



## **Addendum No. 1**

To: Service Contract Providers

From: Chad Holm, Project Manager  
City of Mobile Building Services Department

Re: Service Contract – Janitorial Services – Mobile, Alabama Cruise Terminal

Project #SC-012-24

Date: November 7, 2023

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated November 1, 2023. 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:**

- Item 1. The Pre-Bid Conference Attendance Roster, dated November 6, 2023, and agenda are attached and form part of Addendum No. 1.
  
- Item 2. DBE Requirements for this project have been waived. The attached DBE Waiver shall be included in the bid packet when submitted by interested parties.

**END OF ADDENDUM NO. 1**

# ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION	DATE		
Pre-Bid Conference	Service Contract - Mobile, AL Cruise Terminal - Janitorial Services SC-012-24	201 South Water Street, Mobile, Alabama 36602	2023-11-06		
NAME	ORGANIZATION	PHONE	FAX	CELL PHONE	E-MAIL
Chad Holm	City of Mobile, B/S Department	251-208-7519			chad.holm@cityofmobile.org
Jacob Laurence	City of Mobile, REAM Department	251-208-7703		251-422-3312	laurencej@cityofmobile.org
Murray Nicole H	ToychDownCS@gmail.com	251 753-8999			dunickdejanekemp@re.com
Dario Wright	Custom Enterprises LLC PM Jacksonville Mobile	251-491-5560			clfsduniterial18@gmail.com
Alfred Felixis	Alfred Felixis 1841@gmail.com	251-328-0944		251-328-0944	Clfsduniterial18@gmail.com
Darryl Stephen	Coast 2 Coast Couriers	251-591-9544		Same	Coast 2 Coast 18@gmail.com

**Service Contract – Janitorial Services – Mobile, Alabama Cruise Terminal**  
**Project # SC-012-24**  
**PRE-BID CONFERENCE**

10:00am Monday, November 6, 2023  
201 South Water Street, Mobile, Alabama 36602

AGENDA

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1) **Attendance roster.** Include a contact person and an e-mail address where any Addenda should be sent. Please write legibly.

- A. Introductions – Building Services Department, Project Manager  
Chad Holm, 251-208-7519 office; [chad.holm@cityofmobile.org](mailto:chad.holm@cityofmobile.org)  
REAM, Operations Manager  
Jacob Laurence, 251-422-3312 cell; [laurencej@cityofmobile.org](mailto:laurencej@cityofmobile.org)

2) **Discussion of Scope of Work:**

- A. The scope of this project is to:
  - 1) Provide a Base Bid for Janitorial Services as outlined in Section 01000- Scope of Work and Exhibit A – Building Layouts in the Bid Documents, dated November 1, 2023.
  - 2) Follow the cruising schedule and all future schedule additions or subtractions, as outlined in Exhibit B – Tentative Cruise Schedule and in the notes listed on said exhibit.
  - 3) Unit Pricing as specified on the Bid Form
  - 4) Best Management Practices for quality control, manufacturer’s recommendations for safe use of chemicals, and cleaning solutions, and in accordance with all Federal, State, and local laws. Note that all waste water with oils, grease, etc. shall be properly contained and disposed of. It cannot be directed into storm drains.
- B. City of Mobile Business License and Certificate of Insurance shall be required by the Service Contractor for the duration of the contract.
- C. Generally, the site will remain open to the public and City of Mobile maintenance crews. Service Contractor shall consecutively secure each section/area of the site as they are working.
- D. Site access shall be limited to pre-approved locations agreed upon in advance by the Cruise Terminal Management team, the Building Services Project Manager and the Contractor. Contractor parking shall be limited to a pre-determined area agreed upon in advance by the Cruise Terminal Management team and the Contractor.
- E. Service Contractor shall avoid impeding traffic flow in or on the facility/site. Contractor shall take every precaution to avoid damage to the existing facility and its amenities and shall at their own costs make repairs if damage occurs.
- F. An on-site dumpster will be provided by the City of Mobile and located as per the Cruise Terminal Management team. Remove waste and surplus materials, rubbish, and construction facilities from the site daily.
- G. Water and electricity at project site shall be supplied by the City of Mobile in moderate amounts at no cost to the Contractor. Excessive water or electricity use shall be paid for by the Contractor, and “excessive” shall be determined by the Project Manager.
- H. Any proposed changes to the Scope of Work shall be submitted to the Building Services Project Manager for approval in advance of commencement of any work.
- I. Work hours shall typically be 7 am to 4 pm.
- J. Upon coordination with the Building Services Project Manager, Contractor shall start with the project within 10 days following the written Notice to Proceed.
- K. Contract duration is One (1) year from the written Notice to Proceed, with the option, at the City of Mobile’s sole discretion, to extend the contract for two (2) terms following the initial year.

**3) Bidding instructions, forms, special requirements and time:**

- A. Any observed ambiguities, discrepancies, omissions or errors in any part of the contract documents shall be submitted as written RFIs to Building Services Chad Holm at [chad.holm@cityofmobile.org](mailto:chad.holm@cityofmobile.org) and copied to [laurencej@cityofmobile.org](mailto:laurencej@cityofmobile.org)
- B. Official clarifications or corrections will be made by written addendum sent to all registered prospective Bidders via e-mail. Building Services Project Manager shall issue all addenda.
- C. Cut off time for submission of RFIs is three (3) calendar days prior to the Bid Opening date by 3:00pm.
- D. City of Mobile Mun. Code Sec 14-2 requires that the city in all contracts have contractors make every reasonable effort to have at least fifteen percent participation by socially and economically disadvantaged subcontractors and/or material suppliers who are certified as a Disadvantaged Business Enterprises. Documentation of this effort shall be required and included in the Bid envelope for all bids \$250,000 or more.
- E. Receipt of Sealed Bids shall be Wednesday, November 15, 2023 no later than 2:15pm in the City Clerk's office, 9<sup>th</sup> Floor, Government Plaza, South Tower. Bids will be publicly opened at 2:30pm the same day in the Atrium Lobby, Government Plaza.
- F. Bids shall be submitted only on a copy of the Bid Form included in the Bid documents and Bid envelope shall include Bid Security and DBE Documentation, as applicable. Bids submitted digitally or without the proper documentation or envelope shall be rejected.

**4) Additional Requirements within 10 Days of Contract Award:**

- 1. A valid City of Mobile business license for the duration of the contract period
- 2. 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)
- 3. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile (see attached Certificate of Insurance).
- 4. A current W-9 Taxpayer Identification Form and City of Mobile Vendor Information Form must be on file with the City of Mobile prior to issuance of Contract.
- 5. On all documents: City of Mobile Business License, the Alabama Secretary of State Business Identity, the Alabama Secretary of State Certificate of Authority (out of state contractors), E-verify documentation, and ACORD Insurance Form, the Contractors name shall be EXACTLY the same.

**5) Payment requirements.**

- a. Invoices for services rendered shall be submitted monthly by the Service Contractor monthly to the Building Services Project Manager. Invoices shall be received no later than the 25<sup>th</sup> day of each month.

**6) Review of Site**

**7) Adjourn**



City of Mobile  
Office of Supplier Diversity

**REQUEST FOR WAIVER OF DISADVANTAGED BUSINESS  
ENTERPRISE (DBE) GOAL**

Bid/RFP/P.O./Solicitation/Other# SC-012-24 Current Date 10 / 30 / 23

Project Description Service Contract- Mobile, AL Cruise Terminal - Janitorial Services

By City of Mobile Department/ Division/ Office/Unattached Board

I hereby request that the DBE participation goal, pursuant to Ordinance of the City Charter and Policy, be waived on the above-referenced project for the following reason(s):

Please attached any supporting documentation.

Contract to provide self-performed janitorial services for the Mobile, Alabama Cruise Terminal

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CHAD HOLM  
Requested By (Department Director)  
C.B. Holm Project Manager 10/30/2023  
(Signature) (Title) (Date)  
251-208-7519 Chad.holm@cityofmobile.org  
Telephone Number Email Address

Reviewed By (Office of Supplier Diversity)  
Archnique Kidd Supplier Diversity Manager 11/1/2023  
(Signature) (Title) (Date)

Approved By (CAO)