



**ARCHITECTURAL ENGINEERING DEPARTMENT  
REQUEST FOR QUOTES**

**February 6, 2023**

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

**Project Name:** Arthur R. Outlaw Convention Center- Exhibit Hall Operable Wall Wallcovering Replacement

**Project Location:** 1 South Water Street

**Project Number:** CN-022-23 REBID

**Summary of Work:** Furnish 1080 yards of Hytex – Rib Fabric (Color: Azure) and provide all labor, materials, tools and equipment necessary to safely strip existing wall coverings from ninety- eight (98) panel faces and four (4) wall panels and install new fabric over ninety-eight (98), 29'-6" operable panel faces and four (4) 29'6" x 21" wide wall panels.

**Important Dates:**

Pre-Quote Meeting: Wednesday, March 8, 2023 at 9:00 AM.  
Quotes Due: Wednesday, March 15, 2023 at 2:00 PM.

**Examination of Documents:** Before submitting a Quote, Contractors shall carefully examine this RFQ (including attachments), visit the site (including attendance at the Pre-Quote meeting), 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 RFQ and as necessary to perform the work. The submission of a Quote will be considered as conclusive evidence that the Contractor has made such examination.

**Pre-Quote meeting** shall be held on Wednesday, March 8, 2023 at 9:00 AM local time in the North Exhibit Hall of the Arthur R. Outlaw Convention Center, 1 South Water Street, Mobile, Alabama 36602. A representative of the Quoter is encouraged to be present at the meeting. However, if no representative can be present in person, the Quoter shall contact the Project Manager at 251-490-5534, at least 24 hours prior to the meeting, in order to coordinate attendance of the meeting by conference call. Contractors shall view and verify all existing conditions during the Pre-Quote meeting.

All **Requests for Information (RFI's)** and requests for substitutions shall be submitted in writing to the Project Manager no later than 3:00 PM, Five (5) business days prior to the Quote submittal date. Responses shall be in the form of a written Addendum issued to all Contractors. Receipt of all addenda shall be acknowledged by the contractor on the Quote form. Failure to acknowledge Addenda may result in disqualification of the Quote.

**THIS IS NOT A TAX-EXEMPT PROJECT. Quoters shall include sales and use taxes in their quote amount.**

Contractors may use on-site utilities and facilities, such as power, water, public restrooms and designated parking areas. Contractor shall have access to the work site, as approved by the Owner, between 7:00 AM - 4:00 PM Monday through Friday. Additional access may be coordinated with the Owner representatives in advance. Debris shall be removed and disposed of daily. No temporary storage will be available at this location. Lock and secure tools and materials while working at the facility. Neither the City of Mobile or ASM Global are responsible for contractors' items. Obey all City and Facility regulations.

The Contractor shall deliver the work complete within **thirty (30) calendar days** from the date of the written Notice of Proceed.

- In order to coordinate the Contractor's work schedule with the Owner, within five (5) calendar days of the bid opening, the Apparent Low Bidder shall meet with the Owner to discuss scope and Owner scheduling and priorities. The Apparent Low Bidder shall then provide a proposed schedule within five (5) calendar days of the initial meeting for Owner review and approval.

**Allowance:**

Include in the Total Base Quote a stipulated allowance as indicated on the Quote Form for the use upon Owner's instruction. Upon Contractor inspection and Owner approval, any additional work that may be required, but not covered in the original Scope of Work (Base Scope Quote), shall be added to the scope and cost charged against the Contingency Allowance. Contractor's cost for products, delivery, installation labor, insurance, payroll, bonding, equipment rental and overhead and profit will be included in the Allowances. Contractor's markups on allowances are limited to 10% for subcontractor's work and 15% for his own forces.

Use of Contingency Allowance shall be approved in writing by the Owner before any materials are ordered or work performed.

Upon completion of the Work, any unused portion of the Allowance shall be credited back to the City of Mobile in the form of a Change Order.

**Bid Date:**

- A. Sealed formal Proposals of a stipulated sum (fixed price) will be received and clocked in until **2:00 P.M., Wednesday, March 15, 2023** in the office of the City Clerk, Government Plaza, 205 Government St., Mobile, Alabama, South Tower, Ninth Floor, Room 908.
- B. All Bids not clocked in at 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 P.M. in the Atrium Lobby of Government Plaza, 205 Government St., Mobile, Alabama.

No Bid may be modified, withdrawn, or canceled for a period of sixty (60) calendar days after the time designated for receipt of bids.

The City of Mobile will have sixty (60) days from the bid opening date to award the contract.

**Bond Requirements:**

For contracts that exceed \$10,000.00, a Bid Bond (or Bid Security), Performance Bond and a Labor and Material Payment Bond shall be required.

- Cost of Bonds shall be included in the Contractor's bid.
- A Surety authorized to do business in the State of Alabama must issue Bonds.
- The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

**Bid Security / Bid Bond:**

- A. A Cashier's Check drawn on an Alabama bank or Bid Bond payable to Owner, City of Mobile, in the amount of 5% of the Base Bid, but in no event more than \$10,000.00 is required to accompany Bid.
- B. The Bid Security of the three lowest bidding Contractors shall be retained by the Owner until a contract is executed for the project.

A City of Mobile Business License is required and must be current at contract execution and throughout duration of contract.

City of Mobile Building Permits are required for this project, and all required progress and final inspections must be scheduled by the contractor.

Closure of permits is a condition of final payment. There is no cost for City of Mobile permits.

**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 items along with the electronically signed Owner Contractor Agreement:**

1. Proof of enrollment in the Federal E-Verify program (see sample document attached as Exhibit 2).
2. Contract form example "Agreement Between Owner and Contractor For A Stipulated Sum" (sample attached as Exhibit 3).
3. Certificate of Insurance and policy endorsements in accordance with City of Mobile Insurance Requirements (attached as Exhibit 4 with sample documents).
4. Company's current City of Mobile Vendor Information Form and W-9 Tax Form (attached as Exhibit 5). Vendor may also show evidence of enrollment in the City of Mobile's Vendor Registration System: <https://www.cityofmobile.org/bids/vendor->

For **Payment(s)**, each month until project completion, submit two (2) notarized signature originals of the Application and Certificate for Payment, on AIA Documents G702 and G703. (Electronic forms will be provided by City of Mobile Architectural Engineering Department upon request of the Contractor). Each Pay Application shall be based on the most recent schedule of values submitted by the Contractor. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work, and shall form the basis for review and approval of the Contractor's Application for Payment. The amount of progress payments may be reduced by 1.) amounts previously paid by Owner, 2.) uncorrected Work, 3.) non-payment of sub-contractor, 4.) defects discovered since last pay application, 5.) retainage. Prior to Substantial Completion of the Work, the Owner will hold **Retainage** from the payment otherwise due as follows: Five percent (5%) of the first fifty (50%) of the completed work and after fifty percent (50%) completion has been accomplished, no further retainage shall be held from the original Contract Sum. Increases in contract sum by Change Order shall also be subject to retainage. The net amount of the Retainage shall be equal to two and one-half percent (2.5%) of the total Contract Sum, as increased or decreased by Change Order.

At **Substantial Completion** of the project, the Contractor shall publish a "Notice of Final Completion" of the contract in a locally published newspaper of general circulation, in accordance with Code of Alabama, Title 39, Section 39-1-1. For final Contract Sums less than fifty thousand dollars (\$50,000.00), the Contractor shall also 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 notarized proof of publication to the Project Manager.

**The "Notice of Final Completion" shall read as follows:**

STATE OF ALABAMA

COUNTY OF MOBILE

NOTICE OF COMPLETION

In accordance with Chapter 1, Title 39, Code of Alabama, 1975, NOTICE IS HEREBY given that (COMPANY NAME) has completed the contract for Arthur R. Outlaw Convention Center- Exhibit Hall Operable Wall Wallcovering Replacement, CN-022-23, in Mobile, Alabama 36602. All persons having any claims 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, AL 36633-1827.

**Liquidated Damages:** 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 required closeout 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.

**Contractor's Warranty:** Contractor shall provide a written warrantee to the Owner that all materials furnished under the contract are of good quality and new. Contractor shall further warrant that the Work conforms to the requirements of the information contained in this Request For Quotes and will be free from defects. Work and/or materials not conforming to these requirements may be considered defective and shall, within two (2) year from date of Substantial Completion of the Project, be promptly replaced or corrected without cost to the Owner. Contractor shall also provide manufacturer's warranties for products used.

**Close Out Documents:** Shall consist of as built drawings, warrantees, approved submittals and other documents required by the RFQ document. They shall also include original executed copies of the following AIA Documents (Exhibit 6):

1. Contractor's Affidavit of Payment of Debts and Claims - G706
2. Contractor's Affidavit of Release of Liens - G706A
3. Consent of Surety to final Payment - G707 (if bonds are required)

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

**ARTHUR R. OUTLAW CONVENTION CENTER  
OPERABLE WALL WALLCOVERING REPLACEMENT  
CN-022-23REBID**

**QUOTE FORM:**

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

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

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

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

In compliance with the Request for Quotes prepared by the City of Mobile, Architectural Engineering Department, dated \_\_\_\_\_, and all Addendum(a) No(s) \_\_\_\_\_ dated \_\_\_\_\_, 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 thirty (30) calendar days from the written Notice to Proceed.

**Quoters shall include sales and use taxes.**

**Quotes shall be provided in whole dollar amount with no cents.**

**Base Quote Amount:** \_\_\_\_\_  
Amount in Words  
\_\_\_\_\_ Dollars & No Cents \$ \_\_\_\_\_ .00

**Contingency Allowance:** One Thousand Dollars & No Cents \$ 1,000.00  
Amount in Words Amount in #'s

**Total Base Quote Amount:** \_\_\_\_\_  
Amount in Words  
\_\_\_\_\_ Dollars & No Cents \$ \_\_\_\_\_ .00  
Amount in #'s

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

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

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

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

