



## **ADDENDUM NUMBER ONE**

**City of Mobile, Traffic Division – (Old 1<sup>st</sup> Precinct)  
Roofing Improvements  
Project No: BG-064E-21**

**Thursday March 28, 2024**

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualifications.

This addendum consists of 1 page and 3 attachments.

### **PART 1 - GENERAL CHANGES**

- 1.01 When a change is shown on a drawing, in a specification section or in a Document, keep that change consistent through all drawings, specifications and documents.
- 1.02 The Mandatory Pre-Bid Conference Agenda with modifications and attendance roster, dated March 26, 2024, are attached and form part of Addendum 01. Revisions to the Pre-Bid Conference Agenda are indicated with strike-through for deletions and **bold italic font** for additions.

### **PART 2 - CHANGES TO THE FORMS AND CONDITIONS**

- 2.01 Replace Section 00400 – Bid Form with attached Section 00400 – Bid Form, Addendum 01.

### **PART 3 - CHANGES TO THE SPECIFICATIONS (Not Used)**

### **PART 4 - CHANGES TO THE DRAWINGS (Not Used)**

### **Part 5 – ATTACHMENTS**

- Pre-Bid Conference Agenda with modifications.
- Pre-Bid Conference Attendance Roster dated 3/26/24.
- Section 00400 – Bid Form, Addendum 01.

END OF ADDENDUM

**Traffic Division (Old 1<sup>st</sup> Precinct)**  
**Roofing Improvements**  
**BG-064E-21**

**MANDATORY PRE-BID CONFERENCE**

11:30 am March 26, 2024

~~321 Warren Street~~ **850 Virginia Street**  
Mobile, AL 36603

**AGENDA with Modifications**

1. Attendance roster. Include a contact person and an e-mail address. Please write legibly.
2. Addenda will be posted to the City of Mobile's Bidding Website only:  
<https://www.cityofmobile.org/services/business/bids/>
3. Introductions - Owner Contacts, Architect & Consultants, AE Project Manager.
4. Discussion of Scope of Work.
  - a. The project includes primarily replacing deteriorated roof hatches and curbs and other misc repairs as outlined in the Project Documents.
  - b. Limited access to the site will be allowed for dumpsters, lifts, cranes, etc.  
Present staging plan for use of site for approval prior to construction.
  - c. 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.
  - d. Before Bidding, Contractor shall verify their license classification of their General Contractors license with the State of Alabama Licensing Board to ensure they are eligible to bid and construct the Work.
  - e. The construction period, including the submittal and ordering of materials is Ninety (90) calendar days. This period includes expected rain days. See Project Manual for process of submitting rain days for approval, and what conditions qualify as rain days.
  - f. Contractor's labor and materials warrantee is five (5) years. Manufacturer's warranty is in addition to this.
  - g. Contractor shall have access to the site M-F during working hours. Weekend and after hours work, if desired, shall be requested in writing and approved in advance in writing by Project Manager.
  - h. Any utility interruption should be requested in writing at least 72 hours in advance, and interruptions shall be approved in writing by Project Manager. Because of the functions of the various buildings, desired utility interruptions may be refused. Please schedule interruptions well in advance to accommodate everyone's schedule.
  - i. Contractor shall keep an exceptionally clean site. The facility will continue to operate during normal business hours. All Construction and lay down areas must be protected from public and staff. The City is not responsible for security of Contractor's materials or equipment. The parking lot shall be swept for nails daily with a magnet.

- j. Contractor may utilize without cost and in moderation the facility's power and water. Contractor shall provide their own power cords, hoses, etc. Contractor may not use restroom facilities of the facilities. Contractor shall provide a port-a-potty and handwashing station.
- k. Contractor shall submit for approval a staging plan for dumpster locations, port-a-potty and hand washing station, materials staging, lift placement, etc.
- l. Protect all concrete sidewalks, pads, paving, landscaping, fences, and other site items. Contractor shall be responsible for re-pouring any concrete cracked or damaged through the course of the work. Planting material shall be replaced. It is advised that the Contractor document the area before beginning Construction.
- m. Access to the roof during construction shall be from the exterior only. Workers may not access thru the building. In the rare event a Contractor needs to enter the facilities, workers shall wear identifying T-shirts and name tags, and shall be always masked while in the building. Construction dust shall be always minimized, particularly in the interior. Contractors shall schedule with the building managers in advance for interior access.
- n. The site is a non-smoking site; workers may not smoke on site at all. Remove to the public sidewalk to smoke.
- o. Remove waste, spoils, surplus materials, rubbish, and construction facilities 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.
- p. Storm and Wastewater:
  - i. Comply with City of Mobile and Alabama Department of Environmental Management requirements. Pay attention to Water Regulations and Allowable Discharges.
  - ii. See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control.
  - iii. Note all exterior washing/cleaning activities requires an approved submittal thru the City of Mobile Environmental Department.
- q. Any observed ambiguities, discrepancies, omissions, or errors in any part of the contract documents shall be submitted as written RFIs to Brad Davis via e-mail [bdavis@tagarchitects.net](mailto:bdavis@tagarchitects.net) by 3:00 PM 5 days before the bid opening. Answers will be given through written Addendum only.
- r. Official clarifications or corrections will be made by written addendum shall be posted on the COM bidding website.
- s. Substitution requests shall be made at least fifteen (15) calendar days prior to bid. **All substitutions for named materials must be pre-approved before the bid.**

5. 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 follow the City of Mobile's Minority Utilization Plan as adopted by the City Council.

- iii. **The Contractor shall provide an appropriately completed copy of the “City of Mobile Subcontracting and Major Supplier Plan” in the envelope with their Bid Form.** Form shall document DBE Subcontractors participating in the project and, should the total % of DBE participation not meet the 15% minimum, all efforts to obtain DBE Subcontractors shall be documented on or attached to the DBE Form when submitted.
  - iv. During construction, contractors are required to submit a “DBE Utilization Report” with every Pay Application at each facility.
  - v. Contractors should contact the City of Mobile, Supplier Diversity Manager for assistance with DBE Subcontractor information and any questions regarding the DBE Compliance Forms. Contact Archnique Kidd at 251-208-7967.
  - vi. A Directory of DBE Vendors can be found at the following location:  
<https://workwith.cityofmobile.org/>
- 6. Bidding instructions, forms, special requirements and time.
  - a. Bids are due to the City Clerk’s Office by 2:15PM, Wednesday, April 10, 2024. See Project Manual for additional requirements and instructions. Bids will be publicly opened in the Atrium Lobby of Government Plaza at 2:30PM.
  - b. There is a ~~\$10,000.00~~ **\$2,000.00** Contingency Allowance. Allowances shall be utilized only after advanced written approval by the Owner. At the end of the project, remaining contingency will be returned to the City via Change Order. All proposals for allowances shall be broken out as described in the Project Documents.
  - d. All Bids not clocked in by the City Clerk’s Office prior to the time specified, or Bids received after the specified time, will be automatically rejected, and returned immediately, unopened.
  - e. 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.
- 7. 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 Project Manual)
  - c. ~~Performance Bond and Labor & Material Payment Bond are required.~~  
**Performance Bond and Labor & Material Payment Bond are NOT required.**
  - d. ~~—~~
  - e. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile (see Project Manual or Request for Quotes documents).

- f. Builder's Risk Insurance-please review carefully all the endorsements and amounts of Builder's Risk insurance required. See Project Manual:
    - i. ALL RISK Builder's Risk coverage at each facility shall be provided for the Contractor, Owner, and all Subcontractors for the full amount of the Contract during construction, fabrications, storage, transport, and erection of any equipment.
    - ii. The entire policy, along with all endorsements and riders shall be provided to the Owner.
  
- 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. Brad Davis: 251-343-1811 TAG/The Architects Group Project Manager
  - b. Cindy Klotz: 251-208-7633 (City of Mobile Project Manager)
  - c. Jody Russell, 251-208-1083 City of Mobile Project Manager/AE Dept
  
- 10. Walk of Site
  
- 11. Adjourn

## ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION	DATE	
Mandatory Pre-Bid Conference	Traffic Division (Old 1st Precinct) Roofing Improvements	850 Virginia Street, Mobile, Alabama 36603	Tuesday, March 26, 2024	
BG-064E-21				
NAME	ORGANIZATION	PHONE	CELL PHONE	E-MAIL
GARY A. MCDONALD	Double AA Const.	645-1266	422-0495	Rob. @double AA .Com
Bill Johns	Johns and Kirksey	205-759-2930	205-393-7070	bill@johnskirksey.com
Christie Lambeth	Thomas Roofing	680-3272		christie@thomasroofing.com
Carey Richardsca	Advanced Roofing Solutions	205-349-1560	205-3105028	csrich0622@gmail.com
Jason Sheaffer	Porter Roofing	850-377-0656	" "	Jason@Porter-Roofing.com
Josma Del Rosario	Roofing Solutions	681-888-3495		delrosario@roofingsolutions.com
<b>FRAN DAVIS</b>	<b>TAG</b>	<b>(251) 343-1211</b>		<b>fdavis@tagarchitects.net</b>
Joley Russell	CoM	(251) 208-1083		joley.russell@cityofmobile.org
Kathy Pitt	CM	251 208-2921		
Lt. John Angle	MPD	251-259-2282		Supt. Angle@CITYOFMOBILE.ORG
Roger Cook	CoM, Supplier Diversity	251-208-7632		roger.cook@cityofmobile.org

SECTION 00400

BID FORM

Copies of the following Bid Forms shall be used. Bids submitted on alternate forms may be rejected. Fill in all blank spaces with an appropriate entry. Bid Form must be signed by an officer of the company and notarized.

TO: City of Mobile, 205 Government St., P.O. Box 1827, Mobile, AL, 36633

REF: PROJECT NO.: COM #BG-064E-21  
PROJECT NAME: Traffic Division (Old 1<sup>st</sup> Precinct) Roofing  
Improvements  
PROJECT LOCATION: 850 Virginia Street, Mobile, AL 36603

In compliance with the Bid Documents and having carefully and thoroughly examined said documents for the subject Work prepared by the City of Mobile, Architectural Engineering Department and The Architects Group, Inc., dated March 13, 2024, and all Addendum(a) Number(s) \_\_\_\_\_, dated \_\_\_\_\_ . **CAUTION:** before submitting any bid, it is the Bidder's responsibility to check with the Architectural Engineering Department for all Addenda or special instructions that may impact the Bid) thereto, receipt of which is hereby acknowledged, the premises and all conditions affecting the Work prior to making this Proposal, the Undersigned Bidder, hereby

**COMPANY**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ALABAMA GENERAL CONTRACTOR LICENSE NO.** \_\_\_\_\_

**CITY OF MOBILE BUSINESS LICENSE NO.** \_\_\_\_\_

**SECRETARY OF STATE OF ALABAMA BUSINESS IDENTITY NO.** \_\_\_\_\_

**SECRETARY OF STATE OF ALABAMA ACCOUNT NO.** \_\_\_\_\_

(Note: Secretary of State Account Number shall be filled in only by non-resident bidders)

(Check one) [ ] A Corporation [ ] A Partnership [ ] An Individual Doing Business

hereby proposes to furnish all labor, materials, tools, equipment, and supplies and to sustain all the expenses incurred in performing the Work on the above captioned Project in accordance with the terms of the Contract Documents, and all applicable laws and regulations for the sum listed below. The initial term of the Contract shall extend for a total of **NINETY (90) calendar days** from the date of the Notice to Proceed:

**(1) Traffic Division (Old 1<sup>st</sup> Precinct) Roofing Improvements**

City of Mobile  
Traffic Division (Old 1<sup>st</sup> Precinct) Roofing Improvements  
850 Virginia Street, Mobile, AL 36603

TAG #2114  
COM #BG-064E-21

<u>Base Bid:</u>		\$	_____	.00
<u>Contingency Allowance:</u>	+	\$	2,000.00	

**TOTAL BASE BID:** \_\_\_\_\_ Dollars, (\$\_\_\_\_\_ .00)  
(Amount in Words) (Amount in Figures)

**UNIT PRICES: N/A**

**BID SECURITY:** The undersigned Bidder agrees that the attached Bid Security, as a Cashier's Check drawn on a bank registered to do business in the State of Alabama and which is a member of the Federal Deposit Insurance Corporation, or a Bid Bond, made payable to the City of Mobile, in the amount of 5% of the bid amount, but in no event more than \$10,000, as the proper measure of liquidated damages which the City will sustain by the failure of the undersigned to execute the Contract. Said Bid Security shall become the property of the City of Mobile as liquidated damages as specified in the Contract Documents.

**AMERICANS WITH DISABILITIES ACT (ADA):** The undersigned Bidder agrees to fully comply with all requirements of the Americans with Disabilities Act of 1990 and the Amendment Act.

**NONDISCRIMINATION:** Contractor shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, *inter alia*, that all contractors performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.

**SIGNATURE:** If the undersigned Bidder is incorporated, the entire legal title of the company followed by "a corporation" should be used. If Bidder is an individual, then that individual's full legal name followed by doing business as (d/b/a) and name of firm, if any, should be used. If Bidder is a partnership, then full name of each partner should be listed followed by "d/b/a" and name of firm, if any.

Ensure that name and exact arrangement thereof is the same on all forms submitted with this Bid. If a word is abbreviated in the official company name, such as "Co.", then use that abbreviation. If not abbreviated in the official name, spell out.

Bidder agrees not to revoke or withdraw this Bid until sixty (60) calendar days following the time and date for receipt of bids. If notified in writing of the acceptance of this Bid within this time period, Bidder agrees to execute a Contract based on this Bid on the proscribed form within ten (10) calendar days of said notification.

**COMPANY  
NAME:** \_\_\_\_\_

(Printed or Typed)

City of Mobile  
Traffic Division (Old 1<sup>st</sup> Precinct) Roofing Improvements  
850 Virginia Street, Mobile, AL 36603

TAG #2114  
COM #BG-064E-21

**BY:** \_\_\_\_\_  
(Signature of Company Officer)

**COMPANY OFFICER:** \_\_\_\_\_  
(Printed or Typed)

**TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_, **20** \_\_\_\_\_  
(Printed or Typed)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Attachments:

1. Bid Security, with Power of Attorney
2. Secretary of State Authorization (Out of state bidders only)
3. Sales Tax Form C-3A
4. Supplier Diversity Subcontracting & Major Supplier (all 5 pages)

END OF BID FORM