



REQUEST FOR QUOTES

January 6, 2022

FM-105-22

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

Project Name: Service Contract – Electrical Maintenance and Repairs for City-Owned Facilities

Project Location: Various City of Mobile Facilities

Project Number: FM-105-22

The City of Mobile is seeking experienced, licensed electrical contractors to provide professional electrical services – design, installation, maintenance, repair or replacement of electrical equipment and parking and ballfield lighting. The City desires to pre-qualify firms available to provide these services with the intention to create an active call-list with multiple qualified firms on an as-needed basis for projects as they arise. Call list will be created, based upon unit cost pricing on bid page attached hereto. The City will seek price quotes for the services as needed, and will award Project to the vendor whose response is most advantageous in price and completion date.

Quotes (stipulated sum) for the above Scope of Work will be received until 3 P.M. on Wednesday, February 9, 2022 in the Architectural Engineering Department, 205 Government Street, P.O. Box 1827, Mobile, Alabama 36633. Quotes may be submitted in person, e-mailed or mailed to the Project Manager at the address indicated

Scope of Work: Contractor shall provide all labor, materials, equipment, and incidentals necessary to diagnose, perform maintenance, repair, renovations, demolition, disconnect and remove existing equipment and material rendered obsolete to alterations, installation or alteration of electrical systems including lighting, power, electrical related fixtures and other components requested by City Representative. Work may be performed on the exterior or interior of buildings and on sporting and parking lot lighting. The Contractor should have a flexible organization capable of performing multiple assignments simultaneously for emergency and non-emergency calls and have a staff of, at minimum, seven (7) Certified Electricians.

This is NOT a tax exempt project. Quotes shall include all applicable sales and use taxes. Stipulated hourly rates and materials and supplies markup shall be good for one (1) year from date of submission.

The City of Mobile 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.

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. 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.

A Pre-Quote meeting shall be held on Monday, January 24, 2022 at 9:00 am at the Facility Maintenance Department, 850 Owens Street, Mobile, AL 36604. All Contractors shall meet outside the Facility. **Social distancing shall be strictly enforced.**

General: Collect and maintain areas free of waste materials, debris, construction dust, and rubbish. Dispose of all construction waste and debris in facility trash receptacles or dumpsters as directed by the Owner. Maintain site in a clean and orderly condition. Contractor shall be responsible for any damage to existing finishes or surfaces.

Payments: They City shall pay the Contractor as follows:

- A. Payments shall be made upon completion and inspection of specified work.
- B. Two (2) original invoices shall be delivered to the Facility Maintenance for review. Invoices shall list all facilities serviced and shall provide unit pricing in accordance with the approved hourly rates and material mark-up.

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. two (2) 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.

A City of Mobile Business License is required and must be current at time of submitting a Quote, and throughout contract period.

- **Within Ten (10) calendar days from the date of issuance of Contract forms for execution, the Service Contractor shall deliver to the City of Mobile the following documents:**
 1. Certificate of Insurance, including ALL endorsements in accordance with City of Mobile Insurance Requirements (attached as Exhibit 1, with sample document)
 2. Proof of enrollment in the Federal E-Verify program (see sample document, attached as Exhibit 2)
 3. Fully executed Agreement (see document, attached as Exhibit 3)
 4. A current Company W-9 Tax Form and City of Mobile Vendor Information Form

NOTE: Contact Gregg Blaize at the City of Mobile, Facility Maintenance Department, 251-208-2814 phone, 251-208-2815 FAX, or e-mail gregg.blaize@cityofmobile.org for further clarification.

CDC/NIH Covid-19 Guidelines are in effect. The Contractor shall adhere to current guidelines as directed by the City.

**Service Contract – Electrical Maintenance and Repairs
Various City of Mobile Facilities
January 7, 2022
FM-105-22**

QUOTE:

Company Name: _____

Company Address: _____

Office Phone #: _____ **Fax #:** _____

Email Address: _____

City of Mobile Business License No.: _____

In compliance with the Request for Quotes documents prepared by the City of Mobile, Facility Maintenance Department, dated January 4, 2022, the Contractor hereby proposes 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. Service Contractor acknowledges receipt of Addendum No. _____ and dated _____.

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

Labor Rates	Regular Rate/Hr. (Monday -Friday 8am - 5pm)	Overtime Rate Hr.
Licensed Electrician	\$	\$
Equipment Rates	Regular Rate/Hr. (Monday -Friday 8am - 5pm)	Overtime Rate Hr.
Service Body Truck/Vehicle	\$	\$
Bucket Truck w/ Service Body	\$	\$
Scissor Lift to 60'	\$	\$
Aerial Man Lift to 90'	\$	\$
Digger/Derrick Truck	\$	\$
Utility Tractor/ Trencher	\$	\$

Parts/Materials – Direct Cost Plus

10 %

Contact Phone #: _____ **Cell #:** _____

E-mail Address: _____

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

EXHIBIT A
SCOPE OF WORK

Service Contract – Electrical Maintenance and Repairs
Various City of Mobile Facilities
January 7, 2022
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1. Qualified Vendors shall provide all labor, materials, equipment and incidentals necessary to diagnose, perform maintenance, repair, renovations, demolition, disconnect and remove existing equipment and material rendered obsolete to alterations, installation or alteration of electrical systems including lighting, power, electrical related fixtures and other components requested by City Representative. Work may be performed on the exterior or interior of buildings and on sporting and parking lot lighting. Vendor(s) shall be available for any and all electrical jobs required by the City and should have a flexible organization capable of performing multiple assignments simultaneously for emergency and non-emergency calls.
2. All work shall be done in accordance with all State and Local Codes and all Federal Regulations and to the complete satisfaction of the Facility Maintenance Department Representative.
3. All work shall be scheduled at the convenience of the City of Mobile as not interfere with day to day business and conducted in a safe manner and comply with all governing regulations concerning safety. Response times for qualified vendors to respond to a given request by the City are as follows:
 - Scheduled maintenance and repair service:*
within forty-eight (48) hours
 - Emergency repair service:*
Monday through Friday between 8am and 5pm- within one (1) hour.
Monday through Friday after 5pm and on weekends -within two (2) hours.Qualified Vendors who fail to meet maintenance and repair service time schedules shall be removed from active call list.
4. Payment shall only be made on productive hours at the job site. All labor shall be billed at the scheduled hourly billing rate as stipulated in Request for Quotes reply. The hourly billing rates shall include all cost for direct time, benefits, taxes, all overhead and profit and other indirect expenses. Parts and equipment shall be billed at the Vendor's direct cost, including shipping if required, from manufacturer or supplier plus a percentage multiplier for overhead and profit as stipulated in the Request for Quotes. For purpose of billing, invoiced time shall include the number of hours Electrician was actively engaged in repair or maintenance work for the specified facility, including reasonable travel time. Each service must be invoiced separately. Invoices shall specify the facility, exact services performed, date and time of service, electricians or other staff providing services. Copies of manufacturer/supplier invoices, or other information required for approval by the Facility Maintenance Department.
5. It shall be the responsibility of qualified vendor (s) performing services for this Contract to Safeguard their own materials, tools and equipment. The City of Mobile shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment. The Contractor is responsible for any damage to the facility and shall make any necessary repairs.

EXHIBIT 1
City of Mobile Insurance Requirements

Insurance – For the duration of this agreement, the Contractor shall maintain the following minimum amounts for this project:

A. Workers Compensation/Employer's Liability:

1. Workers Compensation insurance in the amounts required by all applicable laws, rules or regulations of the State of Alabama.
2. Employers Liability with limits of not less than:

Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 policy limit
Bodily Injury by Disease	\$1,000,000 each employee
3. Borrowed Servant/Alternate Employer endorsement in favor of City of Mobile.

B. Comprehensive General Liability Insurance:

1. Comprehensive General Liability (occurrence form) including coverage for products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor.
2. Limits of Liability: \$1,000,000 combined single limit of liability each occurrence bodily injury or property damage.
3. General Aggregate Limit shall apply on a "Per Project" Basis.

C. Automobile Liability Insurance:

1. Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles, with a \$1,000,000 combined single limit of liability each accident for bodily injury and/or property damage.

D. Excess/ Umbrella Liability Insurance

1. Provide following form coverage for Employer's Liability, Comprehensive General Liability, and Automobile Liability.
2. Limit of Liability: \$2,000,000 combined single limit of liability each occurrence for bodily injury or property damage.

CERTIFICATE OF LIABILITY INSURANCE ENDORSEMENT PAGE

The policy endorsements listed below are required and must be listed in the "Description of Operations" box on the Certificate of Liability Insurance or listed **separately** on an attachment to the certificate of insurance (ACORD 101, Additional Remarks Schedule).

Waiver of Subrogation - All policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.

Additional Insured - All policies of insurance, except those referenced under paragraph A, shall be endorsed to name City of Mobile as an Additional Insured.

Primary Insurance - All policies of insurance, except those referenced under paragraph A, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

Notice of Cancellation - Certificates of Insurance shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

Certificates of Insurance – General - Within ten (10) calendar days from date of issuance of Contract forms for execution, Consultant shall deliver to the City of Mobile, certificates of insurance (standard ACORD format) certifying the existence and limits of the insurance coverages along with separate policy endorsements as described above. Consultant shall also be responsible for delivering policy renewal certificates to the City of Mobile. A sample Certificate of Liability Insurance form, including the policy endorsement is attached for Consultant's reference.

EXHIBIT 2



Company ID Number:

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	
Company Facility Address	
Company Alternate Address	
County or Parish	
Employer Identification Num.	
North American Industry Classification Systems Code	
Parent Company	
Number of Employees	
Number of Sites Verified for	

SAMPLE



Company ID Number:

Approved by:

Employer	
Name (Please Type or Print)	
Signature	Date
Department of Homeland Security, Division	
Name (Please Type or Print)	Title
Signature	Date

SAMPLE