Addendum No. 1

To: Mandatory Pre-Bid Attendees and Registered Plan holders

From: Gregg Blaize
Architectural and Engineering Department

Date : August 22, 2022

Re: Service Contract – Janitorial Services
Mobile, Alabama Cruise Terminal

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 of 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. The Mobile, Alabama Cruise Terminal is a United States Port and is thus under the Department of Homeland Security Rules and Regulations. 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.

Request for Information (RFI):

Item 1. Do you have a Cruise Schedule ?
Response: Yes, attached is the Cruise Terminal Cruise Schedule for 2022 and 2023.

Attachments:

1. Pre-Bid Conference Agenda with Modifications
2. Pre- Bid Conference Attendance Roster
3. Mobile, Alabama 2022 and 2023 Cruise Schedule
4. City of Mobile Office of Supplier Diversity- Subcontracting and Major Supplier Plan

END OF ADDENDUM NO. 1

MOBILE ALABAMA CRUISE TERMINAL JANITORIAL SERVICE CONTRACT
SC-040-22

PRE-BID CONFERENCE
9:00 AM August 16, 2022

AGENDA

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

2. Introductions – Owner Contacts, Cruise Terminal Representative, Supplier Diversity Manager.

3. Pre-Bid requirements: In order to submit a bid, contractors must be present at the Pre-Bid meeting in person or by conference call.

4. Discussion of Scope Work.
    a. Work to be performed by Service Contractor under this Agreement shall consist of furnishing all labor, materials, insurance, tools, equipment and supplies, and all associated travel time and expenses required to provide and maintain the janitorial services at the Mobile, Alabama Cruise Terminal.

    Due to the nature of the Mobile, Alabama Cruise Terminal, the specialized needs of Carnival Cruise Lines (CCL), and the current ship, all work must be coordinated with and through the Cruise Terminal Director. Before performing any work, the Service Contractor shall coordinate the time, key access and other conditions for cleaning with the Cruise Terminal Director.

    Scheduling: Daily times to be determined. Days for cleaning scheduled from the beginning of the Agreement through the end of the Agreement are based on Carnival Cruise Lines' schedule and NOT created by the Cruise Terminal or the Building Services Department of the City of Mobile.

    The Scope of Work is to be divided into: Pre-Cruise Day, Cruise Day and Post-Cruise Day.

    b. All Work shall be in accordance with the Clean Water Act; the Alabama Water Pollution Control act; the current version of the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas; and the current version of the Mobile, Alabama City Code Chapter 17 Stormwater Management and Flood Control. All waste water with oils, grease, etc. shall be properly contained and disposed of. It cannot be directed into the storm drains.

    Provide protection and conduct janitorial services in ways that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.

Comply with City of Mobile and Alabama Department of Environmental Management requirements. Pay particular attention to Water Regulations and Allowable Discharges.

See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control. Service Contractor will obtain approval of "Best Management Practices" from the City of Mobile's Environmental Services Department before work may commence.

Obtain any necessary permits that may be required due to discharges.

5. Special Instructions.

   a. Contractor shall provide an appropriately completed copy of the "City of Mobile Subcontracting and Major Supplier Plan" in the envelope with their Bid Form. Failure to submit this plan in the sealed bid envelope shall result in immediate rejection of bid.

   b. Contractor should contact the City of Mobile, Supplier Diversity Office for assistance with DBE Subcontractor information and any questions regarding DBE Compliance Forms.

6. Bidding instructions, forms, special requirements and time.

   a. Sealed formal Proposals of a stipulated sum (fixed price) will be received and clocked in until **2:00 P.M., Wednesday, August 31, 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 Atrium Lobby of Government Plaza, 205 Government St., Mobile, Alabama.

7. Additional Requirements at time of Contract execution:

   a. A valid City of Mobile business license for the duration of the contract period
   b. E-verify Documentation: The Beason-Hammond Taxpayer Protection Act applies to this project. Contractor shall comply with the requirements of this Act and show proof of enrollment in the E-verify program by submitting the electronically generated Federal E-verify document prior to signing of the construction contract. (see Project Manual)
   c. Performance Bond and Labor & Material Payment Bond are required.
   d. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile (see Project Manual).

8. Owner/City of Mobile contacts and phone number:
   a. Gregg Blaize 251-490-5534

9. Facility Tour

10. Adjourn

The Carnival Ecstasy's Cruise Schedule

2022 Departures from Mobile, Alabama

Date	Day	Length
1/3/2022	Mon	5 days
1/8/2022	Sat	5 days
1/13/2022	Thur	4 days
1/22/2022	Sat	5 days
1/27/2022	Thur	4 days
1/31/2022	Mon	5 days
2/5/2022	Sat	5 days
2/10/2022	Thur	4 days
2/14/2022	Mon	5 days
2/19/2022	Sat	5 days
2/24/2022	Thur	4 days
2/28/2022	Mon	5 days
***3/5/2022**	**Thur**	**5 days**
3/10/2022	Thur	4 days
3/14/2022	Mon	5 days
3/19/2022	Sat	5 days
3/24/2022	Thur	4 days
3/28/2022	Mon	5 days
4/2/2022	Sat	5 days
4/7/2022	Thur	4 days
4/11/2022	Mon	5 days
4/16/2022	Sat	5 days
4/21/2022	Thur	4 days
4/25/2022	Mon	5 days
4/30/2022	Sat	5 days
5/5/2022	Thur	4 days
5/9/2022	Mon	5 days

Date	Day	Length
5/14/2022	Sat	5 days
5/19/2022	Thur	4 days
5/23/2022	Mon	5 days
5/28/2022	Sat	5 days
6/2/2022	Thur	4 days
6/6/2022	Mon	5 days
6/11/2022	Sat	5 days
6/16/2022	Thur	4 days
6/20/2022	Mon	5 days
6/25/2022	Sat	5 days
6/30/2022	Thur	4 days
7/4/2022	Mon	5 days
7/9/2022	Sat	5 days
7/14/2022	Thur	4 days
7/18/2022	Mon	5 days
7/23/2022	Sat	5 days
7/28/2022	Thur	4 days
8/1/2022	Mon	5 days
8/6/2022	Sat	5 days
8/11/2022	Thur	4 days
8/15/2022	Mon	5 days
8/20/2022	Sat	5 days
8/25/2022	Thur	4 days
8/29/2022	Mon	5 days
9/3/2022	Sat	5 days
9/8/2022	Thu	4 days
9/12/2022	Mon	10 days

Date	Day	Length
9/22/2022	Thur	4 days
9/26/2022	Mon	5 days
10/1/2022	Sat	5 days
10/6/2022	Thur	4 days
****10/10/2022**	**Mon**	**5 days**
10/15/2022	Sat	5 days
10/20/2022	Thur	4 days
10/24/2022	Mon	5 days
10/29/2022	Sat	5 days
11/3/2022	Thur	4 days
11/7/2022	Mon	5 days
11/12/2022	Sat	5 days
11/17/2022	Thur	4 days
11/21/2022	Mon	6 days
11/27/2022	Sun	4 days
12/1/2022	Thur	4 days
12/5/2022	Mon	5 days
12/10/2022	Sat	5 days
12/15/2022	Thur	4 days
12/19/2022	Mon	4 days
12/23/2022	Thur	5 days
12/28/2022	Wed	5 days

Normal schedule pending unforseen delays.

Cruise Duration	If Ship Leaves On:	It Returns On:
5 Day	Monday 4:00pm	Saturday 8:00am
5 Day	Saturday 4:00pm	Thursday 8:00am
4 Day	Thursday 4:00pm	Monday 8:00am

Attachment 1

The Carnival Spirit's Cruise Schedule

2023-2024 Departures from Mobile, Alabama

Date	Day	Length
10/6/2023	Fri	8 days
10/14/2023	Sat	8 days
10/22/2023	Sun	6 days
10/28/2023	Sat	8 days
11/5/2023	Sun	6 days
11/11/2023	Sat	8 days
11/19/2023	Sun	6 days
11/25/2023	Sat	8 days
12/3/2023	Sun	6 days
12/9/2023	Sat	8 days
12/17/2023	Sun	6 days
12/23/2023	Sat	8 days
12/31/2023	Sun	6 days

Date	Day	Length
1/6/2024	Sat	8 days
1/14/2024	Sun	6 days
1/20/2024	Sat	8 days
1/28/2024	Sun	6 days
2/3/2024	Sat	8 days
2/11/2024	Sun	6 days
2/17/2024	Sat	8 days
2/25/2024	Sun	6 days
3/2/2024	Sat	8 days
3/10/2024	Sun	6 days
3/16/2024	Sat	8 days
3/24/2024	Sun	6 days
3/30/2024	Sat	7 days

Cruise Duration	If Ship Leaves On:	It Returns On:
6 Day	Sunday 4:00 pm	Saturday 8:00 am
7 Day	Saturday 4:00 pm	Saturday 8:00 am
8 Day	Friday 4:00 pm	Saturday 8:00 am
8 Day	Saturday 4:00 pm	Sunday 8:00 am

Normal schedule pending unforseen delays.

Attachment 1

OFFICE OF SUPPLIER DIVERSITY

CITY OF MOBILE

Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for questions on completing this form.
Via emai: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.

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

FORM 1: Background and Plan

Section I. Information about your company

Company	
Address	
Telephone	
E-Mail	

RFP/RFQ Solicitation Number	
Project Description	
Is your company a DBE company?	Yes ☐ No ☐
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: _____

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

FORM 1: Background and Plan

Section II. Plan for Subcontractors and Major Vendors

This form asks for your intentions to utilize subcontractors and suppliers as a potential contractor for the city of Mobile. For purposes of this form, disadvantaged individuals or enterprises include persons or small-business-enterprise owners who are women, members of a racial minority, or disabled military veterans.

RFP/RFQ/Bid # _____ Your Bid/Proposal Amount $_____ Date: _____/ _____/____

Description_____

Name of Bidder/Proposer: _____

I intend to use the following subcontractors: (Attach additional pages if necessary)

Subcontractor or Major Supplier	Phone	Scope of Work to be performed	$$ Value to be Performed	% Of Your Bid Amount	DBE?	Official Verification Only

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 (☐)	NO (☐)	**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 *City of Mobile* 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.

		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. _____

_____

ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION	DATE
Pre-Bid	Service Contract- Cruise Terminal Janitorial Services	Mobile, Alabama Cruise Terminal	Tuesday, August 16, 2022

SC-0[illegible]-22

NAME	ORGANIZATION	PHONE	FAX	CELL PHONE	E-MAIL
Gregg Blaize	COM		251-208-5871	251-490-5534	gregg.blaize@cityofmobile.org
DAVID WRIGHT	Grumpy Gatherings DBA Janitorial of Mobile	251-414-5560	N/A	251-583-3243	dwright@janitkinger.com
JoAnna Wood	Bama Jam Group LLC	251-316-1707	N/A	251-373-9200	Bamajam2022@gmail.com
April Wright	Cleaned Wright	251-487-8982		251-487-8982	cleanedwright2016@gmail.com
Seth Blitch	RB+T Industrial Services	251-802-8958	N/A	251-802-8958	sethblitch12@gmail.com
Colton Tillman	Southern Cleaning Service	251-401-1046	N/A	251-401-1046	ctillman@scsione.com
Jennifer Farrell	ServiceMaster	251-510-3499	251-343-3432	251-510-3499	jennifer.farrell@att.net
RaShaun Figures	Dartch Figures & Son Inc	251-591-7617		251-591-7617	dartchfigures@
Ursola Nelson	COM	2512086007		251880-1752	ursola.nelson@cityofmobile.org
CLINTON C. MOSLEY	TOUCHDOWN CLEANING	251-402-2703	N/A	251-402-2703	touchdowncs4@gmail.com
Tylee Thomas	Bama Jam Group LLC	251-316-1707	N/A	251-373-9189	Bamajam2022@gmail.com
Roger Cook	COM	251-208-7632			roger.cook@cityofmobile.org