



Post Office Box 3005
2831 Talleyrand Avenue
Jacksonville, Florida 32206-0005
www.jaxport.com

November 6, 2025

ADDENDUM NO. 01

**TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR QUOTE 26-LSM**

**PCOB LAWN CARE AND SPRINKLER MAINTENANCE
FOR THE
JACKSONVILLE PORT AUTHORITY
(100% SEB SET-ASIDE)**

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 may be grounds for rejection of proposal.)

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 01 – *Response to Question(s) submitted via Email and/or E-Builder*

Attachment No. 02 – *Mandatory Pre-Bid Meeting Minutes*

Attachment No. 03 – *Mandatory Pre-Bid Attendance Record*

Acknowledgment of the following addenda is hereby made:

Addendum #1, Dated: _____ Initials _____

Company: _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED ON THE PROPOSAL FORM OR UPLOADED WITH PROPOSAL PACKAGE IN E-BUILDER. FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR REJECTION OF PROPOSAL.

PLEASE VISIT [HTTPS://WWW.JAXPORT.COM/PROCUREMENT/](https://www.jaxport.com/procurement/) OR CALL PROCUREMENT SERVICES AT (904) 357-3455, PRIOR TO THE PUBLIC OPENING TO DETERMINE IF ANY ADDITIONAL ADDENDA HAVE BEEN RELEASED ON THIS PROJECT.



Post Office Box 3005
2831 Talleyrand Avenue
Jacksonville, Florida 32206-0005

ADDENDUM NO. 01

REQUEST FOR QUOTE 26-LSM PCOB LAWCARE AND SPRINKLER MAINTENANCE FOR THE JACKSONVILLE PORT AUTHORITY (100% SEB SET-ASIDE)

RESPONSE TO QUESTIONS

1. Does the winning contractor need to be certified through the state to be a commercial applicator to apply herbicides?

ANSWER: *The winning contractor shall be familiar with and meet all Florida and local laws, statutes and regulations applicable to this contract and all its tasks.*

2. Does Tree Trimming includes rounding off the tops and thinning the bigger oaks on the property?

ANSWER: *No.*

3. I missed the mandatory pre-bid meeting. I wanted to ask if it would be possible to schedule a site visit to make up for the missed meeting and remain eligible to submit a bid for this contract?

ANSWER: *Pre-bid meeting was mandatory. If a contractor attended the pre-bid meeting, but not the site visit, they could do their site visit by themselves, but Procurement should be informed in advance.*

4. Do I still have to come up with references even if my company is certified?

ANSWER: *Certification does not exempt you from providing references.*

5. We just registered on the portal and see many red flags/notes emphasizing a mandatory pre-bid meeting for last week but we were on another permitted job and unable to attend. Can we still submit a bid even though we were unable to attend that meeting?

ANSWER: *The Pre-Bid Meeting was Mandatory. Only Representatives from companies listed on the Attendance Sheet will be considered for award.*

**REQUEST FOR QUOTE 26-LSM
PCOB LAWN CARE & SPRINKLER MAINTENANCE
FOR THE JACKSONVILLE PORT AUTHORITY (100% SEB SET-ASIDE)**

MANDATORY PRE-BID MEETING MINUTES

Date: THURSDAY, OCTOBER 30, 2025

Time: 10:00 AM

Good morning! It is now **10:00 AM** on **THURSDAY, OCTOBER 30, 2025** and the MANDATORY PRE-BID Meeting for JPA Contract No. **RFQ 26-LSM – PCOB LAWN CARE & SPRINKLER MAINTENANCE** will now begin. My name is Jerrie Gunder, I am the Sr. Contract Specialist for this project.

This meeting is subject to Florida Sunshine Laws and therefore, is being recorded and minutes are being taken. The minutes and recording for this meeting may be obtained via public record request. (Please visit our website www.jaxport.com for information regarding Public Records)

To ensure that all Bidders are fully informed of the requirements for this contract this is a mandatory pre-bid meeting. All vendors who wish to submit a quote on this RFQ, must sign the attendance sheet. Bids will only be accepted from vendors on the sign-in sheet.

At this time, I will begin by introducing JAXPORT Staff Members:

JAXPORT STAFF IN ATTENDANCE:

- | | |
|---|---|
| ☒ Name: Jerrie Gunder | Title: Sr. Contract Specialist |
| ☒ Name: Chris Good | Title: Director, Procurement Services |
| ☒ Name: Elijah Wright | Title: Sr. Contract Specialist |
| ☒ Name: Michael McCoy | Title: Coordinator, Vendor Mgmt & SEB Programs |
| ☒ Name: Jack Taylor | Title: Project Manager, Engineering & Construction |
| ☒ Name: James Baity | Title: Building Maintenance Foreman, Engineering & Construction |
| ☒ Name: Michael Johnson | Title: Director, Engineering & Construction Support |

Please Sign In: Because this is a **MANDATORY PRE-BID CONFERENCE**. Please sign the attendance sheet, in order to validate your company's attendance. Bids will only be accepted from vendors on the sign-in sheet.

The site visit is optional and will be Immediately following the mandatory pre-bid overview of the scope of work, a guided walk-through of the grounds/landscape surrounding the Port Central Office Building (PCOB) will commence.

Bid Opening: **THURSDAY, NOVEMBER 13, 2025 by 2:00 PM (ET)** - Your bid package must be submitted **to the attention of Jerrie Gunder, Senior Contract Specialist, "EITHER" by Email to Jerrie.Gunder@jaxport.com ~ or ~ by Fax Number at (904) 357-3077. Please select only one (1) of the submittal options, multiply submittals will be rejected.** JAXPORT no longer accepts any bid packages submitted by Mail or Hand-Delivery.

Addenda: The last day for e-mailing any questions in reference to this RFQ is **MONDAY, NOVEMBER 3, 2025 by 9:00 AM (ET)**. Any questions from this meeting or submitted questions after this meeting will be included in an addendum. The Answers to questions will be released on an Addendum directed to all known potential bidders registered in the Trimble Unity Construct (E-Builder) website and posted on the JAXPORT's website under Active Solicitations. Acknowledgment of all addenda must be submitted with your quotes. Exclusion of the addenda will result in rejection of your quote. Please visit JAXPORT's website at www.jaxport.com for more information and updates regarding this RFQ.

Award of Contract: This is ONE (1) YEAR CONTRACT with three (3) additional one (1) year renewals to be exercised at the sole discretion of JAXPORT, based on vendor performance and adherence to all terms and conditions of this Request for Quote.

Insurance: Please review the Insurance Requirements of the RFQ Specifications. Insurance certificates are only required from the awarded bidder.

Security: There are no security requirements on this RFQ, the awarded company will not enter the building to require a badge.

Quotes: As a final reminder, make sure that you submit your package no later than **2:00 PM (ET) on THURSDAY, NOVEMBER 13, 2025** in its entirety, including all Addenda and requested documents as listed on the REQUEST FOR QUOTE FORM. This is a **MANDATORY PRE-BID** for all vendors who wish to submit a quote on this RFQ, your company's name must be on the attendance sheet. **(ATTACHED)**

SEB Requirements: Michael McCoy, the Coordinator, Vendor Mgmt & SEB Programs will address the SEB requirements on this project.

Scope of Services: Jack Taylor, Project Manager, Engineering & Construction will give an overview of the Scope of Work as outlined in the specification documents.

ANY QUESTIONS – If there are no additional questions, please prepare yourself to proceed outside for a walk around of the grounds with James Baity and Michael Johnson.

MANDATORY PRE-BID MEETING ADJOURNED AT 10:17 AM

REQUEST FOR QUOTE 26-LSM
PCOB LAWN CARE & SPRINKLER MAINTENANCE (100% SEB Set Aside)
THURSDAY, OCTOBER 30, 2025 at 10:00 AM

ATTENDANCE RECORD

MANDATORY PRE-BID MEETING & OPTIONAL SITE VISIT

It is the established policy of the Jacksonville Port Authority that attendance at this Pre-Bid Meeting is MANDATORY for all who intend to bid on this project as the Prime.

Failure to sign this Attendance sheet during this meeting will result in your bid being rejected.

COMPANY	REPRESENTATIVE NAME	EMAIL	ATTENDING OPTIONAL SITE VISIT (YES ~ or ~ NO)
Crawford 3 Sons Lawn Care	Sammy Crawford	Simmycrawford@yahoo.com	Yes
Total Lawn Solutions	Corey Morman	Totallawnsolutionsllc@gmail.com	yes
Duval Landscape Maintenance	Cory Radio	cory@duvallandscape.com	Yes
Kelly Klean	Sharon Doby	kellykuteklean1@gmail.com	yes
Green Earth Landscaping	Cotey Hushon	greeneearthlandscapenline@yahoo.com	Yes

REQUEST FOR QUOTE 26-LSM
PCOB LAWN CARE & SPRINKLER MAINTENANCE (100% SEB Set Aside)
THURSDAY, OCTOBER 30, 2025 at 10:00 AM

ATTENDANCE RECORD

MANDATORY PRE-BID MEETING & OPTIONAL SITE VISIT

COMPANY	REPRESENTATIVE NAME	EMAIL	ATTENDING OPTIONAL SITE VISIT (YES ~ or ~ NO)
JAXPORT	Christopher Gaud	Christopher.Gaud@JAXPORT.com	
AOTC	Jason Young	Jyoung@A-OTC.com	YES
Global Technology Contract, INC.	Pete Kim	PeteKim @atmjax.com	yes
JAXPORT	JERRIE GUNDER	Jerrie.Gunder@jaxport	YES
JAXPORT	E. WRIGHT		Yes
JAXPORT	Jack Taylor		Yes

REQUEST FOR QUOTE 26-LSM
PCOB LAWN CARE & SPRINKLER MAINTENANCE (100% SEB Set Aside)
THURSDAY, OCTOBER 30, 2025 at 10:00 AM

ATTENDANCE RECORD

MANDATORY PRE-BID MEETING & OPTIONAL SITE VISIT

COMPANY	REPRESENTATIVE NAME	EMAIL	ATTENDING OPTIONAL SITE VISIT (YES ~ or ~ NO)
Lawn Crafters	Jonathon Hunt	jonathan.lawncrafters@gmail.com	YES
TurfTastic Lawn & Pest	Kirk Yindlay	info@TurfTasticjax.com	NO
Freedom Landscape	ZAKEE FURQUAN	ZAKEE0126@gmail.com	YES
Green Pastors LLC landscaping	David Slater	GreenPastorsLandscaping@gmail.com	YES
Mr. Green's lawn care	Dwayne Green	DGreen30.DG@gmail.com	YES