



## REQUEST FOR QUOTES

February 8<sup>th</sup>, 2023

SC-018-23

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

**Project Name:** Various Facilities – Ice Machine Installation, Maintenance, and Repair

**Project Location:** City of Mobile Owned & Operated Facilities

**Project Number:** SC-018-23

The City of Mobile is seeking **HVAC & Refrigeration Contractors** to provide professional services for the installation, maintenance, repair of ice machine equipment. Service Contractor(s) shall have at least 3 years' experience as a contractor in the field of Ice Machine Installation and Maintenance, and Repair. Service Contractor shall be **State of Alabama licensed** to install and repair ice machines. Service Contractor shall be **EPA Certified** to install and repair ice machines. The City desires to pre-qualify firms available to provide these services with the intention to create an active call-list with multiple qualified firms on an as-needed basis for projects as they arise. Call list will be created, based upon unit cost pricing on bid page attached hereto. The City will seek price quotes for the services as needed, and will award Project(s) to the vendor whose response is most advantageous in price and completion date.

**Quotes** (stipulated sum) for the above Project will be received until **2:30 PM on Wednesday, March 15, 2023** in the Architectural Engineering Department, 205 Government Street, P.O. Box 1827, Mobile, Alabama 36633. Quotes may be submitted in person, faxed, e-mailed or mailed to the Project Manager at the address indicated. A Pre-Quote meeting shall be held on **Wednesday, March 1, 2023 at 10:00 am at the Facility Maintenance Department, 850 Owens Street, Mobile, AL 36604**. All Contractors shall meet in the classroom.

**Scope of Work:** The Contractor shall provide all labor, materials, tools and equipment necessary to provide installation, maintenance, and repairs as requested for the Installation, Maintenance, and Repair of Ice Machines at Various City of Mobile Owned and Operated Facilities. The City of Mobile shall have the option to purchase or provide material and equipment.

**This is NOT a tax exempt project.** Quotes shall include all applicable sales and use taxes. Stipulated hourly rates and materials and supplies markup shall be good for one (1) year from date of submission.

**Term of Agreement:** The Term of the Agreement is for a period of one (1) year commencing on the date of the written Notice to Proceed issued by the Owner.

**DBE Compliance:** The City of Mobile encourages and supports the utilization of Minority Business Enterprises on these and all other publicly solicited Bids and shall be in compliance with the City of Mobile's Minority Utilization Plan as adopted by the City Council.

**Contractor's Use of Premises:** Limit use of premises to allow for Owner access and use. Obey all City and Facility rules. Facilities shall generally remain in use throughout the installment period. Contractor shall coordinate access, all areas of work and schedule for work with the Owner.

All Work shall take place during normal business hours. For purposes of this provision, normal business hours shall be defined as Monday through Friday, between 8:00 am and 5:00 pm.

**Quality Control:** Follow all manufacturers' recommendations, and comply with instructions. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

Verify that existing site conditions are acceptable for subsequent work. Beginning new work means acceptance of existing conditions.

**General:** Collect and maintain areas free of waste materials, debris, construction dust, and rubbish. Dispose of all construction waste and debris in facility trash receptacles or dumpsters as directed by the Owner. Maintain site in a clean and orderly condition. Service Contractor shall be responsible for any damage to existing finishes or surfaces.

**Payments:** They City shall pay the Service Contractor as follows:

- A. Payments shall be made upon completion and inspection of specified work.
- B. Two (2) original invoices shall be delivered to the Facilities Maintenance for review. Invoices shall list all facilities serviced and shall provide unit pricing in accordance with the approved hourly rates and material mark-up.

**Requests for Information:** Bidders shall submit any Requests for Information in writing to the Director of Facility Maintenance, no later than 3:00 p.m. two (2) calendar days prior to the receipt of Quotes. All responses shall be made by written Addenda. Receipt of all Addenda shall be acknowledged by the bidder on the Quote form. Failure to acknowledge all Addenda may result in disqualification of the Quote.

**A City of Mobile Business License is required and must be current at time of submitting a Quote, and throughout contract period.**

- **Within Ten (10) calendar days from the date of issuance of Contract forms for execution, the Service Contractor shall deliver to the City of Mobile the following documents:**
  1. Certificate of Insurance, including ALL endorsements in accordance with City of Mobile Insurance Requirements (attached as Exhibit 1, with sample document)
  2. Proof of enrollment in the Federal E-Verify program (see sample document, attached as Exhibit 2)
  3. Fully executed Agreement (see document, attached as Exhibit 3)
  4. A current Company W-9 Tax Form and City of Mobile Vendor Information Form

**NOTE:** Contact Mark A. Thomas at the City of Mobile, Architectural Engineering Department, 251-209-3812 phone or e-mail [thomasm@cityofmobile.org](mailto:thomasm@cityofmobile.org) for further clarification.

**Various Facilities- Ice Machine  
Installation, Maintenance, and Repairs  
For City Owned & Operated Facilities  
March 15<sup>th</sup>, 2023  
SC-018-23**

**QUOTE:**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Office Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**City of Mobile Business License No.:** \_\_\_\_\_

In compliance with the Request for Quotes documents prepared by the City of Mobile, Facilities Maintenance Department, dated March 15<sup>th</sup>, 2023, the Contractor hereby proposes 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. Service Contractor acknowledges receipt of Addendum No. \_\_\_\_\_ and dated \_\_\_\_\_.

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

<b>Labor Rates</b>	<b>Regular Rate/Hr. (Monday -Friday 8am - 5pm)</b>	<b>Overtime Rate Hr.</b>
Licensed Electrician	\$	\$
Apprentice Electrician	\$	\$
<b>Equipment Rates</b>	<b>Regular Rate/Hr. (Monday -Friday 8am - 5pm)</b>	<b>Overtime Rate Hr.</b>
Service Body Truck/Vehicle	\$	\$



**EXHIBIT A**  
**SCOPE OF WORK**

Various Facilities- Ice Machine  
Installation, Maintenance, and Repairs  
for City-Owned and Operated Facilities  
Project # SC-018-23  
March 15th, 2023

1. Upon receipt of Notice to Proceed, Contractor shall install, maintain and/or repair Ice Machines designated by the City of Mobile's Facilities Maintenance Department. All ice machines and their associated connections will be covered under the Service Agreement.
  
2. Report and coordinate in with owner's representative. Vendor will provide documented comprehensive paperwork of the Installation, Maintenance, and Repairs, along with a detailed (itemized) quote- This quote will provide a breakdown of Time/Hours, Labor, Equipment, and Material (if needed).
  
3. Clean Ice Machines, with appropriate cleaner, and housing as necessary or reported. Check ice machine for correct operation and adjust as necessary. Check ice for debris/contaminants and adjust as necessary or reported. Replace water filter(s) if necessary.
  
4. Visually inspect all major components (including electrical and plumbing where accessible/ local) for signs of deterioration or damage and rectify as necessary. Network hardware can only be accessed in coordination with the Facilities Maintenance Department for the City of Mobile.
  
5. Insure that all areas are safe while work is occurring.
  
6. Provide a written report of completed work and indicate any uncorrected deficiencies detected to the Contract Administrator/ HVAC Supervisor.

**END OF SECTION**

**EXHIBIT 1**  
**City of Mobile Insurance Requirements**

**Insurance** – For the duration of this agreement, the Contractor shall maintain the following minimum amounts for this project:

A. Workers Compensation/Employer’s Liability:

1. Workers Compensation insurance in the amounts required by all applicable laws, rules or regulations of the State of Alabama.
2. Employers Liability with limits of not less than:

Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 policy limit
Bodily Injury by Disease	\$1,000,000 each employee
3. Borrowed Servant/Alternate Employer endorsement in favor of City of Mobile.

B. Comprehensive General Liability Insurance:

1. Comprehensive General Liability (occurrence form) including coverage for products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor.
2. Limits of Liability: \$1,000,000 combined single limit of liability each occurrence bodily injury or property damage.
3. General Aggregate Limit shall apply on a “Per Project” Basis.

C. Automobile Liability Insurance:

1. Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles, with a \$1,000,000 combined single limit of liability each accident for bodily injury and/or property damage.

D. Excess/ Umbrella Liability Insurance

1. Provide following form coverage for Employer’s Liability, Comprehensive General Liability, and Automobile Liability.
2. Limit of Liability: \$2,000,000 combined single limit of liability each occurrence for bodily injury or property damage.

**CERTIFICATE OF LIABILITY INSURANCE ENDORSEMENT PAGE**

The policy endorsements listed below are required and must be listed in the "Description of Operations" box on the Certificate of Liability Insurance or listed **separately on an attachment to the certificate of insurance (ACORD 101, Additional Remarks Schedule)**.

**Waiver of Subrogation** - All policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.

**Additional Insured** - All policies of insurance, except those referenced under paragraph A, shall be endorsed to name City of Mobile as an Additional Insured.

**Primary Insurance** - All policies of insurance, except those referenced under paragraph A, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

**Notice of Cancellation** - Certificates of Insurance shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

**Certificates of Insurance – General** - Within ten (10) calendar days from date of issuance of Contract forms for execution, Consultant shall deliver to the City of Mobile, certificates of insurance (standard ACORD format) certifying the existence and limits of the insurance coverages along with separate policy endorsements as described above. Consultant shall also be responsible for delivering policy renewal certificates to the City of Mobile. A sample Certificate of Liability Insurance form, including the policy endorsement is attached for Consultant's reference.



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C No, Ext):	FAX (A/C No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSUR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (Each occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MEDICAL EXP (Each person) \$ 5,000
	<input checked="" type="checkbox"/> Contractual Liability						PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COOP/OP AGG \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				COMBINED SINGLE LIMIT \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE \$ 2,000,000
	<input type="checkbox"/> OCCUR						
	<input type="checkbox"/> CLAIMS-MADE						
	<input type="checkbox"/> DED						
	<input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Project Name:      Project Number:

City of Mobile is included as an Additional Insured in respect to General Liability, Automobile Liability and Umbrella Liability. All policies, except workers compensation, shall be Primary and Non-contributory with any other insurance in force or which may be purchased by Additional Insured. Waiver of Subrogation applies in favor of City of Mobile with respect to General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employer's Liability. 30 Day Notice of Cancellation, non-renewal or material change shall apply (except 10 days for non-payment).

CERTIFICATE HOLDER	CANCELLATION
City of Mobile P. O. Box 1827 Mobile, Alabama 36633-1827	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

END OF SECTION



CITY OF MOBILE

SC-018-23

VARIOUS FACILITIES- ICE MACHINE  
INSTALLATION,  
MAINTENANCE, & REPAIR

CITY OF MOBILE

SC-018-23

VARIOUS FACILITIES- ICE MACHINE  
INSTALLATION,  
MAINTENANCE, & REPAIR