

## Addendum

---

Florida Gateway College  
 Building 17 – Anatomy/Physiology Renovations  
 Lake City, Florida  
 FGC Bid Number: ITB No. 20-6-01

Project

1925

KP Project Number

May 21, 2020

Date

Page 1 of 1

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 Tuesday, May 19, 2020 via Zoom. Refer to the 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 20-6-01 Building 17 – Anatomy/Physiology Renovations

Time: May 28, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89675726257?pwd=REllbENyclA4RStoeS90aGVZVXM0dz09>

Meeting ID: 896 7572 6257

Password: 2xM1R0

**END OF ADDENDUM**

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

# Pre-Bid Conference Sign-In Sheet



Florida Gateway College  
Building 17 – Anatomy/Physiology Renovations

Project

1925  
KP Project Number

May 19, 2020  
Date

10:00 am  
Time

Company Name: Florida Gateway College  
Company Phone #: 386-754-4381  
Contact: Misty Taylor  
Contact Email: misty.taylor@fgc.edu  
General Contractor   
Subcontractor   
Other  Owner  
Please Specify

Company Name: Florida Gateway College  
Company Phone #: 386-754-4325  
Contact: Lance Jones  
Contact Email: christopher.jones@fgc.edu  
General Contractor   
Subcontractor   
Other  Owner  
Please Specify

Company Name: Kail Partners Architecture & Interiors  
Company Phone #: 352-871-4935  
Contact: Danny Kail  
Contact Email: danny@kailpartners.com  
General Contractor   
Subcontractor   
Other  Architect  
Please Specify

Company Name: Charles Perry Partners, Inc.  
Company Phone #: 352-333-9292 ext. 537  
Contact: Ulysses Isambert  
Contact Email: Ulysses.isambert@cpai.com  
General Contractor   
Subcontractor   
Other   
Please Specify

Company Name: Core Construction Company  
Company Phone #: 904-399-1033  
Contact: Tammy Krug  
Contact Email: tammy@core-constructionco.com  
General Contractor   
Subcontractor   
Other   
Please Specify

Company Name: Foresight Construction Group  
Company Phone #: 352-335-6352  
Contact: Caleb Sapp  
Contact Email: csapp2@foresightcgi.com  
General Contractor   
Subcontractor   
Other   
Please Specify

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

Company Name: B&B Commercial Door Lock  
Install Solutions  
Company Phone #: \_\_\_\_\_  
Contact: Bill Mikulski  
Contact Email: lockinstallsolutionsllc@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

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



Kail Partners  
Architecture & Interiors



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

**2** 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](mailto: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 highlight specific elements: '1)' points to a green plus button in the 'To:' field; '2)' points to the 'Name' and 'Email' input fields; '3)' points to the 'Add Recipient' button; and '4)' points to a close button in the top right corner of the modal dialog. The footer contains version and copyright information.




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.

The screenshot displays the Florida Gateway College Dropbox interface. A modal dialog box titled "Encryption Passphrase" is centered on the screen. The dialog has two input fields: "Passphrase:" and "And again:". Below these fields is a checkbox labeled "Hide characters" which is checked. At the bottom of the dialog is a button labeled "OK". A red "3)" is placed to the left of the "OK" button. In the background, the main interface shows a "PLEASE NOTE" section, a "From:" field, and a checkbox labeled "Encrypt every file" which is checked and highlighted with a red box and a red "1)". Other options include "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 empty. A "Short note to the Recipients:" text area is visible at the bottom. The footer of the page reads "Version 5.03 | Copyright © 2018 ZendTo | About FGC Dropbox" and "This service is powered by a copy of ZendTo".

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.

**Home**



**FLORIDA GATEWAY COLLEGE**

**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:

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:

Short note to the Recipients:

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 text area for a 'Short note to the Recipients:' contains the text 'This is an example note.' and is marked with a red '2)'. A blue button 'Click to Add Files or Drag Them Here' is present. Below it is a table with columns 'Filename', 'Size', and 'Description'. The first row shows '1: ExampleFile.txt', '<0.1 KB', and a description field containing 'Example file description' marked with a red '1)'. The total size is '<0.1 KB / 20480 MB'. A red '3)' points to the 'Drop-off Files' button. 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	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 sender name, 'from' a redacted email address, 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](mailto: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](#)