



**CITY OF MOBILE ALABAMA
REQUEST FOR QUOTES
December 13, 2019**

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

Project Name: Woven Cloth Duct Replacement-Thomas Sullivan Gymnasium

Project Location: Thomas Sullivan Recreation Center
351 North Catherine Street
Mobile, AL 36603

Project Number: MP-107-20

Scope of Work: The Work involves the furnishing of all labor, materials, tools and equipment necessary to carefully remove existing woven cloth duct and install three (3) 68' long woven cloth ducts.

General

- 1) Fabric Duct shall be, Q-Sox Woven Cloth Duct, as manufactured by Fabric Duct Systems, Inc. Equal products of other manufacturers will be acceptable only if approved by Owner prior to receipt of Quotes. Requests for approval must be submitted in writing no later than three (3) days prior to the date and time established for receipt of Quotes. Approvals will be issued to all bidders in the form of a written addendum.
- 2) Contractor shall coordinate all work sequences with the Project Manager and Recreation Center staff to minimize disruption of the Facilities activities. Contractor responsible for protecting gym flooring.
- 3) Contractor shall be responsible for removal and disposal of all demolished materials, trash and other construction debris off site.
- 4) Remove three (3) existing woven cloth ducts currently installed. Existing horizontal cabling will remain in place and utilized for Work.
- 5) Furnish and install three (3) new 68' long woven cloth ducts to existing duct work.
 - A) Fabric Color: Natural
- 6) Contractor shall be responsible to field-verify all measurements at the site of the Work.

Contractor's Warranty: Contractor shall provide a written warranty to the Owner that all materials furnished under the Contract are of good quality and new. Contractor shall further warrant that the Work will conform to the requirements of the information contained in this Request for Quotes and will be free from defects. Contractor shall provide a one-year Labor and Material warranty on company letterhead at completion of the contract. Work and/or materials not conforming to these requirements may be considered defective and shall, within one (1) year from date of Substantial Completion of the Project, be promptly replaced or corrected without cost to the Owner.

All "Requests for Information" (RFIs) shall be submitted in writing to the Project Manager no later than five (5) calendar 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.

Contractors may use on-site utilities such as power and water. Facility restrooms will also be available for workers use. Contractor shall be responsible for covering and protecting gym flooring.

Work hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday, unless other time(s)/day(s) are coordinated with the Owner and agreed upon in advance.

Limit use of premises to allow for Owner access and use of the facility. Obey all City and facility rules. Facility shall generally remain in use throughout the construction period. Coordinate access, all areas of work and schedule of work with Recreation Center staff to ensure emergency response activities are not hampered in any way.

On-site parking for Contractor's vehicles is limited and shall be only as directed by Recreation Center staff.

Debris shall be removed and disposed of daily; and all surrounding surfaces shall be wiped down upon project completion.

The Contractor agrees that it shall comply with all of the requirements of the Beason-Hammond Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Alabama Code (1975) Section 31-13.1, et, seq., as amended by Act No. 2012-4-91. Compliance shall be evidenced by verification of enrollment in the E-Verify Program.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

The Contractor shall deliver the Work complete within **Sixty (60) calendar days** from the date of the written Notice to Proceed.

A **MANDATORY** Pre-Quote meeting shall be held **Thursday, January 9, 2020 at 9:00 am** at Thomas Sullivan Recreation Center (351 North Catherine Street, Mobile, AL 36603). Contractors are required to have a representative present and sign-in in order to submit a Quote for this project. All Contractors shall meet outside Main Entrance of Thomas Sullivan Recreation Center.

Quotes (stipulated sum) for the above Scope of Work will be received until 3:00 P.M. on Friday, January 17, 2020 in the Facility Maintenance Department, 850 Owens Street, Mobile, AL 36604. Quotes may be submitted in person, faxed, e-mailed or mailed to the address indicated.

A Bid Bond is not required in order to provide a Quote on the Project. Neither a Performance Bond nor a Labor and Material Payment Bond shall be required for this contract.

A City of Mobile Business License is required and must be current at contract execution and throughout period of construction. The Contractor shall secure building and other permits customarily obtained from City of Mobile Build Mobile Department at no cost.

- **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 documents:**
 1. Proof of enrollment in the Federal E-Verify program (sample document attached as Exhibit 1)
 2. Contract form “Agreement Between Owner and Contractor For A Stipulated Sum” (sample attached as Exhibit 2)
 3. Certificate of Insurance and policy endorsements in accordance with City of Mobile Insurance Requirements (attached as Exhibit 3 with sample documents)
 4. A current Company W9 Tax Form and City of Mobile Vendor Information Form (see sample documents attached)

At Substantial Completion of the project, the Contractor shall publish a “Notice of Final Completion” of the contract one time in a newspaper of general circulation, published in Mobile County. Contractor shall 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 proof of publication to the Project Manager. Final settlement may be made at any time one week after the notice has been published and all applicable Close Out documents have been received and approved.

- **The “Notice of Final Completion” shall read as follows:**

STATE OF ALABAMA
COUNTY OF MOBILE
NOTICE OF COMPLETION

In accordance with Chapter I, Title 39, Code of Alabama, 1975, NOTICE IS HEREBY given that (*Company Name*) has completed the contract for Fire Station #1 Rollup Door Replacement, 6801 Overlook Road, Mobile, AL 36618. All persons having any claim 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, Alabama 36633-1827.

Close Out documents shall also include original executed (as required) copies of the following Documents:
 Manufacturer’s warranty as specified
 Contractor’s one year warranty on Contractor’s letterhead
 Operation and maintenance manuals

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 close out 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.

Contact the Project Manager, Gregg Blaize, at the City of Mobile, Facility Maintenance Department, 251-490-5534 phone, 251-208-2815 fax or e-mail gregg.blaize@cityofmobile.org for further clarification regarding this Request for Quotes.

Woven Cloth Duct Replacement
Thomas Sullivan Gymnasium
Project Number: MP-107-20
December 13, 2019

QUOTE:

Company Name: _____

Company Address: _____

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

City of Mobile Business License No.: _____

In compliance with RFQ Documents prepared by the City of Mobile, Facility Maintenance Department dated December 13, 2019, 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 **Sixty (60) calendar days** from the date of the written Notice to Proceed.

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

Total Quote Amount: _____

Amount in Words

(\$ _____)

Amount in #'s

Contact Name: _____

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

E-mail Address: _____

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____