



## ADDENDUM #2

**TITLE: RECONSTRUCTION OF SW 1ST  
STREET FROM SW AVENUE F  
SOUTH TO TERMINATION**

**BID NO: 07-2021  
BID OPENING DATE: August 4<sup>th</sup>, 2021 @ 3:00PM**

**DATE: July 27<sup>TH</sup>, 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.

**Description: This addendum consists of the following:**

1. This addendum cover page
2. Pre-bid meeting minutes
3. Pre-bid meeting attendance sheet.

**THE BALANCE OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**CITY OF BELLE GLADE**

  
\_\_\_\_\_  
**Neil Appel, C.P.M.  
Purchasing Manager**

**BIDDER**

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**COMPANY**



## Pre-Bid Conference Meeting Minutes

Bid # 07-2021	Name: Reconstruction of SW 1st Street From SW Avenue F South To Termination	
	Date 7/27/2021	Time: 10:00AM

Attendees:

Contractors:

See attached attendance sheet		

City :

Keith Schrinier	KS	City Engineer
Larry Tibbs	LT	Director of Finance
Neil Appel	NA	Purchasing Manager

The meeting commenced at 10:05 AM.

	1.	<u>Introductions</u>	
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.

	2	<u>Bid Announced Opening Date and Time:</u>	
NA		2.1	Date: August 4 <sup>th</sup> , 2021
NA		2.2	Time: 3:00PM
NA		2.3	Last day for questions: 7/29/21
NA		2.4	Bidders were informed that they must submit (1) original, three (3) copies and one flash drive of their bid submittals.

	3.	<u>Instructions to Bidders</u>	
NA			Meeting Status:
		3.1	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 <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	Bid /Contract Security	
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.

	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 submitting a bid bond on the City form with Affidavit for Bond and Bond Power of Attorney.
NA		7.3	Submitting an unbalanced bid.
NA		7.4	See article 24.1 for additional requirements.

	8	Work Hours	
NA		8.1	The work hours are 6:00AM to 7:00PM.
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	
KS		10.1	Contractor must verify all utility locations with Palm Beach County and call 811.

	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, KS		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 pay applications to the City project manager electronically.

	13		Pricing
NA		13.1	Davis Bacon Wage rates are not included in this Invitation to Bid.
NA		13.2	Pricing is lump sum per <b>LINE ITEM</b> .

	14		Miscellaneous
NA, KS		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 60 calendar days. Final completion shall be 90 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.
		14.5	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, the Purchase Order, Performance and Payment Bonds, Insurance forms and Schedule of Values to the Purchasing Department within 10 days of receipt from the City.

	16		Additional
NA, KS		16.1	Addendum #1 was reviewed and issued.
KS		16.2	Reviewed the Force Main specifications and drawings.


The meeting adjourned at: 10:17AM

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 #: 07-2021 PROJECT NAME:

RECONSTRUCTION OF SW 1ST STREET FROM SW AVENUE  
F SOUTH TO TERMINATION

DATE: 7/27/2021

	Representative	Company	Address	Phone/Fax	Email
1	MARK SIEGARD	WELLS OF PENNSYLVANIA	12773 FOREST HILL	561 791 9421	mark@rio-back.com
2	David	CRG	Wellingford	561 596 0144 x 2135	m-paul@kellergrub-h.com
3	Keith Schirmer	COBC/CAS		954-618-9978	KSchirmer@crojason.com
4					
5					
6					
7					
8					
9					
10					
11					
12					