

# NOTICE

ADDENDUM NO. ONE (1)

NOVEMBER 22, 2017

**CITY OF RIVIERA BEACH  
BID NO 932-18  
CRA MOTORIZED LOUVERED ROOFING SYSTEM INSTALLATION**

**TO ALL PROPOSERS ON THE ABOVE PROJECT: PLEASE NOTE CONTENTS HEREIN AND AFFIX (PASTE OR STAPLE) TO PROPOSAL DOCUMENTS YOU HAVE ON HAND.**

The following statements supersede and supplant corresponding items in the above subject proposal as follows:

**GENERAL:**

- I. **REMOVE: THE COVER PAGE, PAGE 8 AND PAGE 18 AND REPLACE WITH: THE REVISED COVER PAGE, REVISED PAGE 8 AND REVISED PAGE 18.**

**SPECIFICATION:**

**NOTICE**

It will be required that Addendum No. 1 be signed in acknowledgment of receipt and that it be attached to the proposal when same is submitted at 11:00 A.M., Thursday, December 14, 2017 at the office of the City Clerk, 600 W. Blue Heron Boulevard, Suite 140 Riviera Beach, Florida. For information on this BID, please contact:

Procurement Department  
2051 MLK Blvd., #310  
Riviera Beach, FL 33404  
(561) 845-4180  
(561) 842-5105 - fax

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
BIDDER'S SIGNATURE

DATE: \_\_\_\_\_

REVISED

CITY OF RIVIERA BEACH CRA  
INVITATION TO BID  
BID No. 932-18-1  
MARINA EVENT CENTER MOTORIZED  
LOUVERED ROOFING SYSTEM INSTALLATION



Event	Date
DATE BID ISSUED	November 19, 2017
<b>NON-MANDATORY SITE VISIT</b>	<b>November 30, 2017 @ 10 AM</b>
DUE DATE FOR BIDDER QUESTIONS	December 07, 2017 @11 AM
BID DUE DATE	December 14, 2017 @11 AM
PROPOSED CRA AWARD DATE	TBD
START DATE	TBD

BID CONTACT:

PAMELA DALEY, MBA, CPPT  
SENIOR PROCUREMENT SPECIALIST  
Procurement Department

2051 MLK Blvd. Suite 310  
Riviera Beach, FL 33404  
Email: [pdaley@rivierabch.com](mailto:pdaley@rivierabch.com)

NO PHONE INQUIRIES WILL BE ACCEPTED. ALL CORRESPONDENCE SHALL BE DIRECTED TO THE CITY INTERIM DIRECTOR OF PROCUREMENT (*RICK LITTLE, [RLITTE@RIVIERABCH.COM]*) VIA EMAIL OR FAX.

**BID CLOSING DATE:**

Sealed bids must be clearly marked "BID 932-18-1 Marina Event Center Motorized Louvered Roofing System Installation" and will be received until **11:00 A. M., ON 12/14/2017** at the Office of the City Clerk, 600 West Blue Heron Boulevard, Suite #140, Riviera Beach, Florida 33404. Bids will be opened publicly and read aloud in the Council Chambers or City Clerk's lobby on the specified date and time, or soon thereafter. No bids will be accepted after the time and date specified. The bidder is required to examine carefully the Scope of Work and be thoroughly informed regarding any and all conditions and requirements that may in any manner affect the work to be performed under this bid, or affect the equipment, materials and labor required. Failure to do so will not be a basis for subsequent change orders.

**INQUIRIES/QUESTIONS DEADLINE:**

All inquiries shall be in written format and addressed to the City of Riviera Beach:

Procurement Department  
2051 MLK Blvd. Suite 310  
Riviera Beach, FL 33404  
Email: pdaley@rivierabch.com

The last day to submit questions concerning this BID shall be **12/07/2017** Questions received after this time will not be answered.

**PROCUREMENT SCHEDULE**

The CITY will use the following time line for the BID. Dates are subject to change if necessary.

Event	Date
DATE BID ISSUED	November 19, 2017
NON - MANDATORY SITE VISIT	November 30, 2017 @ 10 AM
DUE DATE FOR BIDDER QUESTIONS	December 07, 2017 @11 AM
BID DUE DATE	December 14, 2017 @11 AM
PROPOSED CRA AWARD DATE	TBD
START DATE	TBD



of work awarded and shall simultaneously provide any required bonds, indemnities and insurance certificates. Failure to comply within the established deadline for submittal of required documents may be grounds for cancellation of the award and City keeping bid security.

36. **SPECIAL CONDITIONS:** Any and all special conditions that may vary from these standard conditions shall have precedence.
37. **ADDITIONAL INFORMATION:** The entire chapter of the City of Riviera Beach Procurement Code describing the aforementioned subject matter can be obtained from the Procurement Department. You may also view and/or download the Request for Proposals, Requests for Quotation, Request for Letters of Interest, structure of the Procurement Department, telephone directory, and How to do Business with the City of Riviera Beach on the internet at: [www.rivierabch.com](http://www.rivierabch.com).

**38. Florida's Public Records Act, Chapter 119, Florida Statutes**

The Contractor shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and, if determined to be acting on behalf of the City as provided under section 119.011(2), Florida Statutes, specifically agrees to:

- (a) Keep and maintain public records required by the City to perform the service.
- (b) Upon request from the City's custodian of public records or designee, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Contract and following completion of this Contract if the Contractor does not transfer the records to the City.
- (d) Upon completion of this Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records or designee, in a format that is compatible with the information technology systems of the City.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS CITY CLERK OR DESIGNEE AT 600 WEST BLUE HERON BLVD. RIVIERA BEACH, FL. 33404. (561-845-4090) CITYCLERK@RIVIERABCH.COM.**

**BID CLOSING DATE:**

**Bids will be received until 12/14/2017 @ 11:00 AM at the Office of the City Clerk, 600 West Blue Heron Boulevard, Suite #140, Riviera Beach, Florida.**

**Bids will be opened and publicly read aloud in the Council Chambers on the specified date shortly after the stated close time. No bids will be accepted after the time and date specified. The bidder is required to examine carefully the Scope of Work and be thoroughly informed regarding any and all conditions and requirements that may in any manner affect the work to be performed under this bid, or affect the equipment, materials and labor required. Failure to do so will not be a basis for subsequent change orders.**