



Addendum No. 1

To: Service Contract Providers

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

Re: Service Contract – Security and Fire Alarm Monitoring - Various City of Mobile Facilities
Project #SC-016-24

Date: April 18, 2024

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated April 15, 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:

- Item 1. The Pre-Bid Conference Attendance Roster, dated April 22, 2024, 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

**Service Contract – Security & Fire Alarm Monitoring –
Various City of Mobile Facilities
Project # SC-016-24
PRE-BID CONFERENCE**

10:00am Monday, April 22, 2024
205 Government Street, Mobile, Alabama 36602

AGENDA

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
REAM, Operations Manager
Jacob Laurence, 251-422-3312 cell; laurencej@cityofmobile.org

2. **Discussion of Scope of Work:**
 - A. The scope of this project is to:
 1. Provide a Base Bid for furnishing all labor, materials, insurance, tools, equipment and supplies, and all associated travel time and expenses required to properly program and monitor all security and fire alarm systems at various City of Mobile facilities outlined in the Scope of Work and Exhibit A – Locations and Addresses in the Bid Documents, dated April 15, 2024.
 - a. Alternate #1 Flat Fee Base Bid, Simple Service -: Bidders shall also submit an alternate Flat Fee Bid Base Bid, as specified in Scope of Work. This alternative Flat Fee Bid Option provides the City with an option to select Flat Fee pricing for ALL included facilities, for simple services related to time and travel, service calls, labor, replacement parts, equipment, supplies, cell monitoring, and cell uplink for existing, non-proprietary burglar and fire monitoring systems.
 2. Proprietary systems and major system repairs shall not be included as a part of the contract pricing.
 3. Service Contractor shall monitor security and fire alarm systems 24 hours per day, 7-days a week, 365 days a year. In the event of an alarm, Service Contractor shall immediately telephone the facility “contact” and the Police/Fire Dispatch office in number order as provided by the City of Mobile Building Services Department (see No. 3).
 4. Prior to start of monitoring services, Service Contractor shall verify all contact information with Owner. Service Contractor shall maintain a current “Contact” list including facility names, addresses, individual contacts (if available) and contact telephone numbers.
 5. Prior to start of monitoring services, Service Contractor shall inspect fire alarm and/or security panels at each facility and make alterations as required to ensure that each facility can be successfully monitored, inspect existing or install new uplink units and make sure they can communicate with the monitoring service. If the Service Contractor chooses to install new uplink units, the equipment shall be Uplink LTE30EX or equivalent. The cost of revising existing or installing new uplinks shall be included in the Contract Amount.
 6. Service Contractor shall submit daily signal report(s) that include Signal, Alarm and Ignored Signals, daily Unrestored Signals, Test Trouble Alerts, and Fail to Communicate/Telephone Line Faults to Building Services.
 7. If an alert is given that an alarm panel is not functioning (fail to communicate or communications errors), Service Contractor shall immediately contact Building Services Project Manager.
 - 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 facilities will remain open to the public and City of Mobile maintenance crews. Service Contractor shall pre-schedule visits for repairs and shall secure the area of the site in which they are working.
- D. Site access shall be limited to pre-approved locations agreed upon in advance by the Building Services Project Manager and the Contractor. Contractor parking shall not impede the flow of traffic or use of the facility by the City of Mobile, its occupants, or its guests.
- E. Service 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. 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.
- G. Work hours shall typically be 7am to 4pm for Fire Stations & Police Precincts. All other facilities work hours shall be 8am to 4pm.
- H. Upon coordination with the Building Services Project Manager, Contractor shall start with the project within 10 days following the written Notice to Proceed.
- I. 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 Chad Holm at chad.holm@cityofmobile.org and copied to 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, May 1, 2024, no later than 2:00 P.M., in the City Clerk's office, 9th 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 25th day of each month at buildingservices@cityofmobie.org.

6. **Review of Scope of Work Exhibits**
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-016-24

Current Date 4/12/2024

Project Description SERVICE CONTRACT - SECURITY AND FIRE ALARM MONITORING

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.

- Provide Security and Fire Alarm Monitoring for the City of Mobile - Various Locations
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Requested By (Department Director) _____

Chad B. Holm
(Signature)

Building Services Project Manager

(Title)

4/12/24

(Date)

Chad Holm

chad.holm@cityofmobile.org

Telephone Number

251-208-7519

Archnique Kidd

Email Address

Reviewed By (Office of Supplier Diversity)

Archnique Kidd
(Signature)

Supplier Diversity Manager

(Title)

4/15/2024

(Date)

Approved By (CAO)