



Addendum No. 1

To: Pre-Quote Meeting Attendees

From: Beatriz Jordan
City of Mobile Architectural Engineering Department

Re: Government Plaza – Legal Department Break Room Improvements
AD-017-23

Date: December 7, 2023

This Addendum forms a part of, and modifies, the Request for Quotes for the above referenced project, dated November 29, 2023. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on the Quote Form. Failure to do so may subject Quoter to disqualification.

General:

- Item 1. The Pre-Quote Meeting Agenda **with Modifications** and Pre-Quote Meeting Acknowledgment Roster, dated December 6, 2023 are attached and form part of Addendum No. 1. Revisions to the Pre-Quote Agenda are indicated with a strike-through for deletions and **bold italic** typeface for additions.
- Item 2. Quote Documents are on file and may be examined and obtained from the following location:
<https://www.cityofmobile.org/bids/?bid=3565>

Forms and Specifications: N/A

Drawings: N/A

RFI's:

- Question 1. Could you please confirm whether the City of Mobile intends to keep any parts of the existing cabinets once they are removed?
- Answer: The City of Mobile will be keeping the hardware from the existing cabinets.

ATTACHMENTS

- Item 1: Agenda with Modifications.
- Item 2: Attendance Roster.

END OF ADDENDUM NO. 1

**GOVERNMENT PLAZA
LEGAL DEPARTMENT BREAK ROOM REMODELING
AD-017-23**

PRE-QUOTE MEETING WITH MODIFICATIONS

1:00 P.M. December 6, 2023

AGENDA

1. Attendance roster. Include a contact person and an e-mail address where any Addenda should be sent. Please write legibly.
2. Introductions - Owner Contacts, AE Project Manager.
3. Discussion of Scope of Work.
 - a. Base Quote: Include the furnishing of all labor, materials, tools, and equipment necessary to remodel the Legal Department Breakroom as outlined in this RFQ document. Temporarily store existing dining set, kitchen appliances, ice maker, and refrigerator in a location indicated by the project manager; remove existing faucet, sink, countertop, top and bottom cabinets; and provide and install new faucet; solid surface countertop and backsplash, sink and top and bottom cabinets according to drawings and specifications. **COM will keep hardware from the existing cabinets.**
 - b. There is a \$2,000.00 Contingency Allowance. Allowances shall be utilized only after advance written approval by the Owner. At the end of the project, remaining contingency will be returned to the City via Change Order.
 - c. Protect all existing non-moveable items through the course of construction. Verify with Project Manager if non-moveable item is in conflict with work areas.
 - d. Contractor must obtain permits and arrange for all permit inspections required by the City of Mobile. There is no charge for the Permit. Subcontractors will need to obtain their own permits.
 - e. Before sending a quote, Contractor shall verify their license classification of their General Contractors license with the State of Alabama Licensing Board.
 - f. Contractor shall have access to the site Monday through Friday, 8:00 am until 5:00 pm unless approved differently by Project Manager.
 - g. Contractor shall keep an exceptionally clean site. The offices will continue to operate during normal business hours. All Construction and lay down areas must be protected from public and staff.
 - h. Contractor may utilize, without cost: power, electricity, toilet, and handwashing facilities, etc. if available in moderation.
 - i. Protect the job site and surrounding areas. Contractor shall be responsible for damages through the course of the work. It is advised that the Contractor document the area before beginning Construction.
 - j. Remove waste, and surplus materials, from the site. On-Site Dumpster location to be coordinated with Owner Contact. Do not use facilities waste bins or dumpsters. Site must be kept clean.
 - k. Storm and Wastewater:
 - a. Comply with City of Mobile and Alabama Department of Environmental Management requirements. Pay attention to Water Regulations and Allowable Discharges.
 - b. See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control.

- l. Any observed ambiguities, discrepancies, omissions or errors in any part of the contract documents shall be submitted as written RFIs to Beatriz Jordan at beatriz.jordan@cityofmobile.org.
 - m. Cut off time for submission of RFIs is by 3:00 pm 3 days before the quote opening date. All requests are to be submitted via e-mail to beatriz.jordan@cityofmobile.org.
 - n. Cut off time for substitution requests is by 3:00 pm 3 days before the bid opening date. Substitution approvals are Pre-Quote only. All requests are to be submitted via e-mail to Beatriz Jordan.
 - o. Official clarifications or corrections will be made by written addendum sent to all registered prospective bidders via e-mail. Only clarifications immortalized in Addendums are valid.
 - p. Contractor shall verify field dimensions.
4. Special Instructions or conditions.
- a. Equal Opportunity:
 - i. The City of Mobile, Alabama is an Equal Opportunity Employer and requires that all Contractors comply with the Equal Employment Opportunity laws and the provisions of the Bid Documents in this regard.
 - ii. The City of Mobile also encourages and supports the utilization of Minority Business Enterprises on these and all other publicly solicited Bids and shall be in compliance with the City of Mobile's Minority Utilization Plan as adopted by the City Council.
 - b. City of Mobile permits are required for the construction, but are available without cost to the Contractor. Contractors shall have a current \$10,000 Surety Bond on file with the City of Mobile Permitting Department prior to issuance of permits and throughout the contract duration.
5. Bidding instructions, forms, special requirements and time.
- a. Quotes will be received until 3:00 PM local time, Friday, December 15, 2023.
 - i. Quotes can be emailed to beatriz.jordan@cityofmobile.org.
 - ii. Quotes can be delivered in person or mailed to the Architectural Engineering Department, 5th Floor, South Tower, Government Plaza, 205 Government Street, Mobile, Alabama 36602. Contractors are responsible for ensuring their quotes arrive by the quote time and date.
 - b. All Quotes not received prior to the time specified, or Quotes received after the specified time, will be automatically rejected, and returned immediately, unopened.
 - c. This is a tax-exempt project. As per the State of Alabama ACT 2013-205, the Alabama Department of Revenue (ADOR) has been granted the authority to issue a "Certificate of Exemption from Sales and Use Tax for Governmental Entities" on construction projects. Therefore, this project shall qualify for State of Alabama Sales and Use Tax Exemptions under this ACT. It is the responsibility of the Bidder to confirm the potential tax exempt status of their bid with the ADOR and include any such savings in their bid, as well as accounting for same on their bid form attachment Sales Tax Form C-3A.
6. Additional Requirements at time of Contract execution:
- a. A valid City of Mobile business license for the duration of the contract period.
 - b. E-verify Documentation: The Beason-Hammond Taxpayer Protection Act applies to this project. Contractor shall comply with the requirements of this Act and show proof of enrollment in the E-verify program by submitting the electronically generated Federal E-verify document prior to signing of the construction contract. (see RFQ documents)
 - c. Performance Bond and Labor & Material Payment Bond are required.

7. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile (see Request for Quotes documents).
8. Payment requirements.
 - a. Retainage withheld at 5% of the first 50% of Construction Completed until the amount equals 2.5% of the full contract amount.
 - b. The final 2.5% of the full contract amount is withheld as retainage until all close out requirements are met, proof of advertisement, warranties, Consent of Surety, and release of liens, etc. By State of Alabama Law, notice of final completion of the contract shall be published four times in a local newspaper of general circulation.
 - c. The City of Mobile is unable to issue payment or deposits on materials that are not on the project site, or in the City of Mobile stored in a climate controlled, bonded warehouse where a City representative can verify their presence and proper storage.
9. Owner/City of Mobile contacts and phone numbers:
 - a. Beatriz Jordan: 251-208-7878 (AE Project Manager)
10. Walk of Site
11. Adjourn

ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION			DATE
Pre-Quote Meeting	Government Plaza Legal Department Break Room Remodeling AD-017-23	205 Government Street, Mobile, Alabama 36602			Wednesday, December 6, 2023
NAME	ORGANIZATION	PHONE	FAX	CELL PHONE	E-MAIL
Ronnie Tindle	Tindle Construction	251-675-6117		251-413-2814	rtindle@tindleconstruction.net
Robert Costantini	Sycamore Construction	251-234-7984		251-234-7984	sycamoreinc@bellsouth.net
Brandon Speese	Rellim Contracting	251-895-2126			bspeese@rellimcontracting.com