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June 16, 2026

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
INVITATION TO BID
21st STREET ACC LANDSCAPE UPGRADES
JPA CONTRACT NO.: C-2090

The item(s) of this Addendum shall modify and become a part of the contractual documents for this project as of this date.
(Failure to acknowledge this addendum will be grounds for rejection of proposal)

PHYSICAL CHANGES TO CONTRACT SPECIFICATIONS

****Changes have been highlighted for ease of review***

Item No. 1

Bid Opening Date is extended to **WEDNESDAY, JULY 1, 2026, AT 1:00 PM (ET)**. Sealed bids will be received by JAXPORT up to **1:00 PM (ET), WEDNESDAY, JULY 1, 2026**, at which time they shall be opened via ZOOM Meeting at:

<https://us02web.zoom.us/j/87176149122?pwd=wkbArFqWvGhErDc2wfHaZbMSv8yfuA.1>

Meeting ID: 871 7614 9122 Passcode: 283737

Item No. 2

Reference to "How to Submit Your Bid Response in Trimble Unity Construct (E-Builder)", Pages EBSG-1 to EBSG-3 **DELETE** in its entirety and **REPLACE** with "**How to Submit Your Bid Response in Trimble Unity Construct (E-Builder) – TID**" (See Attachment No. 02).

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 01 - Pre-Bid Meeting Minutes & Site Visit Roster held on Thursday, June 4, 2026, at 10:00 AM (ET) and 2:00 PM (ET)

Attachment No. 02 - "How to Submit Your Bid Unity Construct (E-Builder) – TID", Pages EBSG-1 to EBSG-3

Attachment No. 03 - Bid Portal Trimble ID (TID) Transition

Acknowledgment of the following addenda is hereby made:

Addendum #2, Dated: _____ Initials _____

Company _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED IN YOUR BID SUBMISSION,

FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR REJECTION OF BID.

PLEASE VISIT [HTTP://WWW.JAXPORT.COM/PROCUREMENT/ACTIVE-SOLICITATIONS](http://www.jaxport.com/procurement/active-solicitations) PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.

PRE-BID MEETING
JAXPORT CONTRACT NO.: C-2090
21st STREET ACC LANDSCAPE UPGRADES

Date: THURSDAY, JUNE 4, 2026

Time: 10:00 AM

Good morning! It is now **10:00 AM** on **THURSDAY, JUNE 4, 2026**, and the Pre-Bid Meeting for JPA Contract No. **ITB C-2090 21ST STREET ACC LANDSCAPE UPGRADES** will now begin. My name is Elijah Wright, I am the Sr. Contract Specialist for this project.

This meeting is being held via ZOOM teleconference which allows interested persons to view and participate remotely.

This meeting is subject to Florida Sunshine Laws and therefore, is being recorded.

Please type your name and the company you represent in the "Chat Box".

We will begin the meeting by introducing JAXPORT Staff Members:

JAXPORT STAFF IN ATTENDANCE:

☒ Name: Elijah Wright	Title: Sr. Contract Specialist
☒ Name: Angelia Wilson	Title: Director, Procurement Services
☒ Name: Raynesha Jones	Title: Manager, Procurement Services
☒ Name: Michael McCoy	Title: Coordinator, Vendor Mgmt. & SEB Programs
☒ Name: Jerrie Gunder	Title: Sr. Contract Specialist
☒ Name: Jack Taylor	Title: Project Manager
☒ Name: Evan Boyce	Title: Port Engineer
☒ Name: Jose Vazquez	Title: Senior Director, Engineering

Instructions for all participants/members of the public –

To avoid any microphones transmitting sounds that may cause a disruption to this meeting, participants (regardless of how they are accessing this meeting) are asked to keep their microphones on "mute" at all times when not speaking. PLEASE TAKE A MOMENT AND "MUTE" YOUR MICs FOR THIS MEETING.

- i. Any individual who wishes to speak, should "*unmute*" their microphones and wait to be recognized by the host before speaking.
- ii. When called upon, please announce your name and the company you are representing.
- iii. Each person speaking should do so clearly and slowly to ensure they are heard and understood for recording purposes and by other participants and attendees.

IDENTIFY MEMBERS OF PUBLIC ATTENDEES

Please clearly state your name and the company you are representing. (Allow time for each person to speak, add their name to the Attendance list, and ask again at the conclusion of the meeting for verification).

COMPANIES' ATTENDANCE RECORD OF PRE-BID MEETING	
REPRESENTING AGENT	COMPANY'S NAME
1. Jeremy Faulk	Faulk's Lawn Service
2. Isidore Robertson	A Real Unique Enterprise LLC
3. Quannise Findlay	Turftastic Lawn & Pest Control FL
4. Troy Kruse	C&L Landscape Inc.
5. Olive Nelson	Chrisvon Services LLC
6. Robert Dey	Chrisvon Services LLC
7. Janet Endres	K&A Landscaping Inc.
8. Cotey Hughey	Green Earth Landscaping, LLC

Key Dates:

- **Questions:** Any questions after the meeting must be e-mailed with the **SUBJECT: ITB_C-2090** to my attention at elijah.wright@jaxport.com or through Trimble Unity Construct (E-Builder) by the deadline of **4:00 PM (ET), FRIDAY, JUNE 5, 2026**. After that time, no questions will be answered concerning this ITB. Responses to all submitted questions/inquiries will be issued by an Addendum.
- **Bids Due: THURSDAY, JUNE 18, 2026, before 2:00 PM (ET).** Invitation to Bids and all required supplemental material listed in the bid documents, must be submitted in **PDF Format Only** through E-Builder. **The PDF file name should read "C-2090" JAXPORT is *not* accepting any bid packages submitted by Email, Fax, Mail or Hand-Deliveries.** Bids and supplemental documents submitted other than through E-Builder will not be accepted or considered. **Please visit JAXPORT's website at www.JAXPORT.com for more information and updates.**
- **Site Visit:** A Site Visit will be held **today** at **2:00 PM, THURSDAY, JUNE 4, 2026**. Attendees will meet out front of the **Talleyrand Marine Terminal Access Control Center at 1830 E. 21st Street, Jacksonville, FL 32226. ALL ATTENDEES MUST HAVE A HARD HAT, SAFETY BOOTS AND VEST.**

SEB Requirements - 10%. I will now pass the meeting over to Mr. Michael McCoy, Coordinator, Vendor Management & SEB Programs for the SEB Requirements.

Scope of Services: now I am going to turn the meeting over to Jack Taylor, Project Manager, to give an overview of the Scope of Work as outlined in the specification documents.

INVITATION TO BID DOCUMENTS

The Invitation to Bid document can be reviewed from our website: <https://www.jaxport.com/procurement/active-solicitations/>

- **Bidder Requirements:** Page BCF-1 (list of documents required to be submitted with bid. It is mandatory that all required documents be uploaded in a PDF format and submitted in e-Builder)

If you should have any questions regarding the solicitation package, please submit them **by e-mail to Elijah Wright, Sr. Contract Specialist at: Elijah.Wright@JAXPORT.com or through E-Builder**. All submitted questions will be addressed by an Addendum and released to all known prospective bidders in E-Builder and posted on the JAXPORT website.

- **Question: 4:00 PM (ET), FRIDAY, JUNE 5, 2026.**
- **Acknowledgment of Addenda** (It is mandatory that the bidder acknowledge all addenda, the system will not allow you to submit your proposal until the addenda is acknowledged).
- **Transportation Workers Identification Credential (aka=TWIC) Requirements: N/A to this project**
- **Bids Due: THURSDAY, JUNE 18, 2026, before 2:00 PM (ET).**
- **Site Visit:** A site visit will be held today at 2:00 PM, June 4, 2026. If you have not done so already and plan to attend the SITE VISIT at 2:00 PM today, immediately following this meeting please contact me by email at Elijah.Wright@JAXPORT.com or call at (904)357-3065 to have your name added to the attendance list please. **NO QUESTIONS WILL BE ANSWERED DURING THE SITE VISIT. ATTENDANCE BY A REPRESENTATIVE OF EACH PROSPECTIVE BIDDER IS RECOMMENDED.**

Note: These minutes shall become a part of the solicitation documents and contract agreement. Any corrections, additions or errors will be brought to the attention of the Project Manager within 5 days after receipt of the minutes. It shall be the responsibility of the contractor submitting a proposal for this contract to ensure that all Subcontractors, Suppliers, and services that are incorporated into his proposal have received benefit of the minutes and any addenda that may be issued.

Thank you for your participation and we look forward to your bid submission.

Meeting adjourned at **10:18 AM (ET)**

Prepared By **Elijah Wright, Sr. Contract Specialist**

JAXPORT CONTRACT NO.: ITB_C-2090
21st STREET ACC LANDSCAPE UPGRADES
Optional Site Visit Attendance List
Thursday, June 4, 2026, at 2:00 PM

Attended	Indiv. Name	FL ID / TWIC	Company
☒	Kirk Findlay		TURFTASTIC LAWN & PEST CONTROL FL LLC
☒	Cotey Hughey		GREEN EARTH LANDSCAPING
☒	Joseph Atmore		A REAL UNIQUE ENTERPRISE LLC
☒	Troy Kruse		C&L LANDSCAPE, INC
JAXPORT STAFF			
☒	Elijah Wright	TWIC	JAXPORT
☒	Jack Taylor	TWIC	JAXPORT
☒	Ron Alford	TWIC	JAXPORT
☒	Michael McCoy	TWIC	JAXPORT

How to Submit Your Bid Response in Trimble Unity Construct (e-Builder) - TID

Access the Bid Package

To access the bid package, ensure that you [Create a Trimble ID](#). After creating you Trimble ID (TID), you will be able to login to the bidder portal and access the bid package.

If you do not see the bid package you are expecting, enter the invitation key from the bid invitation email into the field at the top of the page. The invitation key is case sensitive and specific to your email address (DO NOT SHARE).

To access the bid package

1. Click the link in the bid request email.
 - The Trimble Unity Construct Bid Portal login page is displayed.
2. Enter your created Trimble ID.
3. Click the name of the bid package you want to access.
 - The bid package details page is displayed.

To accept / decline the invitation to bid

1. Access the bid package to display the Invitation tab.
2. Click **Accept** or **Decline** the Invitation to update the **Bidding** field to either Will Bid or Will Not Bid.

Review Package Invitation

The Bid Package view contains key package information at the top of the screen.

- **Title:** Displays project/package name.
- **Status:** Displays Open or Closed and whether you have accepted, declined or have not response yet.
- **Timeframe:** Displays how much time is left before the bid due date / time.
- **Summary:** Displays the current financial total of your bid response.
- **Bid Info:** Displays Bid package description, contact person, pre-bid meeting details and bid instructions.
- **Invitation Documents:** Drawings, specifications and other documents for the bid are published on this tab.
- **Addenda:** If addenda are published, you will be required to acknowledge your receipt of every addendum with a check mark on the Additional Information tab. **If addenda are published after you have submitted a bid response, your bid will be set back to Draft status and you will need to resubmit your response.**

To download a file or folder, click  beside the file name. To download all the files and sub-folders in a folder, click  beside the folder name. A folder containing multiple sub-folders or files will be automatically downloaded as a .zip file. A confirmation message will be displayed if the download is successful.

Submit Your Bid Response

After reviewing the bid package invitation, use the Response Form tab to submit your bid response.

To submit your bid

1. Access the bid package.
2. Click the **Response Form** tab.
3. On the **Step 1: Bid Form** tab, enter your pricing on the bid form line items.
Ensure that you provide pricing at the level of detail required by the bid. Some line items may be lump sum, and others may require quantities and unit prices.
 - If there are areas that do not pertain to your trade, enter a zero (0) value in that line.
 - The Summary box at the top of the page maintains a running total of your entries for reference.
4. Click  (Save) and ensure that your work is saved periodically.

(Optional) To export the bid items to a spreadsheet that you can customize or that you can share with your team, click  (Download). After updating the spreadsheet, click  (Upload) to re-import it.
5. On the **STEP 2: Response Documents** tab, click **Attach Documents**, and upload any supporting document needed to support your bid. Any Bid Submission custom fields that have been setup for your account will also be displayed here. All uploaded documents will be displayed in a table at the bottom of the tab for you to review.
6. On the **STEP 3: Additional Required Info** tab, complete any additional questions or qualification statements that have been established by the bid manager. When available, the custom fields set up for your account will be displayed on this tab. If any addenda have been issued, you are required to acknowledge receipt of the addenda on this page before submitting your bid.
7. Review the entire Response Form and click **Submit**.
8. **Confirmation Modal:** A window will appear asking you to confirm your intent to submit.
9. **Verification Step:** You will see your **Total Bid Value** highlighted
10. **Action:** Enter the exact numerical value shown in the highlight into the confirmation box.
11. Click **Confirm and Submit**

The date and time that you submitted your bid is stamped on your Response Form. You will also receive an email confirmation.

Additional Notes

- **After the bid due date/time has passed, the Submit button will be disabled. It is critical that you complete the entire process prior to the cut-off time. The system will not permit you to submit your proposal or bid after the deadline regardless of where you are in the process. As stated, the Submit button is systematically disabled promptly at the deadline and JAXPORT is unable to see anything you have uploaded prior to the bid due date/time. No late submissions will be permitted or accepted. Please plan accordingly.**
- If the bid manager adds or changes a bid item, or publishes an addendum, your bid will be set back to a Draft status. You will receive an email notification and will be required to reconfirm your bid and resubmit.

- When you need to step away from entering the quote, click  (Save). It is recommended that you save every 15 minutes. This will ensure that your changes are saved.
- If there are areas that do not pertain to your trade, enter a zero (0) value in that line item.
- If you have your qualifications in Word® or another program, copy and paste them into the qualifications.
- It is required that you acknowledge all the addenda, even if they do not pertain to your trade.
- It is recommended that you submit your quote at least 60 minutes before the due time so that you can rectify any errors. To submit the proposal, you must complete all the fields and acknowledge the addenda items.
- **Failure to submit all information requested documents will result in a proposal or bid being considered “non-responsive,” and therefore will be rejected.**

Recall your Bid Response *(only if necessary)*

If you failed to submit all documents or see an error on a page **after submitting** your bid, you can make changes to your bid before the due date/time without any interaction from the bid manager. The bid manager has no record of your bid response until you click **Confirm and Submit again**.

To recall your bid response

1. On the **Response Form** tab, click **Recall Bid**.
2. Optionally provide a reason for your recall and then click **Yes, I am sure**.
 - Your previous submission information is displayed on the Response Form tab.
3. Click **Confirm and Submit** to resubmit your bid prior to the bid due date/time.

Bid Portal Trimble ID (TID) Transition

The Trimble Unity Construct Bid Portal is transitioning to Trimble ID (TID). This upgrade enhances security and provides a single login across the Trimble ecosystem.

What is Changing?

- **New Login Method:** Bidders will no longer use legacy usernames and passwords. They will sign in using their professional email address via Trimble ID.
- **Self-Service Migration:** Bidders need to create a TID with the exact same email used previously in the Bid Portal, their history and active bids will link automatically.
- **New "No-Password" Submission:** Bidders will no longer enter a password for submission; instead, they will type the highlighted Total Bid Value into a confirmation box to verify the entry.

USER PROCESS TO SETUP TRIMBLE ID

For general Trimble ID guidance, see the [Getting Started with Trimble ID](#) page.

Each user must use the link provided in the invitation email to complete signing up with TID. Note that users must set a Two-Step Verification (2SV) at account creation.

CREATE A TRIMBLE ID

If you need to set up your credentials for the first time, see [Create a Trimble ID](#).

SIGN IN WITH TRIMBLE ID

To sign in to any Trimble application, start from within the given application, and then follow the steps to [Sign in with Trimble ID](#).

CHANGE YOUR TRIMBLE ID CREDENTIALS

If you need to change your credentials, go to myprofile.trimble.com