



Addendum No. 1

To: Mandatory Pre-Bid Attendees and Registered Plan holders

From: Gregg Blaize
Architectural and Engineering Department

Date : August 14, 2022

Re: Service Contract – Janitorial Services
Various City of Mobile Facilities

This addendum forms a part of, and modifies, the Request for Quotes for the above referenced project, dated July 28, 2022. Acknowledge the receipt of the Addendum No. 1, and any subsequent Addenda, in the space provided on the Quote Form. Failure to do so may subject bid to disqualification.

General:

- Item 1. The Mandatory Pre-Quote Conference Agenda with Modifications and Pre-Bid Conference Attendance Roster, dated August 12, 2022, are attached and form part of Addendum No. 1.
- Item 2. Mr. Roger Cook with the City of Mobile's Supplier Diversity Office was present and stressed the need for DBE participation and effort to secure DBE participation.
- Item 3. Any observed discrepancies, omissions, requests for clarifications, or errors in any part of the contracted documents shall be submitted as written RFIs to Gregg Blaize @ gregg.blaize@cityofmobile.org. Cut off time for submission of RFIs is 3:00 pm , at least three (3) calendar days prior to the Bid Opening.
- Item 4. Official clarifications or corrections will be made by written addendum sent to all registered prospective bidders via email.
- Item 5. Bid Form with Bid Security, in the form of a Bid Bond or Bid Check is required. A valid City of Mobile business license for the duration of the contract is required. E-Verify, the Beason-Hamond Taxpayer Protection Act applies to this Project.
- Item 6. Certificate of Insurance in amounts and with endorsements as required by City of Mobile. (See Project Manual).
- Item 7. Alabama Law Enforcement requirements shall be applicable to all Service Contractor personnel. (See Project Manual for a list of corresponding Facilities).

Bid Alterations and Modifications

- Item 1. The Bid Opening date has been changed. Sealed formal Proposals of a stipulated sum will now be received and clocked in until **2:00 P.M., Wednesday, August 31, 2022**. Bids will be publicly opened and read at 2:30 P.M. in the Atrium Lobby of Government Plaza.
- Item 2. Scope of Service has been modified for Azalea City Golf Course. Pricing request for Quarterly Service remains, however we have added a price request for the following Service at the Facility:
Arrival Time: 7:30AM
Days: Monday, Wednesday, Friday, Saturday and Sunday
Scope of Work: Sanitize bathrooms (sinks, urinals and toilets).
Sweep or vacuum floors/carpets and mop tile and rubber floors (bathrooms/locker rooms, Pro Shop, offices). Take out trash (bathrooms/locker rooms, Pro Shop, offices). Replenish paper products/feminine hygiene bags in bathrooms. Replenish soap dispensers. Clean mirrors. General tidying up to include wiping light switches.
- Item 3. An *optional* facility tour will be scheduled for **Wednesday, August 17, 2022 at 8:30 am. Tour will begin at 200 Government Street.**

Forms and Specifications:

- Item 1. Revised Bid Form #2 has been attached to Addendum #1. Bid Form #2 shall replace original Bid Form.

END OF ADDENDUM NO. 1

BID FORM #2

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: SERVICE CONTRACT – JANITORIAL SERVICES

PROJECT LOCATION: VARIOUS CITY OF MOBILE LOCATIONS

PROJECT NO.: SC-039-22

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 July 28, 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: _____

CITY OF MOBILE VENDOR 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 performing the Work on the above captioned Project in accordance with the terms of the Contract Documents, Section 01000 – Scope of Work, 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 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 Thirty (30) days prior to the expiration date of the preceding term.

BID – A specified in section 01000 – Scope of Work

Location	Year 1 - Monthly	Year 1 – Annual	Year 2 - Monthly	Year 2 - Annual	Year 3- Monthly	Year 3 - Annual
200 Gov't St.-1st Floor "A" - CRO	\$	\$	\$	\$	\$	\$
200 Gov't St. 2nd Floor "A" - MPD						
200 Gov't St.-2nd Floor-East Side "B" HDC	\$	\$	\$	\$	\$	\$
200 Gov't St.-3rd Floor-East Side "C" – 311	\$	\$	\$	\$	\$	\$
200 Gov't St.-3rd Floor-West Side "D" - ITEAM	\$	\$	\$	\$	\$	\$
Animal Shelter	\$	\$	\$	\$	\$	\$
Electrical Dept	\$	\$	\$	\$	\$	\$
Fort Hardeman - Police EMT	\$	\$	\$	\$	\$	\$
Hurtel Street Bldg "A" & "D" - PW Trash/HE	\$	\$	\$	\$	\$	\$
Hurtel Street Bldg "C" - MIT Training Class Room	\$	\$	\$	\$	\$	\$
Hurtel Street Bldg "E" - Eng. Dept #7426	\$	\$	\$	\$	\$	\$
Garage Body Shop	\$	\$	\$	\$	\$	\$
Motor Pool	\$	\$	\$	\$	\$	\$
Municipal Archives	\$	\$	\$	\$	\$	\$
Police Academy	\$	\$	\$	\$	\$	\$
Police Department-Special Operations	\$	\$	\$	\$	\$	\$
Police First Precinct	\$	\$	\$	\$	\$	\$
Police DIP Precinct.	\$	\$	\$	\$	\$	\$
Police Second Precinct	\$	\$	\$	\$	\$	\$
Police Third Precinct	\$	\$	\$	\$	\$	\$
Police Fourth Precinct - PSC	\$	\$	\$	\$	\$	\$
Police Headquarters	\$	\$	\$	\$	\$	\$
Police Impound Lot Metal Bldg.	\$	\$	\$	\$	\$	\$
Public Buildings Department	\$	\$	\$	\$	\$	\$
Public Works Complex	\$	\$	\$	\$	\$	\$
Tardy Cottage	\$	\$	\$	\$	\$	\$
Technology Center	\$	\$	\$	\$	\$	\$
Traffic Engineering	\$	\$	\$	\$	\$	\$
Western Administrative Complex (WAC)	\$	\$	\$	\$	\$	\$
Azalea City Golf Course	\$	\$	\$	\$	\$	\$
Copeland Cox Tennis Center (QUARTERLY)	\$	\$	\$	\$	\$	\$
Azalea City Golf Course Club House (QUARTERLY)	\$	\$	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$	\$	\$

Year 1 – Initial Term:	\$ _____ .00
Year 2 – 1 st Additional Term:	\$ _____ .00
Year 3 – 2 nd Additional Term:	\$ _____ .00
Total :	\$ _____ .00

Total Bid Amount (Year 1, 2, and 3 Total): _____
(Amount in Words)

Dollars (\$ _____)
(Amount in Numbers)

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

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

UNIT PRICES – for Additional Services as specified in Section 01000 – Scope of Work:

Floor Cleaning Only:	\$ _____ /sq. ft.
VCT Flooring – Strip and Wax:	\$ _____ /sq. ft.
Carpet Cleaning:	\$ _____ /sq. ft.

Hourly Rates: For work performed outside the basic scope of services and not included in the total Bid:

- A. Regular Time (8am to 5pm, Monday through Friday): \$ _____ per hour.
- B. Overtime (5pm to 8am, Monday through Friday, and Weekends): \$ _____ per hour
- C. Overtime Holidays (City Holidays): \$ _____ per hour

Parts/Material: Service Contractor's direct cost plus **Fifteen (15%) percent.**

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 that he/she will comply with Federal, State and local laws concerning discrimination, including Chapter 14, Code of the City of Mobile, adopted December 10, 1991 and as amended December 18, 2018.

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

