



YOUR PARTNER FOR
SOLID WASTE SOLUTIONS

ADDENDUM NO. 1
ROOFING REHABILITATION/REPLACEMENT
AND
GENERAL BUILDING REPAIR SERVICES

RFP NO. 09-252/PF RFP

The following changes/clarifications are hereby incorporated into the RFP document as follows:

Page RFP-11, No. 5 Project Approach and Understanding.

Now Reads:

1. Project Approach and Understanding

Provide a narrative demonstrating the PROPOSER'S understanding and approach to the key project issues for this type of work including evaluation of existing roofing conditions and keeping the facilities operational during repair and renovation services. The PROPOSER shall identify and describe the firm's approach to general renovation projects, which are most likely to be critical to the success of a project.

It should be noted that a minimum of 40% of the work under this contract shall be performed in house by the PROPOSER.

Change to Read:

2. Project Approach and Understanding

Provide a narrative demonstrating the PROPOSER'S understanding and approach to the key project issues for this type of work including evaluation of existing roofing conditions and keeping the facilities operational during repair and renovation services. The PROPOSER shall identify and describe the firm's approach to general renovation projects, which are most likely to be critical to the success of a project.

It should be noted that a minimum of **70%** of the work under this contract shall be performed in house by the PROPOSER.

Page FOC 4

Replace Page FOC-4 with Page FOC-4 Addendum

Page GC-27

Now reads:

B. Subletting

Not more than 80% of the work embraced in this contract shall be sublet or in any way removed from the control of the Contractor, except with the written consent of the AUTHORITY. This provision shall not apply to the purchase and delivery of materials necessarily manufactured and provided elsewhere. The absence of such written consent shall not constitute a waiver of the AUTHORITY's right under this paragraph.

Change to read:

B. Subletting


Not more than **30%** of the work embraced in this contract shall be sublet or in any way removed from the control of the Contractor, except with the written consent of the AUTHORITY. This provision shall not apply to the purchase and delivery of materials necessarily manufactured and provided elsewhere. The absence of such written consent shall not constitute a waiver of the AUTHORITY's right under this paragraph.

***PRE-PROPOSAL CONFERENCE MINUTES, AGENDA, AND SIGN-IN SHEET
ARE ATTACHED AND INCLUDED AS PART OF THIS ADDENDUM.***

**PLEASE INCORPORATE THESE CLARIFICATIONS/REVISIONS INTO
THE RFP AND PROPOSE ACCORDINGLY.**

***IMPORTANT: THE RECEIPT OF THE ADDENDUM NO. 1 IS TO BE CLEARLY ACKNOWLEDGED
IN YOUR PROPOSAL SUBMITTAL.***

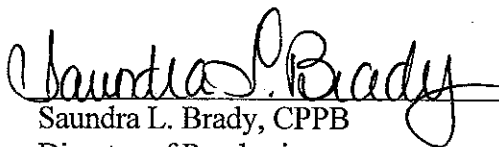
Signature



Phillip Ford, CPPB
Purchasing Supervisor

Company

Title



Saundra L. Brady, CPPB
Director of Purchasing

Date



YOUR PARTNER FOR
SOLID WASTE SOLUTIONS

MINUTES
PRE-PROPOSAL CONFERENCE
ROOFING REHABILITATION/REPLACEMENT
AND
GENERAL BUILDING REPAIR SERVICES

RFP NO. 09-252/PF
SEPTEMBER 9, 2009 @ 10:00 A.M.

1. Call to order by Phillip Ford at 10:04 A.M.
Introduction of Authority staff present: John Low, Facility Maintenance Supervisor, Laurie Odlum, Purchasing Specialist, Phillip Ford, Purchasing Supervisor.
2. Instruct all present to sign in and provide Business Card with E-Mail address listed.
3. Attendees were reminded that the RFP closing is set for **Thursday, September 24, 2009, by 5:00 p.m.** All RPF's will be evaluated as to responsiveness and the firms' responsibility to perform tasks. Mr. Ford defined responsive: meeting the requirement of the RPF. Mr. Low will discuss responsibility and minimum requirements in his presentation. Attendees were admonished to be aware of the deadline date and to be sure whether hand delivered or mailed, that the on time delivery was the responsibility of the vendor. Probably only 1 addenda would be issued as a result of this meeting – possibly 2 but doubtful. Addenda will be posted on web.
4. No late proposals will be accepted. Acknowledge any/all addenda.
5. Firms need to be aware of Article 1-19, Public Entity Crime, Page RFP-5. If your company is listed, your firm will NOT be considered for this RFP.
6. Complete Drug-Free Workplace form, if applicable. Reminder to firms – Any form that requires a signature must be submitted.

7. M/W/SBE Plan is required, Article 4-2 F.9, Page RFP-16. SWA Board of Directors requires that we track all M/W/SBE firms.

Special Note: The SWA does not have a "Cone of Silence". All inquiries are requested to be in writing either in letter or e-mail (e-mail preferred) which enables Mr. Ford and Mr. Low to be aware of all inquiries. Phoned questions are OK on minimal issues. See Page RFP 3 section Inquiries 1-10.

Before Mr. Low takes over discussion, are there any questions on Section 1?

Q - How is the RFP awarded?

A - RFP will be awarded to the best proposal as judged by the Selection Committee. SWA reserves the right to award to more than one contractor.

Q - Please discuss the review, the selection process and committee - Section 1.9

A - Review/evaluation and the selection process may depend on the number of proposal received and how close the respective proposals are evaluated. For example, if there are seven proposal submitted and two or three of those proposals are evaluated as the top firms, then the Selection Committee may request an oral presentation to further evaluate the firm to determine the best firm for the job. The same apply if there is a natural break in the scoring of firms. The selection of firms will be determined at a later date in the process. The Authority has reserved the right to select one firm or multiple firms.

Q - On the bid form - please clarify Material Mark-up

A - Item II write your markup i.e. 5% - 1.05.

Q - Is this pre-proposal meeting mandatory?

A - No

8. Overview by John Low

The contract is non-specific. There will be an indefinite number of projects. Our fiscal year starts 10/1/09.

This contract will be originally awarded for a 3 year period with a possibility of 3 renewals of 1 year duration each.

Scope of Work - Repair and Maintenance and Replacement of Roofs on all SWA buildings to include: build up on surfaces, insulated panels.

Whoever is awarded this contract must be a State of Florida General Contractor and possess a roofing license. Proposer cannot extend the licenses of a sub-contractor to meet this requirement.

Item #3 submittal requirement- All information is required. Regarding References - 5 separate references are preferred; SWA will consider more than 1 job with same entity.

Q - Roof warrantee requirement is 15 years?

A - 2 year warrantee on repairs and the 15 year warrantee on new construction

Q- Are we required to have a 2 Million dollar bond?

A- Projects greater than \$200,000 require a Public Construction Bond. Proposers must submit documentation of capability of being bonded up to \$200,000. A letter from bonding company is acceptable. No formal Bid Bond is required.

9. Questions from the floor. Notes from Mr. Ford:

- Delivery methods: Clearly state in BOLD on exterior of package or envelope RFP 09-252. Remember to enclose 1 original and 5 photo copies. Paper versions only – no discs will be accepted.
- RFP's will just be received on the due date – no official opening
- All meetings are public; any vendor may attend.
- Oral presentations: Each participating vendor should be prepared for a quick turnaround notification of one day.
- Scoring matrix: The Selection Committee shall assign respective points to each evaluation criteria.
- Warrantees: 2 years on new repairs and 15 years on new projects

10. Adjournment – 10:30 A.M.

CERTIFICATE OF CORPORATE AUTHORITY

I, _____, certify that I am the **Secretary** of the corporation named as Contractor in **Contract No. 09-252**; that _____ who signed the said Contract on behalf of the Contractor, was then _____ of said corporation; that I know the seal of said corporation; that said seal has been affixed to this Contract; and that it was so affixed by order of said official of the Corporation; that I know his/her signature, and such signature hereto is genuine; and that he/she signed this Contract by authority of the directors of said Corporation.

Dated this _____ day of _____ 2009.

Corporate Secretary
(Seal)



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AGENDA
PRE-PROPOSAL CONFERENCE
ROOFING REHABILITATION/REPLACEMENT
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GENERAL BUILDING REPAIR SERVICES

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SEPTEMBER 9, 2009 @ 10:00 A.M.

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6. Complete Drug-Free Workplace form, if applicable.
7. M/W/SBE Plan is required, Article 4-2 F.9, Page RFP-16.
8. Overview by John Low
9. Questions from the floor.
10. Adjournment

PROVIDE BUSINESS CARD

SIGN-IN SHEET
PRE-PROPOSAL CONFERENCE
ROOFING REHABILITATION/REPLACEMENT
AND
GENERAL BUILDING REPAIR SERVICES
RFP NO. 09-252/PF

DATE: SEPTEMBER 9, 2009

TIME: 10:00 A.M.

NAME <i>(Please Print)</i>	COMPANY <i>(Please Print)</i>	PHONE & FAX NO.
Walter Schow	Advanced Roofing	954-522-6868 954-566-2967
BERNARD JONES	HARDIE INDUSTRIES	561-820-4880
Ron Davis	Hardie Industries ^{MARBE}	561-820-4880 (Phone) 561-820-4881 (Fax)
German Duarte	Andersen South	954-263-2274
→ DANNY STOKES	ADVANCED ROOFING	954-275-8268 954- 275 -566-2967
Mike Thackaberry	Petersen Dean Roof	561-721-9921 9922
Jawis Allen	Self	561-640-1000 x4524

