



St. Johns River Water Management District

Michael A. Register, P.E., Executive Director

4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • 386-329-4500 • www.sjrwmd.com

DATE: October 19, 2023

TO: Prospective Respondents

FROM: Christina Holloway-Williams, Associate Procurement Specialist

SUBJECT: Addendum 2 to Quote Request 39305, Construction of Pole Barns at Lake George and Sunnyhill Field Stations

As a result of inquiries, the following clarifications/changes are provided for your information. Please make all appropriate changes to your quote documents.

Q1: Can the distance between the support poles be greater than the 16-feet listed in the Statement of Work? For Example, 20-feet?

A1: **Yes, the District will accept a distance between poles greater than 16-feet as listed in the Statement of Work.**

Q2: Can 26-gauge roofing be used instead of the 29-gauge listed in the Statement of Work?

A2: **Yes, the District will accept 26-gauge roofing metal.**

Q3: Can the openings be any smaller than the 16-foot openings listed in the Statement of Work?

A3: **Yes, the minimum distance between openings that the District will accept is 12-feet.**

Q4: Will the pole barns be open sided on all four sides or just the two long sides?

A4: **Both pole barns will be constructed with all sides open.**

Q5: How does the Contractor invoice the District and how long before payment is made?

In response to the above question, the District's standard invoice language is provided below.

A5: **Invoice Submittal. Contractor shall submit monthly invoices by one of the following two methods: (1) by email to acctpay@sjrwmd.com (preferred) or (2) by mail to the St. Johns River Water Management District, Finance Director, 4049 Reid Street, Palatka, Florida 32177-2571. Each invoice shall be submitted in detail sufficient for proper pre-audit and post-audit review. If necessary for audit purposes, Contractor shall provide additional supporting information as required to document invoices.**

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Invoice Information. All invoices shall include the following information: (1) District contract number; (2) District encumbrance number; (3) Contractor's name and address (include remit address, if necessary); (4) Contractor's invoice number and date of invoice; (5) District Project Manager; (6) Contractor's Project Manager; (7) supporting documentation as to cost and/or project completion (as per the other requirements of the Statement of Work; (8) Progress Report (if required). Invoices that do not correspond with this paragraph shall be returned without action, stating the basis for rejection. Payment shall be made within 45 days of receipt of an approved invoice. Disputes regarding invoice sufficiency are resolved pursuant to the dispute resolution procedure of this Agreement.

Final Invoice. The final invoice must be submitted no later than 45 days after the Completion Date; provided, however, that when the Completion Date corresponds with the end of the District's fiscal year (September 30), the final invoice must be submitted no later than 30 days after the Completion Date. **Final invoices that are submitted after the requisite date shall be subject to a penalty of ten percent of the invoice. This penalty may be waived by the District, in its sole judgment and discretion, upon a showing of special circumstances that prevent the timely submittal of the final invoice. Contractor must request approval for delayed submittal of the final invoice not later than ten days prior to the due date and state the basis for the delay.**

NOTE: The Quote Request Due Date remains **2:00 p.m. Tuesday, November 7, 2023**

Please acknowledge receipt of this Addendum on the **Quote Cost Schedule Form** provided in the quote package.

If you have any questions, please e-mail me at chollowa@sjrwmd.com.