



Florida Army National Guard
Construction & Facility Management Office



PRE-BID SITE VISIT MEETING AGENDA

Date and Time	Wednesday May 20, 2026 (10:00 AM)
Project Number and Name	224004 Palmetto Revamp
Project Location	Palmetto Armory, Palmetto, Florida
Last Day for Questions	Thursday May 28, 2026 (5:00 PM)
Date for Final Addendum	Tuesday June 02, 2026 (12:00 PM)
Bid Opening Date	Wednesday June 10, 2026 (2:00 PM) Bid Opening at DMA CFMO Contracting, St. Augustine, Florida

1. SIGN IN OF ATTENDEES.
2. INTRODUCTIONS.
3. GENERAL PROJECT DESCRIPTION (see bid documents for complete details).
4. SITE CONDITIONS. Prospective bidders shall examine the site for conditions under which the work is to be done before submitting their bid package. No allowance will be made for extra expenses incurred due to noncompliance with this section.

The Facility Representative has requested that all contractors provide portable restrooms for their employees use while on the job site. Please include this cost when you submit your bid estimate

5. Work Schedule. Monday through Friday from 7:00 AM to 4:30 PM. A spare key can be provided to the contractor PM to move freely outside the building beyond these hours. However, there will be no access inside the building except during the hours indicated above. All after-hours work (including weekend and/or holidays) or schedule changes must be coordinated with and approved by the Project Manager.

The Florida National Guard works on an alternate work schedule (AWS) where every other Monday is a scheduled day off. The contractor will **not** be allowed work on AWS Mondays.

6. BID BOND. For bids in excess of \$100,000.00, including base bid and alternate bid items, the bidder MUST provide a good faith deposit in the amount of 5% of the bid by way of a bid bond from a surety insurer authorized to do business in the state of Florida, a certified check, or cashier's check with their bid package.

7. PERMITS. The contractor shall obtain all required permits necessary for completion of this project from all authorities having jurisdiction; and shall include the cost of all such permits in their bid package.
8. QUESTIONS FROM BIDDERS. All questions and requests for clarifications related to this solicitation must be submitted in writing to the CFMO at nq.fl.flarnq.list.cfmo-contracting@army.mil in accordance with the timeframe shown above. All questions will be answered in an addendum and posted in the same manner as the ITB.
9. REQUIRED BID PACKAGE DOCUMENTS (in this order).
 - Bid Proposal Form (include acknowledgement of Addenda)
 - Subcontractor List (indicate if “N/A”)
 - Bid Bond (if applicable)
 - Letter of confirmation from bonding company (if applicable)
 - Contractor agreement to perform at least 15% of project work
 - Florida State contractor license (if applicable)
10. BID SUBMISSION AND BID OPENING. Envelopes containing bid submission must be clearly marked:

“SEALED BID – 224004 Palmetto Revamp, Palmetto, FL”
ATTN: CFMO Contract Management Branch”

and submitted to:

Robert F. Ensslin, Jr. Armory
2305 State Road 207
Saint Augustine, FL 32086
Attention: CFMO Contracting

In order to be considered, bids must:

- be submitted on DMA forms
- not be submitted electronically
- not be received after the exact time specified for receipt
- not be received at any location other than specified in the ITB

Bids must be submitted in full accordance with the requirements of this solicitation. Please contact the CFMO Contract Management Office at 904-823-0255 or 904-823-0256 to confirm receipt of bid.

Federal or State picture ID is required for entry into the Robert F. Ensslin, Jr. National Guard Armory. Bids will be accepted until the time of the Bid Opening.

11. GENERAL TERMS & CONDITIONS. The General Terms & Conditions included with the ITB are incorporated into the forthcoming contract by reference.
12. BONDS AND INSURANCE. Performance and Labor and Material Bonds are required from any persons or parties entering into a formal contract with the State of Florida for contracts in total excess of \$100,000.00 for construction, additions, renovations, repairs, or demolition of any public building pursuant to Florida Statute 255.05(1). The price for these bonds and their recording fees must be included with each bid package.
- The contractor will provide the owner with proof of insurance within 10 days of contract award; the price of all required insurance policies must be included in each bid package. Refer to the General Terms & Conditions for insurance requirements. All insurance policies shall be with insurers qualified and doing business in Florida through an authorized license Florida Resident Agent.
13. DAVIS BACON ACT. Davis Bacon Act does not apply to this solicitation.
14. DAMAGES. Damages will be assessed in accordance with the General Terms & Conditions.
15. CONTRACT AWARD. Per Florida Administrative Code 60D-5.004, the project will be awarded to the responsive and responsible bidder that has submitted the lowest price for the base bid or base bid plus alternate bid item.
- NOTE: Award of this contract is contingent upon funding from the State of Florida.
16. MY FLORIDA MARKETPLACE VENDOR INFORMATION PORTAL "VIP". The MFMP VIP is the primary source of information relating to this solicitation. Any solicitation information obtained from sources other than the Vendor Information Portal should not be relied on by prospective bidders. Bid solicitations received from other sources should be validated with the official solicitation on the Vendor Information Portal.
17. UNAUTHORIZED ALIENS. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Act 274A of the Immigration and Naturalization Act. Such violation shall be cause for unilateral cancellation of this contract.
18. CFMO PROJECT MANAGER COMMENTS.
19. UNIT REPRESENTATIVE COMMENTS.
20. A & E COMMENTS. **Mr. Headland has applied for the State Fire Marshall Permit**
21. CONTRACTOR QUESTIONS / CONCERNS.

22. SITE VISIT.

23. BUY AMERICAN PREFERENCE: See General Terms and Conditions D-4 for information regarding Buy America Preference (Build America, Buy America Act) that was included in your ITB.

NO VERBAL STATEMENTS MADE BY ANY STATE OF FLORIDA EMPLOYEE OR AGENCY REPRESENTATIVE WILL SUPERSEDE INFORMATION PUBLISHED IN THE SOLICITATION. ONLY WRITTEN ADDENDA ISSUED BY THE DEPARTMENT OF MILITARY AFFAIRS CONSTRUCTION AND FACILITY MANAGEMENT OFFICE WILL AMEND THIS SOLICITATION.