



## REQUEST FOR QUOTES

June 28, 2022  
FM-130-22

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

**Project Name:** Service Contract – Ice Machine Maintenance and Repair

**Project Location:** Various City of Mobile Facilities

**Project Number:** FM-130-22

The intent of this Request for Quotes is to create an eligible vendor lists of Contractors who will be readily available to provide ice machine maintenance and repair services at various City buildings on an as-needed basis over a one (1) year period.

City of Mobile Business License is required and must be current at time of bidding.

**Scope of Work:** Contractor agrees to furnish trained, competent labor and shall coordinate each job with the Superintendent or designee. Contractor shall provide all equipment, materials, tools, supplies, and transportation necessary for all repairs, preventative maintenance and cleaning of all ice machine equipment based on manufacturer recommendations to ensure high performance and efficiency.

**Quotes:** For the above Scope of Work will be received until 3 P.M. on Thursday, July 7, 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.

This is NOT a tax exempt project. Quotes shall include all applicable sales and use taxes. Stipulated hourly rates 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.

**Examination of Documents:** Before submitting a Quote, bidders shall carefully examine this Request for Quotes, 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 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. Contractor shall

coordinate access, all areas of work, and schedule for work with the Owner. Contractor shall post proper warning signs and/or barriers where necessary.

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. Contractor shall guarantee all workmanship and materials to be free from defects. Within five (5) calendar days of notification, the Contractor shall correct such defects and/or deficiencies at its own expense.

**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 daily. Maintain site in a clean and orderly condition. Contractor shall be responsible for any damage to existing finishes or surfaces.

**Payments:** The 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](mailto:gregg.blaize@cityofmobile.org) for further clarification.**

**Service Contract – Ice Machine Maintenance and Repairs  
Various City of Mobile Facilities  
June 28, 2022  
FM-130-22**

**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, 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.

**1. BASE BID – MAINTENANCE & REPAIR SERVICES** - shall be based on the following Labor Rates:

Technician:

Hourly Labor Rate (between 8am and 5 pm) \$ \_\_\_\_\_/hour

Overtime Labor Rate (after 5pm and on weekends) \$ \_\_\_\_\_/hour

*\* Per hour labor rates shall include total labor including all overhead and profit, all travel costs, and all costs for tools, equipment, supplies, minor materials, and other incidentals necessary for complete service.*

**2. SCHEDULE OF VALUES** - for furnishing equipment, parts or other materials:

Parts/Material – Direct Cost plus \_\_\_\_\_ %

*\* Direct cost shall be based on invoiced amount from supplier/manufacturer and shall include all shipping/delivery costs and all applicable sales and use taxes.*

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

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

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

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

**END OF SECTION**

**EXHIBIT A**  
**SCOPE OF WORK**  
**FM-130-22**

Service Contract – Ice Machine Maintenance and Repairs  
Various City of Mobile Facilities  
June 28, 2022

1. Service Contractor shall furnish all labor, materials and parts, tools and equipment necessary to service, maintain, and repair existing ice machine equipment, or install new equipment, for selected City-owned facilities.
2. Vendor's Technician shall have a minimum of three (3) years of Ice Machine service experience.
3. Vendor shall upon request provide one (1) complete ICE MACHINE PREVENTATIVE MAINTENANCE VISIT of the requested equipment, which is to include the following service at a minimum.
  - A. Check Supply Voltage (record voltage on Inspection Report).
  - B. Check Compressor Amp Drawn (record amp draw on Inspection Report).
  - C. Visually check all Wiring Connections.
  - D. Check Water Pump.
  - E. Check Water Pattern over Evaporator.
  - F. Check Evaporator Assembly and Spray Tubes.
  - G. Check condition of any Cube Guides.
  - H. Check Float Valve / Switch Operation, clean and adjust.
  - I. Check operation of Condenser Motors.
  - J. Check operation of Bid Drain.
  - K. Check Bid Door Adjustment, Hardware, and Seals.
  - L. Check entire system for Water Leaks.
  - M. Check Ice Cycle for Completer Evaporator of Ice.
  - N. Check operation of Bid Thermostat or Control.
  - O. Check Ice Cube quality.
  - P. Clean Evaporator Assembly and Spray Tubes.
  - Q. Clean Air Cooled Condenser Coil.
  - R. Clean Water Pump.
  - S. Empty and clean/sanitize Ice Bin.
  - T. Replace Water Filters (record model number on Inspection Report).
  - U. Replace Air Cooled Condenser Coil Filter (record size on Inspection Report).
  - V. All other manufacturer's recommended services.
4. Service Contractor shall employ, and be capable of providing, multiple service technicians to be able, if required, to respond to multiple requests for service at the same time. Crew size shall be limited to the minimum number Technicians necessary to complete the Work.
5. Service Technicians shall be made to the City with in Forty-Eight (48) hours of notification.

6. Upon completion of all services, remove and properly dispose of all tools, equipment, materials, trash and construction debris and leave work area broom clean.
7. Service Contractor shall be responsible for the cleaning, repair, or replacement of any piping, equipment, or adjacent materials or surfaces damaged by Service Contractor during the performance of the service, at no additional cost to the City.
8. All services shall be performed in strict accordance with manufacturers' requirements and all applicable rules, regulations, State and local codes and Federal requirements.
9. All work shall be under the direction of the City of Mobile, Facility Maintenance, Mechanical Systems Department. All maintenance and repair service shall be scheduled by the Contract representative

**END OF SECTION**

## City of Mobile Insurance Requirements for Contractor

*Limits below apply to Tier 1 and Tier 2 services in the attached Limits for Service Vendors list, with the exception if comments are made regarding additional insurance requirements. Tier 3 services will require increased insurance limits, and the requirements below will need to be adjusted. Project size should also be a factor in determining applicable insurance limits. Commercial Umbrella Liability is only required when the project size exceeds \$50,000 and/or the service provided is Tier 3.*

On or before the inception of this Agreement, and annually thereafter for the duration of this Agreement (or longer if stated otherwise), Contractor and/or any subcontractors shall maintain the following insurance policies on a primary and non-contributing basis.

### **Workers' Compensation/Employer's Liability:**

Regardless of any "minimum requirements" of the State of Alabama, Contractor shall obtain Workers' Compensation insurance covering all workers involved in the Project. Where applicable, U.S. Longshore and Harborworkers Compensation Act Endorsement and/or Maritime Coverage Endorsement shall be attached to the policy. Contractor shall also obtain Employer's Liability insurance with minimum limits of \$1,000,000 each accident, \$1,000,000 disease limits, and \$1,000,000 each employee.

### **Commercial General Liability:**

Contractor shall also obtain Commercial General Liability coverage with the following minimums:

- \$1,000,000 each occurrence (combined single limit for bodily injury and property damage)
- \$2,000,000 Products/Completed Operations aggregate
- \$1,000,000 Personal and Advertising Injury per person/organization
- \$2,000,000 general aggregate per project

### **Automobile Liability:**

Contractor shall also obtain a minimum of \$1,000,000 combined single limit coverage per accident, including owned, hired and non-owned automobiles. *(If Contractor does not own an automobile, but one is used in the execution of the contract, then only "hired and non-owned coverage" is required. If a vehicle is not used in the execution of the contract, then automobile coverage is not required.)*

### **Commercial Umbrella Liability:**

Contractor shall also obtain Umbrella Liability over and above the limits of liability required in the Employers Liability, General Liability, Automobile Liability, and Professional Error and Omissions *(if required)* policies. The Umbrella coverage form will be at least as broad as the underlying policies. The Additional Insureds requirements of underlying policies shall also be met by the Umbrella. The Umbrella limits shall be sufficient so that the sum of the underlying and Umbrella limits shall be at least \$3,000,000 per line of coverage.

### **Certificates of Insurance**

Contractor and/or any Subcontractor shall provide City of Mobile with valid certificates of insurance within ten (10) days from the date of issuance of contract forms for execution verifying said insurance requirements have been met. Attached to each certificate of insurance, shall be a copy of the Additional Insured Endorsement that is part of the Contractor/Subcontractor's Commercial General Liability Policy. Policies must be issued by companies with an A.M. Best rating of A-VII or better. All deductibles or Self-Insured Retentions for each policy shall not exceed \$10,000 unless otherwise indicated by City of Mobile. The Description section of the Certificate shall contain reference to the Project name. The Contractor shall ensure that each Subcontractor complies with the terms of this Section.

### **Additional Insureds**

These liability policies shall endorse City of Mobile as an **Additional Insured**. Coverage for City of Mobile and their officers, directors and employees as additional insureds shall be provided by a policy provision or by an endorsement providing coverage at least as broad as Insurance Service Office (ISO) Additional Insured endorsement from CG2010 1185 Form B, or CG2010 1001 in conjunction with CG2037 1001, or an equivalent form that provides Additional Insured status for Products and Completed

Operations. Forms that are limited to "liability arising out of your ongoing operations" or that do not extend to Products and Completed Operations are not acceptable. Should a separate excess and/or umbrella liability policy be used to satisfy the above required limits, said policy will also be endorsed to include the contractor, owner et al. as an additional insured. Additionally, Contractor agrees to continue to procure and maintain liability insurance coverage meeting these requirements for the statutory limitation of claims (or statute of repose, if applicable) after the Project completion.

The policies shall be endorsed to stipulate that the insurance afforded the additional insureds shall apply as primary insurance and that any other insurance or self-insurance maintained by City of Mobile shall be excess only and shall not be called upon to contribute with this insurance. A copy of each endorsement shall be attached to the Certificate of Insurance. The Certificate shall indicate the Certificate Holder as:

City of Mobile  
P.O. Box 1827  
Mobile, AL 36633

**Insurance Requirements for Sub-subcontractors**

Contractor shall ensure that its subcontractors of any tier shall procure and maintain insurance that complies with the requirements set forth in this Attachment A, including the additional insured, primary and non-contributory and waiver of subrogation requirements. Copies of the certificate(s) must be provided prior to the sub-subcontractors entering the site.

**Cancellation**

Each policy shall be endorsed to provide that the insurance company agrees that the policy shall not be modified, canceled, changed, allowed to lapse, or expire for any reason without at least thirty (30) days written notice to City of Mobile. Not less than two (2) weeks prior to the expiration, cancellation, or termination of any such policy, the Contractor/Subcontractor shall supply City of Mobile with a new and replacement certificate of insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of City of Mobile and City of Mobile's parties as set forth above.

**Waiver of Subrogation**

Contractor shall waive its right to subrogation on each of the policies herein. If any of the policies do not permit the insured to enter into a pre-loss waiver, or voids coverage because of same, then this Waiver of Subrogation requirement shall not apply and Contractor shall obtain a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent.

Insurance required by this Agreement shall be as broad as necessary to support the indemnification requirement in said contract or as broad as the indemnitor's insurance coverage, whichever is broader.



## Optional Insurance Requirements Based on Project

### **Inland Marine Builder's Risk Insurance:**

Contractor shall maintain Inland Marine Builder's Risk Insurance Coverage with a policy period concurrent with the Project, providing coverage to protect the interest of City of Mobile, Subcontractors, including property acquired under a sales tax incentive program, property in transit, and property on or off-premises, which shall become part of the Project. Coverage shall be written on a Replacement Cost and Completed Value Form basis in an amount at least equal to one hundred percent of the projected completed value of the Work, as well as subsequent modifications of that sum due to Change Orders. This policy shall also include Delay Cost coverage for soft costs, which shall at a minimum include additional expenses for interest, legal, consulting, insurance, architectural and engineering Subcontractor's overhead and general conditions, and equipment rental. The period of indemnity shall not be less than twelve (12) months and the limit of Delay Cost coverage shall not be less than ten percent (10%) of the projected completed value of the Work and shall be a scheduled limit on the policy in addition to the scheduled limit for the hard cost coverage. The waiting period of Delay Cost coverage may not exceed thirty (30) days. Collectively, the scheduled soft cost limit and hard cost limit may equal one hundred percent (100%) of the projected value of the Work, unless the builder's risk carrier requires the Delay Cost coverage to be in addition to the one hundred percent (100%) projected value of the Work. Contractor agrees to be responsible for reporting increases in the projected completed value of the Work due to Change Orders to its insurance carrier.

This Builders Risk insurance covering the work will have a deductible of no more than \$5,000 for each occurrence unless the loss is caused by a Named Storm; then the deductible shall be a maximum of 3% of insured value. Higher deductibles for Named Storm or a Wind/Hail Deductible may be accepted by City of Mobile upon written request by the Contractor and written acceptance by City of Mobile. All deductibles will remain the responsibility of the Contractor.

### **Installation Floater:**

Contractor shall obtain an Installation Floater to cover that portion of the work to be installed, altered, or repaired by Contractor. The Installation Floater policy must include "coverage for the fixtures, materials, supplies, machinery and equipment used in or incidental to the construction project as well as property kept off-site or while in transit." Coverage must also include property of others in the Contractor's care, custody, or control. In addition to Contractor, the Owner shall be named as additional insured on the policy with coverage extending through the final completion date.

### **Professional Errors and Omissions:**

If "Professional" services are rendered in this service contract, then minimum coverage limits of \$1,000,000 each claim and Policy Aggregate, an Extended Discovery period to apply for at least two (2) years after Contractor's work is accepted by City of Mobile and a deductible not to exceed \$10,000, for which Contractor will remain solely responsible for, shall apply. *OPTION-* If the Self-Insured Retention (SIR) exceeds \$10,000, then City of Mobile shall have the right to review the Contractor's most recent Audited financial statement.

"Claims-made" policies shall carry a retroactive date prior to the effective date of this project. In the event the policy is cancelled, non-renewed, switched to an Occurrence Form, or any other circumstance that triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this project, then Contractor shall purchase a SERP with a minimum reporting period of not less than two (2) years. The requirement to purchase a SERP shall not relieve the Contractor of the obligation to provide replacement coverage.

### **Pollution Legal Liability:**

Contractor agrees to maintain Pollution Legal Liability limits of not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Contractor agrees the policy shall include a minimum three-year Discovery (tail) reporting period, and a Retroactive Date that equals or precedes the effective date of the Contract, or the performance of Work hereunder. This coverage may be provided on a Per-Project Basis.

### Limits for Service Vendors

Vendor Services	PRIMARY GL Limits	Auto Liability	WC + EL Coverage	Min. Umbrella Liability	Comments
<b>Tier I / Low Risk</b>					
Appliances-Service, Leasing, Refinish	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Auto Detailing	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Bathtubs, Sinks - Repair / Refinish	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Beverage Suppliers w/on-site delivery	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Cabinets - Installation	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Carpet Cleaning/Extraction	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Caterers	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Cleaning Contractor	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Computer Designers, Repair, Install	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Concierge, Valet Service	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Copy Machines Service	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Criminal Record Search	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Disc Jockeys	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Drapery & Curtain Cleaning, Installation	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Employment / Temporary	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Entertainers, Musicians, Promoters, etc.	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Fence Contractors	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
First Aid/Occ Health & Safety Supply-On Site Delivery	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Fitness Center Equipment Service	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Framing, Mounting Pictures, Maps, etc..	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Fundraising	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Furniture - Repair, Refinish	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Glass sales, installation, repair, coating & tinting	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Golf Carts - Repair and Maintenance	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Interior Designers and Decorators	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Junk Removal	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Leasing Services	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Lightbulb Replacement	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Locks and Locksmiths	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Mailbox installation	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	

### Limits for Service Vendors

Mystery Shopper	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Painting, Wallcovering Installation	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Pool/Spa Service	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Vending Machines	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
Window/Glass Repairs	\$1M/\$2M	\$1,000,000	Statutory	\$2,000,000	
<b>Tier II / Moderate Risk</b>					
A/C Equipment & Systems Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Adjusters	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Aquarium/Fish Tank Installation	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Air Duct Cleaning	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Architects	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Awnings & Canopies Repair & Service	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Back Flow Prevention	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Basketball courts - Construction, Repair	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Boilers - Repairing and Cleaning	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Building - Developers and Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Building Inspection Service	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Building Maintenance	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Cable	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Carnival Companies and/or Ride Operators	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Chimney Cleaning	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Communication equipment installation, service, repair	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Concrete and Asphalt Repairs	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Use judgment based on project size and exposure
Cooling Tower-Repair & Replace	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Courtesy Patrol - Unarmed Foot or Drive	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Drainage Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Drywall Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Electrical P/M, Repairs	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Engineer - All Types	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Environmental Consulting Services	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Erosion Control	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	

### Limits for Service Vendors

Excavating Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Exterior cleaning or resurfacing	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Fire / Life-Safety System P/M, Testing	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Flooring / Carpeting Installation	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Foundation - Contractors or Repair	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Freight Only	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Fuel-Oil, Gas, Butane Propane	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Garage Management, Maintenance	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Must also include Garage keepers' Legal liability
Gates-installation, repair, maintenance	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
General Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	depending on size of project
Gutters and Downspouts	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Handrails	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
HVAC - Other P/M, Repairs	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Insulation Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Landscaping and Irrigation Repairs	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Laundry Service-Repair & Maintenance	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Lift Station Maintenance	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Masonry	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Mechanical	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Movers	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Odor Control	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Outdoor Fireplace or BBQ installation	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Parking Lot Striping	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Parking Lot - Patching / Re-Paving	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Use judgment based on project size and exposure
Pest Control	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability & Pollution Liability
Pile Driving	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Plumbing Repairs/Installation	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Pond/Lake Service	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Roof Repairs	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Safety Consultants	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Sewer and Water Main-Installation or Repair	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability & Pollution Liability
Sidewalk Repair	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	

### Limits for Service Vendors

Siding Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Signage Installation / Repairs	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Snow Removal	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Use judgment based on size of contract
Sprinkler Installation or Repair	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Trash Removal / Recycling	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Pollution Liability
Trusses / Construction	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Utility contractor / Not underground	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	Professional Liability
Warehouse Supplier	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Walls - Retaining Walls	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Waste Reduction/Disposal/Recycle	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Water Heater Repair	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Waterproofing Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Welding Contractors	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
Window washer - 5 Floors & Below	\$1M /\$2M	\$1,000,000	Statutory	\$2,000,000	
<b>Tier III / High Risk</b>					
Asbestos Abatement	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	Pollution Liability w/o Asbestos Exclusion
Blasting and Demolition Contractors	\$1M/\$2M	\$1,000,000	Statutory	\$9,000,000	Professional Liability
Crime Scene Clean Up Services	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	Professional Liability
Elevator Maintenance, Testing	\$1M/\$2M	\$1,000,000	Statutory	\$9,000,000	
Fire protection equipment installation, service, repair	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	
General Contractors	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	Contracts exceeding \$1M
Hazardous Material Handling and Cleanup	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	Professional Liability & Pollution Liability
Lead Abatement	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	Professional Liability & Pollution Liability
Mold Abatement	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	Professional liability & Pollution Liability
Overhead Equipment (cranes, hoists)	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	
Painting Exterior	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	
Roof Replacement	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	
Scaffolding	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	
Security Guard Service	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	Professional Liability
Steam boiler installation, service, repair	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	

### Limits for Service Vendors

Traffic Control / Signal Installation	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	
Underground or Building gas, petrol, storage tank/line installation, service, repair, testing	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	Professional Liability & Pollution Liability
Window washer - 5 Floors & Above	\$1M/\$2M	\$1,000,000	Statutory	\$4,000,000	

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**



**CITY OF MOBILE, AL  
VENDOR INFORMATION FORM**

***Company Information:***

1. City Vendor Number:

2. Name of Company:

3. Company D.B.A. Name, if any:

4. Mailing Address:

5. Remittance Address:

6. Telephone:

7. Fax:

8. Main Email:

***Primary Contact:***

9. Contact Name and Title:

10. Contact Phone:

11. Contact Fax:

12. Contact Email:

***Alternate Contact (if applicable):***

13. Alt. Contact Name and Title:

14. Alt. Contact Phone:

15. Alt. Contact Fax:

16. Alt. Contact Email:

***City of Mobile Business License Information:***

17. City of Mobile Business License No. (if required):

*Please attach additional sheets if necessary.*

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes.

<input type="checkbox"/> Individual sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) in _____ <small>Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box on the line above for the tax classification of the single-member owner.</small>				
<input type="checkbox"/> Other (see instructions) *				

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 2).  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(places to obtain information appear on the U.S.)

5 Address (number, street, and apt. or suite no.) \_\_\_\_\_  
 Requester's name and address (optional) \_\_\_\_\_

6 City, state, and ZIP code \_\_\_\_\_

7 List account number(s) here (optional) \_\_\_\_\_

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**


OR

**Employer identification number**


Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must check one item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person \_\_\_\_\_      Date \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we released it) is at [www.irs.gov/efile](http://www.irs.gov/efile).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-R (pension and other early withdrawal transactions)

\* Form 1099 (from mortgage interest), 1099-E (employee tax returns), 1099-T (dividends)

\* Form 1099-C (canceled debt)

\* Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. citizen (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

**By signing the Read-only form, you:**

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
- Certify that you are not subject to backup withholding; or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income; and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.