



## Addendum No. 1

To: Pre-Bid Meeting Attendees

From: Cindy Klotz  
City of Mobile Architectural Engineering Department

Re: Ben May Library – Chiller Replacement  
Project #LI-034-23

Date: March 8, 2024

This Addendum forms a part of, and modifies, the Bidding Documents for the above referenced project, dated February 28, 2024. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

### **General:**

### **Clarifications:**

- Item 1. The Pre-Bid Meeting Agenda *with Modifications* and Pre-Bid Meeting Acknowledgment Roster, dated March 6, 2024 are attached and form part of Addendum No. 1. Revisions to the Pre-Bid Agenda are indicated with a strike-through for deletions and ***bold italic*** typeface for additions.
- Item 2. The current controls system is a Trane System. For additional information and coordination, please contact:

Morris Roberts  
Morris.roberts@trane.com  
(251) 533-0110

---Or---

Aubrey Phillips  
[Aubrey.Phillips@trane.com](mailto:Aubrey.Phillips@trane.com)  
(251) 259-7065

**Forms and Specifications:**

Item 1. In the Index to Documents: remove reference to 00410 Sales Tax Form C3A.

Item 2. Section 00100 Invitation to Bid, Article 2 D:

Replace item “D. This is NOT a tax-exempt project and shall be certified by the requirements of the Alabama Department of Revenue. Bidders shall include sales and use taxes with their bid amounts.”

With

“D. This is NOT a tax-exempt project. Bidders shall include sales and use taxes with their bid amounts.”

**Drawings:** N/A

**RFI's:** N/A

**ATTACHMENTS**

Mandatory Pre-Bid Meeting Agenda *with Modifications*  
Attendance Roster

**END OF ADDENDUM NO. 1**

Ben May Library  
Chiller Replacement  
LI-034-23

MANDATORY PRE-BID CONFERENCE

1:30 pm March 6, 2024

701 Government Street, Mobile, Alabama 36602

**AGENDA with Modifications**

1. Attendance roster. Include a contact person and an e-mail address where a representative can be contacted if necessary. Please write legibly. Addenda will be posted on the City of Mobile Bid Website under the Project.  
<https://www.cityofmobile.org/bids/>  
Please check this website for all Addenda prior to submitting your bids. Acknowledge all Addenda on your bid form.
2. Introductions: Cindy Klotz, City of Mobile CIP Project Manager  
Jody Russell, City of Mobile Project Manager  
Kenny Lewis, Lewis Engineering & Associates, Inc. Engineer
3. Discussion of Scope of Work.
  - a. The Work consists of providing all necessary materials and rigging required to receive and replace the existing chiller with a new, Owner Provided Chiller. Contractor shall provide above grade piping and associated other mechanical and electrical improvements as shown on the drawings and as necessary for a complete project. The contractor shall provide and install permanent bypass connections for a temporary chiller if required. The contractor shall provide power for temporary HVAC equipment, they may not use Library power for this purpose.
  - b. Bid documents are available for viewing and download on the City of Mobile's Bidding website: <https://www.cityofmobile.org/bids/>
  - c. There is a \$5,000.00 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. Submittals required for the project shall be submitted to the engineer for approval within five (5) calendar days of Notice to Proceed. Work on site shall be completed within fifteen (15) calendar days from the date of equipment delivery. The initial term of the Contract shall extend for thirty (30) calendar days from the date of the Notice to Proceed, with the onsite Work period fifteen (15) days from commencement. The library shall be without HVAC for a maximum of six (6) hours. If this period is too short, notify the engineer through an RFI and the timeframe may be re-considered. ***All contractors in attendance indicated that they could not do a one to one replacement of the chiller in 6 hours without a temporary chiller. (See item "I" below). The Project Manager indicated that 6 hours was a somewhat arbitrary timeframe, and that the bidding contractors should suggest, thru the RFI process, a reasonable timeframe for HVAC to be down. The Library can be shut down for a day or two, depending on the event schedule, but no more than that. The Project***

***Manager looks forward to suggested timeframes. When that has been sorted out, an Addendum will be issued.***

- e. The contractor shall prepare the site and have all necessary equipment for the replacement ready to assure a smooth and on-time replacement. In the event that the installation does not go per plan, the Contractor is responsible for providing, at his own expense, a portable chiller and any other items or Work necessary to provide conditioning for the Library.
- f. The City does not pay in advance for ordered materials.
- g. The new chiller is expected to leave the factory on May 1, 2024, and will be delivered directly to the jobsite approximately 3 to 5 days later. The contractor shall receive, check for damages, and unload the chiller from the delivery vehicle. The contractor shall secure and protect the equipment if it is delivered prior to on-site Work commencing. The contact for Chiller delivery is Eric Pitzer, Factory Sales Representative, Alabama & Florida, Carrier Commercial Services. Cell: 205-603-2520; eric.pitzer@carrier.com
- h. Protect all existing non-moveable items through the course of construction. Coordinate with Project Manager prior to bid if non-moveable items are in conflict with work areas.
- i. The 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.
- j. Before Bidding, Contractor shall verify their license classification of their General Contractors license with the State of Alabama Licensing Board.
- k. The contractor shall have access to the interior of the Library between 7:30 am and 8:00 pm Monday through Saturday, 1:00 pm through 5:00 pm Sunday or as otherwise scheduled with the Facility Maintenance Staff. The chiller yard and loading dock are available 24/7. Contractor will be provided with a key to the chiller yard.
- l. Temporary power and cooling to maintain the temperature and humidity of the library interior shall be provided by the contractor for periods longer than the 6-hour turnover.** Transitions to temporary power and HVAC shall be scheduled and approved in advance with the Library's Operations Manager, so as to minimize possible problems with facility activities.
- m. Contractor shall keep an exceptionally clean site. All Construction and lay down areas must be protected from public and Library staff. Note that the site is not secure; contractor shall protect and store all of his materials and tools whenever they leave them for any reason. Shipping containers/trailers can be located in one of the public parking lots as arranged with and approved by Library Staff. The City and/or Library is not responsible for loss or damage of tools, equipment or materials.
- n. Contractor may utilize, without cost: power, electricity, and water except to run temporary HVAC equipment. Contractor must provide their own toilet, and handwashing facilities.
- o. Protect all concrete, grass, planting beds, sidewalks, pads, paving, stairs, rails, light poles, enclosure walls, other equipment in the enclosure, and other site features. Contractor shall be responsible for repairing any damage due to the Work. It is advised that the Contractor document the area before beginning Construction.
- p. Remove waste, spoils, surplus materials, rubbish, and construction facilities from the site. On-Site Dumpster location to be coordinated with Owner Contact. Do not use facilities' waste bins or dumpsters. Site must be kept clean.

- q. Storm and Wastewater:
    - i. Comply with City of Mobile and Alabama Department of Environmental Management requirements. Pay attention to Water Regulations and Allowable Discharges.
    - ii. See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control.
    - iii. Contractor will need to obtain approval of “Best Management Practices” from the City of Mobile’s Environmental Services Department before washing activities may commence.
  - r. Any observed ambiguities, discrepancies, omissions or errors in any part of the contract documents and substitution requests shall be submitted as written RFIs to the engineer, Kenny Lewis, kenny@lewisenginc.com with a copy to jody.russell@cityofmobile.org.
  - s. Cut off time for submission of RFIs and substitution requests is by 3:00 pm Friday ~~May~~ **March** 15, 2024. **Again, if this is not enough time to prepare a bid for this project, advise the Project Manager thru the RFI process and requests for extension will be considered.**
  - t. Official clarifications or corrections will be made by written addendum posted to the City of Mobile Bidding Website. Only clarifications immortalized in Addendums are valid. The final day for addendums will be ~~May~~ **March** 18, 2024, at 5:00pm.
  - u. The Contractor shall provide utility line locations within the work area and the site generally.
4. 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.
    - 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.

5. Bidding instructions, forms, special requirements and time.
  - a. Sealed Bids will be received and clocked in until 2:15 PM local time, Wednesday, the 20<sup>th</sup> day of March 2024.
  - b. Bidders shall insert sealed Bids into a receptacle, marked "City of Mobile Bids", located in the elevator lobby outside the office of the City Clerk Office, 9th Floor South Tower, Government Plaza, 205 Government Street, Mobile, Alabama 36602.
  - c. 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.
  - d. Bids will be publicly opened and read at 2:30 PM local time, in the Atrium Lobby of Government Plaza.
  - e. This is not a tax-exempt project.
  
6. 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).
  - e. Builder's Risk Insurance:
    - i. ALL RISK Builder's Risk coverage shall be provided for the Contractor, Owner and all SubContractors for the full amount of the Contract during construction, fabrications, storage, transport and erection of any equipment.
    - ii. Policy provisions and the Certificate of Insurance shall be provided to the Owner.
  
7. 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.
  
8. Contacts and phone numbers:
  - a. Cindy Klotz: 251-208-7633 CIP Project Manager/AE Dept
  - b. Jody Russell, 251-208-1083 City of Mobile Project Manager/AE Dept

c. Kenny Lewis, 251-660-9221 Lewis Engineering & Associates, Inc. Engineer

9. Walk of Site

10. Adjourn

Discussion at Pre-Bid:

Question: Is City serious about the 6 hour no HVAC window?

Answer: All contractors in attendance indicated that they could not do a one to one replacement of the chiller in 6 hours without a temporary chiller. The Project Manager indicated that 6 hours was a somewhat arbitrary timeframe, and that the bidding contractors should suggest, thru the RFI process, a reasonable timeframe for HVAC to be down. The Library can be shut down for a very limited timeframe, depending on the event schedule. The Project Manager looks forward to suggested timeframes. When that has been sorted out, an Addendum will be issued.

Question: Are permanent temporary chiller connections required?

Answer: Yes, per Section 01010 Summary of Work Article 1.2 A; if temporary chiller is required to meet timeframes.

Question: how much time can be allotted to the HVAC system being down?

Answer: Not more than a few days, and the days may make a difference, depending on the events.

Question: Who has the current control system?

Answer: Trane. Contact information will be provided in the Addendum.

Question: where is power?

Answer: Power to the chiller is through the Alabama Power transformer next to the chiller enclosure. There is no intermediate panel. Contractor is to coordinate directly with Alabama Power for that hot turn over. If there is a form for the City to sign, we will do it. But, we will not coordinate the work.

Engineer says that the existing and the new chillers are dual power.

Question: Will City of Mobile Facilities Maintenance Department be involved or active in the change over?

Answer: City of Mobile Facilities Maintenance Representatives are always available to assist or to offer what knowledge of the existing systems they have. If there are questions that need answering before your bid, submit in the RFI process, and the Project Manager and/or Engineer will issue an Addendum with FM's responses.

In terms of the Chiller installation, the City expects a turn key installation, without any reliance on FM personnel.

Question: how much of the loading dock area is available for storage and staging, etc?

Answer: The entire area is available. The library will work around the special needs of this project. The only requirement is that no one park in the parking lot across S Scott street. If the road needs closing, then coordinate with traffic engineering. Also, there is a private drive along

the wall of the cemetery toward the West. Contractor shall be aware of the need to provide access as desired by that Owner to that drive during construction activities. The City will assist if a traffic engineering permit is required to close the road.

Question/Answer: There was discussion on DBE Requirements and Mr. Cook explained the requirements and that the Office of Supplier Diversity is on hand to assist with obtaining DBE participation.



### ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION	DATE	
Mandatory Pre-Bid	LI-034-23 Construction Contract for: Ben May Library - Chiller Replacement	701 Government Street Mobile, Alabama 36602	Wednesday, March 6, 2024	
NAME	ORGANIZATION	PHONE	CELL PHONE	E-MAIL
Cindy Klotz	City of Mobile A/E	251-208-7633	251-490-4212	cindy.klotz@cityofmobile.org
Jody Russell	City of Mobile A/E	251-208-1083	251-605-4921	jody.russell@cityofmobile.org
Kenny Lewis	Lewis Engineering & Assoc, Inc	251-660-9221	251-751-7466	kenny@lewisenginc.com
Cliff Thomas	COM	251-208-1575		thomas.c@cityofmobile.org
Zach Vallee	Donaghey	251-599-9383		zvallee@donagheymechanical.com
Joe Fenigan	Doth, Figures & Sons	334-432-3011		KJ.FIGURES@GMAIL.COM
ERIC PIZZER	CARRIER	205-603-2520		ERIC.PIZZER@CARRIER.COM
Darrell Gos	Gosam	251-476-5003		Darrell.gos@air.com
Justin Davis	Lower Alabama	251-225-0676		justin@loweralabamahvac.com
Keith Bradley	L.O.M.	251-374-4285		Keith.Bradley@cityofmobile.org
Keray G	Lewis Engineering	251-751-7466		lewiseng@bellpouth.net
Gerry Keimer	Star Service	251-508-4804		gerrykeimer@starservice.com
Grace Smith	MPL	251 5453352		gsmith@mplonline.org
Margie Calhoun	MPL	251 545 3552		mcalhoun@"
Robert Hyde	MPL	251 - 545 3530		rhyde@"
Tyler Martin	MPL	251-689-7833		tmartin@mplonline.org
Stevie Clark	COM	251-358-4388		Steve.Clark@cityofmobile.org
R				
Lucy Coleman	MPL	251-455-1379	5	lcoleman@mplonline.org
Roger Cook	City of Mobile, Supplier Diversity	251-208-7632		roger.cook@cityofmobile.org