



THE CITY OF KEY WEST
1300 White St. Key West FL 33040 Phone: (305) 809-3700

Invitation to Bid # 17-023
EFFLUENT PUMP FP-3-1 CONTROL AND VFD REPLACEMENT
Project No. SE35031701

ADDENDUM # 1

March 1, 2018

This addendum includes the mandatory pre-bid meeting minutes and sign in sheet

Please be advised of the following changes to the contract documents:

The following changes, additions, and/or deletions are hereby made part of the Contract Documents for the Effluent Pump FP-3-1 Control and VFD Replacement dated February 2018, as fully and completely as if the same set forth fully therein:

PRE-BID MEETING

1. Meeting minutes from the pre-bid meeting, attached.
2. Copy of sign-in sheet from the pre-bid meeting, attached.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 by acknowledging addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this addendum may be considered non-responsive.

Signature

Name of Business or Corporation

RAH Effluent FP-3-1 Control and VFD Replacement

MEETING DATE: February 21, 2018

MEETING TIME: 10:00

LOCATION: RAH WWTP

Objectives

Pre-Bid Meeting to cover critical aspects of both contracts to obtain VFD('s), and install FP-3-1 Controls

Agenda Items

1. Introductions
 - a. Sign-in sheet (ATTACHED)
2. Project Summary
 - a. VFD Replacement for Effluent Pump
 - b. Effluent Pump FP-3-1 Control and VFD Replacement
3. Detailed anticipated work items:
 - a. VFD supplied for installation and alternate VFD supplied for future installation
 - b. Effluent pump control panel with accessories and installation of VFD
4. Contract time and estimated schedule
 - a. VFD supplied: 120 calendar days from NTP: Bids are due March 14, 2018 at 3:00 PM local time
 - b. Effluent Pump FP-3-1 Control and VFD Replacement: 180 calendar days from NTP: Bids are due March 14, 2018 at 3:30 PM local time.
5. Liquidated Damages: \$3,000 per day for both projects
6. Permits
 - a. No building permits are required
 - b. Key West license required for certified or registered electrical and certified or registered general contractors.
7. Construction Sequencing
 - a. Any work that requires temporary shutdown of and existing operations or electrical connections shall be planned in detail. Provide 5-day notice for any required shutdowns or connections (if required).

- i. 5 days notice is the absolute minimum. A detailed schedule of work will be required, and close coordination with OMI must be maintained to ensure continuity of operations.

8. Staging Area

- a. Contractor shall utilize existing Plant site for laydown of material. Coordinate with Plant operations will be required. Contractor is responsible for safety of personnel and material on-site.

9. Working Hours

- a. Contractor may work from 6:00 AM to 6 PM. During normal working hours (8:00 AM to 5:00 PM) contractor's supervisor must sign in at the plant office. Ant work performed after normal working hours all contractor employees must sign in.

10. Security and Plant Access

- a. All personnel and vehicles shall be registered with NAS Key West Base security.

11. Existing Utilities

- a. Contractor is responsible for utility location if applicable.

12. General Requirements

- a. Personnel safety and property is of utmost importance. Contractor shall maintain safe working conditions during construction.
- b. Removal of debris

13. City/OMI Comments

- a. Bidders were reminded that the City's Cone of Silence ordinance is in effect immediately following this pre-bid meeting. Any correspondence with CITY or CONSULTANT concerning this project shall be in writing, and become part of the Bid process record.
- b. Bid documents specify PowerFlex 753. Most recent VFD Controller installed is the PowerFlex 755. The Bid documents will be changed via addendum to include the more current model.

14. Contractor Question /Comments

- a. NONE

15. Site Visit

- a. Potential Bidders were given a tour of the VFD control room, to observe work area, recently completed emergency VFD install, open panels, and ask OMI operators questions.