



## Addendum Number 1

To: Pre-Bid Conference Attendees

From: David Stultz  
City of Mobile Building Services Department

Re: Service Contract – Various Locations – Chiller Service and Maintenance

Project #SC-017-26

Date: December 31, 2025

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated December 12, 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.**

### General:

- Item 1. The Pre-Bid Conference Agenda and Attendance Roster, dated December 17, form part of Addendum No. 1 as Attachment A.
- Item 2. Waiver of DBE Goal, form part of Addendum No. 1 as Attachment B. The City of Mobile establishes an overall goal of 15% utilization of socially and economically disadvantaged business for all public spending or private projects that utilize public funding and/or incentives. This contract is limited in scope and is not likely to present opportunity for subcontracting. The Office of Supplier Diversity has approved the Waiver of Disadvantaged Business Enterprise (DBE) Goal.
- Item 3. **Questions:** “Can we get a copy of the records of the Eddy Current, oil analysis, and vibration analysis for chillers? Also, can we have any records of any complete tear downs of any chillers?”
- Answer:** All reports currently on file will be provided upon contacting the Contract Administrator writing at [david.stultz@cityofmobile.org](mailto:david.stultz@cityofmobile.org) no later than 4 pm on 1/5/2026.



# ATTENDANCE ROSTER

PURPOSE	PROJECT	LOCATION	DATE	
Pre-Bid Conference	SC-017-26 Various Locations - Chiller Service and Maintenance	Facility Maintenance Building, 850 Owen St. Mobile AL 36604	12/17/2025	
NAME	ORGANIZATION	OFFICE	CELL	EMAIL
David Stultz	City of Mobile		251-709-1428	david.stultz@cityofmobile.org
Niki Hogan	AOTCS		601-940-9032	niki.hogan@aotcs.org
Gerry Reimer	Star Services		251-508-4804	gerryreimer@starservicese.com
John O Mahathy	COM		251-376-4852	john.mahathy@cityofmobile.org
Howard Strum	COM		251-358-5121	howard.strum@cityofmobile.org
Michael Zane Eubanks	JCI		850-324-8931	michael.eubanks@jci.com
Stevie Clark	COM		251-358-4388	stevie.clark@cityofmobile.org
Zachary Powell	ECS		850-572-1221	zpowell@engcool.com
Mark Creal	Goram		251-518-9077	mark@goraminc.com
Zevin Barnes	Mobile Museum of Art-COM		251-458-5474	zevin.barnes@cityofmobile.org
Darren Deas	Goram		251-3793233	darren@goraminc.com
Keith Morris	Star Services		251-349-5929	keithmorris@starservicese.com

## **Service Contract – Various Locations – Chiller Maintenance and Service**

### **Project # SC-017-26 PRE-BID CONFERENCE**

10am Wednesday, December 17, 2025  
850 Owen St. Mobile AL 36604

#### **AGENDA**

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

David Stultz, (251)709-1428 cell; [david.stultz@cityofmobile.org](mailto:david.stultz@cityofmobile.org) – Building Services Department, Service Contract Administrator  
Cliff Thomas, (251)709-0390 cell; [thomasc@cityofmobile.org](mailto:thomasc@cityofmobile.org) - Facility Maintenance Superintendent

**Discussion of Scope of Work:** The scope of this project is to:

- A. Provide a Base Bid for furnishing labor, materials, tools, supplies, equipment, miscellaneous fees, transportation, and other items as necessary for the performance and successful completion of Chiller Maintenance and Repair for Various Locations throughout the City of Mobile, Building Services Department, as outlined in the Bid Documents, dated December 12<sup>th</sup>.
- B. A City of Mobile Business License and Certificate of Insurance shall be required by the Service Contractor for the duration of the contract.
- C. Routine service days shall be set. Service Contractor and Facility Management shall pre-schedule dates of service laid out in the Scope of Work.
- D. Site access shall be limited to work days agreed upon in advance by Facility Management 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. Work hours shall typically be 8am to 4pm. Seasonal exceptions and Special Events may be requested and granted through the Facility Management.
- G. Upon coordination with the Contract Administrator, Contractor shall start with the project within 10 days following the written Notice to Proceed.
- H. 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 up to two (2) additional one-year terms following the initial year.

#### **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 [david.stultz@cityofmobile.org](mailto:david.stultz@cityofmobile.org).
- B. Official clarifications or corrections will be made by written addendum sent to all registered prospective Bidders via e-mail. Building Services 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.
- E. Receipt of Sealed Bids shall be Wednesday, January 7, 2026, 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.

#### **Additional Requirements within 10 Days of Contract Award:**

- A. A valid City of Mobile business license for the duration of the contract period
- B. 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)
- C. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile (see attached Certificate of Insurance).

- D. 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.
- E. 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.

**Payment requirements**

Invoices for services rendered shall be submitted monthly by the Service Contractor monthly to the Building Services Department at [buildingservices@cityofmobile.org](mailto:buildingservices@cityofmobile.org). Invoices shall be received no later than the 25<sup>th</sup> day of each month.

**Adjourn**



City of Mobile

Office of Supplier Diversity

## **Request of Waiver of DBE Goal**

*The City of Mobile establishes an overall goal of 15% utilization of socially and economically disadvantaged businesses for all public spending or private projects that utilize public funding and/or incentives.*

Use this form to request a waiver of DBE goals on a City of Mobile Bid, RFP, solicitation or contract. You can download a PDF fill-in version of this form at <https://cityofmobile.sharepoint.com/sites/COMPortal>.

Contact the Office of Supplier Diversity at 251-208-7967 if you require assistance with completing this or any other DBE form.

**This form should be completed by the City department requesting a waiver.**

**Upon completion, submit the form to the Office of Supplier Diversity by email at [officeofsupplierdiversity@cityofmobile.org](mailto:officeofsupplierdiversity@cityofmobile.org).**

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City of Mobile  
Office of Supplier Diversity

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

Bid/RFP/P.O./Solicitation/Other# SC-017-26 Current Date 12.00 / 18.00 / 2025.00

Project Description Service Contract - Various Locations - Chiller Service and 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.

Contract is limited in scope and is not likely to present opportunity for subcontracting

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**Requested By (Department Director)**

Chad Holm

Digitally signed by Chad Holm  
Date: 2025.12.18 11:25:02 -0800

Deputy Director

12/18/25

(Signature)

(Title)

(Date)

251-208-7519

chad.holm@cityofmobile.org

Telephone Number

Email Address

2516354025

**Reviewed By (Office of Supplier Diversity)**

Beverly Reed

Digitally signed by Beverly Reed  
Date: 2025.12.30 16:06:58 -0800

Deputy Senior Director

12,302,025.00

(Signature)

(Title)

(Date)

Approved By (CAO)