



# FLORIDA DEPARTMENT *of* STATE

## **ADDENDUM NO. 3**

**May 11, 2018**

### **Brokaw McDougall House Shutters**

Advertisement Number: DOS ITB 04/18-17

**This Addendum now becomes a part of the original Invitation to Bid.**

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes (F.S.).

This Addendum includes the following:

1. Written Response to Written Questions
2. **Amended** Section 1.2, Contract Term
3. **Amended** Section 1.4, Solicitation Timeline

**The remainder of this page is left intentionally blank.**

1. Written Responses to Written Questions

The following questions were submitted prior to the deadline for written inquiries. The questions are reproduced in the exact format in which they were submitted.

Vendor Question Number	ITB Page #, Section #, Subsection Reference	Vendor Question
1	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> Other than cypress, what other wood is acceptable? Cedar? Redwood?</p> <p><b>Answer:</b> <b>None. Shutters should be made of straight grained cypress. All new shutters to match dimensions of existing shutters.</b></p>
2	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> Can the state provide fiberglass panel manufacturers that meet the Florida Product Approval Code for 110 mph wind load?</p> <p><b>Answer:</b> <b>No. This is the responsibility of the vendor to meet Code compliant materials.</b></p>
3	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> How is the fiberglass panel to be attached to the shutter? Is this to be engineered to meet the 110 mph wind load?</p> <p><b>Answer:</b> <b>It is the responsibility of the vendor to provide the most appropriate and secure solution to meet the current wind load requirements.</b></p>
4	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> The existing plexiglass panels are clear, but the new panels are to be painted: i.e. no light will come through?</p> <p><b>Answer:</b> <b>Correct. The back of the panel shall be painted to match the color of the shutter. The inside face of the panel shall be match the color of the siding.</b></p> <p><b>Recommendation:</b>  <b>Maintain clear plexiglass panels, vendor has option to install heavier gauge plexiglass panel with attaching hardware.</b></p>
5	Page 28, Attachment B, Project Specifications	<p><b>Question:</b> Can a contractor's equipment (trailer(s), lift, etc.) be left overnight?</p> <p><b>Answer:</b> <b>Yes. It is the sole responsibility of the contractor to secure any equipment left overnight.</b></p>
6	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> If existing shutter hardware is missing or damaged, where can we find replacements? Who is the manufacturer?</p> <p><b>Answer:</b> <b>It is the responsibility of the vendor to find matching hardware if it is missing or damaged.</b></p>
7	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> Is the existing hardware hurricane rated @ 110 mph?</p> <p><b>Answer:</b> <b>No, not aware of "hurricane rated hardware". Vendor is responsible for attachment of all hardware to resist current code related wind speeds.</b></p>

8	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> Are the fixed transom shutters above the operating front porch shutters to be in one piece and again non-operable?</p> <p><b>Answer: No. All louvers shall be operable to facilitate maintenance.</b></p>
9	Page 26, Attachment B, Project Specifications	<p><b>Question:</b> How long after the PO is issued will the contractor have to complete the project?</p> <p><b>Answer: All work is to be finished by August 28, 2018.</b></p>
10	N/A	<p><b>Question:</b> Some windows appear to be painted shut. How will the occupants reach out and close the shutter from inside? Are the existing windows double hung?</p> <p><b>Answer: This is outside the Vendor Scope of Work.</b></p>
11	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> If locking hardware will be on the inside when shutters are closed before a storm, then it will show on the outside when opened against the building, correct?</p> <p><b>Answer: Correct.</b></p>
12	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> Hardware: Is the “to be re-used” hardware hurricane rated? Please provide hurricane approved attachment form existing hinges to new shutters.</p> <p><b>Answer: Correct.</b></p>
13	Page 27, Attachment B, Project Specifications	<p><b>Question:</b> Is the polypropylene and/or hurricane rated Kevlar fabric panel acceptable?</p> <p><b>Answer: No.</b></p>
14	Page 27 Attachment B Project Specifications	<p><b>Question:</b> Is Western Red Cedar and acceptable material for the shutter construction?</p> <p><b>Answer: See Question #1 above.</b></p>

The rest of this page is intentionally left blank.

Please be advised that the following changes are applicable to the original specifications of the above referenced ITB:

Changes to the Specifications are indicated by underscore, deletions are indicated by a ~~strikethrough~~.

## SECTION 1 – INTRODUCTORY MATERIALS

### 1.0 **Purpose**

The Florida Department of State is seeking bids from qualified vendors to remove old shutters and install new shutters that are painted on both sides at the Brokaw-McDougall House, 329 Meridian Road, Tallahassee, Florida.

**Respondents are responsible for thoroughly reviewing the specifications of this Invitation to Bid.**

### 1.1 **Definitions**

The following terms used in this Invitation to Bid (“ITB”), unless the context otherwise clearly requires a different construction and interpretation, have the following meanings:

1. Certified Minority Business Enterprise: A business which has been certified by the Florida Department of Management Services, Office of Supplier Diversity, in accordance with Section 287.0943 (2) (e), Florida Statutes and Chapter 60A-9, Florida Administrative Code.
2. Contract: The agreement entered into between the Department and the successful Respondent after completion of the Invitation to Bid process.
3. Deliverable: A tangible, specific, quantifiable and measurable event or item that must be produced to complete a project or part of a project directly related to the scope of services.
4. Department: The Florida Department of State (DOS).
5. FY: The State of Florida’s Fiscal Year, July 1 thru June 30.
6. Bid/Proposal/Response: All information and materials submitted by a Respondent in response to this ITB.
7. Respondent: Means a potential Vendor/Contractor acting on their own behalf and on behalf of those individuals, partnerships, firms, or corporations comprising the Respondent’s team who submits a bid to this solicitation.
8. Vendor/Contractor: Any firm or person who submits a bid to the Department in response to this ITB
9. Vendor Bid System (VBS): The system which allows all state agencies to advertise solicitations and exceptional purchases on MyFlorida.com. It also permits registered vendors to receive automatic email notification of solicitation advertisements, addendums to solicitation, and exceptional purchases.

### 1.2 **Contract Term**

The contract shall begin on or about May 30, 2018. All project work specified herein shall be completed within ninety ~~business-~~ calendar (90) days of the successful vendor’s receipt of a purchase order/contract.

**The resulting contract may not be renewed.**

### 1.3 **Purchase/Contract Documentation**

This purchase shall be accomplished by issuance of a purchase order through MyFloridaMarketPlace (MFMP).

**1.4 Solicitation Timeline**

Listed below are important dates/times during which actions must be taken or completed. If the Department finds it necessary to update any of the dates/times noted, it will be accomplished by an Addendum to the solicitation. All times listed below are Tallahassee, Florida local time.

EVENT	DUE DATE	
Solicitation Released	April 18, 2018	Posted on the Vendor Bid System: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
<b>Mandatory Site Visit:</b>	April 25, 2018 8:30 a.m.	Brokaw McDougall House, 329 Meridian <del>Road</del> Street, Tallahassee, FL 32301
Deadline for vendor questions	May 1, 2018 @ 9:00 a.m.	Submit question by email to <a href="mailto:david.shufflebotham@dos.myflorida.com">david.shufflebotham@dos.myflorida.com</a>
Anticipated date answers to vendor's question will be posted on VBS	May 11, 2018 @ 3:00 p.m.	Posted on the Vendor Bid System: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
<b>SEALED PROPOSALS DUE AND OPENED</b>  <b>REMEMBER:</b> Package should clearly marked with the following:	Must be received PRIOR to: <del>May 16, 2018 @ 3:00PM</del>  <u>May 22, 2018 @ 3:00 p.m.</u>  <b>Public Meeting Opening</b> <del>May 16, 2018 @ 4:00 p.m.</del>  <u>May 22, 2018 @ 4:30 p.m.</u>	Submit BEFORE the due date and time to the following address:  Florida Department of State Purchasing Office Attn: David Shufflebotham 500 S. Bronough Street, Room 428 Tallahassee, FL 32399-0250
Anticipated Posting of Intended Award on VBS	<del>May 30, 2018 @ 3:00 p.m.</del>  <u>June 4-8, 2018 @ 3:00 p.m.</u>	Posted on the Vendor Bid System: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>