

**THE CITY OF MOBILE
MOBILE, ALABAMA**



**PROJECT MANUAL
FOR
GANGWAY PREVENTATIVE
MAINTENANCE & INSPECTIONS - TECHNCIANS
MOBILE, ALABAMA CRUISE TERMINAL**

SC-022-22

City of Mobile, Alabama
Building Services Department
P. O. Box 1827
Mobile, AL 36633-1827
(251) 208-7454

April 26, 2022

Bid Date: May 25, 2022

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INVITATION TO BID

You are invited to submit a sealed bid for the following Service Contract:

PROJECT NAME: GANGWAY PREVENTATIVE MAINTENANCE & INSPECTIONS – TECHNICIANS

PROJECT LOCATION: MOBILE, ALABAMA CRUISE TERMINAL

PROJECT NUMBER: SC-022-22

All as described in the Specifications (Documents) prepared by the City of Mobile, Building Services Department.

1. BID DATE:

- A. Sealed formal Proposals of a stipulated sum (fixed price) will be received and clocked in until **2:00 P.M., Wednesday, May 25, 2022**, in the office of the City Clerk, Government Plaza, 205 Government St., Mobile, Alabama, South Tower, Ninth floor, Room 908
- B. All Bids not clocked in at the City Clerk's Office prior to the time specified, or Bids received after the specified time, will be automatically rejected and returned immediately, unopened.
- C. Bids will be publicly opened and read at 2:30 P.M. in the Building Services Conference Room, Government Plaza, 205 Government St., Mobile, Alabama, South Tower, Fifth floor, Room 558.
- D. Only qualified companies may submit a bid – see Section 6 of this Invitation.

2. BID DOCUMENTS AND SPECIFICATIONS:

- A. The Project Manual, including all Bid Documents and Specifications, may be obtained from the City of Mobile, Department of Building Services, Government Plaza, 205 Government St., Mobile, Alabama, South Tower, fifth floor, or the City of Mobile's website: www.cityofmobile.org/bids. No deposit will be required.

3. BID SECURITY: (Required only if Total Bid is \$10,000 or more)

- A. Cashier's Check drawn on an Alabama bank and made payable to the City of Mobile or Bid Bond in the amount of 5% of the Bid Amount but in no event more than \$10,000, is required to accompany bid.
- B. Bid Bond shall be valid for a minimum of 60 days from the date of the Bid.

4. MANDATORY PRE-BID CONFERENCE

- A. A **Mandatory** Pre-Bid conference shall be held at **10:00 a.m.** Local Time on **Wednesday, May 11, 2022** in the Main Lobby, Mobile, Alabama Cruise Terminal, 201 South Water Street, Mobile, AL 36602. Attendance at the Pre-Bid conference is Mandatory, only bidders attending the conference will be allowed to submit a bid.

5. IRREGULARITIES AND REJECTION:

The City of Mobile reserves the right to waive irregularities in the Bid and in Bidding, and to reject any or all Bids.

6. QUALIFICATIONS

- A. Each firm providing technical assistance shall have had a minimum of Two (2) years of maintenance experience on Adelte gangways or other similar gangways. Qualification must be submitted with the Bid Form. Firms with no experience working on Adelte gangways or similar gangways will not be considered for this contract.
- B. Each technician shall have had a minimum of Two (2) years of maintenance experience on Adelte gangways or similar gangways. Qualifications must be submitted with the Bid Form. Technicians with no experience working on Adelte gangways or similar gangways will not be allowed, except under the direct supervision of another technician who does have the required experience.
- C. For all work performed under this contract, only skilled, certified technicians with current licenses or certifications in their respective trades will be accepted.

END OF SECTION

INSTRUCTIONS TO BIDDERS

THE ATTENTION OF ALL BIDDERS IS CALLED TO THE FOLLOWING INSTRUCTIONS:**1. BIDDING DOCUMENTS:**

- A. Bidders may obtain complete sets of Bid Documents and Specifications (Project Manual) from the Department of Building Services as listed in the Invitation to Bid.
- B. Bidders shall use the complete set of documents in preparing their bid. The City of Mobile assumes no responsibility for errors or misinterpretations resulting from use of an incomplete set of documents.

2. INTERPRETATION OF BID DOCUMENTS:

- A. Bidders shall carefully study and compare the Bidding Documents and compare the Bidding Documents with each other, shall examine the site and local conditions and shall at once report to the Service Contract Administrator errors, inconsistencies or ambiguities discovered.
- B. Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to the Service Contract Administrator at least three (3) calendar days prior to the date for receipt of Bids.
- C. Interpretations, corrections and changes to the Bidding Documents will be made by a formal, written Addendum. Interpretations, corrections and changes to the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely on them.

3. BIDDING PROCEDURES:

- A. No Bid will be considered unless made out and submitted on the Bid Form as set forth herein.
- B. All blanks on the Bid Form shall be legibly executed in a non-erasable medium. Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.
- C. Interlineations, alterations and erasures must be initialed by the signer of the Bid.
- D. All requested Unit Prices and Allowances shall be bid and the Schedule of Values completely filled in.
- E. Addenda issued prior to the opening of Bids shall be acknowledged on the Bid Form and any adjustment in cost shall be included in the Contract Sum.

4. BID SECURITY:

- A. Cashier's Check drawn on an Alabama bank and made payable to the City of Mobile or Bid bond in the amount of 5% of the initial term (one year's) Bid Amount, but in no case more than \$10,000, is required to accompany Bid if Total Bid is \$10,000 or more. By submitting a Bid Security, the Bidder pledges to enter into a Contract with the City of Mobile on the terms stated in the Bid, and will, if required, furnish bonds covering faithful performance of the Contract and required insurance certificate. Should the Bidder refuse

to enter into such Contract or fail to furnish such bonds or insurance, the amount of the Bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

- B. Bid Bond shall be valid for a minimum of sixty (60) days from the date of Bid. The Owner reserves the right to retain the security of all Bidders until the successful D. Bidder enters into the Contract or until sixty (60) days after Bid opening, whichever is sooner.
- C. Bonds must be issued by a Surety licensed to do business in the State of Alabama and must be signed or countersigned by a licensed resident agent of the State of Alabama. If the project cost is more than \$50,000.00 the Surety must have a minimum rating of A/Class VI as reported by the latest issue of Best's Key Rating Guide Property-Casualty published by Alfred M. Best Company, Inc.
- D. Power of Attorney is required for all Bonds.

5. EXAMINATION OF DOCUMENTS AND SITE OF THE WORK:

- A. Before submitting a Bid, Bidders should carefully examine the Specifications, visit the site of the Work, fully inform themselves as to existing conditions and limitations, and include in the Bid a sum to cover the cost of all items included in the Contract and necessary to perform the Work. The submission of a Bid will be considered as conclusive evidence that the Bidder has made such examination.

6. SUBMISSION OF BIDS:

- A. Bid, Bid Security and other supporting data as specified shall be submitted in a sealed, opaque envelope, approximately 9" x 12" or larger and shall be marked on the outside with the words, "*Sealed Bid for GANGWAY PREVENTATIVE MAINTENANCE & INSPECTIONS - TECHNICIANS*", along with the Building Services Department's project number, the Bid Date, and Service Contractor's name, address, and City of Mobile license number.
- B. Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date specified in the Invitation to Bid, or as modified by Addendum, will not be considered. Late Bids will be returned to the Bidder unopened.
- C. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- D. Oral, telephonic, facsimile or other electronically transmitted bids will not be considered.

7. MODIFICATION OR WITHDRAWAL OF BIDS:

- A. A Bid may not be modified, withdrawn, or canceled by the Bidder for a period of sixty (60) days following the time and date designated for receipt of bids, and each Bidder so agrees in submitting a Bid.

8. CONSIDERATION AND AWARD OF BIDS:

- A. At the discretion of the City, the properly identified Bids received on time will be publicly opened and will be read aloud.
- B. The City shall have the right to reject any and all Bids. A Bid not accompanied by a required Bid security or by other data required by the Bidding Documents, or a Bid

which is in any way incomplete or irregular is subject to rejection.

- C. It is the intent of the City to award a Contract to the lowest qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The City shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the City's judgment, is in the City's best interest.
- D. The award shall be based on the lowest Total Base Bid as listed on the Bid Form.

9. PROOF OF COMPETENCY OF BIDDER:

- A. Bidders may be required to furnish evidence satisfactory to the City of Mobile that they have sufficient means and experience in the types of work called for to assure the completion of the Contract in a satisfactory manner.

10. SIGNING OF CONTRACT:

- A. The Standard Service Contract Between City of Mobile and Service Contractor included herein shall serve as the Agreement between the City and Service Contractor.
- B. The Bidder to whom the Contract is awarded shall, within ten (10) calendar days of receiving the Contract Forms, properly execute and deliver to the Service Contract Administrator, the following items with the signed Agreement:
 - 1. Certificate of Insurance (original);
 - 2. Evidence of enrollment in the E-Verify program.
 - 3. Service Contractor's current company W-9 form and City of Mobile's Vendor Information Form
 - 4. Other documentation as required by the Contract Documents.
- C. Failure or refusal to sign the Agreement or to provide the Bond, Certificates of Insurance in a form satisfactory to the City of Mobile, E-Verify verification, or other required documentation, shall subject the Bidder to immediate forfeiture of Bid Bond or Bid Check.

11. SOCIALLY AND ECONOMICALLY DISADVANTAGED EMPLOYMENT:

- A. In Compliance with City of Mobile Ordinance No. 65-020, each bidder shall make every reasonable effort to have at least fifteen (15) percent of the total value of the Contract performed by qualified socially and economically disadvantaged Service Contractors, Professionals, or individuals.

12. AMERICANS WITH DISABILITIES ACT (ADA):

- A. Bidders shall comply with the provisions of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against individuals with disabilities.

13. USE OF DOMESTIC PRODUCTS:

- A. Section 39-3-1, Alabama Code, 1975, provides that the Service Contractor agree, in the execution of this Contract, to use materials, supplies and products manufactured, mined, processed or otherwise produced in the United States or its territories, if available at reasonable prices, and that breach of this Agreement by the Service Contractor shall result in the assessment of liquidated damages in an amount not less than \$500.00 nor more than twenty (20) percent of gross amount of the Contract Price.

14. NON-RESIDENT (OUT OF STATE) SERVICE CONTRACTORS:

- A. Preference to Resident Service Contractors: Section 39-3-5, Code of Alabama, 1975, provides that a non-resident (out of State) bidder domiciled in a state which grants a preference to local Service Contractors is to be awarded a public contract on the same basis as the non-resident bidder's state awards contracts to Alabama bidders. Alabama bidders are given a preference to the same extent that a non-resident bidder receives a preference in his home state. A non-resident bidder must include with any written bid documents a written opinion of an attorney licensed to practice in the non-resident bidder's state declaring what preferences, if any, exists in the non-resident's state.
- B. Certificate of Authority: All non-resident (out of State) corporations must register with the Secretary of State and obtain a Certificate of Authority before doing business in the State of Alabama. Out of state Bidders should register and secure the required Certificate before submitting a Bid. The account number shall be included on the Bid Form.

15. LOCAL PREFERENCE AWARDS

- A. The City of Mobile awards contracts to the lowest responsible bidders in competitive bidding processes prescribed by Alabama law. Section 41-16-50 of Alabama Code allows the City to establish competitive bid preferences for local businesses and certain other types of Alabama businesses. Here's how these preferences work:
- 1) The Competitive Bid Law applies to the expenditure of funds for labor, services, work, for the purchase of personal property with a value of \$15,000 or more, and for the lease of personal property where the terms of the lease require payment of \$15,000 or more.
 - 2) State law authorizes local preferences for acquisitions under the Competitive Bid Law. Local preferences do not apply to contracts for improvements to public property under the Public Works Law.
 - 3) Resident Responsible Bidders- The City may award a bid to a responsible bidder with a place of business within the City or its police jurisdiction if the bid is no more than 5% more than the lowest responsible bidder. The City may apply the 5% preference when the apparent lowest responsible bidder is located anywhere outside the City or its police jurisdiction.
 - 4) Foreign Entities- A foreign entity is a business that does not have a place of business within the State.
 - 5) Preference for Resident Responsible Bidders against Foreign Entities- The City may award a bid to a responsible bidder with a place of business within the city or its police jurisdiction if the bid is not more than 10% more than the apparent lowest responsible bid submitted by a Foreign Entity.
 - 6) Preference for Disadvantaged Businesses- The City may award a bid to a "qualifying" responsible bidder with a place of business anywhere in the State if the bid is not more than 10% more than the apparent lowest responsible bid from a Foreign Entity. For purposes of this preference, a "qualifying" responsible bidder is: (1) a woman-owned enterprise; (2) an enterprise of small business, as defined in Section 25-10-3; (3) a minority owned business enterprise; (4) a veteran-owned business enterprise; or (5) a disadvantaged-owned business enterprise.

B. Summary of Preferences:

Local business has a 5% price preference over a lowest bidder that has a place of business in Alabama but not local to the City. Local business has a 10% price preference over a lowest bidder that does not have a place of business anywhere in Alabama. A small, woman-owned; minority-owned; veteran-owned; or disadvantaged owned business, that has a place of business in Alabama, has a 10% preference over a lowest bidder that does not have a place of business in Alabama.

C. City Discretion:

The City has the sole discretion whether to apply these preferences to a particular bid award, and to determine whether a responsible bidder meets the preference categories described above.

D. "Place of Business":

The City considers a "place of business" to be a specific location actually occupied, either continually or on a regular basis, by the owner or someone in the owner's employment. It should be a place where the public can engage in commercial transactions, or regular, routine operations are conducted by employees in furtherance of the business enterprise. An occasional use or occupation of a place for business purposes is not sufficient to constitute a place of business. Mere unimproved pieces of property used simply for storage, or locations that serve purposes primarily other than that single entity's "place of business," such as an individual's home or residence, or an agent's or attorney's office who may represent multiple parties out of that specific location, do not qualify as a "place of business" for these purposes.

"Owned" means 51% or greater active ownership by a person or persons of the designated preference category.

E. Questions to be answered by all vendors (regardless of whether intending to claim a preference):

- 1) Do you operate a place of business within the City of Mobile or the City's police jurisdiction? If so, please describe the nature and location of your business facility here, addressing the factors mentioned above.
- 2) If you do not have a place of business within the City or the City's police jurisdiction, do you operate a place of business within the State of Alabama? If so please describe.
- 3) Should the City consider your business: woman-owned, a small business, minority-owned, veteran-owned, or disadvantaged-owned? If so, please provide any evidence for why the City should consider your business to be characterized in one or more of these categories. Please submit any current certifications you may have relating to these categories.

16. **ALABAMA IMMIGRATION ACT**

- A. The State of Alabama Immigration Law (Act No. 2011-535 as amended by Act No. 2012- 491), requires that Service Contractors not violate federal immigration law or

knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. In addition, Service Contractors are required to enroll in the federal E-Verify program and submit verification of enrollment to the City.

17. CITY OF MOBILE BUSINESS LICENSE

- A. City of Mobile Business License is required and must be current at time of bidding.

18. ANTI-BOYCOTT STATEMENT

- A. Public contracts with entities engaging in certain boycott activities:
 - (a), Per State of Alabama Code, Section 41-16-5 (b), (Act No. 2016-312), subject to subsection (c), a governmental entity may not enter into a contract governed by Title 39 or Chapter 16, Title 41, with a business entity unless the contract includes a representation that the business entity is not currently engaged in, and an agreement that the business entity will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
- B. (c) (1) This section does not apply if a business fails to meet the requirements of subsection (b) but offers to provide the goods or services for at least 20 percent less than the lowest certifying business entity.
- C. This section does not apply to contracts with a total potential value of less than fifteen thousand dollars (\$15,000).
- D. Nothing in this section requires a business entity or individual to do business with any other particular business entity or individual in order to enter into a contract with a governmental entity.

END OF SECTION

BID FORM

The following Bid Format shall be used. Bids submitted on alternate forms may be rejected. Fill in all blank spaces with an appropriate entry. Bid Form must be signed by an officer of the company and notarized.

TO: City of Mobile, 205 Government St., P.O. Box 1827, Mobile, AL, 36633-1827

REF: PROJECT NAME: GANGWAY PREVENTATIVE MAINTENANCE & INSPECTIONS - TECHNICIANS

PROJECT LOCATION: MOBILE, ALABAMA CRUISE TERMINAL

PROJECT NO.: SC-022-22

In compliance with the Bid Documents and having carefully and thoroughly examined said documents for the subject Work prepared by the City of Mobile, Building Services Department and dated April 26, 2022; and all Addenda (before submitting any bid it is the Bidder's responsibility to check with the Building Services Department for all Addenda or special instructions that may impact the Bid) thereto, receipt of which is hereby acknowledged, the premises and all conditions affecting the Work prior to making this Proposal, the Undersigned Bidder,

COMPANY

NAME: _____

ADDRESS: _____ **PHONE** _____

CITY OF MOBILE BUSINESS LICENSE NUMBER: _____

SECRETARY OF STATE OF ALABAMA ACCOUNT NUMBER: _____

(Note: The Secretary of State Account Number shall be filled in only by non-resident bidders)

- (Check one) (A Corporation)
- (A Partnership)
- (An Individual Doing Business)

hereby proposes to furnish all labor, materials, tools, equipment, and supplies and to sustain all the expenses incurred in providing technical support and assistance to perform preventative maintenance and inspections on the Adelte Technologies gangway located at the Mobile, Alabama Cruise Terminal, per "Proposal for Preventive Maintenance Program #BDP1806221, for the ADELTE Seaport Passenger Boarding Bridge (SPBB) 1," (Exhibit A) and "Maintenance Checklist for the Mobile, Alabama Cruise Terminal," (Exhibit B). On the above captioned Project in accordance with the terms of the Contract Documents, and all applicable laws and regulations for the sum listed below.

The Work shall commence on the date of written Notice to Proceed, issued by the Owner. The

initial term of the Contract shall extend for one (1) year from the date of the Notice to Proceed with the option to renew for two (2) additional one-year terms, by notifying the Service Contractor not less than Sixty (60) days prior to the expiration date of the preceding term.

Contingency Allowance shall cover cost of material, labor, overhead, profit and other expenses for complete installation of items of additional Work as required for a complete, functional project. Service Contractor shall provide an itemized proposal including same for all Work.

- A. Contingency Allowance shall be used for unforeseen circumstances not covered in the construction documents. All extra work under this section must be authorized by the City, in writing, prior to ordering materials or undertaking work.
- B. Service Contractor's charges for overhead and profit are limited to 10% of labor, materials and equipment costs on subcontractor's work; and 15% on work of his own forces.
- C. Upon completion of the Work, the unused portion of the Contingency Allowance shall be credited back to the City in the form of a Change Order.

BASE BID

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

| | | |
|---|----|-----------|
| Year 1 – Initial Term: | \$ | .00 |
| Contingency Allowance: | \$ | 20,000.00 |
| Total Year 1: | \$ | .00 |
| | | |
| Year 2 - 1 st Additional Term: | \$ | .00 |
| Contingency Allowance: | \$ | 20,000.00 |
| Total Year 2: | \$ | .00 |
| | | |
| Year 3 - 2 nd Additional Term: | \$ | .00 |
| Contingency Allowance: | \$ | 20,000.00 |
| Total Year 3: | \$ | .00 |

Total Bid Amount (Year 1, 2, and 3 Total): _____
 (Amount in Words) & 00/100 Dollars (\$ _____ .00)
 (Amount in #'s)

SCHEDULE OF VALUES:

| | | | |
|------------------------|------------------------------|----|-----|
| Year 1 – Initial Term: | November (Adelte Visit) 2022 | \$ | .00 |
| | February 2023 | \$ | .00 |
| | May 2023 (Adelte Visit) | \$ | .00 |
| | August 2023 | \$ | .00 |

| | | | |
|---|------------------------------|----------|-----|
| Year 2 - 1 st Additional Term: | November (Adelte Visit) 2023 | \$ _____ | .00 |
| | February 2024 | \$ _____ | .00 |
| | May 2024 (Adelte Visit) | \$ _____ | .00 |
| | August 2024 | \$ _____ | .00 |
| | | | |
| Year 3 - 2 nd Additional Term: | November (Adelte Visit) 2024 | \$ _____ | .00 |
| | February 2025 | \$ _____ | .00 |
| | May 2025 (Adelte Visit) | \$ _____ | .00 |
| | August 2025 | \$ _____ | .00 |

HOURLY RATES: For work performed outside the basic scope of services (Base Quote), the following total rates shall apply.

A. Regular time:

| | | |
|----------------------------|----------|-----------|
| Mechanical Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |
| Electrical Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |
| Hydraulic Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |

(7a.m. to 5p.m., Monday-Friday)

B. Overtime

| | | |
|----------------------------|----------|-----------|
| Mechanical Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |
| Electrical Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |
| Hydraulic Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |

(5p.m. to 7a.m., Monday-Friday and weekends)

C. Holiday Overtime

| | | |
|----------------------------|----------|-----------|
| Mechanical Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |
| Electrical Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |
| Hydraulic Technician Rate | \$ _____ | per hour. |
| Technician Assistant Rate | \$ _____ | per hour. |

(City Approved Holidays);

Response Times: Cruise Days – no greater than One (1) hour from initial contact; Non-Cruise Days - no greater than Four (4) hours from initial contact.

The City of Mobile reserves the rights to add, remove and modify services, as needed during the term of this Agreement.

1. BID INCLUDES:

- Addendum Number _____, Dated _____
- Addendum Number _____, Dated _____
- Addendum Number _____, Dated _____

2. BID SECURITY: The undersigned Bidder agrees that the attached Bid Security, payable to the City of Mobile, in the amount of 5 % of the bid amount, but in no event more than \$10,000 as is the proper measure of liquidated damages which the City will sustain by the failure of the undersigned to execute the Contract and to furnish Surety Bonds (if required). Said Bid Security shall become the property of the City of Mobile as liquidated damages as specified in the Contract Documents.

3. NON-DISCRIMINATION: The undersigned bidder certifies he/she will comply with Federal, State and local laws concerning discrimination including Section 14.1, Code of the City of Mobile, adopted December 10, 1991.

4. REFERENCES: Please list a minimum of three (3) professional references, contact information, type of work performed, and date(s) performed. You may add additional references on a separate sheet, if needed.

A. Reference #1:

Company Name: _____
Company Address: _____
Telephone: _____ Email: _____
Type of Work: _____
Date(s): _____

B. Reference #2:

Company Name: _____
Company Address: _____
Telephone: _____ Email: _____
Type of Work: _____
Date(s): _____

C. Reference #3:

Company Name: _____
Company Address: _____
Telephone: _____ Email: _____
Type of Work: _____
Date(s): _____

5. SIGNATURE: If the undersigned Bidder is incorporated, the entire legal title of the company followed by "a corporation" should be used. If Bidder is an individual, then that individual's full legal name followed by doing business as (d/b/a) and name of firm, if any, should be used. If Bidder is a partnership, then full name of each partner should be listed followed by "d/b/a" and name of firm, if any. Ensure that name and exact arrangement thereof is the same on all forms submitted with this Bid. If a word is abbreviated in the official company name, such as "Co.", then use that abbreviation. If not abbreviated in the official name, spell out. Bidder agrees not to revoke or withdraw this Bid until sixty (60) calendar days following the time and date for receipt of bids. If notified in writing of the acceptance of this Bid within this time period, Bidder agrees to execute a Contract based on this Bid on the proscribed form within ten (10) calendar days of said notification.

COMPANY NAME:

(Typed)

BY: _____
(Signature of Company Officer)

COMPANY OFFICER: _____
(Typed)

TITLE _____
(Typed)

DATE _____, 20 ____

Sworn to and subscribed before me this _____ day of 20 ____

Notary Public

END OF SECTION

**STANDARD SERVICE CONTRACT AGREEMENT BETWEEN
CITY OF MOBILE AND SERVICE CONTRACTOR**

This **AGREEMENT** made and entered into this _____ day of _____, in the year 20____,

by and between **THE CITY OF MOBILE**, by its Mayor, duly authorized party of the first part, hereinafter called the "City",

And the **SERVICE CONTRACTOR**:

City of Mobile License Number: _____

for the following **PROJECT**:

PROJECT NAME: GANGWAY PREVENTATIVE MAINTENANCE & INSPECTIONS - TECHNICIANS

PROJECT LOCATION: MOBILE, ALABAMA CRUISE TERMINAL
201 SOUTH WATER STREET
MOBILE, AL 36602

PROJECT NUMBER: SC-022-22

County of Mobile
City of Mobile, Alabama

WITNESSETH, that this Service Contractor and City, for the considerations stated herein, agree as follows:

ARTICLE 1. Statement of Work to be Performed:

1.1 The Service Contractor shall furnish all labor, materials, tools, equipment, and supplies and to sustain all the expenses incurred in providing technical support and assistance to perform preventative maintenance and inspections on the Adelte Technologies gangway located at the Mobile, Alabama Cruise Terminal, as described in Section 01000, Scope of Work, and per "Proposal for Preventive Maintenance Program #BDP1806221, for the ADELTE Seaport Passenger Boarding Bridge (SPBB) I" (Exhibit A) and "Maintenance Checklist for the Mobile, Alabama Cruise Terminal," (Exhibit B), in strict accordance with the Contract Documents as listed in Article 6, all of which are made part hereof, as prepared by or under the direction of the Director of Real Estate and Asset Management.

ARTICLE 2. Term of Contract:

2.1 The Work shall commence on the date of written Notice to Proceed, issued by the Owner. The initial term of the Contract shall extend for one (1) year from the date of the Notice to Proceed with the option to renew for two (2) additional one-year terms, by notifying the Service Contractor not less than Sixty (60) days prior to the expiration date of the preceding term.

ARTICLE 3. Contract Sum:

3.1 The City shall pay the Service Contractor for the work performed on a quarterly basis, subject to additions and deductions provided therein, in current funds, the Contract Sum as follows:

Year 1 – Initial Term:

_____ and 00/100 Dollars (\$ _____ .00)*
*Which sum includes a \$20,000.00 Contingency Allowance

Year 2 – 1st Additional Term:

_____ and 00/100 Dollars (\$ _____ .00)*
*Which sum includes a \$20,000.00 Contingency Allowance

Year 3 – 2nd Additional Term:

_____ and 00/100 Dollars (\$ _____ .00)*
*Which sum includes a \$20,000.00 Contingency Allowance

Total Contract Sum: _____
(Amount in Words)
_____ & 00/100 Dollars (\$ _____ .00)
(Amount in #'s)

3.2 SCHEDULE OF VALUES:

| | | |
|------------------------|------------------------------|--------------|
| Year 1 – Initial Term: | November (Adelte Visit) 2022 | \$ _____ .00 |
| | February 2023 | \$ _____ .00 |
| | May 2023 (Adelte Visit) | \$ _____ .00 |
| | August 2023 | \$ _____ .00 |

| | | |
|---|-------------------------------|--------------|
| Year 2 - 1 st Additional Term: | November (Adelete Visit) 2023 | \$ _____ .00 |
| | February 2024 | \$ _____ .00 |
| | May 2024 (Adelte Visit) | \$ _____ .00 |
| | August 2024 | \$ _____ .00 |

| | | |
|---|------------------------------|--------------|
| Year 3 - 2 nd Additional Term: | November (Adelte Visit) 2024 | \$ _____ .00 |
| | February 2025 | \$ _____ .00 |
| | May 2025 (Adelte Visit) | \$ _____ .00 |
| | August 2025 | \$ _____ .00 |

HOURLY RATES: For work performed outside the basic scope of services (Base Quote), the following total rates shall apply.

- A. Regular time: Mechanical Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
 Electrical Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
 Hydraulic Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
- (7a.m. to 5p.m., Monday-Friday)

- B. Overtime Mechanical Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
 Electrical Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
 Hydraulic Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
- (5p.m. to 7a.m., Monday-Friday and weekends)

- C. Holiday Overtime Mechanical Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
 Electrical Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
 Hydraulic Technician Rate \$ _____ per hour.
 Technician Assistant Rate \$ _____ per hour.
- (City Approved Holidays);

Response Times: Cruise Days – no greater than One (1) hour from initial contact; Non-Cruise Days - no greater than Four (4) hours from initial contact.

The City of Mobile reserves the rights to add, remove and modify services, as needed during the term of this Agreement.

3.3 Contingency Allowance:

Contingency Allowance shall cover cost of material, labor, overhead, profit and other expenses for complete installation of items of additional Work as required for a complete, functional project. Service Contractor shall provide an itemized proposal including same for all Work. Service Contractor’s charges for overhead and profit are limited to 10% of labor, materials and equipment costs on subcontractor’s work; and 15% on work of his own forces.

- A. Contingency Allowance shall be used for unforeseen circumstances not covered in the construction documents. All extra work under this section must be authorized by the City, in writing, prior to ordering materials or undertaking work.
- B. Service Contractor’s charges for overhead and profit are limited to 10% of labor, materials and equipment costs on subcontractor’s work; and 15% on work of his own forces.

- C. Upon completion of the Work, the unused portion of the Contingency Allowance shall be credited back to the City in the form of a Change Order.

ARTICLE 4. Payments:

4.1 The City shall pay the Service Contractor on account of the Contract as follows:

- A. Payments shall be made on a quarterly basis for completed work as specified. Payments shall be made on a monthly basis for all emergency work and unscheduled repairs.
- B. Original invoices shall be delivered to the Service Contract Administrator for review and approval
- C. Payments shall be made in accordance with the accepted Schedule of Values listed in the Contract Documents.
- D. Detailed and itemized invoices for all equipment rentals, materials, and hourly work performed.

ARTICLE 5. Termination of the Contract:

5.1 The Owner or Service Contractor may terminate the Contract upon thirty (30) days written notice. The Owner shall pay the Service Contractor for work executed and for proven loss with respect to materials, equipment, tools and reasonable overhead.

5.2 The Owner shall not make payment to the Service Contractor for profit and damages, as the result of terminating the Contract.

ARTICLE 6. Contract Documents:

6.1 The contract documents consist of this Agreement, General Conditions of the Contract, and the Specifications (all of which are bound in the Project Manual), Addenda issued prior to the execution of the Contract, The Service Contractor’s Proposal as accepted by the City, other documents listed in this Agreement, and Modifications issued after the execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents, other than a Modification, appears below:

- | | |
|---------------------------------|----------|
| 1. General Conditions, dated | 10 pages |
| 2. Bid Form, dated | 5 pages |
| 3. Specifications, dated | |
| Section 01000 – Scope of Work | 2 pages |
| Exhibit A – Adelte Proposal | 8 pages |
| Exhibit B – Checklist | 20 pages |
| 4. This Instrument (Agreement) | 9 pages |
| 5. Other documents, as required | |

ARTICLE 7. Insurance:

7.1 Required coverage:

7.1.1 For the term of this Agreement, Service Contractor shall acquire and maintain in full force and effect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, which such insurance shall name the City of Mobile as an additional insured, and shall attach to this contract as proof thereof a certificate of insurance issued by an agent licensed and qualified to do business in the State of Alabama:

- A. Comprehensive Liability insurance (occurrence form) including coverage for premises, products and complete operations, and blanket contractual liability, specifically covering the obligations assumed by the Service Contractor.
1. Bodily injury liability:
 - \$1,000,000 each person
 - \$1,000,000 each occurrence
 2. Property damage liability - \$1,000,000 each occurrence.
 3. Or, in lieu of (1) and (2) above:
 - Bodily injury and property damage combined –\$1,000,000 per occurrence
 4. General Aggregate limit shall apply on a “Per Project” Basis.
- B. Comprehensive – Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles.
1. Bodily injury liability:
 - \$1,000,000 each person
 - \$1,000,000 each occurrence
 2. Property damage liability - \$1,000,000 each occurrence.
 3. Or, in lieu of (1) and (2) above)
 - Bodily injury and property damage combined – \$1,000,000 per occurrence
- C. Excess/Umbrella Liability insurance
1. \$5,000,000 combined single limit of liability each occurrence for bodily injury and/or property damage.
 2. Providing following form coverage for Employer’s Liability, Comprehensive General Liability and Automotive Liability.
 3. Maritime Employers’ Liability including, to the extent applicable, the Jones Act and transportation, wages, maintenance, and cure with limits of \$1,000.000 each person and \$1,000,000 each accident.
- D. Workers' Compensation insurance - in the amounts required by all applicable laws, rules or regulations of the State of Alabama and the United States of America, including the U.S. Longshore & Harbor Workers Act and the Jones Act, if applicable.
- E. Maritime Employers’ Liability including, to the extent applicable, the Jones Act and transportation, wages, maintenance, and cure with limits of \$1,000.000 each person and \$1,000,000 each accident.
- F. “In Rem” endorsement
- G. Borrowed Servant/Alternate Employer endorsement in favor of the City of Mobile.
- H. Marine General Liability or its equivalent (occurrence form) including coverage for products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor.

1. Limit of Liability:
 - \$1,000,000 each occurrence bodily injury or property damage
 - \$2,000,000 General Aggregate Limit, on a "Per Project" Basis

- I. Deletion of watercraft exclusion with respect to non-owned vessels and contractual liability for watercraft exposure not covered by Protection and Indemnity policy
- J. The Marine General Liability policy must include and endorsement to cover "Sudden and Accidental" pollution.

7.1.2 If the certificate of insurance referenced in this Agreement does not evidence insurance of owned vehicles, said certificate and this sentence shall evidence the Service Contractor's covenant that it does not own any vehicles and that it will not purchase or obtain any vehicles during the term of this Agreement. Said certificate shall require that said insurance coverage will not be altered or terminated unless City shall have been given written notice of such alteration or termination delivered to City not less than thirty (30) days before the effective date of such alteration or termination.

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

7.1.4 Additional Insured - all policies of insurance, except those referenced under 7.1.1 D, shall be endorsed to name City of Mobile as an Additional Insured

7.1.5 Primary Insurance - all policies of insurance, except those referenced under 7.1.1 D, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

7.1.6 Certificates of Insurance - prior to execution of the Agreement, Service Contractor shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above, and shall deliver same and renewals thereof to the City of Mobile. The certificates 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.

7.2 General

7.2.1 A Surety authorized to do business in the State of Alabama shall execute and furnish all insurance. Insurance produced outside of the State of Alabama must be signed or countersigned by a Resident Agent of the State of Alabama, with resident agent's name, address and telephone number typed or printed on form.

ARTICLE 8. Miscellaneous Provisions

8.1 Breach of Contract: In the event of any breach or apparent breach by Service Contractor of any of its obligations under the terms of this Agreement, and in the further event that City shall engage the services of any attorney to protect or to enforce its rights with respect to said breach or apparent breach, then and in those events, Service Contractor agrees to pay and to reimburse any and all reasonable attorneys' fees and expenses which City may incur with respect to City's enforcement of this Agreement; regardless of whether said attorneys' fees and costs shall be incurred in connection with any litigation or in connection merely with advice and representation provided without

litigation.

8.2 Indemnification: Contractor shall indemnify, defend and hold harmless City and its officers, elected officials, agents, representatives, and employees in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and related expenses (including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions) arising from or in connection with Contractor's performance under this agreement, including but not limited to, environmental laws, regulations, orders and decrees of whatever character or nature and damage or injury to persons or property. Contractor hereby confirms and agrees that Contractor is not a 'design professional' as defined in Alabama Act 2021-318, and not required to carry professional liability insurance for the performance or obligations of this contract.

8.3 Entire Agreement: This Agreement is the final expression of the agreement between the parties, and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written, not contained herein.

8.4 Governing Law and Venue: This Agreement shall be governed by the laws of the State of Alabama, and the appropriate venue for any actions arising out of this Agreement shall be a court of proper jurisdiction in Mobile, Alabama.

8.5 Licenses, permits, etc.: Service Contractor shall obtain, at its own expense, all necessary professional licenses, permits, insurance, authorization and assurances necessary in order to abide by the terms of this Agreement.

8.6 No Agency Relationship Created: Service Contractor, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of the City but shall be deemed to be an independent contractor in every respect and shall take all steps at its own expense, as City may from time to time request, to indicate that it is an independent contractor. City does not and will not assume any responsibility for the means by which or the manner in which the services by Service Contractor provided for herein are performed, but on the contrary, Service Contractor shall be wholly responsible therefore.

8.7 Anti-discrimination: Service Contractor shall abide by provisions of Ordinance # 02-050, 1968, prohibiting discrimination in employment by Service Contractors and Subcontractors performing work for the City of Mobile. A copy of said ordinance is on file in the office of the Director of Architectural Engineering.

8.8 Assertion of Rights: Failure by the City to assert a right or remedy shall not be construed as a waiver of that right or remedy.

8.9 State of Alabama Immigration Law: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

8.10 No Agency Relationship Established: Service Contractor, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of City but shall be deemed to be an independent Contractor in every respect and shall take all steps at its own expense, as City may from time to time request, to indicate that it is an independent Contractor. City does not and will not assume any responsibility for the means by which or the manner in which the services by Service Contractor provided for herein are performed, but on the contrary, Service Contractor shall be wholly responsible, therefore.

8.11 Non-Assignment Clause: Neither this Agreement nor any rights under this Agreement may be assigned by any party, without the prior written consent of the other party.

8.12 Severability Clause: In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the court or other tribunal making such determination is authorized and instructed to modify this Agreement so as to effect the original intent of the parties as closely as possible so that the transactions and agreements contemplated herein are consummated as originally contemplated to the fullest extent possible.

8.13 Public contracts with entities engaging in certain boycott activities: By signing this contract, the Contractor further represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

ARTICLE 9. Signature:

IN WITNESS WHEREOF, the parties to these presents have hereunto set their hand and seal; the Mayor of the City of Mobile, acting under and by virtue of such office and with full authority, and the Service Contractor by such duly authorized officers or individuals as may be required by law.

OWNER: City of Mobile

SERVICE CONTRACTOR:

Signature

Signature

William. S. Stimpson
Mayor, City of Mobile

Printed Name and Title

ATTEST:

City Clerk

STATE OF ALABAMA

COUNTY OF MOBILE

Before me, the undersigned a Notary Public in and for said County and State, personally appeared _____ as _____ of _____ and after being duly sworn, did depose and say that he, as such officer and with full authority, signed the above and foregoing voluntarily as the act of said corporation on the day the same bears date.

Sworn to and subscribed for me this ___ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

END OF SECTION



Company ID Number:

Approved by:

| | |
|---|-------|
| Employer | |
| Name (Please Type or Print) | Title |
| Signature | Date |
| Department of Homeland Security – Verification Division | |
| Name (Please Type or Print) | Title |
| Signature | Date |

SAMPLE



Company ID Number:

| Information Required for the E-Verify Program | |
|---|--|
| Information relating to your Company: | |
| Company Name | |
| Company Facility Address | |
| Company Alternate Address | |
| County or Parish | |
| Employer Identification Number | |
| North American Industry Classification Systems Code | |
| Parent Company | |
| Number of Employees | |
| Number of Sites Verified for | |

SAMPLE

END OF SECTION

INSURANCE REQUIREMENTS

Required coverage:

For the term of this Agreement, Service Contractor shall acquire and maintain in full force and effect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, which such insurance shall name the City of Mobile as an additional insured, and shall attach to this contract as proof thereof a certificate of insurance issued by an agent licensed and qualified to do business in the State of Alabama:

- A. Comprehensive General Liability (occurrence form) including coverage for premises, products and completed operations, and blanket contractual liability, specifically covering the obligations assumed by the Service Contractor.
 1. Bodily injury liability:
 - \$1,000,000 each person
 - \$1,000,000 each occurrence
 2. Property damage liability - \$1,000,000 each occurrence.
 3. Or, in lieu of (1) and (2) above:
 - Bodily injury and property damage combined - \$1,000,000 per occurrence
 4. General Aggregate limit shall apply on a "Per Project" Basis.

- B. Comprehensive – Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles.
 1. Bodily injury liability:
 - \$1,000,000 each person
 - \$1,000,000 each occurrence
 2. Property damage liability - \$1,000,000 each occurrence.
 3. Or, in lieu of (1) and (2) above: Bodily injury and property damage combined - \$1,000,000 per occurrence.

- C. Excess/Umbrella Liability insurance
 1. \$5,000,000 combined single limit of liability each occurrence for bodily injury and/or property damage.
 2. \$5,000,000 General Aggregate Limit, on a "Per Project" basis
 3. Providing "follow form" coverage for Employer's Liability, Maritime Employer's Liability, Comprehensive General Liability and Automotive Liability.

- D. Workers' Compensation insurance - in the amounts required by all applicable laws, rules or regulations of the State of Alabama and the United States of America, including the U.S. Longshore & Harbor Workers Act and the Jones Act, if applicable.

- E. Maritime Employers' Liability including, to the extent applicable, the Jones Act and transportation, wages, maintenance, and cure with limits of \$1,000,000 each person and \$1,000,000 each accident.

- F. "In Rem" endorsement

- G. Borrowed Servant/Alternate Employer endorsement in favor of the City of Mobile.
- H. Marine General Liability or its equivalent (occurrence form) including coverage for

products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor.

1. Limit of Liability:

- \$1,000,000 each occurrence bodily injury or property damage
- \$2,000,000 General Aggregate Limit, on a "Per Project" Basis

- I. Deletion of watercraft exclusion with respect to non-owned vessels and contractual liability for watercraft exposure not covered by Protection and Indemnity policy
- J. The Marine General Liability policy must include an endorsement to cover "Sudden and Accidental" pollution.

If the certificate of insurance referenced in this Agreement does not evidence insurance of owned vehicles, said certificate and this sentence shall evidence the Contractor's covenant that it does not own any vehicles and that it will not purchase or obtain any vehicles during the term of this Agreement. Said certificate shall require that said insurance coverage will not be altered or terminated unless City shall have been given written notice of such alteration or termination delivered to City not less than thirty (30) days before the effective date of such alteration or termination.

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 7.1.1 D, shall be endorsed to name City of Mobile as an Additional Insured

Primary Insurance - all policies of insurance, except those referenced under 7.1.1 D, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

Territory: All policies of insurance shall be endorsed to provide adequate territorial and navigational limits to cover the areas of operation

Certificates of Insurance - prior to execution of the Agreement, Service Contractor shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above, and shall deliver same and renewals thereof to the City of Mobile. The certificates 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.

General

A Surety authorized to do business in the State of Alabama shall execute and furnish all insurance. Insurance produced outside of the State of Alabama must be signed or countersigned by a Resident Agent of the State of Alabama, with resident agent's name, address and telephone number typed or printed on form.

END OF SECTION

GENERAL CONDITIONS

1. GENERAL REQUIREMENTS:

- A. The Contract Documents:** The Contract Documents are enumerated in the Agreement between the Standard Service Contract Agreement Between the City of Mobile and the Service Contractor (hereinafter called the Agreement) and consist of the Bidding and Contract Requirements, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement and Modifications issued after the execution of the Contract. A Modification is a written amendment to the Contract signed by both parties.
- B. The Contract:** The Contract Documents form the Contract for Services. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a written Modification.
- C. The Work:** The term "Work" means the services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Service Contractor to fulfill the Service Contractor's obligations.
- D. The Project Manual:** The Project Manual is the comprehensive document containing the Bidding and Contract Requirements, the Specifications and other documents as listed.
- E. The Bidding and Contract Requirements:** The Bidding and Contract Requirements are that part of the Contract Documents consisting of the Invitation to Bid, Instructions to bidders, Service Contractor's Bid, Agreement, Bonds, and General Conditions and other requirements listed in the Agreement.
- F. The Specifications:** The Specifications are that part of the Contract Documents consisting of written requirements for Services including materials, equipment, systems, standards and workmanship for the Work, and performance of related services.
- G. Correlation and Intent of the Contract Documents:** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Service Contractor. The Contract Documents are complimentary, and what is required by one shall be as binding as if required by all; performance by the Service Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

2. THE OWNER:

- A.** The "Owner" is the City of Mobile, as identified in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner's designated representative is the Building Services Department, Service Contract Administrator.

3. THE SERVICE CONTRACTOR:

- A.** The Service Contractor is the person or entity identified as such in the Agreement and is referred throughout the Contract Documents as if singular in number. The Service Contractor shall be lawfully licensed in the City of Mobile and the State of Alabama as required. The Service Contractor shall designate in writing a representative who shall have express authority to bind the Service Contractor with respect to all matters under this Contract. The term "Service Contractor" means the Service Contractor or the Service Contractor's authorized representative.
- B.** The Service Contractor shall perform the Work in accordance with the Contract Documents.
- C.** Execution of the Contract by the Service Contractor is a representation that the Service Contractor has visited the site(s), become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.
- D.** The Service Contractor shall be responsible to the Owner for acts and omissions of the Service Contractor's employees and their agents, and other persons or entities performing portions of the Work for, or on behalf of, the Service Contractor.
- E.** Unless otherwise provided in the Contract Documents, the Service Contractor shall provide and pay for labor, materials, equipment, tools, transportation, and other facilities and services necessary for proper execution and completion of the Work.
- F.** The Service Contractor's technicians or workmen shall be qualified, certified, credentialed, and have had sufficient education, training and experience to perform all Work properly and satisfactorily as prescribed in the Contract Documents.
- G.** The Service Contractor shall pay all applicable sales, consumer, use and similar taxes for the Work provided by the Service Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.
- H.** Unless otherwise provided in the Contract Documents, the Service Contractor shall secure and pay for all applicable permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

- I.** The Service Contractor shall perform the Work in accordance with the specified schedules as listed in the Contract Documents.
- J.** The Service Contractor shall confine operations at the site to areas permitted by the City of Mobile, facility director or building manager, and shall not unreasonably encumber the site with materials or equipment.
- K.** The Service Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Service Contractor shall remove all waste materials, rubbish, tools, equipment and surplus materials from and about the site. If the Service Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and Owner shall be entitled to reimbursement from the Service Contractor.
- 1) Provide protection and conduct construction/repairs in ways that comply with all environmental regulations and minimize possible air, water, and subsoil contamination, pollutions, or other undesirable effect.
 - 2) Service Contractor is to implement Best Management Practices, The City of Mobile's, and the Alabama Department of Environmental Management's (ADEM) water regulations and allowable discharges into the Mobile River and associated waterways.
 - 3) City of Mobile Code Chapter 17 – Storm Water Management and Flood Control.
 - 4) Contain all substances used in the construction/repair of the gangway per all of the regulations as listed above.
- L.** To the fullest extent permitted by law the Service Contractor shall indemnify and hold harmless the City of Mobile, it's agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Service Contractor, anyone directly or indirectly employed by him or anyone for whose acts he may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section. In claims against any person or entity indemnified by an employee of the Service Contractor anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Service Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

4. CHANGES IN THE WORK:

- A. Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by a written modification based upon agreement between the City and the Service Contractor.
- B. Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Service Contractor shall proceed promptly, unless otherwise directed.

5. SCHEDULE:

- A. **STARTING WORK:** The date of commencement of the Contract is the date established in a written Notice to Proceed. No Work shall commence and no materials shall be ordered before the Notice to Proceed has been issued.
- B. The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

6. PAYMENTS:

- A. **CONTRACT SUM:** The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the City to the Service Contractor for performance of the Work under the Contract Documents. Detailed and itemized invoices for all equipment rentals, materials, and hourly work performed.
- B. **SCHEDULE OF VALUES:** The Schedule of Values allocating the entire Contract Sum to the various portions of the Work, shall be used as a basis for reviewing the Service Contractor's Invoices for Payment.
- C. **METHOD OF PAYMENT:** The City shall pay the Service Contractor on the account of the Contract as follows:
 - 1) Payments shall be made bi-annually for completed work as specified.
 - 2) Invoices for completed Work shall be delivered to the Service Contract Administrator for review and approval upon completion of work as listed in the Scope of Work. Invoices shall list unit pricing in accordance with the approved Schedule of Values.
 - 3) Payments shall be made in accordance with the accepted Schedule of Values listed in the Contract Documents.

7. SAFETY:

- A. The Service Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.
- B. The Service Contractor shall comply with all Federal, State and Local law regarding safety including the requirements of the Occupational Safety and Health Act of 1970, Public Law #91-596, latest revision. Service Contractor shall take all other reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to:
 - 1) employees on the Work and other persons who may be affected thereby;
 - 2) the Work and materials and equipment to be incorporated therein;
 - 3) other property at the site or adjacent thereto.

- C. The Service Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing safety of persons or property or their protection from damage, injury or loss.
- D. If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.
- E. The Service Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials. If the Service Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Service Contractor, the Service Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the City in writing.
- F. In an emergency affecting safety of persons or property, the Service Contractor shall act, at the Service Contractor's discretion, to prevent threatened damage, injury or loss.

8. INSURANCE:

- A. The Service Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Work is located such insurance as will protect the Service Contractor from claims set forth below which may arise out of or result from the Service Contractor's operations and completed operations under the Contract and for which the Service Contractor may be legally liable, whether such operations be by the Service Contractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
 - 1) Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the Work to be performed
 - 2) Claims for damages because of bodily injury, occupational sickness or disease, or death of any person other than the Service Contractor's employees;
 - 3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Service Contractor's employees;
 - 4) Claims for damages insured by usual personal injury liability coverage;
 - 5) Claims for damages, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 6) Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 7) Claims for bodily injury or property damage arising out of completed operations; and
 - 8) Claims involving contractual liability insurance applicable to the Service Contractor's obligations.

- D. Surety Qualifications: All insurance must be furnished by a Surety licensed to do business in the State of Alabama, must be signed or countersigned by a Licensed Resident Agent of the State of Alabama, and if bid price exceeds \$50,000 have a minimum rating of A/Class VI as reported in the latest issue of Best's key Rating Guide Property-Casualty.
- E. The insurance required by Section 2. shall be written for not less than limits of liability specified or required by law, whichever coverage is greater. Coverage, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until completion of the Contract.
- F. The Service Contractor shall cause the commercial liability coverage required by the Contract Documents to include (1) the Owner, as an additional insured for claims caused in whole or in part by the Service Contractor's negligent acts or omissions during the Service Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Service Contractor's negligent acts or omissions during the Service Contractor's completed operations.

9. MISCELLANEOUS PROVISIONS:

- A. The Contract shall be governed by the law of the State of Alabama.
- B. The Owner and Service Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.
- C. No assignment of the Contract shall be made without the written permission of Surety providing bonding and the City of Mobile.
- D. Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.
- E. No action or failure to act by the Owner or Service Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing.
- F. Inspections and approvals of portions of the Work shall be made as required by the Contract Documents. The Service Contractor shall give the Owner timely notice of when and where Inspections are to be made so that the Service Contract Administrator or other City personnel may be present for such procedures.
- G. Required inspection reports along with approvals shall, unless otherwise required by the Contract Documents, be delivered to the Owner with Invoices for Payment.

- H. On all jobs with the City of Mobile, A City License is required. Bidders may obtain information on licensing by writing the City Revenue Department, Post Office Box 1827, Mobile, AL 36633-1827 or calling 208-7454. Successful Bidder must have City License at the time of Bidding.
- I. Service Contractors shall abide by provisions of Ordinance #02-050, 1968, prohibiting discrimination in employment by Service Contractors and Subcontractors performing Work for the City of Mobile. A copy of said Ordinance is on file in the office of the Service Contract Administrator.
- J. The Service Contractor shall secure and pay all required fees and permits and shall pay all taxes on materials, supplies, fixtures and equipment purchased by him (including the city of Mobile sales tax), and shall comply with all laws, regulations and codes applicable to the site on which the Work is to be performed.
- K. All work performed shall be in conformance with the appropriate codes of the City of Mobile.
- L. Additionally, the City of Mobile reserves the rights to have any of Service Contractor's employees removed, barred, and/or restricted from the facility and request the immediate replacement as needed during the term of this Agreement.

10. **TERMINATION OR SUSPENSION OF THE CONTRACT:**

- A. The Owner may terminate the Contract for cause if the Service Contractor
 - 1) fails to perform service in a satisfactory manner; or
 - 2) repeatedly refuses or fails to supply properly skilled workers or proper equipment or materials; or
 - 3) repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
 - 4) otherwise is guilty of substantial breach of a provision of the Contract Documents.
- B. When any of the above reasons exist, the Owner, upon determination that sufficient cause exists to justify such action, may without prejudice to any other rights or remedies of the Owner and after giving the Service Contractor and the Service Contractor's surety, if any, seven (7) days' written notice, withhold payments and terminate the Contract.
- C. The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause upon thirty (30) days written notice.
- D. In case of such termination for cause or for the Owner's convenience, the Service Contractor shall be entitled to receive payment for Work executed, and costs incurred. The Owner shall not make payment for profit or damages as a result of such termination.

11. CLAIMS AND DISPUTES

- A.** Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Service Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.
- B.** Claims by either the Owner or Service Contractor must be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant acting with due diligence, reasonable should have first recognized the condition giving rise to the Claim, whichever is later. Claims must be initiated by written notice to the Service Contractor and the other party.
- C.** In the event of a Claim against the Service Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Service Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.
- D.** Claims, disputes, or other matters in controversy arising out of or related to the Contract shall be subject to litigation.

END OF SECTION

SECTION 01000 – SCOPE OF WORK**April 26, 2022**

The Service Contractor shall furnish all labor, materials, tools, equipment, and supplies and to sustain all the expenses incurred in providing technical support and assisting the Adelte Technologies, Inc. engineers during the bi-annual preventative maintenance and inspections of the gangway, provide technical support for the quarterly preventative maintenance and inspections of the gangway, and provide technical support and repairs for emergencies and unscheduled repairs. Technical support shall include furnishing a mechanical technician, an electrical technician and a hydraulic technician, as needed, to carry out preventative maintenance servicing as coordinated and directed by the on-site Adelte engineer, by the Maintenance Checklist, and by the Service Contract Administrator.

1. The Mobile, Alabama Cruise Terminal is a United States Port and is thus under the Department of Homeland Security Rules. 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>.
2. The Service Contractor shall furnish all labor, materials, tools, equipment, and supplies and to sustain all the expenses incurred in providing technical support and assisting the Adelte Technologies, Inc. engineers during the semi-annual (2 times per year) preventative maintenance and inspections of the gangway, per “Proposal for Preventive Maintenance Program #BDP1806221, for the ADELTE Seaport Passenger Boarding Bridge (SPBB) at the Mobile, Alabama Cruise Terminal,” (Exhibit A). Technical support shall include furnishing a mechanical technician, an electrical technician, and/or a hydraulic technician, as needed, to carry out preventative maintenance servicing as coordinated and directed by the on-site Adelte engineer and as directed by the Maintenance Checklist.
3. The Service Contractor shall provide technical support for the quarterly (4 times per year) preventative maintenance and inspections of the gangway per “Maintenance Checklist for the Mobile, Alabama Cruise Terminal,” (Exhibit B). Technical support shall include furnishing a mechanical technician, an electrical technician and a hydraulic technician, as needed, to carry out preventative maintenance servicing as coordinated and directed by the on-site as directed by the Maintenance Checklist. Any discrepancies found during a quarterly inspection will be presented to the Service Contract Administrator along with a fully itemized quote for repairs.
4. Service Contractor will provide technical support and/or repairs for emergency services and unscheduled work, with a response time of: on Cruise Days – no greater than One (1) after initial contact, and on Non-Cruise Days - no greater than Four (4) hours after initial contact. A fully itemized quote presented to the Service Contract Administrator along with approval is required before work may commence.

5. The Contingency allowance will provide for a mechanical technician, an electrical technician, and/or a hydraulic technician, as required, to carry out maintenance servicing and troubleshooting as coordinated and directed by an off-site ADELTE engineer and the Service Contracts Administration. If required, a hydraulic technician shall be furnished to assist in Base Bid or Allowance maintenance work. Work under this allowance shall be on an "as needed" basis, and technicians should arrive at the site no later than four (4) hours after being contacted by Service Contracts Administrator Cruise Terminal Staff. Work under the Contingency Allowance shall be billed at an hourly rate. Lifts, equipment, materials, etc. shall be furnished by the Service Contractor. Materials and equipment rental shall be paid at cost, plus 10% overhead and profit to the Service Contractor. Contingency Allowance shall be Twenty Thousand Dollars and no/cents (\$20,000.00) per year during the term of this Agreement. At the end of the Service Contract, if there are allowance funds remaining, those funds will be returned to the City of Mobile via Change Order.

END OF SECTION

GLOBAL SERVICES

EXHIBIT A



ALABAMA CRUISE TERMINAL, MOBILE

Proposal for Preventive Maintenance Program
(2022) of ADELTE SPBB

OFFER: BDP2110201

REVISION: 0

DATE: 25th October 2021

Mr. Osiel Elortegui
ozzie@cityofmobile.org
City of Mobile
Mobile, Alabama 36633
USA

Barcelona, 25th October 2021

SUBJECT: Proposal for a Preventive Maintenance Program (2022) of the ADELTE Seaport Passenger Boarding Bridge at Alabama Cruise Terminal

Dear Osiel,

Following our continuous relationship, we are pleased to provide you this proposal for a Preventive Maintenance Program, in order to have the SPBB installed at Alabama Cruise Terminal well maintained, to prevent and avoid damages and prolong its life-cycle.



Seaport Passenger Boarding Bridge HYDRA MS1 at Alabama Cruise Terminal

1 INTRODUCTION

ADELTE, as a world leading designer, manufacturer and operator of Passenger Boarding Bridges (PBBs), offers its clients the whole scope of services for Seaports, and also Airports. From basic preventive maintenance programs to full-coverage services contracts which include preventive tasks, corrective works, spare parts inventory and storage, on-call and emergency service.

The preventive Maintenance Program is created personally for each client, studying their needs to decide how many visits per year are recommended, how long should them last.

This **Preventive Maintenance Program** consists of two (2) visits in a year of one (1) ADELTE Global Services Engineer and one (1) ADELTE technician who will carry out a full Technical Inspection of the SPBB and who will supervise the preventive maintenance tasks carried out by two local technicians – arranged by Alabama Cruise Terminal – to ensure the correct functioning of the SPBB.

The benefits of our Preventive Maintenance Program are as follows:



- The inspections are performed by an ADELTE high qualified expert, thus by the OEM of the Seaport Passenger Boarding Bridges.
- You will receive technical reports, electrical measures tracking and maintenance recommendations.
- You will be reported of any safety hazard or possible environmental quality problems.
- You will know if our prescribed "Preventive Maintenance Program" is being properly carried out, according to our quality standards and the Operations and Maintenance Manual procedures and schedule.
- Predictive Maintenance: Helps to detect SPBB failures before they occur. ADELTE advises on corrective measures early enough to avoid costly downtimes.
- Long-term care: extend the SPBB lifespan through scheduled predictive works and upgrades.

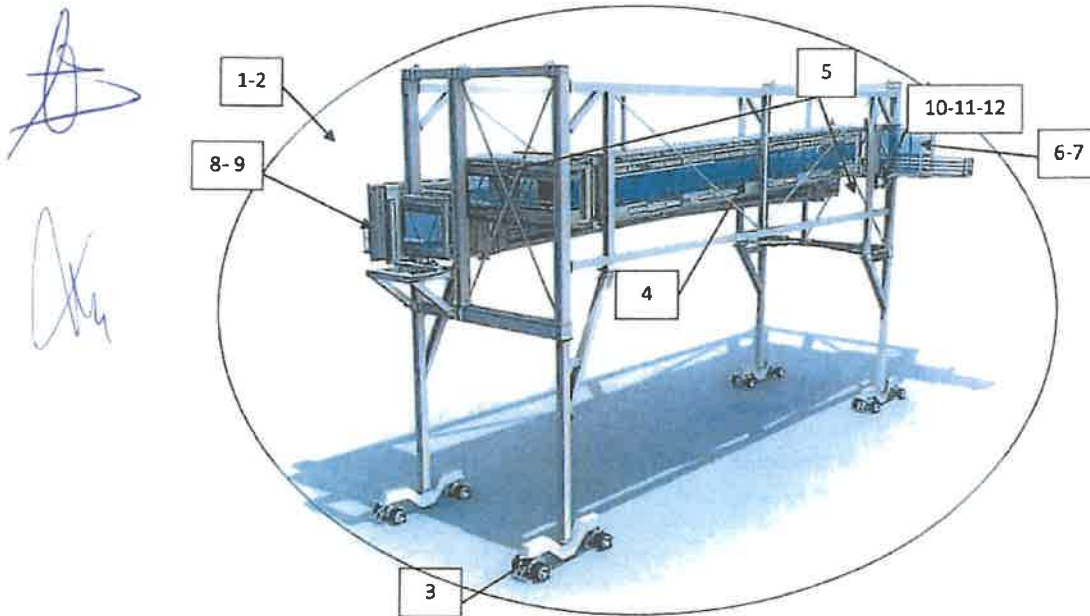
2 SCOPE OF WORKS

2.1 MAINTENANCE PROGRAM

As mentioned earlier, the recommended Preventive Maintenance Program consists of two annual visits of an ADELTE Global Services Engineer and an ADELTE expert technician who will inspect the SPBB and do the recommended preventive works during two days per visit.

The ADELTE Global Services Project Manager will perform a complete technical inspection of the SPBB according to the recommended Preventive Maintenance Program, and this will also be in cooperation with the earlier mentioned local technicians (or maintenance staff of the Cruise Terminal) The scope of work includes, but is not limited to, inspecting, checking and testing of the mechanical, electrical and hydraulic equipment of the SPBB.

- SPBB general visual aspects (1/2)
- Traction System (3)
- Tunnels (4)
- Elevation Gantries (5)
- Cabin (6)
- Automatic Mode (7)
- Building Connection (8)
- Power Supply (9)
- Hydraulic System (10)
- Services (11)
- Human Machine Interface – HMI (12)



1. SPBB General Visual Aspects

2. Detection of Paint Damage and Corrosion

- Structural inspection
- Structure joints adjustment
- Corrosion (external and internal zones)
- Flooring



3. Traction System

- Movements. Check correct functioning
- Check motors/brakes
- Limit Switches for movements. Adjust and check correct functioning
- Check motors consumptions
- Check motors and gearboxes oil level
- Lubrication



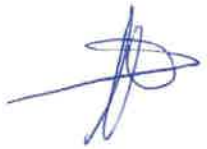
4. Tunnels

- Movements. Check correct functioning
- Limit Switches for movements. Adjust and check correct functioning
- Check tunnels synchronism
- Lubrication



5. Elevation Gantry

- Movements. Check correct functioning
- Inspect gantry movement guides
- Check motors/brakes
- Limit Switches for movements. Adjust and check correct functioning
- Check motors consumptions
- Check motors and gearboxes oil level
- Lubrication



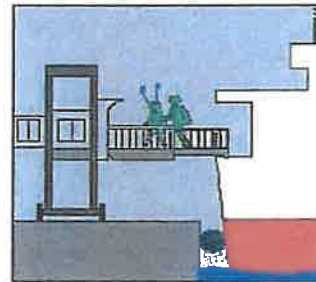
6. Cabin

- Movements. Check correct functioning
- Inspect hydraulic cylinders, lines and connections. Tighten and leaking connections
- Check guide mechanisms
- Limit Switches for movements. Check correct functioning
- Lubrication



7. Automatic Mode

- Manually check correct functioning
- Check sensors



8. Building Connection

- Check status of lateral shutters
- Check guide mechanisms
- Check hydraulic elements
- Lubrication



9. Power Supply

- Check main enclosure
- Check main protection adjustment
- Electrical measures



10. Hydraulic System

- Check pressure, flow and speed
- Cylinders articulations and joints inspection
- Oil level



11. Services

- Interior and exterior lights. Check correct functioning
- Emergency lights. Check correct functioning
- Sockets. Check correct functioning and voltage
- Handrails inspection
- Tunnel and walkway rubber water tightness
- Emergency stops. Check correct functioning



12. Human Machine Interface

- Check configuration
- Check command and signaling correct functioning
- Software and PLC control verification



Issued documentation

After each visit, ADELTE will provide the following technical documentation:

- **Maintenance Checklist (to be filled during the PM works)**
- **Electrical measurements**
- **Resistance and insulation test**
- **Technical report**, with all the observations, comments, test, analysis and conclusions coming up from the visit:
 - General state of SPBB
 - Electrical Conduction

- Electric Generator
- Electric Cabinets and Boxes
- Control Panel
- General Services
- AC System
- Traction Bogie
- Electromechanical Gantries
- Active Cabin
- Building connection
- Ramps for People with Reduced Mobility
- Electric measurements

- **Photographic report**

In order to correctly check the maintenance program carried to the machine, it would be good to have the inspection reports of each of the maintenance tasks done during the year. This information should be provided to the engineer on site or previous to the annual inspection visit.

In this report all the necessary corrective works to be carried to make the SPBB fully operational will be identified.

2.2 ASSISTANCE 24/7

The 24/7 assistance service contract will allow Mobile Port to call at any time during the week (24h per day, 7 days per week), and an ADELTE global service engineer will respond and give the desired remote assistance in order to help solving an issue or making a diagnosis.

ADELTE will provide a cell phone number in order to benefit from remote assistance whenever it will be required, during 24h a day and 7 days a week. The cell phone number will be redirected to different experienced Electro-mechanical Engineers of ADELTE's Global Services department.

3 PRICE, TERMS AND CONDITIONS

3.1 PRICE FOR THE PREVENTIVE MAINTENANCE

The price for Supervision for Preventive Maintenance for one (1) year (2022) is:

Above prices include the following:

- Labour costs for one (1) ADELTE Services Project Manager and one (1) ADELTE technician (for 2 annual visits). Due to ADELTE internal and safety regulations these visits should be performed by at least two workers.
- Travel hours and travel expenses for the ADELTE Service project manager.
- Business Registration Mobile, Alabama (2022)

Exhibit B – Checklist



CHECKING LIST

PREVENTIVE MAINTENANCE

MOBILE ALABAMA CRUISE TERMINAL
HYDRA MS1

www.adelte.com

**PREVENTIVE MAINTENANCE PROGRAM
PASSENGERS BOARDING BRIDGE**

CLIENT DATA

| | |
|---------------|--------------------------------|
| PLACE | MOBILE ALABAMA CRUISE TERMINAL |
| CLIENT | THE CITY OF MOBILE |

EQUIPMENT DATA

| | |
|---------------------------|-----------------------------|
| EQUIPMENT | PASSENGER BOARDING BRIDGES. |
| MODEL | HYDRA |
| TYPE | MS1 |
| SERIAL NUMBER | 090301 |
| YEAR MANUFACTURING | 2009 |
| DESIGNATION | HYDRA MS1 |

CHECKING DATA

| | |
|--------------------------|---|
| TYPE | <input type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input checked="" type="checkbox"/> SEMIANNUAL <input type="checkbox"/> ANNUAL |
| DATE | MAY 8-10 2018 |
| RESPONSIBLE | ALEX SIVILA |
| COMPANY | ADELTE |
| INTERVENTION NOTE | |

| | | |
|---|---|--|
|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
| | DOC.REF.: | MOBILE PREVENTIVE MAINTENANCE PROGRAM_20180508 |

1 INTRODUCTION

1.1 Purpose of the document

The purpose of this document is to list all inspection points relating to preventive maintenance for passenger boarding bridges.



Do not make changes of the procedure, for any clarification or query, contact our technical department.

1.2 Instructions

The execution of the protocol by the maintenance company should be performed in the following way:

- 1st - Coordinate the start of the tests with the responsible of the installation.
- 2nd - Accomplish all tests in the checklist.
- 3rd - Give a checklist signed and stamped of each equipment to the responsible of the installation.

It should complete all those items listed in the program according the checking period and taking into account the following table:

| INTERVENTION | 1 | 3 | 6 | 12 | MONTHS | TIME |
|---------------|---|---|---|----|--------|------|
| Monthly | | | | | | 4 |
| Quarterly | | | | | | 8 |
| Semiannual | | | | | | 16 |
| Annual | | | | | | 24 |
| OTHER PERIODE | | | | | | h |

It should be written in the checkbox of each inspection point the status found after its completion and according to the following nomenclature:

- : Tested and functioning correctly.
- : Out of service.
- PD: Could not test or anomaly detected and not solved but does not affect the functionality.
- NA: Not apply at this intervention.
- NP: Not proceed to this equipment.

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|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
| | DOC. REF.: | MOBILE PREVENTIVE MAINTENANCE PROGRAM_20180508 |

1.3 Type of interventions

Certain inspection points are marked with a notation that determines the type of operation to be done according to the following table:

| ID. | INTERVENCIÓN | PRODUCT | TOOL | NOTE |
|-----|--|--------------------------|---------------------|------|
| E1 | Lubricate bearings. | TOTAL MULTIS COMPLEX EP2 | Grease pump | |
| E2 | Lubricate balls nut. | TOTAL CERAN AD PLUS | Grease pump | |
| E3 | Lubricate ball screw. | TOTAL CERAN AD PLUS | Paintbrush | |
| E4 | Lubricate indoor guide rails. | LUBRITERM AL | Spray | (1) |
| E5 | Lubricate gears and chains | CRC GWIRELUB | Spray | |
| L1 | Lubricate hinge drives. | WD-40 | Spray | (1) |
| L2 | Lubricate mechanical drive limit switch. | HIDROPELENTE CRC 3-36 | Spray | (1) |
| S1 | Replace gearbox oil. | ISO-220 | - | (2) |
| S2 | Replace hydraulic oil. | BIOVESTA HM-46 | - | |
| P1 | Paint repair. | HEMPADUR MASTIC | Roller | (2) |
| T1 | Mechanic adjustments. | - | - | (2) |
| T2 | Electric measurements. | - | Multimeter + Megger | |
| T3 | Hydraulic measurements. | - | Pressure gauge | |
| x 2 | Repeat 2 times the same point. | - | - | |

(1) Do only if necessary after cleaning the dirt.

(2) Follow the manufacturer specifications described in the maintenance manual.

1.4 Sign criteria

The signs +/- that appear in some descriptions of the documentation should be understood as:

- Up (+ or P) / down (- or N) for elevation movements.
- Forward (+ or P) / backward (- or N) for approaching movements.
- Right (+ or P) / left (- or N) for lateral movements.

1.5 Health and safety at work

The following is a list of recommendations to follow in health and safety, during different maintenance tasks.

| | | |
|---|---|--|
|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
| | DOC.REF.: | MOBILE PREVENTIVE MAINTENANCE PROGRAM_20180508 |



Follow the specific safety plans in the workplace you are.

- ✓ Maintenance tasks must be done by trained and qualified technicians who meet the rules and regulations regarding health and safety.
- ✓ Follow all the instructions indicated in the operational and maintenance manual of the equipment.
- ✓ Caution when seeing these adhesives on the equipment.



- ✓ The equipment must be out of service during the development of maintenance intervention.
- ✓ In the maintenance of an element that can move and cause an operator trapping, or while working with an electrically powered element, it is necessary to disconnect the equipment power supply by switch off:

- Equipment main protection.
- Electrical conduction protection (busbar guide or cable reel)
- Power generator isolator.
- UPS protection.

- ✓ Use of individual protection such of helmets, masks, harnesses, gloves, etc according to the labor to be done such as:



Reflective vest.



Safety shoes.



Safety helmet.



Protective gloves according to the work to be done.



Goggles or protective screen according to the work to be done.



Safety harness for working at height (man-lift).

- ✓ Use of collective protections such of barriers, reflective signals, cable anchors, work platforms, fire extinguishers, etc according to the labors to be done and the number of workers on side.

| | | |
|---|---|--|
|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
| | DOC.REF.: | MOBILE PREVENTIVE MAINTENANCE PROGRAM_20180508 |

2 PPS 001 - GENERAL

| | |
|-----------------------------|--|
| Test date: MAY 8-10 2018 | Comments: Floor is broken. Canopy is broken. |
|-----------------------------|--|

2.1 Outside zone

- P-1 General visual inspection of the outside.
- P-2 Check status of the paint and possible rust spots (repaint if necessary).
- P-3 Check status of roof cover, leaking and water stagnation.
- P-4 Check status of the lunnel shafts (rust and fixation).
- P-5 Check general status of the structure (plates adjustment).
- P-6 Check status of weld in the structural elements (joins).
- P-7 Check tightness of the bolts (1 bolt per plate if necessary and mark its position).
- P-8 Clean outside zone.

| | | |
|----|----|---|
| | 1 | ▼ |
| P1 | 3 | ▼ |
| | 3 | ▼ |
| E4 | 3 | ▼ |
| | 12 | ▼ |
| | 12 | ▼ |
| | 24 | ▼ |
| | 24 | ▼ |

2.2 Inside zone

- P-9 General visual inspection of the inside.
- P-10 Check status of the joining bellows (fabric, seams y nylon guides).
- P-11 Check status of the glasses (fixations, deterioration of the sealing and joins).
- P-12 Check status of the flooring (detached areas and wear).
- P-13 Check status of the dropped ceiling (damages, unhung parts, and moisture signals).
- P-14 Check status of the handrails (loose parts, spots and rust).
- P-15 Check status of the hinges and the bolts tightness of the intermediate ramps.
- P-16 Check water inlets (signs of dried leaks).

| | | |
|--|---|----|
| | 1 | ▼ |
| | 3 | ▼ |
| | 3 | ▼ |
| | 3 | PD |
| | 3 | ▼ |
| | 3 | ▼ |
| | 3 | ▼ |
| | 3 | PD |

| | | |
|---|---|--|
|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
| | DOC.REF.: | MOBILE PREVENTIVE MAINTENANCE PROGRAM_20180508 |

3 PPS 010 - ELECTRICAL CONDUCTION (BUSBAR)

| | |
|-----------------------------|--|
| Test date: MAY 8-10 2018 | Comments: NP: This PBB is powered by electrical cord + receptacles. Bothe the electrical cord and the receptacles are in good condition and were operated successfully. |
|-----------------------------|--|



Risk of electric shock!

The machine electric supply must be disconnected before start any electric maintenance work.

- P-17 General visual inspection.
- P-18 System operation test (minlimum of ±2 m).
- P-19 Check main protection adjustment ($I_{NOMINAL} = \dots\dots A$ y $I_{DIFERENCIAL} = \dots\dots mA$)
- P-20 Check possible rust spots.
- P-21 Check status of the trolley connection cable.
- p-22 Disconnect the busbar electric supply.
- P-23 Lubricate joints (springs).
- p-24 Remove one conduction section in order to extract the trolley.
- P-25 Check status of the copper contacts wear (see datasheet).
- P-26 Check status of the guide wheels wear (see datasheet).
- P-27 Check conduction bars (misalignments, external damages, supports and fixations).
- P-28 Check status of the expansion joints.
- P-29 Complete system operation test (without limitations in the path).
- P-30 Take measurements of the groove width in the conduction bars (see datasheet).
- P-31 Take electric measurements at the output terminals (steady voltage).
- P-32 Clean conduction bars using the cleaning trolley with brushes (in case necessary).

| | |
|------|--|
| 1 | |
| 3 | |
| 3 | |
| 3 | |
| 3 | |
| 6 | |
| L2 6 | |
| 6 | |
| 6 | |
| 6 | |
| 12 | |
| 12 | |
| 12 | |
| 12 | |
| 12 | |
| (1) | |

(1) The interval between interventions and the time intended for cleaning depends on type and length (meters) of the conduction installed at the port.

| | | |
|-------------------|---|--|
| /// ADELTE | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
| | DOC.REF.: | MOBILE PREVENTIVE MAINTENANCE PROGRAM_20180508 |

4 PPS 011 - ELECTRIC GENERATOR

| | |
|-----------------------------|--|
| Test date: MAY 8-10 2018 | Comments: Battery DC charging is not working. |
|-----------------------------|--|

| | | | |
|------|---|-------|----|
| P-33 | General visual inspection. | 1 | ▼ |
| P-34 | Status of the informative posters and the visual signaling. | 1 | ▼ |
| P-35 | Status of the door locks. | 1 | ▼ |
| P-36 | System operation no-load test (absence of friction or abnormal noise). | 1 | ▼ |
| P-37 | System operation with load test (all movements). | 3 | ▼ |
| P-38 | Check ventilation and heating. | 3 | ▼ |
| P-39 | Check operation of the control panel. | 3 | ▼ |
| P-40 | Check correct battery DC charging (isolate main power supply). | 3 | ✗ |
| P-41 | Check operation of the emergency buttons (reset the emergency line). | x 2 3 | PD |
| P-42 | Check status of the paint and possible rust spots (repaint if necessary). | P1 3 | ▼ |
| P-43 | Check status of the belt (tight and alignment). | 3 | NA |
| P-44 | Check status of the bearings. | 3 | NA |
| P-45 | Check status of the fixations (silent blocks). | 3 | NA |
| P-46 | Check waterproofing (sealing). | 3 | NA |
| P-47 | Check electrical cabinet of the equipment. | 6 | NA |
| P-48 | Take electric measurements at output terminals, gauges and meters at control panel. | 6 | NA |
| P-49 | Check liquids level or replace if necessary (water, oil and refrigerant). | 6 | ▼ |
| P-50 | Clean filters or replace if necessary (air, oil, and diesel). | 6 | NA |
| P-51 | Lubricate articulations (hinges). | L1 6 | NA |
| P-52 | Check exhausts connections (tight if necessary). | 12 | NA |
| P-53 | Check electrical connections (tight if necessary). | 12 | NA |
| P-54 | Clean all battery cap vents. | 12 | NA |
| P-55 | Clean inside of the equipment. | 12 | NA |

| | | |
|--|---|--|
| | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
| | DOC.REF.: | MOBILE PREVENTIVE MAINTENANCE PROGRAM_20180508 |

5 PPS 020 - ELECTRIC CABINETS AND BOXES

| | |
|-----------------------------|--|
| Test date: MAY 8-10 2018 | Comments: Some labels are erased by sun. Thermostat doesn't rotate. Dirty cabinets with random stuff. Dirty filters. |
|-----------------------------|--|

| | A01A | A01B |
|--|--|--|
| P-56 General visual inspection. | 1 <input checked="" type="checkbox"/> | 1 <input checked="" type="checkbox"/> |
| P-57 Status of the informative posters and the visual signaling. | 1 <input checked="" type="checkbox"/> | 1 <input checked="" type="checkbox"/> |
| P-58 Status of the technical drawings inside the cabinet. | 1 <input checked="" type="checkbox"/> | 1 <input checked="" type="checkbox"/> |
| P-59 Status of the door locks. | 1 <input checked="" type="checkbox"/> | 1 <input checked="" type="checkbox"/> |
| P-60 Check operation of the internal lighting. | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |
| P-61 Check operation of the socket. | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |
| P-62 Check operation of the fan thermostat adjusted at 25°C. | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |
| P-63 Check operation of the heater thermostat adjusted at 5°C. | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |
| P-64 Check adjustment and tripping out of the differential protection. | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |
| P-65 Clean inside of the cabinet (vacuum). | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |
| P-66 Clean filters or replace if necessary. | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |
| P-67 Check waterproofing (sealing). | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |
| P-68 Lubricate articulations (hinges). | 6 <input checked="" type="checkbox"/> | 6 <input checked="" type="checkbox"/> |
| P-69 Check fixations. | 6 <input checked="" type="checkbox"/> | 6 <input checked="" type="checkbox"/> |
| P-70 Check wiring and equipment labels (without any modification). | 12 <input checked="" type="checkbox"/> | 12 <input checked="" type="checkbox"/> |
| P-71 Check hearth connection. | 12 <input checked="" type="checkbox"/> | 12 <input checked="" type="checkbox"/> |
| P-72 Check electric protections and relays. | 12 <input checked="" type="checkbox"/> | 12 <input checked="" type="checkbox"/> |
| P-73 Check correct connection (tighten terminal). | 12 <input checked="" type="checkbox"/> | 12 <input checked="" type="checkbox"/> |
| P-74 Take thermographic measurements (without hot spots at working T°). | 12 <input checked="" type="checkbox"/> | 12 <input checked="" type="checkbox"/> |
| P-75 Check all electric connection boxes (tighten terminal, sealing and cable labels). | 3 <input checked="" type="checkbox"/> | 3 <input checked="" type="checkbox"/> |

| | | |
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|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
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6 PPS 030 - CONTROL PANEL

| | |
|-----------------------------|--|
| Test date: MAY 8-10 2018 | Comments: Some of the buttons labels are becoming difficult to read. Will be monitoring and they may need to be replaced. |
|-----------------------------|--|

| | | | |
|------|--|-----|-----|
| P-76 | General visual inspection. | 1 | ▼ |
| P-77 | Status of the informative posters and the visual signaling. | 1 | ▼ |
| P-78 | Check operation of the HMI, keys, pushbuttons, selectors, pilot lights and buzzer. | 1 | ▼ |
| P-79 | Check operation of the remote control RC. | 1 | ▼ |
| P-80 | Check operation of the moving lights. | 1 | ▼ |
| P-81 | Check operation of the external acoustic signaling. | 1 | ▼ |
| P-82 | Check operation of the emergency buttons (reset the emergency line). | x 2 | 1 ▼ |
| P-83 | Operation test with guided movements from the HMI. | 3 | ▼ |
| P-84 | Check operation of the bypass key for the safety limit switches. | 3 | ▼ |
| P-85 | Check historical of messages and alarms. | 3 | ▼ |
| P-86 | Check maintenance hour counter (reset). | 3 | ▼ |
| P-87 | Check software version installed. | 6 | ▼ |
| P-88 | Clean panel. | 12 | ▼ |

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|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
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7 PPS 090 - GENERAL SERVICES

| | |
|-----------------------------|---|
| Test date: MAY 8-10 2018 | Comments: ACs are too small to cool all. Need bigger ones. |
|-----------------------------|---|

| | | | |
|-------|--|---|----|
| P-89 | General visual inspection. | 1 | ▼ |
| P-90 | Check operation of the internal lighting. | 1 | ▼ |
| P-91 | Check operation of the emergency lighting. | 1 | ▼ |
| P-92 | Check operation of the external lighting. | 1 | ▼ |
| P-93 | Check operation of the service ladder lighting. | 1 | NP |
| P-94 | Check operation of the internal light switch. | 1 | ▼ |
| P-95 | Check operation of the external light switch. | 1 | NP |
| P-96 | Check operation of the service ladder light switch. | 1 | NP |
| P-97 | Check operation of the motion sensors. | 3 | NP |
| P-98 | Check operation of the dusk sensor. | 3 | NP |
| P-99 | Check internal socket voltage. | 3 | ▼ |
| P-100 | Check external socket voltage. | 3 | NP |
| P-101 | Check status of the CCTV (support, housing, wires, glass cleaning, heater) | 3 | NP |
| P-102 | Check operation of the CCTV (monitor shows sharp image). | 3 | NP |
| P-103 | Check operation PA system (green emergency pushbutton) | 3 | NP |

| | | |
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|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
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8 PPS 095 - AC SYSTEM ROOFTOP

| | |
|-----------------------------|-----------------------------|
| Test date: MAY 8-10 2018 | Comments: Dirty filters. |
|-----------------------------|-----------------------------|

| | | | |
|-------|---|-------|----|
| P-104 | General visual inspection. | 1 | ▼ |
| P-105 | Operation test of cold (absence of friction or abnormal noise). | 1 | ▼ |
| P-106 | Operation test of heat (absence of friction or abnormal noise). | 1 | ▼ |
| P-107 | Status of the informative posters and the visual signalling. | 3 | ▼ |
| P-108 | Check operation of the control panel (thermostat). | 3 | ▼ |
| P-109 | Check operation of the emergency buttons (reset the emergency line). | x 2 3 | ▼ |
| P-110 | Check fixations of the compressor and fans. | 3 | ▼ |
| P-111 | Clean filters or replace if necessary. | 3 | ✗ |
| P-112 | Clean condensates plate and check status of the pump. | 3 | ▼ |
| P-113 | Lubricate articulations (hinges). | L1 3 | NP |
| P-114 | Check status of the belt (tight and alignment). | 3 | NP |
| P-115 | Check status of the fan blades. | 3 | ▼ |
| P-116 | Check status of the condenser coils and evaporators (dirt and rust). | 3 | ▼ |
| P-117 | Check status of the internal ducts and impulsion/aspiration grids (without inside noise). | 3 | ▼ |
| P-118 | Check status of the fixations (silent blocks). | 3 | ▼ |
| P-119 | Check status of the thermal insulation. | 3 | ▼ |
| P-120 | Check waterproofing (sealing). | 3 | ▼ |
| P-121 | Check external connections impulsion/aspiration (without air leak). | 3 | ▼ |
| P-122 | Check status of the paint and possible rust spots (repaint if necessary). | R1 3 | ▼ |
| P-123 | Check operation of the condensation drain. | 6 | ▼ |
| P-124 | Check electrical cabinet of the equipment (protections, terminals and dirt). | 6 | ▼ |
| P-125 | Take measurements of the external conditions (temperature and humidity). | 6 | NA |
| P-126 | Take measurements of the air flow (impulsion/aspiration at different points). | 6 | NA |
| P-127 | Take measurements of the temperature (impulsion/aspiration at different points). | 6 | NA |
| P-128 | Clean condenser coils and evaporators. | 12 | NA |

| | | |
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| | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
| | DOC.REF.: | MOBILE PREVENTIVE MAINTENANCE PROGRAM_20180508 |

9 PPS 110 - TRACTION BOGIE

| | |
|-----------------------------|---------------------------------------|
| Test date: MAY 8-10 2018 | Comments: Some bumpers are broken. |
|-----------------------------|---------------------------------------|

| | | | |
|-------|--|-------|----|
| P-129 | General visual inspection. | 1 | ✓ |
| P-130 | Status of the informative posters and the visual signaling. | 1 | ✓ |
| P-131 | System operation test (absence of friction or abnormal noise). | 1 | ✓ |
| P-132 | Operation test of the sensors and operational limit switches. | 3 | NP |
| P-133 | Operation test of the sensors and security limit switches. | 3 | NP |
| P-134 | Check motor and gearbox (oil breather and signs of leaking). | 3 | ✓ |
| P-135 | Check operation of the motor brake. | 3 | ✓ |
| P-136 | Check status of the tires and bumpers. | 3 | ✓ |
| P-137 | Check status of the outriggers. | 3 | ✓ |
| P-138 | Check status of the rails. | 3 | NP |
| P-139 | Remove previously lubricant excess and clean dirt (if necessary). | 3 | ✓ |
| P-140 | Lubricate rotation crown bearing. | E1 3 | ✓ |
| P-141 | Lubricate tilting shafts (introduce oil between shaft and spile). | L1 3 | ✓ |
| P-142 | Lubricate mechanical parts of the limit switches. | L2 6 | NP |
| P-143 | Check motor connection box (sealing, rust, cable glands and terminals). | L2 6 | ✓ |
| P-144 | Lubricate outriggers. | E1 6 | NA |
| P-145 | Reach operational limit switches (+) and (-) check movement is stopped. | x 2 6 | NP |
| P-146 | Reach security limit switches (+) and (-) check the emergency line is tripped (reset). | x 2 6 | NP |
| P-147 | Check level and quality of the gearboxes oil. | 12 | ✓ |
| P-148 | Check brake linings wear and gauge (annotate the measurement). | T1 12 | NA |
| P-149 | Check inverters parameters. | 12 | NA |
| P-150 | Take electric measurements (see corresponding chapter). | T2 12 | NA |
| P-151 | Check tightness of the wheels bolts (1 bolt per plate if necessary and mark its position). | 24 | NA |
| P-152 | Replace gearboxes oil. | S1 24 | NA |

| | | |
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10 PPS 210 - ELECTROMECHANICAL GANTRY 1

| | |
|-----------------------------|----------------------------------|
| Test date: MAY 8-10 2018 | Comments: Cables are to wavy. |
|-----------------------------|----------------------------------|

| | | | |
|-------|--|-----|-------|
| P-153 | General visual inspection. | 1 | ▼ |
| P-154 | System operation test (absence of friction or abnormal noise). | 1 | ▼ |
| P-155 | Operation test of the sensors and operational limit switches. | 3 | ▼ |
| P-156 | Operation test of the sensors and security limit switches. | 3 | ▼ |
| P-157 | Check guide elements (nylon pads alignment and wear). | 3 | ▼ |
| P-158 | Check motor and gearbox (oil breather and signs of leaking). | 3 | ▼ |
| P-159 | Check operation of the motor brake. | 3 | ▼ |
| P-160 | Check drive shaft (fixation of the coupling and vibrations) | 3 | ▼ |
| P-161 | Check status of the cable drag chain. | 3 | ✗ |
| P-162 | Remove previously lubricant excess and clean dirt (if necessary). | 3 | ▼ |
| P-163 | Lubricate upper bearing of the ballscrew. | E1 | 3 ▼ |
| P-164 | Lubricate bearing situated at the ballscrew coupling shaft with gearbox. | E1 | 3 ▼ |
| P-165 | Lubricate the ballscrew coupling (top/bottom). | E1 | 3 ▼ |
| P-166 | Lubricate balls nut. | E2 | 3 ▼ |
| P-167 | Lubricate mechanical parts of the limit switches. | L2 | 6 ▼ |
| P-168 | Check motor connection box (sealing, rust, cable glands and terminals). | L2 | 6 ▼ |
| P-169 | Reach operational limit switches (+) and (-) check movement is stopped. | x 2 | 6 ▼ |
| P-170 | Reach security limit switches (+) and (-) check the emergency line is tripped (reset). | x 2 | 6 ▼ |
| P-171 | Lubricate nylon pads at the interior faces of the gantry columns (move along the stroke). | E4 | 6 ▼ |
| P-172 | Lubricate ballscrew removing the old grease and checking the bites at rolling track. | E3 | 12 NA |
| P-173 | Check level and quality of the gearboxes oil. | | 12 NA |
| P-174 | Check brake linings wear and gauge (annotate the measurement). | T1 | 12 NA |
| P-175 | Disconnect QFM2xA y QFM2xB protections, and force KM2xP and KM2xA to check the brakes open and the gantry goes down by its own weight (connect protections). | | 12 NA |
| P-176 | Take electric measurements (see corresponding chapter). | T2 | 12 ▼ |
| P-177 | Replace gearboxes oil. | S1 | 24 NA |

| | | |
|---|---|--|
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11 PPS 220 - ELECTROMECHANICAL GANTRY 2

| | |
|-----------------------------|-----------|
| Test date: MAY 8-10 2018 | Comments: |
|-----------------------------|-----------|

| | | | |
|-------|--|-----|-------|
| P-178 | General visual inspection. | 1 | ▼ |
| P-179 | System operation test (absence of friction or abnormal noise). | 1 | ▼ |
| P-180 | Operation test of the sensors and operational limit switches. | 3 | ▼ |
| P-181 | Operation test of the sensors and security limit switches. | 3 | ▼ |
| P-182 | Check guide elements (nylon pads alignment and wear). | 3 | ▼ |
| P-183 | Check motor and gearbox (oil breather and signs of leaking). | 3 | ▼ |
| P-184 | Check operation of the motor brake. | 3 | ▼ |
| P-185 | Check drive shaft (fixation of the coupling and vibrations) | 3 | ▼ |
| P-186 | Check status of the cable drag chain. | 3 | ▼ |
| P-187 | Remove previously lubricant excess and clean dirt (if necessary). | 3 | ▼ |
| P-188 | Lubricate upper bearing of the ballscrew. | E1 | 3 ▼ |
| P-189 | Lubricate bearing situated at the ballscrew coupling shaft with gearbox. | E1 | 3 ▼ |
| P-190 | Lubricate the ballscrew coupling (top/bottom). | E1 | 3 ▼ |
| P-191 | Lubricate balls nut. | E2 | 3 ▼ |
| P-192 | Lubricate mechanical parts of the limit switches. | L2 | 6 ▼ |
| P-193 | Check motor connection box (sealing, rust, cable glands and terminals). | L2 | 6 ▼ |
| P-194 | Reach operational limit switches (+) and (-) check movement is stopped. | x 2 | 6 ▼ |
| P-195 | Reach security limit switches (+) and (-) check the emergency line is tripped (reset). | x 2 | 6 ▼ |
| P-196 | Lubricate nylon pads at the interior faces of the gantry columns (move along the stroke). | E4 | 6 ▼ |
| P-197 | Lubricate ballscrew removing the old grease and checking the bites at rolling track. | E3 | 12 NA |
| P-198 | Check level and quality of the gearboxes oil. | | 12 NA |
| P-199 | Check brake linings wear and gauge (annotate the measurement). | T1 | 12 NA |
| P-200 | Disconnect QFM2xA y QFM2xB protections, and force KM2xP and KM2xA to check the brakes open and the gantry goes down by its own weight (connect protections). | | 12 NA |
| P-201 | Take electric measurements (see corresponding chapter). | T2 | 12 ▼ |

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| | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
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P-202 Replace gearboxes oil.

| | | |
|----|----|----|
| S1 | 24 | NA |
|----|----|----|

12 PPS 300 - ACTIVE CABIN

| | |
|-----------------------------|-----------|
| Test date: MAY 8-10 2018 | Comments: |
|-----------------------------|-----------|

| | | |
|--|-----|-----|
| P-203 General visual inspection. | 1 | ▼ |
| P-204 Status of the informative posters and the visual signaling. | 1 | ▼ |
| P-205 System operation test (absence of friction or abnormal noise). | 1 | ▼ |
| P-206 Operation test of the sensors and operational limit switches. | 1 | ▼ |
| P-207 Operation test of the undocking system (door, electromagnet and beacon). | 1 | NP |
| P-208 Check hydraulic installation (see corresponding chapter). | 1 | ▼ |
| P-209 Reach operational limit switches (+) and (-) check movement is stopped. | x 2 | 3 ▼ |
| P-210 Check guide elements (alignment and wear). | 3 | ▼ |
| P-211 Check tightness of the bolts shafts (if necessary). | 3 | ▼ |
| P-212 Check motor and gearbox (oil breather and signs of leaking). | 3 | NP |
| P-213 Check operation of the motor brake. | 3 | NP |
| P-214 Check status of the chain at extension bodies (tight and alignment). | 3 | ▼ |
| P-215 Check status of the cable drag chain. | 3 | ▼ |
| P-216 Check status of the brushes and rubber seals. | 3 | ▼ |
| P-217 Check polycarbonate cover (leaks and water stagnation). | 3 | ▼ |
| P-218 Remove previously lubricant excess and clean dirt (if necessary). | 3 | ▼ |
| P-219 Lubricate bearings at extension bodies. | E1 | 3 ▼ |
| P-220 Lubricate articulation joints at hydraulic cylinders. | E1 | 3 ▼ |
| P-221 Lubricate traction group at extension bodies (chain and sprockets). | E5 | 3 ▼ |
| P-222 Lubricate rollers at docking ramp. | L1 | 3 ▼ |
| P-223 Lubricate rotation shaft at docking ramp (introduce oil between shaft and spile). | L1 | 3 ▼ |
| P-224 Lubricate shafts between fix and tilting bodies (introduce oil between shaft and spile). | L1 | 3 ▼ |
| P-225 Lubricate shafts at hydraulic cylinders (introduce oil between shaft and spile). | L1 | 3 ▼ |

| | | |
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|  | CHECKLIST PREVENTIVE MAINTENANCE | SEAPORTS |
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| | | | | |
|-------|---|----|----|----|
| P-226 | Lubricate hinges and springs at docking doors. | L1 | 3 | ▼ |
| P-227 | Lubricate shock absorbers at docking canopy. | L1 | 3 | ▼ |
| P-228 | Lubricate mechanical parts of the limit switches. | L2 | 6 | ▼ |
| P-229 | Check motor connection box (sealing, rust, cable glands and terminals). | L2 | 6 | ▼ |
| P-230 | Lubricate guide channels at extension bodies (move along the stroke). | E4 | 6 | ▼ |
| P-231 | Lubricate guide channels at docking canopy (move along the stroke). | E4 | 6 | ▼ |
| P-232 | Check level and quality of the gearboxes oil. | | 12 | NA |
| P-233 | Check brake linings wear and gauge (annotate the measurement). | T1 | 12 | NA |
| P-234 | Check motor starter adjustments (annotate the measurement). | | 12 | NA |
| P-235 | Take electric measurements (see corresponding chapter). | T2 | 12 | ▼ |
| P-236 | Take hydraulic measurements (see corresponding chapter). | T3 | 12 | NA |
| P-237 | Replace gearboxes oil. | S1 | 24 | NA |

13 PPS 500 - BUILDING CONNECTION

| | |
|-----------------------------|--|
| Test date: MAY 8-10 2018 | Comments: The South mechanical actuator of the building ramp was not working. It is repaired. We recommend to never leaving it in an extreme position but in an intermediate position so the first movement can be both up or down. |
|-----------------------------|--|

| | | | | |
|-------|---|-----|---|---|
| P-238 | General visual inspection. | | 1 | ▼ |
| P-239 | System operation test (absence of friction or abnormal noise). | | 1 | ▼ |
| P-240 | Operation test of the sensors and operational limit switches. | | 1 | ▼ |
| P-241 | Reach operational limit switches (+) and (-) check movement is stopped. | x 2 | 3 | ▼ |
| P-242 | Check guide elements (alignment and wear). | | 3 | ▼ |
| P-243 | Check motor and gearbox (oil breather and signs of leaking). | | 3 | ▼ |
| P-244 | Check operation of the motor brake. | | 3 | ▼ |
| P-245 | Check status of the couplings (fixation and vibration) | | 3 | ▼ |
| P-246 | Check status of the building contact rubbers. | | 3 | ▼ |
| P-247 | Remove previously lubricant excess and clean dirt (if necessary). | | 3 | ▼ |
| P-248 | Lubricate bearings at extension bodies. | E1 | 3 | ▼ |
| P-249 | Lubricate articulation joints at linear actuators. | E1 | 3 | ▼ |

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| | | | |
|---|----|----|----|
| P-250 Lubricate shafts at tilting ramp (introduce oil between shaft and spile). | L1 | 3 | ▼ |
| P-251 Lubricate shafts at linear actuators. | L1 | 3 | ▼ |
| P-252 Lubricate hinges and joints at service door. | L1 | 3 | ▼ |
| P-253 Lubricate access handrail joints. | L1 | 3 | ▼ |
| P-254 Check motor connection box (sealing, rust, cable glands and terminals). | L2 | 6 | ▼ |
| P-255 Lubricate guide channels at extension bodies (move along the stroke). | E3 | 6 | ▼ |
| P-256 Check level and quality of the gearboxes oil. | | 12 | NA |
| P-257 Check brake linings wear and gauge (annotate the measurement). | T1 | 12 | NA |
| P-258 Take electric measurements (see corresponding chapter). | T2 | 12 | ▼ |
| P-259 Replace gearboxes oil. | S1 | 24 | NA |

14 PPS 600 - HYDRAULIC INSTALATION

| | |
|-----------------------------|-----------|
| Test date: MAY 8-10 2018 | Comments: |
|-----------------------------|-----------|

| | | | |
|--|----|---|---|
| P-260 General visual inspection. | 1 | ▼ | |
| P-261 Status of the informative posters and the visual signaling. | 1 | ▼ | |
| P-262 Status of the technical drawings inside the cabinet. | 1 | ▼ | |
| P-263 Status of the door locks. | 1 | ▼ | |
| P-264 System operation test (absence of friction or abnormal noise). | 1 | ▼ | |
| P-265 Emergency system operation test (manual pump). | 1 | ▼ | |
| P-266 Check status of the valve caps and adjustments bolts fastened. | 3 | ▼ | |
| P-267 Check status of the pipes, hoses, fittings (rust, leaks and cracks). | 3 | ▼ | |
| P-268 Check status of the cylinder rod coating (biting). | 3 | ▼ | |
| P-269 Check status of the fixations (silent blocks). | 3 | ▼ | |
| P-270 Check operation of the internal lighting. | 3 | ▼ | |
| P-271 Check oil level (minimum retraction and maximum extension). | 3 | ▼ | |
| P-272 Lubricate articulations (hinges). | L1 | 6 | ▼ |
| P-273 Check cylinders have air inside and purge if necessary (movement without damping). | 6 | ▼ | |

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| | | | |
|-------|--|----|-------|
| P-274 | Check cylinders internal leakage (no displacement while the rod is stopped). | 6 | ▼ |
| P-275 | Check precharge pressure in gas accumulators and recharge if necessary. | 6 | NP |
| P-276 | Clean filters or replace if necessary (suction and return). | 12 | ▼ |
| P-277 | Check hose and valve labels (without any modification). | 12 | ▼ |
| P-278 | Check wiring and equipment labels (without any modification). | 12 | ▼ |
| P-279 | Check tightness of the pipe fastenings. | 12 | ▼ |
| P-280 | Take thermographic measurements (absence of hot spots at working temperature). | 12 | NA |
| P-281 | Take electric measurements (see corresponding chapter). | T2 | 12 NA |
| P-282 | Take hydraulic measurements (see corresponding chapter). | T3 | 12 NA |
| P-283 | Replace gearboxes oil or take sample and analyze. | S2 | 24 NA |

15 PPS 800 - HANDICAPPED RAMPS

| | |
|-----------------------------|-----------|
| Test date: MAY 8-10 2018 | Comments: |
|-----------------------------|-----------|

| | | | |
|-------|---|----|-----|
| P-284 | General visual inspection. | 1 | ▼ |
| P-285 | System operation test (absence of friction or abnormal noise). | 1 | ▼ |
| P-286 | Operation test of the inclinometer. | 1 | ▼ |
| P-287 | Operation test of the sensors and internal limit switches. | 1 | ▼ |
| P-288 | Check guiding elements | 3 | ▼ |
| P-289 | Check motor connection box (sealing, rust, cable glands and terminals). | 3 | ▼ |
| P-290 | Remove previously lubricant excess and clean dirt (if necessary). | 3 | ▼ |
| P-291 | Lubricate articulation joints at linear actuators. | E1 | 3 ▼ |
| P-292 | Lubricate shafts at tilting ramp (introduce oil between shaft and spile). | L1 | 3 ▼ |
| P-293 | Lubricate shafts at linear actuators. | L1 | 3 ▼ |

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16 PPS 900 - ELECTRIC MEASUREMENTS

| | |
|-----------------------------|-----------|
| Test date: MAY 8-10 2018 | Comments: |
|-----------------------------|-----------|



Risk of electric shock!

The machine electric supply must be disconnected before start any electric maintenance work.

- ✓ Take the following measurements on each electric motor and once the other motor checking is complete.
- ✓ At motors controlled by inverter take the consumer data directly on the drive, and for the rest use ampere clamp.

Measurement tool data.

| | | | |
|---------------------------|--|-----------------------------|----------------------------|
| Tool: Megger Tester | Measurement: Insulation Resistance | Unit scale: 2200 MΩ Ω | Prove voltage: 1000 Vdc |
|---------------------------|--|-----------------------------|----------------------------|

16.1 Current and voltage table

| POS | Motor data | Voltage measurement V | | | | | | Brake Red |
|-----|------------|----------------------------|----------------|----------------|----------------------------|----------------|----------------|--------------|
| | | Motor rotate (+) direction | | | Motor rotate (-) direction | | | |
| | | U ₁ | V ₁ | W ₁ | U ₁ | V ₁ | W ₁ | |
| 1 | M21A | 11.9 | 11.5 | 11 | 8.3 | 8.5 | 8.7 | |
| 2 | M21B | 10.1 | 10.5 | 10.7 | 8.5 | 8.3 | 8.6 | |
| 3 | M22A | 6.5 | 7 | 6.8 | 4.7 | 5 | 5.2 | |
| 4 | M22B | 6 | 5.9 | 6.3 | 4.4 | 4.8 | 5 | |
| 5 | M61A | | | | | | | |
| 6 | M33 | | | | | | | |
| 7 | M52 | | | | | | | |
| 8 | M53 | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

END OF SECTION



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: Archnique.Kidd@cityofmobile.org
251.208.7967
205 Government Street, 4th Floor

Bidders and Proposers – Please complete and submit these forms as required by your City of Mobile Bid or Proposal Specification.

This document provides information to the City of Mobile about the subcontractors and major suppliers you intend to use to complete this contract. Failure to submit this form, when so required by the bid or proposal specification, will render your bid non-responsible. Not all specifications require this form to be completed, or may require its completion under varying circumstances. Refer to the specification for direction.

The City of Mobile will use this form to:

- Understand your intended use of subcontractors and major suppliers as part of your bid/proposal submission.
- Evaluate your capability to complete the performance of this contract.
- Determine your use of Disadvantaged Business Enterprises (DBEs) as subcontractors and suppliers.
- For certain contracts, assess whether you exercised “good faith efforts” to use DBE subcontractors and suppliers for at least 15% of the value of your bid/proposal amount. (See City of Mobile City Code Sec. 14-2.)

Include this form with your bid/proposal submission. Should your bid be considered the lowest responsible bid, you will have the opportunity to update this form at contract signature. You also will be required to re-verify your information at contract conclusion.

The bid specification may require you to attempt in “good faith” to use DBE subcontractors and suppliers for at least 15% of the value of your bid in the performance of this contract. If you don’t have that level of DBE subcontractor / supplier usage (as documented on **Form 1**), you are required to complete the “good faith effort” documentation on **Form 2**. When so required, failure to adequately address the good faith effort factors on Form 2 will render your bid or proposal as non-responsive. The determination whether the bid or proposal adequately demonstrates and documents a DBE subcontractor/supplier plan, or good faith efforts to complete such a plan, will be at the sole discretion of the City of Mobile. You are encouraged to work with the City of Mobile Supplier Diversity Manager when preparing this form.

About “DBEs”: The City of Mobile considers businesses owned by minorities, women, or disabled veterans to be DBEs. Please consult with the City Supplier Diversity Manager for clarification or lists of certified DBEs.

About “Good Faith” Effort: The City of Mobile expects contractors holding large contracts to recruit and engage DBEs to be a part of their team. If the specification sets, and you cannot meet, the 15% target, you must show us how you attempted to recruit and engage DBEs to meet this target. This helps the City identify DBE market weaknesses for development, and ensures all bidders are equally considering this obligation in preparing a bid. The “good faith effort” factors on **Form 2** are not intended to be a mandatory, exhaustive, or exclusive. They are a tool to help you, and to help the City consistently and fairly consider your effort.



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Section I. Information about your company

FORM 1: Background and Plan

| | |
|-----------|--|
| Company | |
| Address | |
| Telephone | |
| E-Mail | |

| | |
|--------------------------------|--|
| RFP/RFQ Solicitation Number | |
| Project Description | |
| Is your company a DBE company? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Work force demographics | Male _____ Female _____ Minority _____ Non-minority _____ Vets _____ |
| | Total #of Employees _____ |

Subcontractor/Major Supplier Plan submitted by:

Printed Name: _____

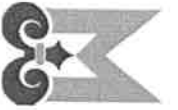
Signature: _____ Date: _____

Title: _____

The following employee will be designated as the **DBE Liaison** for all communication regarding DBE participation including documentation for DBE participation and maintenance of records of Good Faith Efforts for this contract award:

Name: _____ Title: _____

E-mail: _____ Phone: _____



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Form 2: Good Faith Effort Documentation

Name of Bidder: _____

Contact Person: _____ Phone _____ Email _____

Please complete this form if you are unable to identify DBE subcontractors or suppliers to reach 15% of the value of your bid.

| YES <input type="checkbox"/> | NO <input type="checkbox"/> | Did you do these suggested areas for DBE recruitment and engagement |
|------------------------------|-----------------------------|---|
| | | PRE-BID MEETING(S): The bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities. |
| | | CMDBE/ALDOT DBE LIST(S): The bidder utilized the Office of Supplier Diversity's list or lists of certified ALDOT DBE's |
| | | SMALL CONTRACT(S): The bidder selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation). Consider support services, including insurance, accounting, temporary labor, and transportation, landscaping, and janitorial as potential areas for DBE use. |
| | | FOLLOW-UP: The bidder followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding. |
| | | ADVERTISEMENT: The bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities, and allowed DBEs reasonable time to respond. |
| | | INTERNET ADVERTISING: The bidder advertised DBE and/or subcontracting opportunities on the <i>City of Mobile</i> Facebook page or other internet portals that are accessible to DBEs and/or potential subcontractors. |
| | | GOOD FAITH NEGOTIATIONS: The bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities. |



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| | |
|--|--|
| | INFORMATION: The bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract. |
| | WRITTEN NOTICE(S): The bidder/proposer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively. |
| | COMMUNITY RESOURCES: The bidder/proposer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms. |
| | CONTRACT RECORDS: The bidder/proposer has maintained the following records for each DBE that has bid on the subcontracting opportunity: 1. Name, address, and telephone number; 2. A description of information provided by the bidder/proposer or subcontractor; and 3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the DBE was unqualified to perform the job. |

Please indicate if any of the following applied:

_____ There are not ways to break out 15% of the value of this contract for subcontractors / suppliers.

_____ Could not find sufficient DBEs to provide subcontracting or supplier services.

_____ DBEs were available but did not have sufficient qualifications or experience to meet the needs of this contract.

Please indicate additional efforts you have taken to recruit and engage DBEs. _____

Suggestions or comments to improve this program. _____