

October 3, 2025

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM # 2

**CQ #25-576 SM, POLK COUNTY ADMINISTRATION BUILDING 5TH FLOOR -
INFORMATION TECHNOLOGY RENOVATION**

This addendum is issued to clarify, add to, revise and/or delete items of the Quote Document for this work. This Addendum is a part of the Quote Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: questions/answers, clarification & revision.

Respectfully,

Tabatha Shirah

Tabatha Shirah
Procurement Analyst
Procurement Division

**This Addendum sheet should be signed and submitted with your
bid submittal. This is the only acknowledgment required.**

Signature	_____
Printed Name:	_____
Title:	_____
Company:	_____

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- Q1:** Is it correct that the awarded contractor would only be responsible for coordinating the trade partners and not responsible for contracting, scheduling, etc. with the trade partners selected - such as flooring, painter contractor and painting team, fire alarm/sprinkle, HVAC, IT phone/Data and electrical contractor, etc.?
- A1:** The County will be performing additional work related to the Project with its own forces and will use other contracts for the execution of additional work. The Contractor shall provide the other contractors who are parties to such contracts, including but not limited to, the other contractor's employees, agents, subcontractors and suppliers (or the County's forces performing the additional work), reasonable opportunity for the introduction and storage of material and equipment and the execution of work, and shall properly connect and coordinate its work with theirs.
- Q2:** Can you confirm if 100% Project Management and Field Supervision (Superintendent) are required at all times? We note that this could significantly impact the overall proposal cost.
- A2:** The Project Superintendent is responsible for day-to-day operations. Please refer to the Qualifications section in the Quote Package, pages 23–24, for more detailed responsibilities. Also see "Revision 1" below to Qualification #6 to clarify.
- Q3:** Will all trade partners work during night shifts (including the trade we are to manage)?
- A3:** Same working hours as the prime contractor and subs.
- Q4:** May you provide scope sheets for the trade partners we are to manage? This will help us allocate supervision time and include it into our schedule.
- A4:** Electrical, mechanical, fire protection, flooring and painting.
- Q5:** In Zone 1, where the floating floor is to remain and new drywall partitions are to be installed, is there a preferred trim detail or finish at the transition?
- A5:** The raised access floor is to be removed from the areas that receive new office locations. A new dividing wall will be placed by the contractor from the lower concrete slab up to the ceiling. Contractors are responsible for cost cutting and fitting remaining raised access floor to new conditions inclusive of wall angle supports for the tile floor system to abut the dividing wall system.

Clarification 1

Quote Package, Special Condition #3 – page 21

At the Mandatory Pre-Quote Meeting, data room hours were discussed as possibly changing to daytime. Please note, the hours will not be changing. A County authorized representative will be present during all overnight work hours.

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Revision 1

Quote Package, Qualification #6 – page 24

Delete in its Entirety:

The contractor shall have an experienced, prequalified, thoroughly trained Project Superintendent with experience in projects of similar scope of work per plans and specifications. **PSM's** are responsible for the day-to-day supervision when workers are present on the construction site. This includes coordinating subcontractors, ensuring safety protocols are followed, overseeing construction progress, resolving on-site issues, and ensuring quality standards are met. Proof of experience shall be provided by the quoter in the form of a resume that is subject to review and approval by Facilities Management Representative.

Resume shall include:

- o Employee name
- o Years of experience
- o Years with company
- o List of three

Replace with:

The contractor shall have an experienced, prequalified, thoroughly trained Project Superintendent with experience in projects of similar scope of work per plans and specifications. **Project Superintendents** are responsible for the day-to-day supervision when workers are present on the construction site. This includes coordinating subcontractors, ensuring safety protocols are followed, overseeing construction progress, resolving on-site issues, and ensuring quality standards are met. Proof of experience shall be provided by the quoter in the form of a resume that is subject to review and approval by Facilities Management Representative.

Resume shall include:

- o Employee name
- o Years of experience
- o Years with company
- o List of three