



Post Office Box 3005
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February 24, 2023

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
INVITATION TO BID
CRUISE TERMINAL – HVAC REPLACEMENT
JPA CONTRACT NO. MC-1880

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.)

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 01

Mandatory Pre-Bid Meeting Minutes held on Tuesday, February 14, 2023 at 10:30 AM.

Attachment No. 02

Mandatory Site Visit held on Tuesday, February 14, 2023 at 2:00 PM

Acknowledgment of the following addenda is hereby made:

Addendum #1, Dated: _____ Initials _____

Company _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED AND UPLOADED WITH YOUR BID SUBMISSION, FAILURE TO ACKNOWLEDGE ALL ADDENDA IN E-BUILDER WILL BE GROUNDS FOR REJECTION OF BID.

PLEASE VISIT <http://www.jaxport.com/procurement/active-solicitations> OR CALL THE PROCUREMENT DEPARTMENT AT (904) 357-3017, PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.

PRE-BID MEETING MEETINGS
JPA Contract: ITB MC-1880

CRUISE TERMINAL - HVAC REPLACEMENT

Date: TUESDAY, FEBRUARY 14, 2023

Time: 10:30 AM

Good morning! It is now **10:30 AM** on **TUESDAY, FEBRUARY 14, 2023** and the Pre-Bid Meeting for JPA Contract No. **ITB MC-1880 CRUISE TERMINAL - HVAC REPLACEMENT** will now begin. This meeting is being held via **ZOOM Meeting** teleconference which allows interested persons to view and participate remotely.

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

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

We will begin the meeting by introducing JAXPORT Staff Members:

JAXPORT STAFF IN ATTENDANCE:

Name: Lisa Gee	Title: Director, Procurement Services
Name: Retta Rogers	Title: Manager, Procurement Services
Name: Kelsey Cox	Title: Sr. Director, Engineering & Construction
Name: Jose Vazquez	Title: Director, Engineering & Construction Support
Name: Marvin Grieve	Title: Director, Project Management
Name: Brian Williams	Title: Coordinator, SEB Programs
Name: Ronnie Booker	Title: Manager, Public Safety Operations
Name: Ellen Carmosino	Title: Construction Program Administrator
Name: Steve Rhatigan	Title: Asst. Manager, Public Safety Operations

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. Eric Schmidt	Trane
2. Harriel Horace	Double H Air Conditioning & Heating
3. Damon Thomas	MSI Certified Air Contractors
4. T. Williamson	W W Gay Mechanical
5. J Losco	W W Gay Mechanical
6. Keith Williams Jr.	Comfort Systems USA
7. Tammy Taylor	Taylor Heating & Air
8. Louie Watts	Watts Mechanical & Plumbing
9. Joel Fouraker	Fouraker Mechanical Heating & Air

Instructions for all participants/members of the public –

- i. To avoid any microphones transmitting sounds that causes feedback, echoes or sounds that will otherwise 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.
- ii. Any individual who wishes to speak, should "unmute" their microphones and wait to be recognized by the host before speaking.
- iii. When called upon, please announce your name and the company you are representing.
- iv. 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.

Key Dates:

- **Questions:** Any questions after the meeting must be e-mailed with the **SUBJECT: ITB_MC-1880** to sandra.platt@jaxport.com. Please do not send questions to anyone else. The deadline to submit questions by e-mail is: **Friday, February 17, 2023 at 3:00 PM (EST)** After that time no questions will be answered concerning this ITB.
- **Bids Due: Wednesday, March 1, 2023, at 2:00 PM (EST).** Invitation to Bids and all required supplemental material listed in the bid documents, must be submitted in **PDF Format Only** through E-Builder. Bids and supplemental documents submitted through Email or Fax will not be accepted or considered. **Until further notice, JAXPORT is not accepting any ITB packages submitted by Mail or Hand-Deliveries. Please visit JAXPORT's website at www.jaxport.com for more information and updates.**
- **Site Visit:** A Mandatory Site Visit is scheduled for **2:00 PM** this afternoon, **February 14, 2023 at 9810 August Drive, Jacksonville, FL 32226**. Bidders are required to attend the Site Visit.

The PDF file name should read "MC-1880"

INVITATION TO BID DOCUMENTS

The Invitation to Bid document can be reviewed from our website: <https://www.jaxport.com/procurement/active-solicitations/> If you should have any questions regarding the solicitation package, please submit them **by e-mail to Sandra Platt, Sr. Contract Specialist at: sandra.platt@jaxport.com or through E-Builder.**

- **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).*
- **Bidder Requirements:** Page BCF-1 (list of documents required to be submitted with bid. It is mandatory that all required documents be uploaded in e-Builder when submitting your bids.)
- **Bid Form – Total Base Bid Amount**
- **Time for Completion – Refer to Special Conditions, page SC-2 Item 1 30 calendar days after issuance of Construction NTP to successful bidder.**
- **Liquidated Damages - \$ 882.00 per day**
- **SEB Participation is 0%, however, SEB participation strongly Encouraged.** (Brian Williams)
- **Scope of Services Overview – Marvin Grieve, Director, Project Management.**

Project Manager: Marvin Grieve, Director, Project Management gave an overview of the Scope of Work as outlined in the specification documents.

Question & Answers: Questions asked during the meeting were addressed, however, it was stated that **questions should be sent via email** to Sandra.Platt@jaxport.com to be properly addressed via Addendum.

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.

QUESTIONS:

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

Meeting adjourned at **10:50 AM.**

Prepared By *Sandra Platt, Sr. Contract Specialist*

