

Projec	t Nam	е	Maintenance of	Way	Breakroom Renovation	
Projec	t No.	11076	Task No.	3	Addendum No. $1$	
То:	Prospe	ctive Bid	ders		Date:	11/2/2023

The following items are clarifications to questions received. These items are hereby included in the bid documents by this addendum.

Item	Description
1.	The Pre-bid meeting minutes are attached and are hereby incorporated into the bid
	documents by this addendum.
2.	The Alabama State Port Authority will utilize its sales tax exemption status on this project. The
	Contractor will be responsible for the purchase of all materials and will be required to apply
	for a sales tax certificate upon contract award.

Please indicate your receipt of this addendum by adding the addendum number in the appropriate place in your Requisition & Proposal or Specification Book.

**Project Manager:** 

Matthew Thomas

Matthew Thomas, P.E.

11/2/2023 Date



## Alabama State Port Authority Pre-Bid Meeting Minutes

Project Name Maintenance of Way Breakroom Renovation

PROJECT #	11076	TASK #	3
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Date	11/2/23	Time	9:00 AM
Location	Maintenance of Way		are indicated on eeting Sign-in Sheet

## **General Discussion**

A pre-proposal briefing was held with prospective bidders to briefly discuss the project description and to conduct a site visit of <u>MOW Breakroom</u>. Following are the principal points of the discussion:

1. All questions to be sent in writing by 3pm, Thursday, 11/9/23. Since only questions answered by formal written addenda will be binding, questions must be sent by this time.

## **Attendees Questions:**

*Question 1:* Who should we send questions to?

Answer: Please send all questions to me at <u>matthew.thomas@alports.com</u>.

Also, in order to ensure a timely response, please cc John Glover at <u>jglover@cmg-a.com</u> as I will be out of office part of next week.

*Question 2:* Can we have our trades people visit the shop before the bid open? Answer: If you feel this is necessary, please email me to schedule a time.

These minutes are based upon the observation of the writer. Please direct all additions or corrections to these minutes to the Project Manager within seven (7) business days of their receipt.

Prepared by:	
Matthew Thomas, P.E.	Date
Project Manager	11/2/23

Last Revised 3/4/10

## Form ENG-FR-010 Bid Opening Sign In Template

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**Alabama Port Authority Pre-Bid Meeting Sign-In Sheet** 

MOW Breakroom Renovation

**PROJECT #** 11076 Task # 3

**Project Name**