

09 OCT -5 AM 10: 54  
COUNTY CLERK  
CLERK'S OFFICE

# CHANGE ORDER APPROVAL FORM

PROJECT: West Nassau Convenience Center

CHANGE ORDER NUMBER: 04

\_\_\_\_\_

DATE: 10/02/9

\_\_\_\_\_

CONTRACT NUMBER: CM1456

TO CONTRACTOR: Kendale Design/Build General Contractors, Inc.

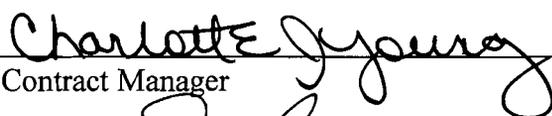
Reason for Change Order: Deduct for cost differential between the actual cost of the monument sign and the allowance, pursuant to the bid documents, NC09-025, Addendum No. 1 (Clarification #5). Actual cost: \$1946.00 minus allowance \$2,500.00 = deduct/credit amount of \$554.00.

Original Contract Sum.....	\$	<u>242,027.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>38,617.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>280,644.00</u>
Amount of This Change Order (Add/Deduct).....	\$	<u>(554.00)</u>
New Contract Sum Including this Change Order.....	\$	<u>280,090.00</u>

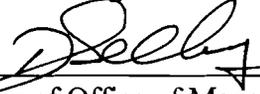
9C  
70366534-563000  
SWCC

APPROVED BY:   
Project Manager (Department Head)

DATE: 10/9/09

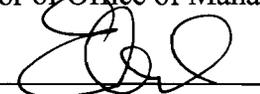
APPROVED BY:   
Contract Manager

DATE: \_\_\_\_\_

APPROVED BY:   
Director of Office of Management & Budget

10/7/09

DATE: 10/8/09

APPROVED BY:   
County Coordinator

DATE: 10/9/09

ADDITIONAL WORK AUTHORIZATION



CHANGE ORDER NO.  
4

4501 BEVERLY AVENUE \* JACKSONVILLE, FL 32210  
904-384-8811

OWNER'S: Charlotte Young / Contract Management	PHONE: 904-491-7377	DATE: 29-Sep-09
STREET: 98136 Nassau Pl, #6 Yulee, FL 32097	JOB NAME: WEST NASSAU CONVENIENCE CENTER 46026 Landfill Rd, Callahan, FL 32011	JOB NUMBER: 09-328

ITEM NUMBER	COST CODE	DESCRIPTION	COST
1		Allowance for monument sign	
2	0	(Adden #1, Classification #5)	\$ (2,500.00)
3	0	Furnish and install one (1) 48" x 96" x .080 Aluminum sign mounted on 6x6 MCQ	\$ -
4	0	treated posts. Posts shall be buried and secured with a concrete base.	\$ -
5	0		\$ -
6	0	Apply one (1) prime coat and two (2) finish coats of exterior latex paint	\$ -
7			\$ -
8			Total \$ 1,692
9			\$ -
10			\$ -
11			\$ -
12			\$ -
13			
14			
15			
16			
17			
18			
19			
20			
21			
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23			
24			
25			
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27			
28			
29			
30			

AW  
10-2-09

CONTRACT AMOUNT to date	\$ -
THIS CHANGE ORDER W / 15% P&O	\$ 1,948
NEW CONTRACT AMOUNT	\$ 1,948

Debit  
(554.00)

This change order will extend contract completion date by 0 days.  
ADDITIONAL CHARGE FOR THE ABOVE WORK \$1,948 (554.00) CA  
Payment is due upon acceptance unless otherwise stated:  As work is completed

8  
10-2-09  
AW

Above additional work performed under same conditions as specified in original contract unless stipulated.

Authorized Signature \_\_\_\_\_ Date 10/09/09

10-2-09

We hereby agree to furnish labor and materials complete in accordance with the above specifications, at the above stated price.

Authorized Signature \_\_\_\_\_ Date 9-30-09  
(Kendale Design/Build Signs Here)

**Charlotte Young**

---

**From:** Cary Whittier [cwhittier@kendale.net]  
**Sent:** Friday, October 02, 2009 3:55 PM  
**To:** Charlotte Young  
**Cc:** Kimberly Jones  
**Subject:** RE: Change Order No. 4\_West Nassau Convenience Center  
**Attachments:** 20091002155002200.pdf

Charlotte,  
This is fine. See attached.  
Thanks,  
Cary

-----Original Message-----

**From:** Charlotte Young [mailto:cyoung@nassaucountyfl.com]  
**Sent:** Friday, October 02, 2009 2:28 PM  
**To:** Cary Whittier  
**Cc:** Quattrochi, John  
**Subject:** Change Order No. 4\_West Nassau Convenience Center

Cary,  
As we discussed, please find attached corrected change order no. 4; changes reflect the cost difference between the actual cost of the sign and the \$2,500 allowance, pursuant to Bid Number NC09-025, Addendum No. 1 (Clarification No. 5).

Actual Cost	1,946.00
Allowance	<u>2,500.00</u>
-	(\$554.00)

Please initial the changes on the Change Order Request and scan them back to me.

ADDITIONAL WORK AUTHORIZATION



CHANGE ORDER NO.  
4

4501 BEVERLY AVENUE \* JACKSONVILLE, FL 32210  
904-384-8611

OWNER'S: Charlotte Young / Contract Management	PHONE: 904-491-7377	DATE: 29-Sep-09
STREET: 96135 Nassau Pl, #6 Yulee, FL 32097	JOB NAME: WEST NASSAU CONVENIENCE CENTER 46026 Landfill Rd, Callahan, FL 32011	JOB NUMBER: 09-328

ITEM NUMBER	COST CODE		COST
1		allowance for monument sign	
2	0	(adden # 1, clarification # 5)	\$ (2,500.00)
3	0	Furnish and install one (1) 48" x 96" x .080 Aluminum sign mounted on 6x6 MCQ	\$ -
4	0	treated posts. Posts shall be buried and secured with a concrete base.	\$ -
5	0		\$ -
6	0	Apply one (1) prime coat and two (2) finish coats of exterior latex paint	\$ -
7			\$ -
8		Total	\$ 1,692
9			\$ -
10			\$ -
11			\$ -
12			\$ -
13			\$ -
14			\$ -
15			\$ -
16			\$ -
17			\$ -
18			\$ -
19			\$ -
20			\$ -
21			\$ -
22			\$ -
23			\$ -
24			\$ -
25			\$ -
26			\$ -
27			\$ -
28			\$ -
29			\$ -
30			\$ -

RECEIVED  
 CONTRACT MANAGEMENT  
 2009 OCT -1 PH 2:39

CONTRACT AMOUNT to date	\$ -	Deduct (554.00) 10-2-09
THIS CHANGE ORDER W / 15% P&O	\$ 1,946	
NEW CONTRACT AMOUNT	\$ 1,946	

This change order will extend contract completion date by 0 days.

ADDITIONAL CHARGE FOR THE ABOVE WORK \$1,946

Payment is due upon acceptance unless otherwise stated: As work is completed

Above additional work performed under same conditions as specified in original contract unless stipulated.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Owner Signs Here)

We hereby agree to furnish labor and materials complete in accordance with the above specifications, at the above stated price.

Authorized Signature [Signature] Date 9-30-09  
(Kendale Design/Build Signs Here)

## Kimberly Jones

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**From:** Becky Diden [bdiden@nassaucountyfl.com]  
**Sent:** Tuesday, September 29, 2009 2:47 PM  
**To:** Kimberly Jones  
**Cc:** Cary Whittier  
**Subject:** RE: W NASSAU CONVENIENCE CENTER SIGN PROOF\PLEASE REVIEW AND COMMENT

**Importance:** High

Please go with the first sign on the attachment.

-----Original Message-----

**From:** Kim Jones [mailto:kjones@kendale.net]  
**Sent:** Monday, September 28, 2009 3:10 PM  
**To:** Becky Diden  
**Cc:** Cary Whittier; Kim Jones  
**Subject:** W NASSAU CONVENIENCE CENTER SIGN PROOF\PLEASE REVIEW AND COMMENT

This E-mail was sent from "RNPC2C346" (Aficio MP C3500).

Scan Date: 09.28.2009 15:09:37 (-0400)  
Queries to: jpattison@kendale.net

# **WEST NASSAU COUNTY RESIDENTIAL CONVENIENCE CENTER**

## **“SOLID WASTE AND RECYCLING”**

### **Hours of Operation**

<b>MON.</b>	<b>8:00am - 5:00pm</b>	<b>WED.</b>	<b>CLOSED</b>
<b>TUES.</b>	<b>8:00am - 5:00pm</b>	<b>SUN.</b>	<b>CLOSED</b>
<b>THURS.</b>	<b>8:00am - 5:00pm</b>	<b>HOLIDAYS</b>	<b>CLOSED</b>
<b>FRI.</b>	<b>8:00am - 5:00pm</b>		
<b>SAT.</b>	<b>8:30am - 12:00pm</b>		

# **WEST NASSAU COUNTY RESIDENTIAL CONVENIENCE CENTER**

## **“SOLID WASTE AND RECYCLING”**

### **HOURS OF OPERATION**

<b>MON.-TUES.-THURS.-FRI.</b>	<b>SAT.</b>
<b>8:00am - 5:00pm</b>	<b>8:30am - 12:00pm</b>
<b>WED.-SUN.-HOLIDAYS</b>	
<b>CLOSED</b>	



NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS  
Contract Management Department  
96135 Nassau Place, Suite 6  
Yulee, Florida 32097  
904-491-7377 Fax: 904-321-2658

Charlotte J. Young, CPPB  
Contract Manager  
cyoung@nassaucountyfl.com

Dawn Krass  
Contract Specialist  
dkrass@nassaucountyfl.com

TO: All Proposer  
FROM: Charlotte J. Young, Contract Manager  
SUBJECT: Addendum # 1  
Request for Proposals, Bid No. NC09-025  
West Nassau Convenience Center  
DATE: July 9, 2009

**REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your**

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents.

A non-mandatory pre-bid conference was held Thursday, July 9, 2009 at the West Nassau Landfill located at 46026 Landfill Road, Callahan, Florida 32011. Copies of the sign-in sheets are attached .

Charlotte Young, Contract Manager opened the meeting with introductions and discussion on the bid submittal requirements.

#### **Bidding Requirements & Bid Proposal**

- **Bids are due by July 16, 2009 at 2:00 p.m. at the Judicial Annex, office of John A. Crawford, Ex-officio Clerk, 76347 Veterans Way, Yulee, Florida.**
- Bid opening July 16, 2009 at 2:05 p.m.
- Caution was given to the bidders, if they plan on delivering their bid on the deadline date, to allow sufficient time for security clearance at the Judicial Annex. Clerk's Service office is located on the 2<sup>nd</sup> floor of the building.
- Bid received after 2:00 p.m. on July 16, 2009 will not be accepted.

John Quattrochi provided a brief overview of the project with the following clarifications/questions/answers:

1. Contractor to coordinate with FPL of the installation of the new three phase power pole and the raising of some of the service lines that will cross the slab. The contractor will be responsible to raise or relocate the service lines on site (may require an additional service pole to be set) to provide proper vertical clearance per code.
2. New Chain Link Fence. The fence will be commercial grade with a top rail and bottom wire. Contractor to read plans for swing gates sizes, and other requirements for the fence.

(904) 491-7380 or (800) 789-6673

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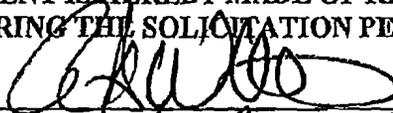
3. The detention pond control structure and outfall pipe is being revised. The control structure weir elevation has been adjusted and the outfall pipe now terminates into an inlet, type 'C' set at grade (bubbler), elev. of top of grate is 18.5, set outside the tree line. The pipe crossing will be shorter in length and approx. 2 feet deeper, invert 16.
4. The Asphalt drives shown and any trenching in the existing asphalt road may be replaced with concrete.
- \* 5. Bid should show an option for a Monument Sign with a \$2,500 allowance.
6. Bid should show an option for Fabric fence (green) on the north side fence only.
7. Shop Drawings – All material to be used on site require a shop drawing and approval prior to installation.
8. The drawings provide, when plotted at full scale are at a scale of 1" = 30 '. The bar scale is incorrect at 1" = 50 '.
9. Material removed during construction / excavation may be hauled to the landfill. Any clearing debris must be cut in 8 foot lengths or smaller.
10. A licensed general contractor is a requirement for this project. The contractor will provide a warrantee period of 12 months for all work.
11. The detention pond slopes are required to have sod placed to two feet below the normal water level.
12. Permit – County has applied for a Water District Permit and expected to obtain prior to construction.
13. Permit for sign will be required by the contractor (with Building Department). The contractor will be required for make proper inspections for all work, including electrical.
14. Shop Drawings will be reviewed promptly by the engineer (3-day review from Engineering)
15. Striping – thermoplastic. Final configuration will be determined prior to the work being performed.
16. County to remove existing stored material for recycle (to be coordinated at pre-construction).
17. Ramp/guardrail is part of demolition work.
18. Contractor will coordinate with the County landfill operation to maintain one lane or alternate route for tanker truck accessibility to the landfill.
19. Hours of operation: Saturday 7:00 AM to 1:00 PM; Monday through Friday 6:00 AM to 4:00 PM. Other times will be discussed during pre-construction meeting.
20. Debris: larger than 8 ft. must be cut; debris can not be co-mingled with construction debris; guardrail will be placed in scrap metal area

Those in attendance at the pre-bid were invited to walk around and visit the proposed project site. Bidders were instructed to submit in writing any question or request for clarifications addressed following their site visit.

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ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF THIS ADDENDUM  
NO. 1, ISSUED DURING THE SOLICITATION PERIOD:

Vendor Signature:



Date:

7-16-09

*Cary Whittier, Project Mgr.*

NOTE: You are required to acknowledge receipt of this addendum by signing and submitting it with your bid/proposal. In addition you are to acknowledge receipt on the Addendum Acknowledgment, Attachment "B" (page 15).

End of Addendum #1

(904) 491-7380 or (800) 789-6673

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