



**ADDENDUM NO. 1**

Issue Date: July 31, 2023

Project Name: Information Technology (Clerk of the Court) Security Upgrades (IRC-2206)

Bid Number: 2023052

Bid Opening Date: **August 9, 2023**

The information and documents contained in this addendum are hereby incorporated in the invitation to bid. **This addendum must be acknowledged where indicated on the bid form, or the bid will be declared non-responsive.**

**Questions and Answers**

1. I don't see any electrical, low voltage, IT or Security needs in the plans. Will there be any needs in that area or maybe a separate bid for the IT/Security specific needs?  
**The County Facilities Management Department will furnish the card reader, wiring, circuit board, door strikes, and the power supply through a separate contract. That work to be scheduled to be installed concurrently during the construction when studs are in for the walls.**
2. Regarding Life Safety, has there been a survey or review to determine whether Public Safety Distributed Antenna Systems are necessary (PS-DAS)?  
**Public Safety Distributed Antenna Systems are not necessary for this project.**

**Attachments:**

Pre-Bid Meeting Minutes



# Board of County Commissioners

1801 27th Street  
Vero Beach, Florida 32960-3365  
Telephone: (772) 567-8000  
Fax: (772) 226-1371

---

**PRE-BID MEETING MINUTES**  
**Information Technology (Clerk of Court) Security Upgrades**  
**IRC-2206**  
**July 27, 2023 at 2:00 PM**  
**Conference Room A1-303**

---

*The following meeting notes set forth our understanding of the discussions and decisions made at the subject meeting. If no objections, questions, additions, or comments are received within three (3) working days from issuance of the meeting notes, we will assume that our understandings are correct. The project will move forward according to the bid plans and specifications and the understandings herein.*

---

This meeting was recorded as part of the project records.

**Project name**

Information Technology (Clerk of Court) Security Upgrades

**Bid Number**

2023052

**Introductions/Sign In Sheet**

Please sign sheet. *Introductions were made for everyone attending the meeting.*

**Contract details**

Bid Opening: Wednesday, August 9, 2023 at 2:00 P.M.

Contract Time: 60 days to final completion

Liquidated Damages: \$980.00 per day<sup>1</sup>

<sup>1</sup>Reference for liquidated damages amount "Standard Specifications for Road & Bridge Construction, Florida Department of Transportation (FDOT) FY 2023-24, Section 8-10.2 for projects under \$299,999. THE ACTUAL LIQUIDATED DAMAGES AMOUNT WILL BE BASED ON THE CONTRACT AMOUNT AWARD AMOUNT AND WILL BE DETERMINED USING THE REFERENCED FDOT CRITERIA

**Project Consultants**

Edlund Dritenbas Binkley Architects and Associates, PA

**Contacts bidding process**

All communications concerning this bid shall be directed to Indian River County Purchasing Division at [purchasing@ircgov.com](mailto:purchasing@ircgov.com)

**Project Description**

The proposed project consists of interior modifications to the Indian River County Clerk of Courts Information Technology Department located on the second floor of the County Administration building "A". Alterations consist of adding a wall and door at the south end and north end of the east corridor and installation of swipe card access.

**Other Issues**

- Review and comment with questions and clarifications as soon as possible, no further comments 10 days prior to bid opening (Bid opening is August 9, 2023, **deadline is July 31, 2023**).
- The Notice to Proceed tentative issuance is September, 2023
- The work hours are 7:00 AM-5:00 PM, Monday-Friday.

*Dean Pfoutz (Clerk of Court) asked if work hours may be altered to a later start time. Rob Skok (IRC Engineering) responded saying that the working hours for the Contractor will be addressed and confirmed at the Pre-Construction meeting.*

- Material storage and staging areas.

**Project Requirements:**

- Subcontractors – per Contract Documents requirements "Section 00458 – List of Subcontractors" must be completed.
- Summary of required Contractor form submittals checklist (Section 00300 – Bid Package content) ***Make sure everything is filled out on the bid form and everything is signed that needs signed. Incomplete forms will be disqualified.***
- Invoicing shall be submitted on monthly basis and must include release of liens and Surety's consent.
- **Bidder must be registered with and use, at their sole expense, the Department of Homeland Security's E-Verify system ([www.e-verify.gov](http://www.e-verify.gov)) to confirm the employment eligibility of all newly hired employees, as required by Section 448.095, F.S..** Owner, Contractor, and Subcontractors may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. Contractor is responsible for obtaining proof of E-Verify registration for all Subcontractors. This requirement applies to any provider of services or goods.
- There will be an Addendum (that will include the Meeting Minutes) – Bidders to review plan documents and provide comments to Purchasing ([purchasing@ircgov.com](mailto:purchasing@ircgov.com)) by end of business **July 31, 2023**.
- **The work area will remain open and operating throughout construction – must maintain a clean work area.**
- Permits for the project will be issued in the successful bidder's name upon executing a Section 00520 Agreement.

**Discussion**

*Two (2) questions received prior to the meeting were answered:*

1. *In reviewing bid 2023052 there wasn't any plans regarding electrical, low voltage, IT, or security needs. Will there be any needs in that area, or will there be a separate bid for specific needs?*

***Rob responded to this question stating the swipe card access, door strikes, wiring will be done by separate Contract in house by the County's Facilities Management Division.***

- 2. Regarding life safety; has there been a survey to review or determine the public safety distributed antenna systems to see if they are necessary.*

***Rob stated the antenna systems are not necessary.***

*Paul Sisilli (Director of IT for the Clerk of the Courts) asked how government observed holidays will be handled because there will most likely be no one in the building during those days. Rob responded saying that typically the contracts are stated that the Contractor does not work on County observed holidays (per Section 0800 Supplementary Conditions).*