



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

ADDENDUM NO. 2

HURRICANE IRMA – VEGETATIVE DEBRIS BURN: RFP 003-18

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature. The referenced Request for Proposal (RFP) package is hereby amended in accordance with the following items:

Questions from prospective Proposers:

- 1) *Does the Contract need to be signed and submitted in the proposal or post award?*
 - a. **Post Award**
- 2) *Are payment and performance bonds due post award?*
 - a. **Yes**
- 3) *Page 10 Section 9 of the RFP asks if a Key West Business License Tax Receipt is required post award?*
 - a. **As the project is located on Rockland Key, a Key West Business License Tax Receipt is not required; however, proposers should confirm with Monroe County any licensing requirements.**
- 4) *We are a Limited Liability Company. Which section do we fill out on page 18?*
 - a. **A Limited Liability Corporation is not considered a Sole Proprietor or Partnership; therefore, the Proposer would fill out the "If Corporation" section.**
- 5) *Page 32 states we need to submit 1 flash drive and p. 6 states we need to submit 2 flash drives. Which is correct?*
 - a. **Replace Item 10 of page 32 (Proposal) with:**
 - i. **Bid submitted intact with the volume entitled "Bidding Requirements" and "Contract Forms" one (1) ORIGINAL bid package and two (2) FLASH DRIVES as stated in the invitation to bid."**
- 6) *Would there be a prior Bid Tabulation for this Request for Proposal?*
 - a. **No, this is the first RFP for this project.**
- 7) *Would you please provide clarification of the requirements for the section (Contract Bonds: Performance and Payment Bonds)? We are not supplying materials for construction? With this in mind, the project would not involve guarantees against defective workmanship or materials for the construction of work. Nor, would we be providing a warranty period following the date of final acceptance. With this said, this section should be removed from the contract requirements.*
 - a. **No, as required by City purchasing ordinance, the winning Proposer shall provide all Bonds required by the Contract Documents.**
- 8) *Relative to previous experience, how far back can we go to achieve the requirements?*
 - a. **As far back as needed**
- 9) *Will liquidated damages be assessed if the Contractor does not meet the deadline they referenced in the proposal form?*
 - a. **Yes, \$3,700.00 per day**
- 10) *Can Contractor sub out 100% of the work?*
 - a. **Yes**

Contract Documents

11) INVITATION TO BID

- a. In third paragraph (page 6), DELETE *“approximately 120,000 cubic yards”* and INSERT *“approximately 102,024 cubic yards (as measured by FEMA monitors)”*
- b. DELETE entire paragraph nine (last on page 6) and replace with the following:
“Within 10 days following Notice of Award, Bidder shall furnish documentation showing that he is in compliance with applicable state and Monroe County licenses and certificates.”
- c. Under Section 2. General Description of the Project (page 7), DELETE entire first paragraph and replace with the following:
“The City of Key West is soliciting proposals for the disposal of vegetative debris collected from Hurricane Irma. The City is leasing a Temporary Debris Management Site (TDMS) located at Rockland Key/Toppino Industrial Drive, where approximately 102,000 cubic yards of collected vegetative debris has been placed on a 10-acre site. The disposal method at the TDMS will be use of Air Curtain technology to thoroughly burn the vegetative debris while minimizing particulate emission during the processing stage. In the event non-burnable debris (e.g., white goods, solid waste) is encountered, Contractor shall segregate and place in a to be designated location on the Site.”
- d. Under Section 6.C. Special Bidding Requirements, INSERT last sentence:
“Bidders to submit a 1-2 page (maximum) qualification summary in addition project references with their proposal.”
- e. Under Section 6.D. Attachments, DELETE *“City of Key West Business License Receipt”*.

9) PROPOSAL

- a. DELETE entire *“PROPOSAL”* form (pages 14-18) and replace with revised *“PROPOSAL”* form attached to this ADDENDUM.

Attachments

1. PreBid Meeting Minutes
2. PreBid Meeting Attendance Sheet
 - a. The representative for Clean Air Combust was delayed by traffic and arrived after the meeting concluded. The City was notified of this delay prior to the PreBid meeting. As subsequently discussed at the meeting, Clean Air Combust will be permitted to submit a proposal in response to this RFP.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 2

with Attachment by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business

PROPOSAL

ADDENDUM 2 REVISION

NOTE TO BIDDER: Use preferably BLACK ink for completing this Proposal form.

To: The City of Key West
Address: 1300 White St, Key West, Florida 33040
Project Title: HURRICANE IRMA VEGETATIVE DEBRIS BURN

Bidder's contact person for additional information on this Proposal:

Company Name: _____

Contact Name & Telephone #: _____

Email Address: _____

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

The Bidder further declares that he has carefully examined the Contract Documents for the construction of the project, that he has personally inspected the site, that he has satisfied himself as to the quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the Contract Documents, and that this Proposal is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this Proposal.

CONTRACT EXECUTION AND BONDS

The Bidder agrees that if this Proposal is accepted, he will, within 10 days, not including Sundays and legal holidays, after Notice of Award, sign the Contract in the form annexed hereto, and will at that time, deliver to the Owner examples of the Performance Bond and Payment Bond required herein, and evidence of holding required licenses and certificates, and will, to the extent of his Proposal, furnish all machinery, tools, apparatus, and other means of construction and do the work and furnish all the materials necessary to complete all work as specified or indicated in the Contract Documents.

PROPOSAL (continued)

START OF CONSTRUCTION AND CONTRACT COMPLETION TIME

The Bidder further agrees to begin work within 14 calendar days after the date of the initial Notice to Proceed and to complete the project, in all respects within _____ calendar days (Bidder to provide).

LIQUIDATED DAMAGES

In the event the Bidder is awarded the Contract and shall fail to complete the work within the time limit or extended time limit agreed upon, as more particularly set forth in the Contract Documents, liquidated damages shall be paid to the Owner at the rate of \$3,700.00 per day (not to exceed 10% percent of the lump sum base bid) for all work awarded until the work has been satisfactorily completed as provided by the Contract Documents. Sundays and legal holidays shall be excluded in determining days in default.

ADDENDA

The Bidder hereby acknowledges that he has received Addenda No's. _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____ (Bidder shall insert No. of each Addendum received) and agrees that all addenda issued are hereby made part of the Contract Documents, and the Bidder further agrees that his Proposal(s) includes all impacts resulting from said addenda.

SALES AND USE TAXES

The Bidder agrees that all federal, state, and local sales and use taxes are included in the stated bid prices for the work.

LUMP SUM ITEMS

The Bidder further proposes to accept as full payment for the work proposed herein the amounts computed under the provisions of the Contract Documents and based on the following lump sum amounts. The Bidder agrees that the lump sum represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type and unit of work called for in these Contract Documents.

TOTAL LUMP SUM BASE BID:

\$ _____ Dollars & _____
Cents (4) *amount written in words*

Payment for materials and equipment authorized by the Owner in a written Change Order but not listed in the above Proposal will be provided at the suppliers invoice plus 10 %.

PROPOSAL (continued)

BASE BID ADD OR DEDUCT ALTERNATES

NOTE: OWNER HAS THE RIGHT TO ACCEPT OR REJECT ANY, ALL, OR NO BID ALTERNATE ITEMS. THE TOTAL OF BASE BID PLUS THE SUM OF OWNER SELECTED BID ALTERNATES WILL BE A BASIS OF EVALUATING LOW BIDDER AND BASIS OF AWARD.

1. Additive Alternate No.1: Provide \$10,000,000 Umbrella Insurance Coverage.

1 LS \$ _____

2. Additive Alternate No.2: Provide \$5,000,000 Pollution Liability Insurance Coverage.

1 LS \$ _____

EXPERIENCE

The Bidder shall submit with an experience record with the Bid showing his experience and expertise in vegetative debris burning and disposal. Such experience record shall provide up to five current or recent projects of similar work, and preferably in the State of Florida. For each project the following information shall be provided:

- 1. Description and location of work.
- 2. Quantity burned and contract amount.
- 3. Dates work was performed.
- 4. Owner.
- 5. Name of Owner's contact person and phone number.

The Bidder has the option to submit a 1-2 page qualifications summary in additional to the above experience record.

The Bidder shall submit a draft project-specific Burn Plan with the Proposal.

SUBCONTRACTORS

The Bidder further proposes that the following subcontracting firms or businesses will be awarded subcontracts for the following portions of the work in the event that the Bidder is awarded the Contract:

Name

Trade Percent of Total Base Bid

Street City State Zip

PROPOSAL (continued)

Name

Trade

Percent of Total Base Bid

Street

City

State

Zip

SURETY

whose address is

Street

City

State

Zip

BIDDER

The name of the Bidder submitting this Proposal is

doing business at

Street

City

State

Zip

which is the address to which all communications concerned with this Proposal and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

_____	_____
_____	_____
_____	_____

PROPOSAL (continued)

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this _____ day of _____ 2017.

Signature of Bidder

Title

If Corporation

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this _____ day of _____ 2017.

(SEAL)

Name of Corporation

By _____

Title _____

Attest _____

Sworn and subscribed before this _____ day of _____, 20____

NOTARY PUBLIC, State of _____, at Large

My Commission Expires: _____

Hurricane Irma - Vegetative Debris Burn

Bid Opening: November 13, 2017

<i>Bidders Name</i>	<i>Phone Number</i>	<i>Company</i>	<i>Email Address</i>
Kevin Carter	850-509-3398	Attack-One Fire	kevin@attack-one.com
David Knowles	352-427-1708	National Fire	nfcbusiness@gmail.com
Andrew Toppino	305-296-5606	CTS	atoppino@charleytoppino.com
Trey Fuzzell	707-489-3300	DRC	fuzzy@kdfllc.com
Kevin Rolison	512-944-8766	TFR	kevin@tfrinc.com
Richard Toppino	305-296-5606	CT&S	rtoppino@charlietoppino.com
Janet Schindler	813-677-6822	Paynes Environmental	paynestrees@cs.com
Gary Volenec	305-809-3967	CKW	gvolenec@cityofkeywest-fl.gov
Kreed Howell	305-809-3963	CKW	lhowell@cityofkeywest-fl.gov
Jim Bouquet	305-809-3962	CKW	jbouquet@cityofkeywest-fl.gov
<i>Matt O'Connor</i>	<i>772-919-2464</i>	<i>Clean Air Combust</i>	moconnor@cleanaircombust.com

Representative arrived late due to a traffic accident



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Hurricane Irma - Vegetative Debris Burn RFP 003-18
Sign-In Sheet - November 7, 2017

Attendees	Company	Email Address	Tel. Number
1 Kevin Corta	Attack One Fire	Kevin@AttackOne.com	(850) 509-3398
2 David Knowles	National Fire	NFCBusiness@gmail.com	(352) 427-1708
3 Andrew Toppino	Toppino's	AToppino@charleyToppino.com	(305) 296-5806
4 Trey Fuzzell	DRC	Fuzzell@KDFLLC.com	(707) 489 3300
5 Kevin Rolison	TFR	Kevin@tfrinc.com	(512) 944-8766
6 Richard Toppino	CT&S	Rto@primacal.com	(305) 296-5606
7 Janet Schirckler	Paynes Environmental	Paynestrees@cs.com	(813) 677-6822
8 Gary Volenec	CKW	gvolenec@cityofkeywest-fl.gov	(305) 809-3967
9 LHeed Howell	CKW	lhowell@cityofkeywest-fl.gov	(305) 809-3963



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Attendees	Company	Email Address	Tel. Number
10	Jim Bouquet (KW)	cityofkeywest@j.bouquet@	(305) 809-3962
11			()
12			()
13			()
14			()
15			()
16			()
17			()
18			()



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Hurricane Irma – Vegetative Debris Burn RFP 003-18
Meeting Minutes
November 7, 2017

Location: Key West City Hall, 1300 White Street, Key West Florida 33040

Subject of Meeting: Mandatory Pre-Bidders Conference

Status of Minutes: Draft

Attendees	Company
Kevin Carter	Attack-One Fire
David Knowles	National Fire
Andrew Toppino	Charlie Toppino and Sons
Richard Toppino	Charlie Toppino and Sons
Trey Fuzzell	DRC
Kevin Robinson	TFR
Janet Schindler	Paynes Environmental
Matt O'Connor	Clean Air Combust
Gary Volenec	City of Key West
Jim Bouquet	City of Key West
Kreed Howell	City of Key West

Distribution of Notes to:

Distribution of the minutes from this meeting will be issued via addendum no later than 5:00 p.m. November 9, 2017.



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Hurricane Irma – Vegetative Debris Burn RFP 003-18 Meeting Minutes November 7, 2017

The Pre-Bidders Meeting followed the agenda below and any deviations from these minutes will be addressed in Addendum 2.

1. Introductions:

- a. Director of Engineering, James Bouquet, PE*
- b. City Engineer, Gary Volenec, PE*
- c. Attendee Introductions*

2. Request for Proposal critical milestones:

- a. Deadline for Inquiries: November 8, 2017*
- b. Final Addenda Issued: November 9, 2017*
- c. Bids Due By: 3:00 p.m., November 13, 2017*

3. Project Scope and Description:

- a. Location of TDMS:*
 - i. Rockland Key / Toppino Industrial Drive.*
- b. Disposal Method of approximately 102,024 cubic yards of vegetative debris:*
 - i. Air Curtain in accordance with Emergency Authorization OGC No. 17-0989 (Part 4 of RFP).*
 - ii. Contractor to submit Draft Site Specific Burn Plan*
 - iii. Other*
- c. Proposers/Contractors Requirements:*
 - i. Provide all equipment, labor, materials, insurance, permitting and supplies.*
 - ii. Removal and disposal of all ash generated to a permitted authorized site.*
 - iii. Complete full site restoration (rough grading).*
 - iv. Compliance with Florida Administrative Code 62-210.300(3)26.g.*
 - v. Renew Florida Forest Service authorization to burn daily.*
Joe Cangeni 305-896-2392 and/or Amy Pulley 904-626-8345
 - vi. Bidders must hold or obtain all licenses and/or certificates as required by State Statutes*
 - vii. Hours of Operation - 24 hours 7 days a week until all materials have been removed from site.*

4. Instruction to Bidders / Proposal

- a. Type and Preparation of Proposals:*
 - i. The cost for the work is to be submitted on a Lump Sum basis.*



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- ii. Bidder shall submit an experience record with the Proposal showing their experience in vegetative debris burning. Provide five current or recent projects including the following information for each project:
 1. Description and location of work.
 2. Quantity burned and contract amount.
 3. Dates work was performed.
 4. Owner and Name of Owners contact person and telephone number.
- iii. Bidder shall complete and submit the following forms with his bid:
 1. Anti-Kickback Affidavit
 2. Public Entity Crimes Form
 3. Indemnification Form
 4. Domestic Partnership Affidavit
 5. Cone of Silence Affidavit
 6. Bidder's Checklist

b. Submission of Bids:

- i. ALL Bids shall be made on the Bid form provided with the RFP documents and contain:
 1. (1) Original bid package.
 2. (2) Flash Drives each with PDF file of the entire bid package.
- ii. Bids should be submitted in a sealed envelope, externally marked to indicate the Bidders name and Project name and number without being opened.

5. ***Contract Award*** -Per sections 12-14 in the Invitation to Bid section of the RFP documents.

6. ***Insurance and Bonds***

- a. *Insurance limits as stated on draft Owner-Contractor Agreement.*
 - i. Landowner may impose additional limits. Confirmed via addendum.
- b. *Performance and Payment Bonds*
 - i. The successful Bidder shall file with the City, at the time of delivery of the signed Contract, a Performance and Payment Bond found on the form provided in the RFP documents and CKW Business License Tax Receipt. See section 15 in the Invitation to Bid section of the RFP documents.

7. ***Time of Completion***

- a. Subsequent to receiving a Notice to Proceed, the Contractor shall commence work within 14 calendar days and shall complete work within the number of calendar days stipulated in their Proposal. The City desires to expedite completion of the project and the number of calendar days proposed will be a strong factor in the basis of award.