



## ADDENDUM# 1

TITLE: LAKE SHORE CIVIC CENTER  
BUILDING RENOVATIONS

BID NO: 02-2022  
BID OPENING DATE: 4/12/22@3:00PM.

DATE: 3/23/22

NUMBER OF PAGES: 6

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 CONSIST OF THE FOLLOWING DOCUMENTS:

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

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CITY OF BELLE GLADE

  
\_\_\_\_\_  
NEIL APPEL, C.P.M.  
PURCHASING MANAGER

BIDDER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed, Title

\_\_\_\_\_  
COMPANY



## Pre-Bid Conference Meeting Minutes

Bid # 02-2022	Name: Lake Shore Civic Center Building Renovations
	Date March 22, 2022 Time: 10:00AM

Attendees:

Contractors:

See attached attendance sheet

City :

M.R. Wilkerson		Vice Mayor; City Commission (joined at site inspection)
Neil Appel	NA	Purchasing Manager
Keith Schriener	KS	City Engineer
Warren Deloach	WD	CAP

The meeting commenced at 10:12 AM.

	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: 4/12/22
NA	2.2	Time: 3:00PM
NA	2.3	Last day for questions: 4/3/22
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	3.1	Meeting Status: This is a mandatory pre-bid conference. Bid submittals from bidders who have not attended shall be rejected as non-responsive.
NA	3.2	Communications: The point of contact is <u>Neil Appel</u> , Purchasing Manager for the bid process. All communications are to be written and or emailed to <a href="mailto:nappel@belleglade-fl.com">nappel@belleglade-fl.com</a> 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.	<u>Scope of Work Review</u>
KS		4.1 Reviewed the General Scope of Work with all attendees.

	5	<u>Bid /Contract Security</u>
NA	5.1	Bidder must submit a bid bond in the amount of 5% of the bid price using the enclosed City forms
NA	5.2	Not submitting a bid bond with the Bid submittal package will cause the bid to be rejected as non-conforming and non-responsive.
NA	5.3	A 100% Performance and Payment Bond is required from the awarded bidder, to be submitted with the executed agreement prior to Commission award.
NA	5.4	A letter from the bidder's Surety guarantying that the Surety will issue Performance and Payment for the bidder should be submitted with the bid.
NA	5.5	The Surety must be listed on the Federal List of Certified Companies or the bond and the bid will be rejected as non-responsive.

	6	<u>Safety</u>
NA	6.1	It is the contractor's responsibility to secure the construction site to prevent injury or theft.

	7	<u>Bid Rejection; The following shall result in automatic bid rejection:</u>
NA	7.1	Not signing your bid.
NA	7.2	Not attending the mandatory pre-bid conference.
NA	7.3	Not submitting a bid bond on the City form with Affidavit for Bond and Bond Power of Attorney.
NA	7.4	Submitting an unbalanced bid.
NA	7.5	See article 24.1 for additional requirements.

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

NA	9.	<u>Bid Submittal Forms</u>
NA	9.1	All bidders were reminded to review the checklist to submit all required forms.
NA	9.2	The Bonding Required.
NA	9.3	All bidders must submit using the City forms.
NA	9.4	Bidders were reminded to submit their licenses.
NA	9.5	Bidders must list their first tier/ major subcontractors on the subcontractor list.
NA	9.6	Bidders were reminded that any forms needed were included in the forms section in the bid form.

	10	<u>Utility Locations</u>
NA	10.1	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
NA		12.1	Reviewed Invoicing procedure with emphasis on the following:
NA		12.2	Progress payments shall be made on a monthly basis.
NA		12.3	A Schedule of Values and updated project schedule must be included with every payment request detailing:
NA		12.4	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.
NA,KS		12.5	Contractor shall submit one (1) original plus (3) copies of their pay applications to the City project manager hard copy or electronically.

	13		Pricing
NA		13.1	Pricing is lump sum per <b>LINE ITEM</b> .

	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		14.2	Substantial completion shall be 150 calendar days. Final completion shall be 180 calendar days.
NA		14.3	Maintenance of traffic (MOT) shall be decided at the pre-construction meeting.
NA		14.4	The awarded bidder must contact Palm Beach County for utility location information.
NA		14.5	The City reserves the right to reduce or eliminate line items prior to and after the award.
NA		14.6	The contractor must pull City permits but the City will waive City permit fees.

	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, the Contract, Performance and Payment Bonds, 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

	18		Additional

Notes:





## TECHNICAL SPECIFICATION REVIEW

### Notes:

Vice Mayor Wilkerson joined staff at the Civic Center. Warren Deloach (WD) conducted a walkthrough. Some of the items emphasized were:

1. Doors, windows
2. Dumpster pad,
3. Handicapped entryway
4. Signage for Handicapped and Parking
5. Electrical outlets
6. Electric meters

The drawings were reviewed also.

The meeting adjourned to the Civic Center where a site inspection was then conducted

The meeting adjourned at: 11:02AM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Neil Appel", written over a horizontal line.

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 SHEETPROJECT #: 02-2022 PROJECT NAME: LAKE SHORE CIVIC CENTER BUILDING RENOVATIONSDATE: 3/22/22*Bourne Construction*

Representative	Company	Address	Phone/Fax	Email
<i>1. David P. Lent</i>	<i>Carlin Electric</i>	<i>Bullh. Wk</i>	<i>561-261-9751</i>	
<i>2. James Rossin</i>	<i>BORONIC CONST</i>	<i>Bullh. Wk</i>	<i>563 634 4604</i>	
<i>3 Keith Schriener</i>	<i>CAS/COBG</i>	<i>21045 Commercial Trail</i>	<i>561-314-4445</i>	<i>kschriener@casignsolutions.com</i>
<i>4 Paul Appel</i>	<i>COB</i>	<i>110 Dr. Martin Luther King Jr. Blvd</i>	<i>561-996-0000</i>	<i>napoleo.belle@glb-llc.com</i>
<i>5 WILFRED DELOACH</i>	<i>City Belle Glade</i>	<i>110 Dr. MLK Jr. Dr.</i>	<i>561-993-1810</i>	<i>WILFRED.DELOACH@BelleGlade.org</i>
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