



**REQUEST FOR QUOTES**  
**October 25, 2021**  
**CC-002-22**

**The City of Mobile will receive quotes for the following Project:**

**Project Name:** RV Shore Power Repairs

**Project Location:** Mobile Civic Center  
401 Civic Center Drive  
Mobile, AL 36602

**Project Number:** *CC-002-22*

**Quotes** (stipulated sum) for the above Scope of Work will be received until 3 P.M. on Wednesday, November 10, 2021 in the Architectural Engineering Department, 205 Government Street, P.O. Box 1827, Mobile, Alabama 36633. Quotes in amounts less than \$50,000 may be submitted in person, e-mailed or mailed to the Project Manager at the address indicated. Contractor is responsible for his quote arriving on time. Quotes will be reviewed in the Architectural Engineering Department following the time established for receipt of Quotes..

**Scope of Work:** The scope of work includes provision of labor, tools, materials, and equipment necessary to install/replace two existing RV service panels.

**Contract Time:** The Contractor shall deliver the Work complete within Thirty (30) calendar days from the date of the written Notice to Proceed.

This is **NOT** a tax-exempt project. Quotes shall include all applicable sales and use taxes.

- C. No Bid may be modified, withdrawn, or canceled for a period of sixty (60) days after the time designated above for receipt of bids.
- D. The City of Mobile will have sixty (60) days from the bid opening date to award contract.

A City of Mobile Business License is required and must be current at contract execution and throughout period of construction. The Contractor shall secure building and other permits customarily obtained from City of Mobile Build Mobile Department at no cost.

A Pre-Quote meeting shall be held on Monday, November 1, 2021 at 9:00 am at the Mobile Civic Center, 401 Civic Center Drive, Mobile, AL 36602. All Contractors shall meet outside the Mechanical Entrance of the Facility. **Social distancing shall be strictly enforced.**

**Examination of Documents:** Before submitting a Quote, bidders shall carefully examine this Request for Quotes, visit the site(s) of the Work, fully inform themselves as to existing conditions and limitations, and include in the Quote a sum to cover the cost of all items included in the Request for Quotes as necessary to perform the work. The submission of the Quote will be considered as conclusive evidence that the Service Contractor has made such examination.

**Contractor's Use of Premises:** Limit use of premises to allow for Owner access and use. Obey all City and Facility rules. Facilities shall generally remain in use throughout the installment period. Service Contractor shall coordinate access, all areas of work and schedule for work with the Owner.

All Work shall take place during normal business hours. For purposes of this provision, normal business hours shall be defined as Monday through Friday, between 8:00 am and 5:00 pm.

**Quality Control:** Follow all manufacturers' recommendations and comply with instructions. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

Verify that existing site conditions are acceptable for subsequent work. Beginning new work means acceptance of existing conditions.

**Payments:** The Owner shall pay the Service Contractor upon completion of the Work. Payments shall be made in accordance with the approved Schedule of Values.

**Insurance:** Contractor shall provide and maintain insurance as specified in the City of Mobile Insurance Requirements (attached as Exhibit 1) throughout the term of the Contract.

**E-Verify:** Contractor shall furnish proof of enrollment in the Federal E-Verify Program (sample forms attached as Exhibit 2)

**Form of Agreement:** The "Standard Contract Agreement Between City of Mobile and Contractor" (example attached as Exhibit 3) shall be utilized for the Agreement.

**Requests for Information:** Bidders shall submit any Requests for Information in writing to the Director of Facility Maintenance, no later than 3:00 p.m. eight (8) calendar days prior to the receipt of Quotes. All responses shall be made by written Addenda. Receipt of all Addenda shall be acknowledged by the bidder on the Quote form. Failure to acknowledge all Addenda may result in disqualification of the Quote.

**Contractor's Warranty:** Contractor shall provide a written warranty to the Owner that all materials furnished under the Contract are of good quality and new. Contractor shall further warrant that the Work will conform to the requirements of the information contained in this Request for Quotes and will be free from defects. Contractor shall provide a one-year Labor and Material warranty on company letterhead at completion of the contract. Work and/or materials not conforming to these requirements may be considered defective and shall, within one (1) year from date of Substantial Completion of the Project, be promptly replaced or corrected without cost to the Owner.

Contractors may use on-site utilities such as power and water. Fire Station restrooms will also be available for workers use.

Work hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday, unless other time(s)/day(s) are coordinated with the Owner and agreed upon in advance.

Limit use of premises to allow for Owner access and use of the facility. Obey all City and facility rules. Facility shall generally remain in use throughout the construction period. Coordinate access, all areas of work and schedule of work with Fire Department staff to ensure emergency response activities are not hampered in any way.

On-site parking for Contractor's vehicles is limited and shall be only as directed by Fire Department staff.

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

The Contractor shall comply with all of the requirements of the Beason-Hammond Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Alabama Code (1975) Section 31-13.1, et, seq., as amended by Act No. 2012-4-91. Compliance shall be evidenced by verification of enrollment in the E-Verify Program.

**Equal Opportunity:** Contractor shall provide an appropriately completed copy of the "City of Mobile Subcontracting and Major Supplier Plan" (Exhibit 1) with their Quote 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. During construction, contractors are required to submit a "DBE Utilization Report" with every Pay Application. 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 or [archnique.kidd@cityofmobile.org](mailto:archnique.kidd@cityofmobile.org).

- **Within ten (10) calendar days from the date of issuance of Contract forms for execution, the Contractor shall deliver to the City of Mobile the following documents:**
  1. Certificate of Insurance and policy endorsements in accordance with City of

- Mobile Insurance Requirements (attached as Exhibit 1 with sample documents)
2. Proof of enrollment in the Federal E-Verify program (sample document attached as Exhibit 2)
  3. Contract form “Agreement Between Owner and Contractor For A Stipulated Sum” (sample attached as Exhibit 3)
  4. A current Company W9 Tax Form and City of Mobile Vendor Information Form (see sample documents attached)

**Project Close-Out:** at Substantial Completion of the project, the Contractor shall publish a “Notice of Final Completion” of the contract one time in a newspaper of general circulation, published in Mobile County. Contractor shall provide an electronic or hard copy of the Notice verbiage on company letterhead to the Project Manager at the same time the notice is submitted to the newspaper. Within five working days after publication, the Contractor shall provide an original proof of publication to the Project Manager. Final settlement may be made at any time one week after the notice has been published and all applicable Close Out documents have been received and approved.

- **The “Notice of Final Completion” shall read as follows:**

STATE OF ALABAMA  
COUNTY OF MOBILE  
NOTICE OF COMPLETION

In accordance with Chapter I, Title 39, Code of Alabama, 1975, NOTICE IS HEREBY given that (*Company Name*) has completed the contract for Rollup Door Replacement - Fire Stations No. 1, 6, 16 and 23. All persons having any claim for labor, material or otherwise in connection with this project should immediately notify the Architectural Engineering Department, City of Mobile. P. O. Box 1827, Mobile, Alabama 36633-1827.

Close Out documents shall also include original executed (as required) copies of the following Documents:

- Affidavit of Payment of Debts and Claims (AIA Form G706)
- Contractor’s Affidavit of Release of Liens (AIA Form G706A)
- Manufacturer’s warranty as specified
- Contractor’s one year warranty on Contractor’s letterhead
- Operation and maintenance manuals

A time charge equal to two hundred fifty dollars (\$250.00) per calendar day will be made against the Contractor for the entire period that any part of the Work remains uncompleted or any required close out documents are not acceptably submitted for more than thirty (30) calendar days after the time specified for the Substantial Completion of the Work, the amount of which shall be deducted by the Owner, and shall be retained by the Owner out of monies otherwise due the Contractor in the final payment, not as a penalty, but as liquidated damages sustained.

Contact the Project Manager, Gregg Blaize, at the City of Mobile, Facility Maintenance Department, 251-490-5534 phone, 251-208-5871 fax or e-mail [gregg.blaize@cityofmobile.org](mailto:gregg.blaize@cityofmobile.org) for further clarification regarding this Request for Quotes.

**END OF SECTION**

**RV Shore Power Repairs- Mobile Civic Center**  
**Project Number # CC-002-22**

**QUOTE:**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Office Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**City of Mobile Business License No.:** \_\_\_\_\_

In compliance with RFQ Documents prepared by the City of Mobile, Facility Maintenance Department dated May 26, 2020, the undersigned does hereby propose to furnish all labor, materials, tools, equipment and supplies and to sustain all expenses incurred in performing the Scope of Work for the amount listed below. The Contractor shall deliver the work complete within **Sixty (60) calendar days** from the date of the written Notice to Proceed.

- **Quotes shall include all applicable sales and use taxes.**
- **Quotes shall be provided in whole dollar amount with no cents.**

**Base Quote Amount :** \_\_\_\_\_  
Amount in Words

\_\_\_\_\_ Dollars and No Cents \$ \_\_\_\_\_ .00

**Contingency Allowance:** Five Hundred and 00/100 Dollars (\$ 500.00)

**Total Quote Amount:** \_\_\_\_\_  
Amount in Words

\_\_\_\_\_ (\$ \_\_\_\_\_ .00)  
Amount in #'s

**Contact Name:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

## **EXHIBIT A SCOPE OF WORK**

### **General:**

The scope of work includes provision of labor, tools, materials, and equipment necessary to install/replace two existing RV service panels. Existing Panel(s) specification are listed below:

Two (2) Midwest 100amp/250volt Single Phase RV Box Exterior Nema 3R Model #U075CTLO

- a. 1- 50amp/250volt
  - b. 1- 30amp/120volt
  - c. 1- 20amp/120volt GFCI Receptacle
- Service panels are fed from a 150amp breaker in the Main Electrical Room. The RV boxes are mounted in tandem at one pedestal location and share the same feed conductors.
  - Contractor must run new wiring from the new RV service point to an existing junction box.
  - RV service points have an in-ground junction box. This box is believed to be located between the Distribution Panel and the service points (approximately less than 100ft). The contractor will need to locate and feed new wiring from this point to the new RV service location.
  - Contractor is responsible for line location and coordination with utilities in the area. All conduits, wiring, boxes, service panels, and relocation(s) must be preapproved by City Personnel
  - Contractor will secure and make safe all excavation areas including open trenches. Contractor will remove any unusable debris or material from the site.
  - All work to be completed in accordance with applicable codes- 2020 National Electrical Code and City of Mobile Ordinance.

Contractor shall coordinate all work sequences with the Project Manager to minimize disruption of Civic Center activities.

Contractor shall be responsible for removal and disposal of all demolished materials, trash and other construction debris off site.

The contractor is responsible for any damage to the facility and shall make any necessary repairs. Damage caused by the Contractor's activities shall be repaired to the original condition. All costs of repairs shall be paid by the Contractor.

Contractor may use on-site utilities such as power and water in reasonable quantities as required to complete the Work. Facility restrooms will be available for Contractor's use.

**END OF SECTION**