



ADDENDUM# 1

TITLE: City of Belle Glade Main Street Landscaping Improvements

**BID NO: 03-2021
BID OPENING DATE: 5/11/2021 @ 3:00PM**

DATE: 5/5/2021

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.

This addendum contains the following:

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

CAD FILES ARE AVAILABLE BY EMAILING KEITH SHRINER DIRECTLY AT KSchriner@craigasmith.com

THE BALANCE OF THIS PAGE IS INTENTIONALLY LEFT BLANK

CITY OF BELLE GLADE

BIDDER



 Neil Appel, C.P.M.
 Purchasing Manager

Signature

Printed, Title

COMPANY



Pre-Bid Conference Meeting Minutes

Bid # 03-2021	Name: City of Belle Glade Main Street Landscaping Improvements
	Date 5/4/2021 Time: 1:30 PM

Attendees:

Contractors:

See attached attendance sheet

City :

Larry Tibbs	LT	Director of Finance
Neil Appel	NA	Purchasing Manager
Keith Schriener	KS	Craig A. Smith & Associates

The meeting commenced at 1:33 P.M.

	1.	<u>Introductions</u>
LT, 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	<u>Bid Announced Opening Date and Time:</u>
NA	2.1	Date: May 11 th , 2021
NA	2.2	Time: 3:00PM
NA	2.3	Questions will be answered time allowing.
NA	2.4	Bidders were informed that they must submit (1) original, three (3) copies and one flash drive of their bid submittals.

NA	3.	<u>Instructions to Bidders</u>
NA	3.1	Meeting Status: This is a non-mandatory pre-bid conference.
NA	3.2	Communications: The point of contact is <u>Neil Appel, Purchasing Manager</u> 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. The City shall endeavor to not issue addenda within five (5) calendar days of the bid opening

KS	4.	<u>Scope of Work Review</u>
	4.1	Reviewed the General Scope of Work with all attendees. The project area has eleven locations on Main street beginning with Gator Blvd and ending at avenue G.



NA	5	Safety
NA		5.1 It is the contractor's responsibility to secure the construction site to prevent injury or theft.

NA	6	Bid Rejection; The following shall result in automatic bid rejection:
NA		6.1 Not signing your bid.
NA		6.2 Submitting an unbalanced bid.

NA	7	Work Hours
NA, KS		7.1 The work hours are 6:00AM to 7:00PM.
NA		7.2 Changes require 24-hour notice to the City.

NA	8.	Bid Submittal Forms
NA		8.1 All bidders were reminded to review the checklist to submit all required forms.
NA		8.2 All bidders must submit using the City forms.
NA		8.3 Bidders were reminded to submit their licenses.
NA		8.4 Bidders must list their first tier/ major subcontractors on the subcontractor list.
NA		8.5 Bidders were reminded that any forms needed were included in the forms section in the bid form.

KS	9	Utility Locations
		9.1 Contractor must verify all utility locations with Palm Beach County. Call 811 for details.

NA	10	Project Meetings
NA		10.1 Project meetings schedules and sites to be determined by the City Project Manager.

NA, KS	11	Invoicing
NA, KS		11.1 Reviewed Invoicing procedure with emphasis on the following:
NA, KS		11.2 Progress payments shall be made on a monthly basis.
NA		11.3 A Schedule of Values and updated project schedule must be included with every payment request detailing:
NA, KS		11.4 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.
KS		11.5 Contractor shall submit electronically via email to the City project manager.

NA	12	Miscellaneous
NA		12.1 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		12.2 Substantial completion shall be 60 calendar days. Final completion shall be 90 calendar days.
NA		12.3 Maintenance of traffic (MOT) shall be decided at the pre-construction meeting.
NA		12.4 The City reserves the right to reduce or eliminate line items prior to and after the award.
NA	13	Execution of Contract
NA		13.1 A Notice of Intent to Award will be sent to the successful bidder with the contracts to



			execute.
NA		13.2	The successful bidder must execute and return the Notice of Intent to Award, the contract, Insurance forms and Schedule of Values to the Purchasing Department within 10 days of receipt from the City.
KS		13.3	Exhibits can be supplied using CAD files.

NA	14		Insurance
		14.1	The City is to be the named insured

TECHNICAL SPECIFICATION REVIEW			
KA			
	1.0		Trees
		1.1	Contractor shall only remove trees less than 6'-0" in height. All other trees, palms, etc. over 6'-0" in height shall remain.
		1.2	Contractor is responsible for weed control.
	2.0		Irrigation:
		2.1	Contractor shall cap and remove any existing irrigation.
		2.2	Any irrigation will not be replaced.
	3.0		Inspections
		3.1	Contractor shall perform inspections per the specifications. Also see bid schedule for additional information.

The meeting adjourned at: 1:59 PM.

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 #: 03-2021 NAME: CITY OF BELLE GLADE MAIN STREET LANDSCAPING IMPROVEMENTS DATE: 5/4/2021

Representative	Company	Address	Phone/Fax	Email
1 <i>Neil Spray</i>	<i>CSG</i>		<i>561 996-0100</i>	<i>wspal@belleglade-fla.com</i>
2 <i>Jose Rodriguez</i>	<i>Florida Land & Turf</i>		<i>561-755-3923</i>	<i>jrod7612@gmail.com</i>
3 <i>Carry Tibbs</i>	<i>COBG</i>			<i>ltibbs@belleglade-fla.com</i>
4 <i>Keith Schriener</i>	<i>COBG</i>		<i>954-618-9978</i>	<i>KSchriener@craigsgsm-fla.com</i>
5 <i>Cameron Carter</i>	<i>Carters Property Service</i>		<i>511-261-2862</i>	<i>colcgds08@yahoo.com</i>
6 <i>Carole Holden</i>	<i>MJT Venters - Callen</i>		<i>850-259 2043</i>	
7				
8				
9				
10				
11				
12				
13				
14				