



## ADDENDUM NO. 1

**To: REGISTERED BIDDERS**

From: Gary Jackson, Deputy Director  
Municipal Enforcement Department

**Re: Request for Bids for Berkshire Apartments - Demolition (Phase)1**  
**(PRE-BID MEETING (MINUTES OF THE MEETING))**

**Date: December 11, 2025**

This Addendum forms a part of, and modifies, the Request for Bid Documents for the above referenced project, dated **December 3, 2025**. 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.

### **BID DATE:**

- A. Notice is hereby given that the City of Mobile will receive Sealed Bids for the above stated project on **Wednesday, December 17, 2025, no later than 2:15 local time. Bidder 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, Government Plaza, 9<sup>th</sup> Floor South Administrative Tower, 205 Government Street, Mobile, Alabama 36602.****
- 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. The same will be publicly opened and read at **2:30 PM local time in the Atrium Lobby of Government Plaza.****

### **GENERAL NOTES:**

- A. Scope of Work: Demolition of (2) two-stories duplex building as identified in the specification documents received on Monday, December 8, 2025.**

- B. **DELETE:** “Office of Supplier Diversity –CITY OF MOBILE - “Subcontracting and Major Supplier Plan” and “DBE Compliance – DBE UTILIZATION REPORT” in it entirely.
- C. **ADD:** “Office of Small Business Development –CITY OF MOBILE– Subcontracting and Major Supplier Plan” and “Compliance Form-DBE UTILIZATION REPORT” (SEE ATTACHMENT) Please complete and submit the required forms as required by the City of Mobile Bid Specifications. Please contact Office of Small Business Development for questions on completing the form: email: [archnique.kidd@cityofmobile.org](mailto:archnique.kidd@cityofmobile.org) or 251-208-7967
- D. The Contractor will obtain **at “No Cost” a DEMOLITION PERMIT** from the City of Mobile Business Services Department-Permitting Division before demolishing any structures.
- E. Bids for Work costing \$50,000 or more must be licensed pursuant to current Alabama law and of classifications compliant with the State of Alabama Licensing Board for General Contractors **with the Classification Codes of (BC-Building Construction) or (D-Demolition)**. Note that if the contract amount is \$10,000 or greater, A Bid Bond or Check must be included with the sealed bids at the time of the bid opening. A Performance Bond and a Labor and Material Payment Bond shall be required during the contract negotiation phase. Contractor should verify their license classification of their General Contractors license with the State of Alabama Licensing Board for General Contractors before bidding
- F. **CONSTRUCTION SCHEDULE AND ACCESS:** The project shall be completed within **(90) calendar days** from the Notice to Proceed.
- G. **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 any required closeout documents are not submitted, for more than **thirty (30) calendar days after the time specified for the Substantial Completion for 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.
- H. **Special Provisions:** The Contractor shall be responsible for implementing and maintaining any and all necessary environmental control measures in accordance with all **Local, State, and Federal laws and requirements. This includes protection from concrete surface preparations, erosion and sediment controls, as well as a result from any other construction related activities. There will be no direct payment for materials, equipment, labor or other incidentals required to fulfill this requirement. Land Disturbance Diagram and Instruction are included in the Specification Documents and shall be included in your Bids.**
- I. **DUST CONTROL:** Use all means necessary to prevent the spread of dust during performance of the Work. Thoroughly **wet** all surfaces as required to prevent dust from being a nuisance to the public and adjacent neighbors properties.



- J. **FOOTING REMOVAL:** Footings, slabs, etc., shall be removed to a minimum depth of 36" below existing grades. **Note: ALL FOOTING AND FOUNDATION SHALL BE REMOVED.**
- K. **GRASSING:** General: All disturbed areas shall be graded as not to promote erosion. Care shall be taken to spread topsoil over the entire area to be grassed per specifications.
- L. **ANY ADDITIONAL QUESTIONS** pertaining to this project, shall be directed to Gary Jackson, Deputy Director by emailed: [gary.jackson@cityofmobile.org](mailto:gary.jackson@cityofmobile.org) or phone at 251-208-1540. No questions will be answered after Monday, December 15, 2025 @ 3:00 p.m.
- M. **PRE-BID CONFERENCE ATTENDANCE ROSTER (ATTACHMENT)**
- N. **OFFICE OF SMALL BUSINESS DEVELOPMENT: (ATTACHMENT)**
  - 1. SUBCONTRACTING AND MAJOR SUPPLIER PLAN
  - 2. COMPLIANCE FORM – DBE UTILIZATION REPORT

**END OF ADDENDUM NO. 1**

## OFFICE OF SMALL BUSINESS DEVELOPMENT

# CITY OF MOBILE

**Compliance Form**  
**DBE UTILIZATION REPORT**

Return to Office Small Business Development

Via email at archnique.kidd@cityofmobile.org

P.O. Box 1948

Mobile, AL 36633

CONTRACTOR:	Certified DBE: YES NO
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DESCRIPTION:	Estimated Completion Date:
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This report is for the month of: (CHECK ONE):	JAN FEB MARCH	APR MAY JUNE	JULY AUG SEPT	OCT NOV DEC	FINAL _____
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Original Contract Amount	Total Amount of Contract Changes (change orders or amendments)	Final Contract Amount (include contract changes)	Payments to Date from City of Mobile	OFFICE USE ONLY (Verification)
\$	\$	\$	\$	

**Instructions:** List all DBEs utilized on the contract, whether or not the firms were originally listed for DBE goal credit. List actual amount paid to each DBE firm. If the established Percentage is not being met, please include a narrative description of the progress being made in DBE participation.

DBE SUBCONTRACTOR	DBE DESCRIPTION OF WORK	DBE SUBCONTRACT AMOUNT	DBE PAYMENTS THIS REPORT	PAYMENTS TO DATE	OFFICE USE ONLY (Verification)
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
<b>TOTALS</b>		\$	\$	\$	

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. SUPPORTING DOCUMENTATION IS ON FILE AND IS AVAILABLE FOR INSPECTION BY CITY OF MOBILE OFFICE OF SUPPLIER DIVERSITY PERSONNEL AT ANY TIME.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)



OFFICE OF SMALL BUSINESS DEVELOPMENT  
**CITY OF MOBILE**  
Subcontracting and Major Supplier Plan

Contact Office of Small Business  
Development for questions on  
completing this form.  
Via email: [Archnique.kidd@cityofmobile.org](mailto:Archnique.kidd@cityofmobile.org)  
251.208.7967

**Bidders and Proposers – Please complete and submit these forms as required by your City of Mobile Bid or Proposal Specification.**

If you are submitting a proposal in response to a Request for Qualifications, Request for Proposal, or other solicitation (“Solicitations”) issued by the City of Mobile, the bid specification may require you to utilize disadvantaged business enterprise (“DBE”) subcontractors and suppliers. If SBE participation is required, you must complete and submit these forms with your proposal. If required, failure to submit this form will render your bid non-responsive. NOTE: To satisfy participation requirements for a federally funded project, you must utilize SBEs certified through the Alabama Unified Certification Program.

If SBE participation is required, and you fail to satisfy the participation requirement, you must show that you made a good faith effort to include such participation; you will be required to submit DBE Compliance Form 2 and include additional information if needed. When so required, failure to address adequately the good faith effort factors on Form 2 will render your bid or proposal non-responsive. The “good faith effort” factors on Form 2 are not intended to be a mandatory, exhaustive, or exclusive.

You are encouraged to work with the City of Mobile Small Business Development Manager when preparing this form. Please consult with the City Small Business Development Manager for a list of eligible SBEs. The “good faith effort” factors on **Form 2** are not intended to be mandatory, exhaustive, or exclusive; they are a tool to help you, and the City of Mobile, determine whether you made efforts which, by their scope, intensity, and appropriateness to the objective, would reasonably be expected to fulfill the participation requirement.

About “**DBEs**”: Disadvantaged business enterprise or DBE means a for-profit small business concern (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

About “**Good Faith**” **Effort**: Good faith efforts mean efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. The City of Mobile expects contractors holding large contracts to recruit and engage DBEs to be a part of their team.

Failure to submit this form, when so required by the bid or proposal specification, will render your bid non-responsive.





OFFICE OF SMALL BUSINESS DEVELOPMENT  
**CITY OF MOBILE**  
Subcontracting and Major Supplier Plan

Contact Office of Small Business  
Development for questions on  
completing this form.  
Via email: Archnique.kidd@cityofmobile.org  
251.208.7967

**FORM 1: Background and Plan**

**Section I. Information about your company**

Company	
Address	
Telephone	
E-Mail	

RFP/RFQ Solicitation Number	
Project Description	
Is your company a DBE company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work force demographics	Male _____ Female _____ Minority _____ Non-minority _____ SDVO _____ Total number of Employees _____

**Subcontractor/Major Supplier Plan submitted by:**

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

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

Title: \_\_\_\_\_

The following employee will be designated as the **DBE Liaison** for all communication regarding DBE participation including documentation for DBE participation and maintenance of records of Good Faith Efforts for this contract award:

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



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**FORM 1: Background and Plan (Cont'd)**

**Section II. Subcontractors/Major Vendors Supplier Plan submitted by:**

Please Print Company \_\_\_\_\_ Your Bid/Proposal Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_

Description \_\_\_\_\_ Name of Bidder/Proposer: \_\_\_\_\_

**I intend to use the following subcontractors:** (Attach additional pages if necessary)

Subcontractor or Major Supplier	Phone	Scope(s) of Work to be performed by the DBE, SDVOB	\$\$ Value of Proposed Contract with DBE	% of TOTAL Contract	DBE?	Official Verification Only



OFFICE OF SMALL BUSINESS DEVELOPMENT  
**CITY OF MOBILE**  
Subcontracting and Major Supplier Plan

**Form 2: Good Faith Effort Documentation**

Name of Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete this form if you are unable to identify DBE subcontractors or suppliers to reach 15% of the value of your bid.

YES ( <input type="checkbox"/> )	NO ( <input type="checkbox"/> )	Did you do these suggested areas for DBE recruitment and engagement
		<b>PRE-BID MEETING(S):</b> The bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities.
		<b>DBE/ALDOT DBE LIST(S):</b> The bidder utilized the Office of Small Business Development list or lists of certified through the Alabama Department of Transportation UCP DBE Listing
		<b>SMALL CONTRACT(S):</b> The bidder selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation). Consider support services, including insurance, accounting, temporary labor, and transportation, landscaping, and janitorial as potential areas for DBE use.
		<b>FOLLOW-UP:</b> The bidder followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		<b>GOOD FAITH NEGOTIATIONS:</b> The bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities. Bidders are not expected to engage unqualified subcontractors or subcontractors whose pricing, after negotiation, remains excessive or unreasonable. (Please document qualification deficiencies or unreasonable pricing if it prevented your engagement of specific DBE subcontractors.)
		<b>ADVERTISEMENT:</b> The bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed DBEs reasonable time to respond.
		<b>INTERNET ADVERTISING:</b> The bidder advertised DBE and/or subcontracting opportunities in the newspaper or other internet portals that are accessible to DBEs and/or potential subcontractors.





OFFICE OF SMALL BUSINESS DEVELOPMENT  
**CITY OF MOBILE**  
Subcontracting and Major Supplier Plan

		<b>INFORMATION:</b> The bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		<b>WRITTEN NOTICE(S):</b> The bidder/proposer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		<b>COMMUNITY RESOURCES:</b> The bidder/proposer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.

**CONTRACT RECORDS:**

The bidder/proposer has maintained the following records for each DBE that has bid on the subcontracting opportunity:

1. Name, address, email address and telephone number
2. A description of information provided by the bidder/proposer or subcontractor; and
3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the DBE was unqualified to perform the job.

**Section 2(B)**

\_\_\_\_\_ There are not ways to break out 15% of the value of this contract for subcontractors / suppliers. Provide further details as to why and attach the document to this form if there is an inability to break out 15% of the value of the contract was the reason, or a reason, you could not meet the participation requirements.

\_\_\_\_\_ Could not find sufficient DBEs to provide subcontracting or supplier services.

\_\_\_\_\_ DBEs were available but did not have sufficient qualifications or experience to meet the needs of this contract.

Please indicate additional efforts you have taken to recruit and engage DBEs. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_