



ADDENDUM NO. 1

Issue Date: July 18, 2023

Project Name: Information Technology Office & Finance Office Remodels
(IRC-2004 & 2205)

Bid Number: 2023049

Bid Opening Date: **July 26, 2023**

Questions and Answers

1. Will there be permit fees?
There are no permit fees for the project. The County has obtained the permits and they have been paid.
2. Will inspections will be included in the permit?
Once a Contractor has an executed Agreement, the permit will be issued in the Contractor's name and all applicable inspections will be required. The Contractor is to coordinate all of the inspections directly with the Building Department.
3. Will any coordination be needed regarding the fire suppression system?
The hard by-pass will not be touched since the sprinkler systems have flex hoses and the suppression nozzles are only going to be moved 2' or less.
4. Will a portable toilet be needed?
No portable toilet is necessary. Construction workers can use the public restrooms located in the open public areas of the Building.
5. Will there be a staging/storage area provided on site?
Contractor may be able to utilize covered warehouse space near the mailroom, possibly some second floor in Building B, or can possibly use a few marked off parking spaces near the building with the County's approval.
6. Will the cabling work be done in-house or with the contract?
Data/communications: with the Contract. The plans call for reusing of some data/communications outlets. There are also new data/communications outlets. The Contractor is to provide the conduit, wire, and outlets for both the IT room and the Finance.

Card Reader and associated equipment: The County will supply through a contracted source for the card reader, cable, circuit board, power supply, and door strike. (This work to be coordinated to get installed concurrently with this Contract.)

- 7. Will the data/communications outlets be Quad connection?
The plans do not have quad connection outlets detailed. The County Information Technology Department has requested all data/communications outlets be upgraded to: 4 Cat 6 data cables to each cubicle terminated using a quad port mounting faceplate to support RJ-45 connections.
- 8. Who will be responsible for moving the existing cubicles?
The Contractor shall move existing cubicles and will have to coordinate with the County where they could be relocated to.
- 9. Is there a specific method for protecting the IT equipment from dust?
The I.T. Remodel Sheet A-2 includes a note about providing a visqueen dust curtain prior to demolition. Attention was made that HVAC vents may need to be relocated prior to visqueen curtain installation so as to not close off air conditioning from area containing the servers.
- 10. Will there be any needs regarding electrical, low voltage, IT or Security in the plans?
Facilities Management will have a separate contract for the card readers, wiring, and power supply.
- 11. Has there been a survey or review to determine whether Public Safety Distributed Antenna Systems are necessary (PS-DAS)?
There are no contractual obligations regarding this.

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.**

Attachments: Pre-Bid Meeting Minutes

*******This Addendum must be acknowledged with submittal package and/or by return of this Acknowledgement with your submittal package *******

Company Name _____

Name: _____ **Title:** _____
(Type / Printed)

Authorized Signature: _____ **Date:** _____

Telephone: _____ **Email:** _____



Board of County Commissioners

1801 27th Street
Vero Beach, Florida 32960-3365
Telephone: (772) 567-8000
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PRE-BID MEETING MINUTES
Information Technology Office and Office Finance Remodels
IRC-2004 & 2205
July 12, 2023 at 10:00 AM
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 five (5) 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 Office and Finance Office Remodels

Bid Number

2023049

Introductions/Sign-In Sheet

Please see attachment for Sign-In Sheet.

Contract details

Bid Opening: Wednesday, July 26, 2023 at 2:00 P.M.
Contract Time: 90 days to substantial completion
120 days to final completion
Liquidated Damages: \$980.00 per day¹

¹Reference for liquidated damages amount "Standard Specifications for Road & Bridge Construction, Florida Department of Transportation (FDOT) FY 2023-24, Section 8-10.2 for projects over \$50,000 but less than \$250,000. 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

Project Description

The proposed project consists of interior modifications to the Indian River County Information Technology Department. These modifications include the removal of existing interior windows and the construction of new stud walls with drywall, paint, electrical, HVAC and flooring (approximate project area 230 sf). Also included with this project are interior modifications to the Indian River County Finance Department located on the 2nd floor of Building “A” of the IRC Administrative Building which includes stud walls, drywall, paint, electrical and HVAC modifications (approximate project area 630 sf).

Rob Skok (IRC Engineering) stated that there are also fire suppression details that were not outlined in the description.

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 July 26, 2022, **deadline is July 16, 2023**).

Rob emphasized that any questions need to be emailed to Purchasing by midnight of Sunday, July 16th. All questions received through July 16th will be answered in Addendum 1 which will include the minutes to this meeting.

- The Notice to Proceed tentative issuance is September, 2023

Rob outlined the process moving forward after the meeting – once bids are open, IRC will review and make a recommendation to the BCC. Once BCC awards, agreement, bonds and insurance will be submitted and verified.

- The work hours are 7:00 AM-5:00 PM, Monday-Friday. County staff to determine hours if Bid Alternative 2 (Evening or Weekend Work) is implemented.

Rob stated that there is an alternative bid for this project because the work will be done in two live areas. Depending on the type of work being done (demolition, drywall), some of the work may have to be shifted to nights. The staff will be in communication with the departments in order to determine the time of day the work can be done. The alternative bid is for up to 30 days.

- Material storage and staging areas.

Jennifer Hyde (IRC Purchasing) stated that the covered warehouse by mail room for laydown and storage or second floor of Building B may be available – Another option for stage may be to allocate some parking spaces for the Contractor to store their materials.

Project Requirements:

- Subcontractors – per Contract Documents requirements “Section 00458 – List of Subcontractors” must be completed.

Rob stated that this document must be submitted along with the bid.

- 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) 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) by end of business **July 16, 2023**.
- **The areas (Information Technology and Finance Office) 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

Hilda De La Hoz (De La Hoz Builder, Inc.) asked if there will be permit fees and Rob responded saying permit fees have been paid by the County.

Hilda inquired if the inspections will be included in the permit. Rob responded saying that the permit forms will have inspections listed and the Contractor will coordinate all of the inspections with the Building Department.

Hilda asked if any coordination would be needed regarding the fire suppression system. John Binkley (Edlund · Dritenbas · Binkley) responded saying that the hard by-pass wouldn't be touched since the sprinkler systems have flex hoses and the suppression nozzles are only going to be moved 2' or less.

Randy King (IRC Information Systems and Telecommunications) suggested installing low-voltage cabling. Rob responded saying the contract stated that the card reader is by the Owner.

Hilda asked if a portable toilet would be needed for the Contractors, Rob responded saying that no portable toilet would be needed and that the Contractors can use the public restrooms outside of the office space.

Randy asked if the new cubicles are going to require cabling work and if they are going to be done through the contract or in-house. John showed on the drawings that there are going to be two new data drops in the new offices. Randy asked about the IT drops, and John responded saying that the existing data and communication outlets will be reused and that there are also new data and communication outlets.

Rob corrected previous statement that everything is provided by Owner to everything is NOT provided by Owner based on statements by John Binkley - The CARD reader will be provided by the Owner.

John clarified that the plans do specify to reuse some of the existing data communication outlets in some locations and there are also new data communication outlets with this project. The Owner shall verify the new data and wire requirements and will match the existing for both project locations.

Randy asked if the new data outlets to be installed are quads for computer/printer/phone connections. After discussion, Addendum 1 will include a change to quad outlet (Cat. 6 data drive Rj-45 connection).

John reiterated that the Contractor must maintain a clean area and that temporary plastic tarps or protection will need to be utilized in order to prevent the spread of dust and debris during the work.

After meeting in the conference room, all are welcome to walk over to the project areas for an escorted inspection of the areas. Facilities Management staff will provide a ladder for above ceiling tile viewing.

Hilda asked who will be responsible for moving the existing cubicles. Rob and John responded stating that the Contractor will move existing cubicles and that they would have to coordinate with the County where they can relocate them.

While in the IT room, Hilda asked if the Contractor would need to follow a specific method for protecting the IT equipment from dust. Rob responded with saying that he won't interfere with the means and methods as long as the computer equipment is protected from dust.

Randy confirmed that he will be the primary point of contact for access to the IT area during the renovation.

ATTACHED: Sign in sheet

**PRE-BID MEETING
SIGN-IN SHEET
INDIAN RIVER COUNTY ENGINEERING
INDIAN RIVER COUNTY ADMINISTRATION BUILDING
BUILDING A - ROOM A1-303
INFORMATION TECHNOLOGY & FINANCE REMODELS
PROJECT No. IRC-2004 & 2205
JULY 12, 2023 at 10:00 A.M.**

NAME	COMPANY & ADDRESS	PHONE # / FAX # / CELL #	EMAIL ADDRESS
KEVIN HANSEN	IRC ENGINEERING	772-226-1465	KHANSEN@IRCCGOV.COM
Bradley Mower II	IRC Engineering		Br bmower@iregov.com
Ross Sikak	IRC ENG	772 226-1931	RSIKAK@IRCCGOV.COM
Rosalanne Cone	IRC Finance	772 226 1219	rcone@clerk.Indian-river.org
Chuck Belcher	IRC Facilities	772-538-8113	cbelcher@iregov.com
Drew Lawson	Facilities	772-532-7928	ALawson@IRCCGOV.COM
Jennifer Hyde	Purchasing	772 226 1575	jhyde@ircgov.com
Randy King	IS&T	772-226-1536	RKing@Ircgov.com
Jill Williams	IRC Engineering	772-226-1380	jwilliams@iregov.com
Michelle Mayer	1st Fire & Security	772 532 6435	Michelle.Mayer@1stfire.com
Elissa Nagy	IRC Finance	772-226-1570	enagy@clerk.indian-river.org
Ryan Butler	IRC Clerk of Court	772-226-3101	rbutler@clerk.Indian-river.org

PRE-BID MEETING
SIGN-IN SHEET
INDIAN RIVER COUNTY ENGINEERING
INDIAN RIVER COUNTY ADMINISTRATION BUILDING
BUILDING A - ROOM A1-303
INFORMATION TECHNOLOGY & FINANCE REMODELS
PROJECT No. IRC-2004 & 2205
JULY 12, 2023 at 10:00 A.M.

NAME	COMPANY & ADDRESS	PHONE # / FAX # / CELL #	EMAIL ADDRESS
LOGAN DRITENBAS	EDB ARCHITECTS	(772) 569-4320	EDBVERO@BELLSOUTH.NET
HILDA DE LA HOZ	DE LA HOZ BUILDERS, INC	772-228-9723	hilda@delahozbuilders.com
JOHN BINKLEY	EDB ARCHITECTS	"	"