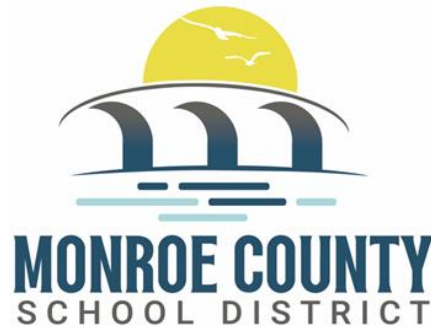


**THERESA AXFORD**  
Superintendent of Schools



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Chairperson

District # 5  
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Vice-Chairperson

District # 1  
**DARREN HORAN**

District # 3  
**MINDY CONN**

District # 4  
**JOHN DICK**

**Bid No: ITB 2023024**

**Name of Bid: Small Project General Contractor**

**Post Date: 11/17/2023**

**Notice Post Time: 4:30 p.m.**

**Addendum No.1**

The following item has been amended from the original release format:

1. Replace Section I. A. with the following (changes in red):

General – The Monroe County School District is requesting bids for contractors to perform small general contracting construction and renovation projects. **The initial contract will be for four years from the effective date with no renewals.**

2. Add to Section III, the following (additions in red):

**C. Invoices**

Contractor shall be required to submit invoices with sufficient detail so as to allow School Board to verify that all services have been fully and satisfactorily completed. Invoices shall be itemized, and shall be based on the unit costs, hourly rates, or other pricing information provided by Contractor in response to this solicitation. School Board reserves the right to reject invoices submitted by Contractor without the information and documentation required by this section and withhold payment until such invoices have been corrected. For time and materials contracts, invoices shall reflect, at a minimum, the following information:

- i. **General Statement of Work** – describe the specific work completed for which the invoice is being submitted;
- ii. **Materials** – describe the item(s) purchased, quantity of each item, unit and total cost of each item, contractor's markup or discount on each item. Provide supplier receipts as supporting documentation to the invoice;

**INTERNAL SERVICES DEPARTMENT**  
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- iii. **Labor** – list the total number of hours for each rate of labor. Provide timesheets for each worker as supporting documentation to the invoice that reflect time of arrival and departure from the job site. Meals and breaks up to 1 hour may be included if taken at the job site;
- iv. **Travel** – list the total charge for travel-related expenses. As supporting documentation to the invoice, include a log of dates on which travel occurred. If travel-related charges are not based on a per-trip rate included by Contractor in its proposal, invoices must additionally reflect the departure and destination locations for each trip;
- v. **Subcontractors and Rentals** – list the total cost being charged for each subcontractor or rental. Invoices should reflect only direct costs to the Contractor, including any markup included in Contractor’s proposal (if applicable). Include as supporting documentation invoices from the subcontractor or rental vendor.