSEUM MEETING ROOM AIR
CONDITIONING IMPROVEMENTS

DATE: 3/23/22

	Representative	Company	Address	Phone/Fax	Email
1	Andrea Lowe	PBCo		561-233-3614	a/lowe@pbcgov.org
2	Keith Schriener	CAS/COBG		954-618-9978	KSChriener@crainingsmith.com
3	David Nielsen	Glades Gas		828-626-4132	NIE@SENservices.com
4	Neil Spurr	COBG		561 926 0100 x2435	NApplegate@gladesgas.com
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					