



**ADDENDUM 1:  
ITB #12-019 POLICE DEPARTMENT WINDOW REPAIRS**

To all general contract bidders of record on the Work titled:

**POLICE DEPARTMENT WINDOW REPAIRS  
KEY WEST, FLORIDA**

This addendum is issued as supplemental information to the ITB # 12-019 package for clarification of certain matters of both a general and a technical nature. The referenced ITB package is hereby addended in accordance with the following items as fully as completely as if the same were fully set forth therein:

The following clarifications and/or modifications address issues raised at the mandatory pre-bid meeting held on site, April 4, 2012:

- 1.) All windows must be removed, inspected, replaced/repared (if needed) and re-installed properly. The City requires an 8 inch cut away on the exterior to properly fill any cracks around the window, replace the wood frame and re-sealed with stucco. The finished work on the outside must be pitched down and out from the window.
- 2.) After repairs of windows are complete, all the windows would need to be tested by accepted industry standards to meet or exceed the specifications necessary for the building to obtain a Category 5 Rating. These tests must be documented and furnished to the City. No window leaks are acceptable as this is a Category 5 building used for emergency operations during hurricanes. All windows should have a matching finished appearance. Contractors are concerned that water flowing from the roof will pool above the repair and leak in anyway. City disagrees stating that the water will flow around a properly sealed in window.
- 3.) Contractor raised concern that a great deal of work was being requested prior to award. These items include, but are not limited to, the detailed site plan, a written project safety plan, detailed cost break down and detailed description of material. The City will accept submission of a detailed site plan and written project safety plan prior to commencement of work; however, a detailed cost break down and detailed description of material must be submitted with the bids.
- 4.) Contractor raised concern about the completion date of June 29, 2012. It was decided that July 30 is a more reasonable date. Contractors were reminded that puts us into Hurricane Season and they will be responsible for securing the openings and all materials, equipment, etc. in the case of an impending storm.
- 5.) Building access. This was addressed by Lt. Benkoczy. One access card will be provided to the contractor/foreman. A list of all employees on the job site will need to be submitted to the Police Dept for clearance. Employees are expected to wear identification at all times, such as company shirt and/or picture identification. DoD Rapid Gate ID is an acceptable form of identification.
- 6.) Furniture, office equipment, window dressing. Lt. Benkoczy explained that desks and furniture and window blinds will be removed and put back in place by contractor. Computers and loose desktop materials will be moved by City staff. Contractor will need to coordinate with

PD and IT as to which offices they will be working in with a minimum of 2 day notice. PD may be able to adjust the number of available offices at a time depending on the function of the office.

7.) Marble window sills. There are not currently marble sills; however, the City is requesting that marble sills be installed at the time of the repair.

8.) City reminded contractors that any wall or floor damage by contractor would need to be repaired by the contractor. City informed contractors that all interior paint is oil based. Colors must match original color.

9.) Contractor is responsible for replacing any window screens that are damaged during repair only. Pre-damaged screens are the responsibility of the City. A walk through will take place prior to commencement.

10.) Contractor needs to make sure that any window not completed at the close of the work day is sealed up to prevent any water intrusion and insure security.

11.) All office equipment needs to be covered during repairs.

12.) Mold remediation contingency is NOT to be included in the bid; however, a certified Mold Remediation staff member or sub-contractor must be identified for immediate use by the contractor. In the event of discovery of any suspected mold, contractor must alert the City. City and Contractor will then negotiate how the situation will be handled.

13.) **Communications** area (dispatch) must remain operational during the course of the project. The desks and computer equipment may be able to move a small distance only due to short cables. The work for this area will need to be done from the outside of the building. It is understood that the interior walls will not be cut away if avoidable. Also, it is imperative that the area is protected from dust and water damage without having to remove or cover the computer equipment, some of which is mounted to the wall.

#### **END OF ADDENDUM No. 1**

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.

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Signature Name of Business