



**ARTHUR R. OUTLAW CONVENTION CENTER  
KITCHEN FLOORING REPLACEMENT  
Mobile Alabama  
CN-26-23**

**May 24, 2023**

**SECTION 009001-ADDENDUM 01**

**PART 1 - GENERAL**

**1.1 GENERAL**

- A. 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 disqualification.
- B. This addendum consists of 2 pages and four (4) attachments as listed in this Addendum.
- C. Specification Section Edit Marks:
  - 1. Sections identified as “(re-issued)” shall replace previously issued Section with Section Attached to this addendum. Re-issued Section consists of the previously issued Section with all existing text and changes indicated by strikethrough for deletions and underline for new text. Revised text is in **Red**.

**1.2 NOTICE TO BIDDERS**

- A. This Addendum is issued pursuant to the Instructions to Bidders and Conditions of the Contract. This Addendum serves to clarify, revise, and supersede information in the Project Manual, Drawings, and previously issued Addenda. Portions of the Addendum affecting the Contract Documents will be incorporated into the Contract by enumeration of the Addendum in the Owner/Contractor Agreement.
- B. **The date, time of day and location for delivery of Bids is unchanged from that contained in the Invitation to Bid.**

**PART 2 - REVISIONS TO DIVISION 00 AND 01**

**2.1 Section 002200 “Supplementary Instructions to Bidders”:**

- A. Part 19, Article A.: Referenced “Thirty (30) Calendar days relates to “Part 2-Construction” as described in Section “Summary” Article 1.5. Refer to Section “Summary” Article 1.5 for

additional information and clarification regarding Notice to Proceed, Work Sequence and Duration of each Part of the Work

- 2.2 Section 016300 “Submittal Procedures”: Delete Section in its entirety. Refer to Document 003100 “Pre-Bid Substitution Procedures” for submitting substitutions.
- 2.3 Section 011000-Summary, R1 AD01 dated May 24, 2024. (re-issued) Refer to Part 5 of this Addendum.

### PART 3 - REVISIONS TO DIVISIONS 02 - 49 SPECIFICATION SECTIONS

- 3.1 Section 11401-Moving of Foodservice Equipment, R1 AD01 dated May 24, 2024. (re-issued) Refer to Part 5 of this Addendum.

### PART 4 - REVISIONS TO DRAWING SHEET (NA)

### PART 5 - ATTACHMENTS

#### 5.1 PROJECT MANUAL

- A. Section 011000-Summary, R1 AD01 dated May 24, 2024. (re-issued)
- B. Section 11401-Moving of Foodservice Equipment, R1 AD01 dated May 24, 2024. (re-issued)

#### 5.2 MISCELLANEOUS

- A. PRE-BID CONFERENCE AGENDA WITH NOTES, dated May 22, 2023
- B. PRE-BID CONFERENCE SIGN IN SHEET

END OF DOCUMENT

## SECTION 011000 - SUMMARY

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Pre-approval of Specialty Contractors.
4. Work Sequence and Duration.
5. Construction Schedule
6. Owner move-in, Occupancy and Use of Kitchen.
7. Work performed by Owner.
8. Contractor's use of site and premises.
9. Coordination with occupants.
10. Work restrictions.
11. Pre-Construction Meeting.
12. Temporary Facilities.
13. Specification and Drawing conventions.

#### 1.3 PROJECT INFORMATION

- A. Project Identification: Arthur R. Outlaw Convention Center-Kitchen Flooring Replacement.
  1. Project Location: Water Street Mobile, Alabama.
- B. Owner: City of Mobile.
  1. Owner's Representative: Gregg Blaize.
- C. Architect: The Architects Group, Inc.  
710 Downtowner Boulevard  
Mobile, AL 36609.
  1. Architect's Representative: Robert M. Krchak rkrchak@tagarchitects.net

#### 1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following:
1. New flooring for commercial kitchen; removal and re-installation of existing kitchen equipment to allow installation of flooring; other work as defined on the Construction Documents
  2. Refer to Article “Work Sequence and Duration” for sequence and durations of Contractor activities that affect the Work.
- B. Type of Contract:
1. Project will be constructed under a single prime contract.
- C. Bidding: The Work shall be bid **without** sales tax included.

#### 1.5 WORK SEQUENCE and DURATION

- A. General: Owner’s ability to make full use of the Convention Center Kitchen is an essential part of the function of the Convention Center. Continuous time slots, available within the Convention Center activity schedule, for closure of the Kitchen, are very limited.
- B. Work shall occur in three sequential Parts.
1. Part 1-Pre-Construction Activities: Work of this Part shall include: Completion of all submittals that are required prior to beginning work; Confirmation that all workers, material and equipment have been scheduled and will be available to begin construction at the beginning of Part 2; Ordering, purchasing and delivery of all materials required for completion of the Work-: Reviewing with Owner to document the operational and functional condition of each piece of foodservice equipment. Refer to Section “Moving of Foodservice Equipment” for additional information regarding equipment testing, review and documentation.
    - a. Duration: 30 calendar days between Notice to Proceed and the beginning date for Contractor access into the Kitchen area for Work of Part 2. Additional calendar days may be allowed subject to the additional calendar days not extending past the beginning date for access date of Part 2.
    - b. It is anticipated that the date of NTP shall be the same as the date of the document identifying the date of NTP.
  2. Part 2- Construction: Work of this Part shall be all work within the Kitchen Areas. This work shall include, but not limited to, dis-connecting, and relocating kitchen equipment, installation of new flooring, re-installation of relocated kitchen equipment and other indicated work. Additionally, Contractor shall have completed touch up, punch list items

~~and shall have achieved Final Completion of the Work. Additionally, Contractor shall complete touch up and punch list items within this same period.~~

**These dates cannot be changed due to Owner scheduled use of the Kitchen which will extend up to the indicated “Beginning Date” and restart immediately after the indicated “Ending Date”.**

- a. Beginning Date: September 1, 2023.
- b. Ending Date: October 2, 2023.
- c. Other activities occurring during the Work of Part 2.
  - 1) **All work of accepted Alternates.**
  - 2) At completion of flooring installation and prior to beginning reinstallation of kitchen equipment Contractor, flooring installer, and Architect shall perform a Substantial Completion Inspection of the floor installation.
  - 3) Refer to Article “Work Performed by Owner” for Owner activity during this Part.
3. Part 3 Closeout: Work of this Part shall be completion of all close out Submittals including final Pay Application.
  - a. Duration: 7 calendar days after the Ending Date of Part 2.

#### 1.6 CONSTRUCTION SCHEDULE

- A. Submittal: Within 10 days of receiving the Notice to Proceed submit a detailed schedule of activities that will occur during the Contract duration.
- B. Scheduled dates for activities shall clearly indicate compliance with the set forth in Article “Work Sequence and Duration”.

#### 1.7 OWNER MOVE-IN, OCCUPANCY AND USE OF THE KITCHEN

- A. At completion of Part 2 the Owner will immediately take fully occupancy of the Kitchen. The Owner’s ability to take such action is critical to the operation of the Convention Center.
  1. Refer to Article “Work Performed by Owner”.

#### 1.8 WORK PERFORMED BY OWNER

- A. Cooperate fully with Owner, so work may be carried out smoothly, without interfering with or delaying Work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

B. Concurrent Work Prior to Installation of Flooring: Owner will perform the following activities within the kitchen work area beginning September 1, 2023, and prior to flooring preparations and installation. These operations and activities will be conducted simultaneously with Work under this Contract that occurs beginning September 1, 2023, and the beginning of the flooring preparations and installation. Contractor shall schedule not less than 4 calendar days for this activity.~~Preceding Work: Owner will perform the following activities immediately prior to the Contractor beginning work of Part 2 within the Kitchen areas.~~

1. Removal of all items within the kitchen that are not physically attached, mounted, or fixed to the wall or floor either by physical anchorage or hard connection to utilities. Examples of items to be removed by Owner include the following: :
  - a. All food items.
  - b. All food items within Coolers and Freezers. Shut down of coolers and freezers will be by the Owner.
  - c. All cooking and food preparation utensils, and similar kitchen type items.
  - d. All kitchen equipment that is not physically attached, mounted or fixed to the wall or floor either by physical anchorage or hard connection to utilities. Removed items will include floor standing equipment that has either no utility connection or has only plug in electrical connection.
  - e. All furniture.

C. Concurrent Work: Owner will perform the following activities within the kitchen work area. Those operations and activities will be conducted simultaneously with Work under this Contract and will occur only after completion of the flooring installation.

1. Reinstallation of items previously removed from the kitchen area by Owner and other activities that are related to bringing the kitchen back to full function.. Such Owner activities may extend beyond the Contractor's allowed date for access to the Kitchen area.
2. Re starting of Cooler Freezers.

#### 1.9 CONTRACTOR'S USE OF SITE AND PREMISES

A. Limits on Use of Site: Limit use of Project site to areas where work is indicated. Do not disturb, use, access or occupy portions of Project site beyond areas in which the Work is indicated except as indicated or approved by Owner.

1. Storage/Laydown Areas Outside of Work Area. : North end of the North Exhibit Hall shall be used for foodservice equipment relocation and storage area. Prior to beginning the work of "Part 2-Construction" this same area may be used for storage of construction materials.~~To be Determined.~~

2. Access for movement of materials and equipment to kitchen floor level shall be from parking level by stairs and from freight elevator beginning on Exhibit Hall Level. Other paths of access may be as approved by Owner prior to beginning work.
  - a. Coordination with Owner's operational times and activities is required for the indicated access.

- B. Condition of Existing Building: Maintain portions of existing building affected by construction operations throughout construction period. Repair damage caused by construction operations.

#### 1.10 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy all portion of the Convention Center facility except those areas in which the new flooring system will be installed. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
  1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
  2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.
- B. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment, after completion of flooring installation, and before completion of the Work of Part 2, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
  1. Prior to any Owner occupancy the Contractor, flooring installer, and Architect shall perform a Substantial Completion Inspection of the floor installation.

#### 1.11 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
  1. Coordinate with Owner for Owner provided building access and security during approved work times that occur during times that the Convention Center is not open to the public.
- B. On-Site Work Hours: To be coordinated with Owner's schedule of other activities in the Convention Center. Work hours may be modified to meet Project requirements if approved by Owner and authorities having jurisdiction.
  1. Work hours for the work of Part 1: Limited to normal Convention Center operational hours.

2. Work hours for work of Part 2: No limitations. The Kitchen area will be available for construction activities seven (7) days a week, twenty-four (24) hours a day during Part 2 of the Work.
  3. Hours for Utility Shutdowns: To be coordinated with Owner's schedule of other activities in the building.
  4. Hours for Noisy Activities: To be coordinated with Owner's schedule of other activities in the building..
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging for temporary utility services according to requirements indicated:
1. Notify Owner not less than 48 hours in advance of proposed utility interruptions.
  2. Obtain Owner's permission before proceeding with utility interruptions.
- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
1. Notify Owner not less than 48 hours in advance of proposed disruptive operations.
  2. Obtain Owner's permission before proceeding with disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Owner's property is not permitted.
- F. Employee Identification: To be discussed at Pre-bid Conference.
- G. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.
1. Maintain list of approved screened personnel with Owner's representative.
- 1.12 PHOTOGRAPHIC DOCUMENTATION
- A. Record condition of existing surface finishes, utility connections and other work as appropriate to document conditions prior to beginning work.
- 1.13 PRE-CONSTRUCTION CONFERENCE
- 1.14 TEMPORARY FACILITIES
- A. Electrical Service:
1. Unless otherwise provided for, Contractor shall be allowed to utilize power from the existing Owner's service without metering and at no cost.



2. Provide power outlets for construction operations, branch wiring, distribution boxes, and flexible power cords needed for construction operations.
  3. Temporary Lighting for Construction purposes.
    - a. Provide and maintain temporary lighting for construction operations.
- B. Water Service:
1. Contractor may utilize on-site suitable potable water, as may be available, without metering or cost to the Contractor. Contractor shall provide connections and services from Owner's service to the construction area.
- C. Sanitary Facilities:
1. Contractor may use existing sanitary facilities which will be designated by Owner for such use. Facilities shall be cleaned daily and maintained in a sanitary condition. Contractor shall designate a single individual for such cleaning. Cleaning operations shall be coordinated with Owners facility cleaning personnel to assure proper cleaning methods are used. Damage to facilities shall be repaired by Contractor.
- D. Protection Of Installed Work:
1. Protect installed Work and provide special protection where specified in individual specification sections. Prohibit traffic or storage on new flooring as required by manufacturer.
- E. Security:
1. Provide security and facilities to protect Work from unauthorized entry, vandalism, or theft. Coordinate with Owner's security staff for access into and within the Convention Center.
- F. Parking:
1. Contractor may use existing river level parking without charge except on Event Days where Owner will charge for parking.
- G. Removal Of Utilities, Facilities, And Controls:
1. Remove temporary utilities, equipment, facilities and materials, prior to Substantial Completion.
  2. Clean and repair damage caused by installation or use of temporary work.
  3. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

#### 1.15 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
  3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
  4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.
- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

## SECTION 114001 – MOVING OF FOODSERVICE EQUIPMENT

### PART 1 - GENERAL

#### 1.1 SUMMARY

##### A. Section Includes:

1. Removal and reinstallation of existing food service equipment.
2. Testing operation of food service equipment.
3. Disconnection of utilities to equipment.
4. Disconnecting mechanical attachments of fabricated equipment.
5. Dismantling of fabricated equipment to allow movement.
6. Move and store food service equipment within building.
7. Reinstalling and reconnecting utilities and mechanical attachments of equipment.
8. Testing operation of equipment and returning to pre-disconnect function.

##### B. Owner-Moved Equipment: Refer to Section “Summary”, Article “ Work Performed by Owner”.

##### C. Related Requirements:

1. Section “Summary” for scheduling of the work of this Section.

#### 1.2 COORDINATION

- A. Coordinate foodservice equipment removal and reinstallation with other work, including project schedule and Owner’s use of the kitchen and movement of equipment..
- B. Coordinate locations, types and requirements of utility service connections and mechanical mountings.

#### 1.3 PREINSTALLATION MEETINGS

- A. Pre-Work Conference: Conduct conference at Project Site..

#### 1.4 ACTION SUBMITTALS

##### A. Product Data

1. For components, utility connections and similar product that are replaced during the course of the work..

## 1.5 QUALITY ASSURANCE

- A. Qualifications: A commercial food service moving, or installation firm experienced in providing food service equipment moving or installation services. Moving firm shall be approved, authorized, or licensed by manufacturers of food service equipment to provide moving, installation and start up services for food services equipment of the type indicated to be moved. Firm shall demonstrate moving or installing of commercial food service equipment is the primary business of the firm.
  - 1. Qualified firm shall employ on Project installers, plumbers, electricians, metal fabricators and tradesman experienced and licensed for the type of work performed.
- B. Dish Washing Machine: Contractor shall engage Hobart employed service installers to disconnect move and reinstall the existing dish washing machine.

## 1.6 FIELD CONDITIONS

- A. Field Measurements: Verify actual dimensions of existing construction prior to dismantling fabricated equipment.

## 1.7 WARRANTY

- A. There are no existing warranties on existing food service equipment.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. NSF Standards: Provide equipment that bears NSF Certification Mark or UL Classification Mark certifying compliance with applicable NSF standards.
- B. UL Certification: Provide electric and fuel-burning components that are evaluated by UL for fire, electric shock, and casualty hazards according to applicable safety standards, and that are UL certified for compliance and labeled for intended use.
- C. Steam Equipment: Provide components and utility connections that is fabricated and labeled to comply with 2013 ASME Boiler and Pressure Vessel Code.
- D. Regulatory Requirements: Install equipment to comply with the following:
  - 1. ASHRAE 15, "Safety Code for Mechanical Refrigeration."
  - 2. NFPA 54, "National Fuel Gas Code."
  - 3. NFPA 70, "National Electrical Code."
  - 4. NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations."

## 2.2 MISCELLANEOUS MATERIALS

- A. Installation Accessories, General: NSF certified for end-use application indicated.
- B. Elastomeric Joint Sealant: ASTM C920; silicone. Type S (single component), Grade NS (nonsag), Class 25, Use NT (nontraffic) related to exposure, and Use M, G, A, or O as applicable to joint substrates indicated.
  - 1. Public Health and Safety Requirements:
    - a. Sealant is certified for compliance with NSF standards for end-use application indicated.
    - b. Washed and cured sealant complies with the FDA's regulations for use in areas that come in contact with food.
  - 2. Cylindrical Sealant Backing: ASTM C1330, Type C, closed-cell polyethylene, in diameter greater than joint width.
- C. Stainless Steel:
  - 1. Stainless Steel Sheet and Anchors: ASTM A240/A240M, austenitic stainless steel, Type 316.

## PART 3 - EXECUTION

### 3.1 PREPARATION, DISCONNECTION, MOVING AND STORAGE

- A. Prior to disconnection or moving of food-service equipment document with Owner and Contractor present existing conditions. Documentation prepared will be used to define and judge the functional and operational conditions of the equipment after completion of re-installation. Date and time for access to the kitchen for preparing documentation should be scheduled with the Owner and should occur, to the greatest extent possible, during Part 1 of the Work. This will allow earlier ordering of materials that may be determined to be necessary. Provide documentation not less than as follows:
  - 1. Condition of existing equipment.
    - a. Identify parts or components that are damaged or broken.
    - b. Identify existing foodservice equipment that is an accessory of another piece of equipment (example: food disposal attached to stainless steel worktable) that is no longer in use or is in a condition that it cannot be safely reinstalled. Owner shall determine if such equipment is to be replaced, reinstalled, or discarded. Payment for replacement or repair shall be made by Change Order.
  - 2. Location, condition and type of utilities connections and utility services provided to food service equipment.

- a. Identify utility services and connections that if reinstalled would either constitute a hazard, code violation or would not function properly. Owner shall determine action to be taken. Payment for replacement or repair shall be made by Change Order.
  3. Anchorage and mounting conditions of equipment that is mechanically anchored to floor or walls. Refer to Article "Installation" for specific items to be replaced.
  4. Identify ~~C~~components, connecting devices, utility services, conduit, piping and equipment that is damaged beyond use or non-operational or not code compliant, at time of documentation, and will need to be replaced before re-installation of equipment. Replacement or repair of such existing work will be by the Contractor. Payment for such will be a change to the Contract and be addressed by Change order.
  5. Existing components, connecting devices, utility services, conduit, and piping that is functional; and code compliant, at time of documentation, but will not or cannot be reinstalled ~~be re-usable~~ after dismantling, shall be replaced by the Contractor. Such replacement costs shall be borne by the Contractor.
  6. Operational and functional testing of each food service equipment to confirm performance levels.
- B. Coordinate with Owner disconnection and lock out of each utility services for equipment being disconnected.
  - C. Moving: Move food service equipment using appropriate moving equipment and protection devices to that result in equipment being moved without damage to either the equipment or the existing facility.
  - D. Storage: Refer to Section "Summary", Article "Contractor's Use of Site and Premises" storage location and access within the facility.
  - E. Clean equipment, prior to reinstallation, to not less than the condition than existed at time of disconnection.
- 3.2 INSTALLAION
- A. Install foodservice equipment level and plumb, according to manufacturer's written instructions.
    1. Connect equipment to utilities.
  - B. Install equipment with access and maintenance clearances that comply with manufacturer's written installation instructions and with requirements of authorities having jurisdiction.
  - C. Install closure-trim strips and similar items requiring fasteners in a bed of sealant.
  - D. Install joint sealant in joints between equipment and abutting surfaces with continuous joint backing unless otherwise indicated. Produce airtight, watertight, vermin-proof, sanitary joints.
  - E. Fabricated Equipment:
    1. Complete equipment assembly where field assembly is required.

2. Grind field welds on stainless steel equipment until smooth and polish to match adjacent finish free of cross scratches.
3. When polishing is completed, passivate and rinse surfaces. Remove embedded foreign matter and leave surfaces chemically clean.

F. Equipment mechanically anchored to floor or wall:

1. Provide new stainless-steel anchors of type and size recommended for installation.
2. Increase anchor size when required to be install into original hole.

G. Testing and Final Acceptance:

1. Prior to October 2, 2023, with Owner and Contractor present, provide foodservice equipment inspection and testing for Final Acceptance by the Owner.
  - a. Inspect condition of foodservice equipment and provide repairs or adjustments needed to return equipment to condition prior to disconnection.
  - b. Test reinstalled foodservice equipment to confirm functional and operational performance is not less than prior to disconnection.

3.3 CLEANING AND PROTECTING

- A. After completing installation of equipment, repair damaged finishes that have occurred during disconnection, moving and reinstallation.
- B. Clean and adjust equipment as required to produce ready-for-use condition.

Arthur R. Outlaw Convention Center  
Kitchen Flooring Replacement  
COM Project CN-26-23

TAG Project 2301  
Date: April 26, 2023  
IFB: May 2, 2023  
R1-AD 01, May 24, 2023

- C. At Completion of installation demonstrate to Owner that equipment has been reinstalled to operational and functional capabilities not less than was demonstrated prior to disconnection.

END OF SECTION



# ARTHUR R. OUTLAW CONVENTION CENTER KITCHEN FLOORING REPLACEMENT CN-026-23

## PRE-BID CONFERENCE

9:00 am May 22, 2023,  
1 South Water Street, Mobile, Alabama 36602

### AGENDA **W/ADDED NOTES FROM MEETING IN RED**

1. Attendance roster. Include a contact person and an e-mail address where any Addenda should be sent. Please write legibly. This is a Mandatory Pre-Bid Meeting.
2. Introductions - Owner Contacts, Architect & Consultants, AE Project Manager.
3. Pre-Bid requirements: In order to submit a bid, contractors shall be required to obtain a project manual to be on the bidder's list.
4. Discussion of Scope of Work.
  - a. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following: Part 1 - New flooring for commercial kitchen; removal and re-installation of existing kitchen equipment to allow installation of flooring; other work as defined on the Construction Documents. Part 2- Construction: Work of this Part shall be all work within the Kitchen Areas. This work shall include, but not limited to, dis-connecting, and relocating kitchen equipment, installation of new flooring, re-installation of relocated kitchen equipment and other indicated work. Additionally, Contractor shall complete touch up and punch list items within this same period.  
**Refer to Section "Summary" Article 1.5 for additional information and clarification regarding Notice to Proceed, Work Sequence and Duration of each part of the Contract.**
  - b. Construction duration shall be **Thirty (30)** calendar days from the date of the Notice to Proceed.  
**Thirty Calendar days referenced above relate to "Part 2-Construction". Refer to Section "Summary" Article 1.5 for additional information and clarification regarding Notice to Proceed, Work Sequence and Duration of each Part of the Work.**  
  
**During "Part 2-Construction" the Owner will be moving equipment and stock out of and back into the kitchen at the same time Contractor will be moving kitchen equipment. Refer to Addendum 01 for modification to Section "Summary" Article 1.8 "Work Performed by Owner."**
  - c. There is a \$25,000.00 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.
  - 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.

**ARTHUR R. OUTLAW CONVENTION CENTER KITCHEN FLOORING REPLACEMENT  
CN-026-23  
PRE-BID CONFERENCE WITH NOTES**

- e. Before Bidding, 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 seven days a week, 24 hours per day, from September 1 through October 2, 2023.  
**Refer to Section "Summary" Article 1.11 for additional information.**
  - g. Contractor may utilize, without cost: power, electricity, toilet, and handwashing facilities, etc. if available in moderation. It is encouraged that the Contractor provide sanitary facilities for construction staff, otherwise the Contractor will be responsible for cleaning the public restrooms daily at the end of each work day .  
**Refer to Section "Summary" Article 1.14 for additional information.**
  - h. Protect installed Work and provide special protection where specified in individual specification sections. Prohibit traffic or storage on new flooring as required by manufacturer. Remove waste, spoils, surplus materials, rubbish, and construction facilities from the site. On-Site Dumpster location to be coordinated with Owner or Owner's representative. Do not use facilities waste bins or dumpsters. Site must be kept clean. Contractor will be responsible for repairing any damage to Facility.  
**Refer to Section "Summary" for additional Information.**
  - i. Any observed discrepancies, omissions or errors in any part of the contract documents shall be submitted as written RFIs to Gregg Blaize at [gregg.blaize@cityofmobile.org](mailto:gregg.blaize@cityofmobile.org).
  - j. Cut off time for submission of RFIs is by 3:00 pm five (5) calendar days before the bid opening date. All requests are to be submitted via e-mail to Gregg Blaize.
  - k. Cut off time for substitution requests is by 3:00 pm five (5) calendar days before the bid opening date. Substitution approvals are Pre-Bid only. All requests are to be submitted via e-mail to Gregg Blaize.
  - l. 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.
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 be in compliance with 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.

**ARTHUR R. OUTLAW CONVENTION CENTER KITCHEN FLOORING REPLACEMENT  
CN-026-23  
PRE-BID CONFERENCE WITH NOTES**

- 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.
    - b. City of Mobile permits are required for the construction, but are available without cost to the Contractor. General Contractor, Plumbing Contractor, and Electrical Contractor shall have a current \$10,000 Surety Bond on file with the City of Mobile Permitting Division prior to issuance of permits and throughout the contract duration.
- 6. Bidding instructions, forms, special requirements and time.
  - a. Sealed Bids will be received and clocked in until 2:15 PM local time, Wednesday, the 31<sup>st</sup> day of May 2023.
    - i. Due to restricted access to Government Plaza offices, it is recommended that Bids be sent by U.S. Postal Service to Office of the City Clerk, PO Box 1827, 36633-1827, if sent by regular mail. Bidders are responsible for ensuring their bids arrive by the bid time and date.
    - ii. Or, if sent by another carrier, addressed to the City Clerk, 9<sup>th</sup> Floor, South Tower, Government Plaza, 205 Government Street, Mobile, Alabama 36602. Bidders are responsible for ensuring their bids arrive by the bid time and date.
    - iii. Bidders delivering Bids in person shall deliver their bids to Government Plaza, 9<sup>th</sup> Floor, South Tower and insert Sealed Bid in the receptacle marked "CITY of MOBILE BIDS", located within the elevator lobby, for pickup by the City Clerk, no later than 2:00 PM local time.
  - b. 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.
  - c. Bids will be publicly opened and read at 2:30 PM local time, in the Atrium Lobby of Government Plaza.
  - d. 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.
  - d. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile (see Project Manual or Request for Quotes documents).

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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. Gregg Blaize: 251.490.5534 (City of Mobile)
  - b. **Gregg Blaize:** <[gregg.blaize@cityofmobile.org](mailto:gregg.blaize@cityofmobile.org)>
  
10. Walk of Site
  - a. Identified each piece of foodservice equipment that is shown on the drawings to be removed by Contractor. Remaining foodservice items within the kitchen and not identified to be removed by Contractor will be removed and reinstalled by Owner.
  - b. Section "Photographs" may contain information and requirements of the Work that is not specifically covered in other parts of the Contract Documents and should, therefore, be reviewed for such information and requirements.
  - c. Section "Moving of Foodservice Equipment" Article 1.5 B: Contact information for Hobart:

Pricing and time schedule received from:  
Hobart Service  
1262 Hutson Dr.  
Mobile, Alabama 3609  
[thomas.eubanks@hobartservice.com](mailto:thomas.eubanks@hobartservice.com)  
Tommy Eubanks  
T 251-343-1211  
M 251-370-2063

Convention Center Contact for Hobart  
Hobart c/o Mobile Fixture & Equipment Co., Inc  
1155 Montlimar Drive  
Mobile Alabama 36609  
O 251.342.0455  
F 251.342.2497  
[Keith.murray@mobilefixture.com](mailto:Keith.murray@mobilefixture.com)
  - d. Reviewed Section "Moving of Foodservice Equipment" Article 3.1, paragraphs A. 3 and A.4.
  - e. Contractor and Owner review of foodservice equipment before disconnecting and after reconnecting: Refer to Addendum 01 for additional information.

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- f. Refer to Addendum 01 for changes to the Contract Documents that may have been affected by discussions during the Pre-Bid Conference.
  - g. Contractors were encouraged to coordinate with the Owner for date and time to revisit the kitchen and obtain all necessary information needed to perform the Work of the Contract as described in the Contract Documents.
11. Adjourn

### ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION	DATE
Mandatory Pre-Bid	Arthur R. Outlaw Convention Center Kitchen Flooring Replacement	401 Civic Center Drive	Monday, May 22, 2023

CN-026-23

NAME	ORGANIZATION	PHONE	FAX	CELL PHONE	E-MAIL
Gregg Blaize	COM	251-208-1083	251-208-5871	251-490-5534	gregg.blaize@cityofmobile.org
Carl Waddell	Sanders Hyland Corp	251-379-7348	251-661-1970	251-661-1952	rkrchak@TAG Architects.NET
ROBERT KRCHAK	TAG ARCHITECTS	251-343-1811	-		Carl W P Sanders Hyland . com
Roger Cook	COM - Supplier Diversity	251-208-7653			roger.cook@cityofmobile.org
Joseph Payne	J Payne Org	251-471-0001			J. Payne @ Live.com
Jeb M-Kean	StanHard	251-605-0420			Jeb.MKean@StanHard.com
Jason Carter	Integrity	251-391-9013			integritym.r@gmail.com