



## Addendum No. 1

To: Service Contract Providers

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

Re: Service Contract – Various Facilities – Indoor Plant & Landscape Maintenance

Project #: SC-013-24

Date: January 23, 2024

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated January 19, 2024. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on the Quote Form. Failure to do so may subject Quoter to disqualification.

### **General:**

- Item 1. The requirement for Disadvantage Business Enterprise (DBE) participation has been waived for this project. However, the City of Mobile encourages Quoters to include DBE participation to the greatest degree possible, where applicable.
- Item 2. The DBE Waiver Form is attached to this Addendum and shall accompany the Quote Form upon submission by the Service Provider's designated representative. **Failure to do so may subject Quote to disqualification.**
- Item 3. Service Provider shall quote for thirteen (13) planter/arrangements at the Mobile, Alabama Cruise Terminal, including those located in each level of the elevator tower. Additionally, quotes shall be for twenty-nine (29) planter/arangements at the City Clerk's Office, including those located in the 9<sup>th</sup> Floor elevator lobby.
- Item 4. The Mobile, Alabama Cruise Terminal is a United States Port and is thus under the Department of Homeland Security Rules and Regulations. All workers must have a Transportation Worker Identification Credential (TWIC) badge or be directly supervised at all

times by a representative of the Service Contractor with a TWIC badge, in accordance with Department of Homeland Security Regulations. TWIC badges must be worn and visible at all times while working at the Cruise Terminal. TWIC Badge requirements can be found at <https://www.tsa.gov/for-industry/twic> Service providers shall include the cost for TWIC badge(s) as a part of their quote for year 1 amount at the Mobile, Alabama Cruise Terminal.

- Item 5. The Insurance Requirements for this project are listed in the bid package. The General Aggregate Limit shall apply on a “Per Project” basis, if you or your insurance broker have any questions about this, please have your insurance broker contact me directly for additional information.

**END OF ADDENDUM NO. 1**



City of Mobile  
Office of Supplier Diversity

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

Bid/RFP/P.O./Solicitation/Other# SC-013-24 Current Date 1 / 16 / 24

Project Description SERVICE CONTRACT - INDOOR PLANT & LANDSCAPE MAINTENANCE

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.

THE SCOPE OF WORK FOR THIS SERVICE CONTRACT WILL BE SELF-PERFORMED BY THE  
SELECTED FIRM FOR PLANT MAINTENANCE IN THE CITY CLERK'S OFFICE & CRUISE TERMINAL  
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CHAD HOLM  
Requested By (Department Director)  
Chad B. Holm (Signature) BUILDING SERVICES PM (Title) 1-16-24 (Date)  
251-208-7519 (Telephone Number) chad.holm@cityofmobile.org (Email Address)

Reviewed By (Office of Supplier Diversity)  
[Signature] (Signature) [Title] (Title) 1/18/2024 (Date)

Approved By (CAO)