

Addendum

Florida Gateway College
 Building 10 – Exterior Improvements
 Lake City, Florida
 FGC Bid Number: ITB No. 20-5-01

Project

2002

KP Project Number

May 13, 2020

Date

Page 1 of 2

Pre-Bid Conference Sign-
 In Sheet, Pre-Bid
 Conference Notes and
 Electronic Bid Submittal
 Instructions

Pages

Attachments

One

Addendum Number

This Addendum shall be considered part of the Contract Documents and shall be incorporated integrally into them. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall take precedence. Bidders shall acknowledge receipt of this Addendum on their Bid Form.

1. **GENERAL – PRE-BID CONFERENCE:** A non-mandatory pre-bid conference was held on Thursday, May 12, 2020 via Zoom. Refer to that attached pre-bid conference sign-in sheet and pre-bid conference notes.
2. **GENERAL – BID SUBMITTAL:** Refer to the attached instructions for submitting bids electronically via FGC Dropbox.
3. **GENERAL – BID SUBMITTAL:** Refer to the Zoom Meeting instructions below for the Bid Opening.
 Misty Taylor is inviting you to a scheduled Zoom meeting.
 Topic: Bid Opening for ITB 20-5-01 Building 10 Exterior Improvements
 Time: May 20, 2020 02:00 PM Eastern Time (US and Canada)
 Join Zoom Meeting
<https://us02web.zoom.us/j/95935069331?pwd=WFNOaXhXak1zM3dkOGJYc3RyMjJ0UT09>
 Meeting ID: 959 3506 9331
 Password: 8DDywx
4. **GENERAL – DRAWINGS AND PROJECT MANUAL:** All painting scope of work shall be removed from the project as it will be provided and installed by the Owner. All backer rod and sealant scope of work shall be removed from the project as it will be provided and installed by the Owner.

END OF ADDENDUM

**ATTACHMENTS INCLUDE PRE-BID CONFERENCE SIGN-IN SHEET, PRE-BID CONFERENCE NOTES AND
ELECTRONIC BID SUBMITTAL INSTRUCTIONS**

Company Name: J.E. Decker Construction Group
Company Phone #: 352-448-1428
Contact: Chris Decker
Contact Email: chris@jedeckerconstruction.com
General Contractor
Subcontractor
Other
Please Specify

Company Name: Scorpio
Company Phone #: 352-363-6070
Contact: Ryan Stroh
Contact Email: ryan@scorpioco.com
General Contractor
Subcontractor
Other
Please Specify

Company Name: _____
Company Phone #: _____
Contact: _____
Contact Email: _____
General Contractor
Subcontractor
Other
Please Specify

Company Name: _____
Company Phone #: _____
Contact: _____
Contact Email: _____
General Contractor
Subcontractor
Other
Please Specify

Company Name: _____
Company Phone #: _____
Contact: _____
Contact Email: _____
General Contractor
Subcontractor
Other
Please Specify

Company Name: Little & Williams, Inc.
Company Phone #: 386-755-3139
Contact: Mark Little
Contact Email: littleawilliam@gmail.com
General Contractor
Subcontractor
Other
Please Specify

Company Name: _____
Company Phone #: _____
Contact: _____
Contact Email: _____
General Contractor
Subcontractor
Other
Please Specify

Company Name: _____
Company Phone #: _____
Contact: _____
Contact Email: _____
General Contractor
Subcontractor
Other
Please Specify

Company Name: _____
Company Phone #: _____
Contact: _____
Contact Email: _____
General Contractor
Subcontractor
Other
Please Specify

Company Name: _____
Company Phone #: _____
Contact: _____
Contact Email: _____
General Contractor
Subcontractor
Other
Please Specify

Pre-Bid Conference Notes

Florida Gateway College
 Building 10 – Exterior Improvements
 Lake City, Florida
 FGC Bid Number: ITB No. 20-5-01

Project

2002

KP Project Number

10:00 a.m.

Time

May 12, 2020

Date

2

Pages

Present:

Refer to the Sign-In Sheet that was completed during the Pre-Bid Conference.

Items Noted:

The Pre-Bid Conference was not mandatory. All future Addenda will be issued to our website at www.kailpartners.com and to Florida Gateway College to add to their website.

1. The scope of work is as outlined in the Project Manual and Drawings.
2. Bids are due on Thursday, May 20, 2020 at 2:00 p.m. per the Invitation to Bid. Bids shall be submitted electronically per the instructions provided via Addendum One.
3. Please review the Division 00 and 01 Sections of the Project Manual for instructions and requirements for bidding and what is to be submitted with the bid package.
4. All work shall be Substantially Complete within 90 calendar days from the notice to proceed date and Finally Complete within 30 calendar days from the date of Substantial Completion.
5. The liquidated damages are specified at \$250.00 per calendar day for both substantial and final completion.
6. The building permit and notice to proceed will be issued by Florida Gateway College at no cost to the General Contractor.
7. Any questions shall be submitted via email to Kail Partners at danny@kailpartners.com and the last day and time for pre-bid questions is Friday, May 15, 2020 at noon.
8. Meeting adjourned around 10:15 a.m.

Kail Partners
Architecture & Interiors



Daniel Kail, Architect, LEED GA
Florida AR0017039 – NCARB 52880
352-871-4935 or danny@kailpartners.com

Submitting Bids via FGC Dropbox

1. In a web browser, navigate to <https://dropbox.fgc.edu/>.
2. Click the **Drop-off** button.

Home Login

Florida Gateway College Username: Password: Login

If you are a Florida Gateway College user, you should login above to avoid having to verify your email address, and be able to drop-off files to non-Florida Gateway College users.

Anyone may perform the following activities:

Drop-off Drop-off (upload) a file for a Florida Gateway College user (email verification required).

Pick-up Pick-up (download) a file dropped off for you.

1 Florida Gateway College users: you may login with your username and password and send files to anyone, in or out of College.
Non-Florida Gateway College users: you cannot log in, but can still send files to Florida Gateway College users if you know their email address. Start by clicking the "Drop-off" button.
Florida Gateway College users who wish someone outside College to send them files, can make it a lot easier for them by logging in and clicking "Request a Drop-off". That saves the other person having to prove who they are. The request created will be valid for 7 days.

FGC Dropbox is a service to make it easy for you to move files, including large files up to 20.0 GB, in and out of College.

1 How secure is FGC Dropbox?

1 Files are automatically deleted from FGC Dropbox 14 days after you upload them.

Version 5.03 | Copyright © 2018 ZendTo | About FGC Dropbox
This service is powered by a copy of ZendTo

3. On the page that follows, 1) enter your name, organization, and email address; 2) complete the reCAPTCHA; and 3) click the **Send confirmation** button.

Home


FLORIDA GATEWAY COLLEGE

Information about the Sender

Have you been given a "Request Code"?

1) Your name: required
Your organization:
Your email address: required

To confirm that you are a *real* person (and not a computer), please complete the quick challenge below:

2) I'm not a robot  reCAPTCHA
Privacy - Terms

I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

3)

Version 5.03 | Copyright © 2018 ZendTo | About FGC Dropbox
This service is powered by a copy of ZendTo

4. You will receive an email like the one below at the address you specified in the previous step. Navigate to the link provided in the email.



5. On the linked page, 1) click the add button (green and white plus sign); 2) enter the recipient's information. **Name:** Misty Taylor **Email:** misty.taylor@fgc.edu; and 3) click the **Add Recipient** button; and 4) click the close button on the Add Recipients modal dialog.

The screenshot shows the Florida Gateway College website interface. At the top right is the college logo and name. A 'Home' button is visible in the top left. A 'PLEASE NOTE' section contains text about file uploads. The main content area includes a 'From:' field with a green bar, several checkboxes for file encryption and email notifications, and a 'To:' field. A modal dialog titled 'Add Recipients' is open in the center, featuring 'Add One' and 'Add Many' buttons, input fields for 'Name' and 'Email', and an 'Add Recipient' button. Red annotations indicate the steps: 1) a green plus button in the 'To:' field; 2) the 'Name' and 'Email' input fields; 3) the 'Add Recipient' button; and 4) a close button in the top right corner of the modal dialog. The footer contains version information and copyright details.

6. **IMPORTANT:** To provide assurance that the submitted files cannot be opened except by College personnel at the appropriate time, 1) check the **Encrypt every file** checkbox; 2) carefully enter a secure passphrase; and 3) click the **OK** button. You **MUST** be able to provide the passphrase to College personnel at the appropriate time (when your files are being reviewed). Without the passphrase, the files **cannot** be retrieved, even by College IT staff.

FLORIDA GATEWAY COLLEGE

Home

PLEASE NOTE:
Files uploaded to FGC Dropbox are scanned for malware. Users are also strongly encouraged to use secure file transfer methods (e.g. personal private information).

This web page will allow you to drop-off files containing the information you enter below for identity confirmation purposes.

From:
[Redacted]

1) **Encrypt every file**
 Calculate SHA-256 checksum of each file
 Send an e-mail to me when each recipient picks up the file(s)

Send e-mail message to recipients
 which includes Passcode as well as Claim ID

To:
[Redacted]

Short note to the Recipients:
[Text Area]
1000 / 1000 left

[Click to Add Files or Drag Them Here](#)

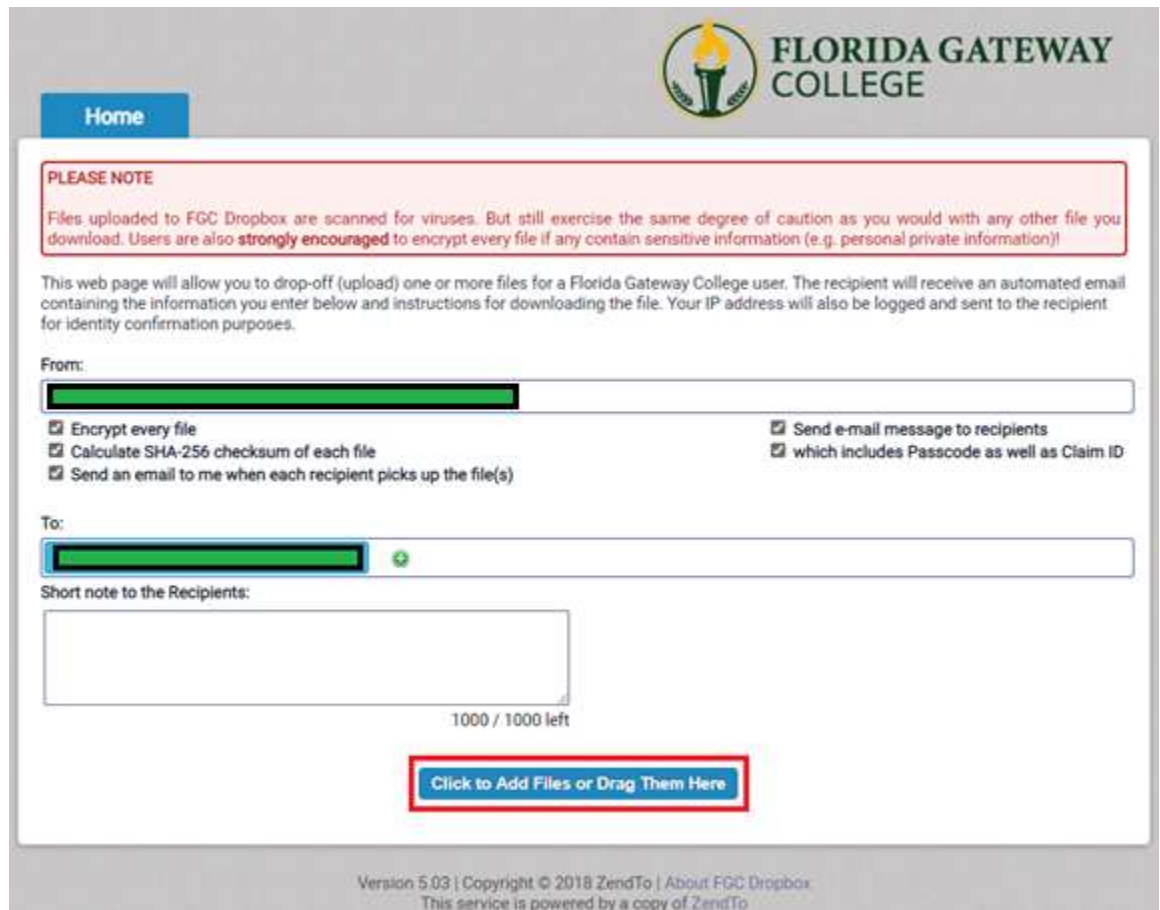
Version 5.03 | Copyright © 2018 ZendTo | About FGC Dropbox
This service is powered by a copy of ZendTo

Encryption Passphrase

Passphrase: [Input Field]
And again: [Input Field]
 Hide characters

3) **OK**

7. Upload the desired file(s) to be submitted. Either drag-and-drop the file(s) into the browser window or click the **Click to Add Files or Drag Them Here** button and select the file(s) from the dialog window that opens.



The screenshot shows the Florida Gateway College FGC Dropbox upload interface. At the top right is the Florida Gateway College logo. A blue 'Home' button is on the left. A red-bordered box contains a 'PLEASE NOTE' section with text about virus scanning and encryption. Below this is an explanatory paragraph. The 'From:' field is a redacted text box. There are four checkboxes: 'Encrypt every file', 'Calculate SHA-256 checksum of each file', 'Send an email to me when each recipient picks up the file(s)', and 'Send e-mail message to recipients which includes Passcode as well as Claim ID'. The 'To:' field is a redacted text box with a green plus icon. Below is a 'Short note to the Recipients:' text area with a '1000 / 1000 left' character count. A blue button with a red border says 'Click to Add Files or Drag Them Here'. The footer contains version and copyright information.

FLORIDA GATEWAY COLLEGE

Home

PLEASE NOTE

Files uploaded to FGC Dropbox are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

This web page will allow you to drop-off (upload) one or more files for a Florida Gateway College user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

[Redacted]

Encrypt every file Send e-mail message to recipients
 Calculate SHA-256 checksum of each file which includes Passcode as well as Claim ID
 Send an email to me when each recipient picks up the file(s)

To:

[Redacted] +

Short note to the Recipients:

[Text Area]

1000 / 1000 left

Click to Add Files or Drag Them Here

Version 5.03 | Copyright © 2018 ZendTo | About FGC Dropbox
This service is powered by a copy of ZendTo

8. After uploading your files, 1) consider entering a brief description of each item. If desired, 2) enter a short note to the recipient. When done, 3) click the **Drop-off Files** button to submit your files.

The screenshot displays the Florida Gateway College Dropbox interface. At the top right is the college logo and name. A 'Home' button is on the left. A red-bordered box contains a 'PLEASE NOTE' section with a warning about virus scanning and encryption. Below this is an explanatory paragraph. The 'From:' field is redacted with a green bar. There are four checkboxes: 'Encrypt every file', 'Calculate SHA-256 checksum of each file', 'Send an email to me when each recipient picks up the file(s)', 'Send e-mail message to recipients', and 'which includes Passcode as well as Claim ID'. The 'To:' field is also redacted. A 'Short note to the Recipients:' text area contains 'This is an example note.' and is annotated with a red '2)'. Below the note is a 'Click to Add Files or Drag Them Here' button. A table shows a file named 'ExampleFile.txt' with a size of '<0.1 KB' and a description field containing 'Example file description', annotated with a red '1)'. Below the table is a 'Drop-off Files' button annotated with a red '3)'. The footer contains version and copyright information.

FLORIDA GATEWAY COLLEGE

Home

PLEASE NOTE

Files uploaded to FGC Dropbox are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

This web page will allow you to drop-off (upload) one or more files for a Florida Gateway College user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

[Redacted]

Encrypt every file Send e-mail message to recipients
 Calculate SHA-256 checksum of each file which includes Passcode as well as Claim ID
 Send an email to me when each recipient picks up the file(s)

To:

[Redacted]

Short note to the Recipients:

This is an example note.

976 / 1000 left

2)

Click to Add Files or Drag Them Here

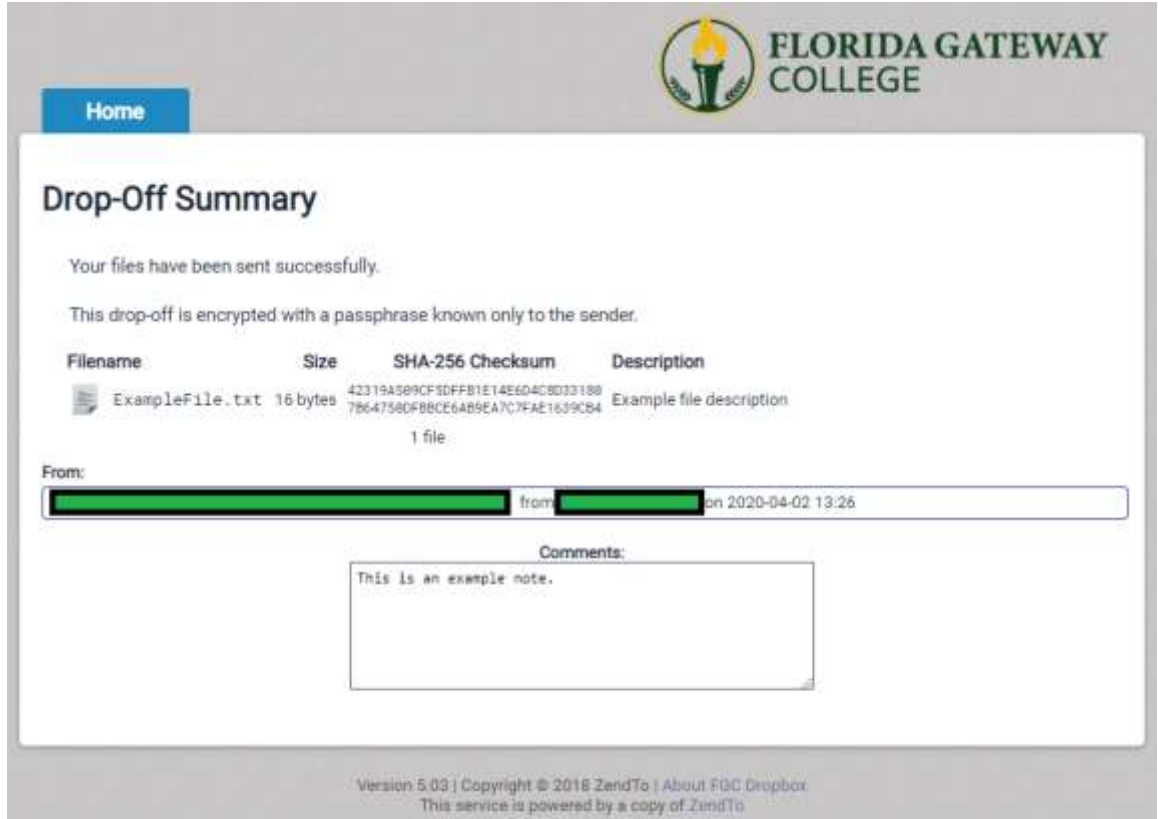
Filename	1) Size	Description
1: ExampleFile.txt	<0.1 KB	Example file description

<0.1 KB / 20480 MB


3) Drop-off Files

Version 5.03 | Copyright © 2018 ZendTo | About FGC Dropbox
This service is powered by a copy of ZendTo

9. You will then be presented with the Drop-Off Summary.



The screenshot shows a web interface for Florida Gateway College. At the top right is the college's logo and name. A blue 'Home' button is in the top left. The main heading is 'Drop-Off Summary'. Below it, two lines of text state: 'Your files have been sent successfully.' and 'This drop-off is encrypted with a passphrase known only to the sender.' A table lists file details:

Filename	Size	SHA-256 Checksum	Description
 ExampleFile.txt	16 bytes	42319A509CF5DFFB1E14E6D4C8D33188 78647580F8BCE6AB9EA7C7FAE1639CB4	Example file description

Below the table, it says '1 file'. A 'From:' field shows a redacted name, 'from' another redacted name, and 'on 2020-04-02 13:26'. A 'Comments:' section contains a text box with the text 'This is an example note.' At the bottom, footer text reads: 'Version 5.03 | Copyright © 2018 ZendTo | About FGC Dropbox This service is powered by a copy of ZendTo'.

10. Send your passphrase via email to the recipient at misty.taylor@fgc.edu so that she can download your uploaded files during the bid opening. Once the files have been downloaded by the recipient, you will receive an email like the one below at the address you provided.

ZendTo

This is an automated message sent to you by the FGC Dropbox service.

The drop-off you made (claim ID: [REDACTED]) has been picked-up.

The file "ExampleFile.txt" was picked up.

[REDACTED] made the pick-up from [REDACTED]

Note: You will not be notified about any further pick-ups of files in this drop-off by this recipient.

Full information about the drop-off:

Claim ID: [REDACTED]

Date of Drop-off: 2020-04-02 13:26:20

Note:

This is an example note.

— Sender —

Name: [REDACTED]

Organization: [REDACTED]

Email Address: [REDACTED]

IP Address: [REDACTED]

— File —

Name: ExampleFile.txt

Description: Example file description

Size: 16 bytes

SHA-256 Checksum: 42319A509CF5DFFB1E14E6D4C8D331807B64750DFBBCE6AB9EA7C7FAE1639CB4

Content Type: text/plain

Copyright © 2018 ZendTo | [About FGC Dropbox](#)
This service is powered by a copy of [ZendTo](#)