



CITY OF MOBILE
REQUEST FOR
QUOTES

July 10, 2025

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

Project Name: LANDSCAPING SERVICES AT JAPANESE GARDENS

**Project Location: JAPANESE GARDENS
700 FOREST HILL DRIVE
MOBILE, AL 36608**

Project Number: 2025-2045-03

The City of Mobile will receive quotes for the above stated project on **July 25, 2025, no later than 2:00 PM CT**. Quotes can be received by email to Steve Ogburn, Project Manager (steve.ogburn@cityofmobile.org). Quotes may also be **delivered in person** to the following address:

City of Mobile, Programs and Project Management Department
Second Floor – South Tower
205 Government Street, Mobile, AL 36602

This is NOT a tax-exempt project. Quotes shall include all applicable sales and use taxes.

Scope of Work:

Work to be performed by Service Contractor under this Agreement shall consist of furnishing all labor, materials, insurance, tools, supplies and equipment necessary to provide one-time landscaping services to Japanese Gardens, 700 Forest Hill Drive, Mobile, AL 36608, as specified in the Scope of Work – Landscaping Services, dated July 8, 2025 (attached as Exhibit 1).

Pre-Quote Conference:

A mandatory Pre-Quote conference shall be held in the Japanese Gardens Parking Lot, 700 Forest Hill Drive, Mobile, AL 36608, commencing on Thursday, July 17th at 8:00 AM CT..

A representative of the company may be present at the meeting.

Examination of Documents:

Before submitting a Quote, Quoters should carefully examine this Request for Quotes, visit the site of the Work, fully inform themselves as to existing conditions and limitations, and include in the Quote a sum to cover the cost of all items included in the Request for Quotes as necessary to perform the work. The submission of the Quote will be considered as conclusive evidence that the Quoting Company has made such examination.

Term of Agreement:

The Work shall commence on the date of written Notice to Proceed, issued by the City. The term of the Contract shall extend for thirty days from the date of the Notice to Proceed with the option to renew for Two (2) additional thirty (30) day terms, by notifying the Service Contractor not less than seven (7) days prior to the expiration date of the preceding term. Work must be completed by Friday, August 8, 2025, unless otherwise notified by the City.

Service Contractor's Use of Premises:

Coordinate all work with the City of Mobile, Programs and Project Management Department, Project Manager. All Work shall be scheduled to minimize the disturbance and interruption of the facility, staff, and the general public. Coordination may be required with Japanese Gardens Foundation Staff.

Bonds must be issued by a Surety licensed to do business in 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. Power of Attorney is required for all Bonds.

Quality Assurance:

For all work performed under this Section, use only skilled technicians who are fully licensed by the State of Alabama and have been thoroughly trained and certified in the application of fertilizer, herbicides, and pesticides, as needed. Copies of licenses, training, and certification must be attached to the Quote Form. Technicians shall be properly supervised. Service Contractor shall have at least 3 years' experience in landscape services and application of fertilizer, herbicides, and pesticides.

Hours of Work:

The Owner shall not prohibit Service Contractor from performing work herein during a normal work day. For the purpose of this provision a "normal work day" is defined as any business day between the hours of 7:00 a.m. and 4:00 p.m. Saturday and Sunday work days can be requested and approved by the Project Manager.

Payments:

The Owner will pay the Service Contractor for actual work performed in accordance with the following:

- Payments will be made upon completion of work as specified.
- Original invoice shall be submitted to the Project Manager for review and approval.

Termination:

The Owner may terminate the Contract upon five (5) days written notice. The Owner shall pay only for work executed and proven loss with respect to materials, equipment, tools and reasonable overhead. The Owner shall not make payment to the Service Contractor for profit or damages as a result of terminating the Contract.

Insurance:

Service Contractor shall provide insurance in accordance with Exhibit B, City of Mobile Insurance Requirements.

Form of Agreement:

A purchase order will be issued for this project.

General:

Requests for information (RFI's) shall be submitted in writing to the Project Manager no later than three (3) business day prior to the Quote submittal date. Responses shall be in the form of a written Addendum issued to all Service Contractors. Receipt of all addenda shall be acknowledged by the Service Contractor on the Quote forms. Failure to acknowledge Addenda may result in disqualification of the Quote.

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

The Quote to whom the p 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, along with an electronically signed Agreement:

1. Certificate of Insurance (original), along with all required endorsements
2. Evidence of enrollment in the E-Verify program.
3. Enrollment in the City of Mobile's Vendor Registration Portal:
<https://www.cityofmobile.org/bids/vendor-portal-information/>
4. Other documentation as required by the Contract Documents.

Immigration Law: The Service Contractor agrees that it shall comply with all of the requirements of the Beason-Hammond Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Alabama Code (1975) Section 31-13.1, et, seq., as amended by Act No. 2012-4-91. Compliance shall be evidenced by verification of enrollment in the E-Verify Program and documentation of enrollment shall be attached to the executed Agreement.

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.

Equal Opportunity:

- A. The City of Mobile, Alabama is an Equal Opportunity Employer and requires that all Service Contractors comply with the EQUAL Employment Opportunity laws and the provisions of the Quote Documents in this regard.
- B. Anti-discrimination: Service Contractor shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, *inter alia*, that all contractors performing work for the City of Mobile

not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen (15%) percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities. See Exhibit C – Subcontracting & Major Supplier Plan.

NOTE: Contact the Project Manager, Steve Ogburn, at the City of Mobile, office, 251-208-7496 or e-mail steve.ogburn@cityofmobile.org for further clarification.

QUOTE FORM
LANDSCAPING SERVICES AT JAPANESE GARDENS
JAPANESE GARDENS

700 FOREST HILL DRIVE, MOBILE, AL 36608

Project Number: 2025-2045-03

QUOTE:

Company Name: _____

Company Address: _____

Office Phone #:_____ **Fax # :**_____

City of Mobile Business License Number: _____

City of Mobile Vendor Number: _____

Hereby proposes to furnish all labor, materials, tools, insurance, equipment, and supplies and to sustain all expenses incurred in performing the Scope of Work for the amount listed below. Service Contractor acknowledges receipt of Addendum No. _____ and dated _____.

The Work shall commence on the issuance of purchase order, issued by the City. The term of the purchase order shall extend for thirty days from the date of the purchase order with the option to renew for Two (2) additional thirty (30) day terms, by notifying the Project Manager not less than seven (7) days prior to the expiration date of the preceding term.

Work must be completed by Friday, August 8, 2025, unless otherwise notified by the City.

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

Total Quote to perform job: _____

(Amount in Words)

_____ & 00/100 Dollars (\$) _____ . 00)

(Amount in Numbers)

During the term of the Agreement, if any unforeseen circumstances/conditions are discovered, Service Contractor must notify the Project Manager immediately. Repairs or tasks not covered by the Scope of Work will require written authorization by the City, prior to undertaking work.

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

DOCUMENTS TO BE SUBMITTED AT TIME OF BID:

- Bid Form
- Bid Bond or Cashier's Check, if applicable
- Subcontractor & Major Supplier Plan
- E-Verify

Contact Name: _____

Contact Phone #: _____ **Cell #:** _____

E-mail Address: _____

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

EXHIBIT 1
SCOPE OF WORK – LANDSCAPING SERVICES
July 7, 2025

BASIC SERVICES:

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 for landscape services at Japanese Gardens, as listed under Exhibit 2 - Location, in accordance with the terms of this Contract.

1. Coordination:

1. Coordinate all work with the Project Manager. Give adequate advance notice of service.
2. Work shall be scheduled, and the Service Contractor shall work in coordination with any construction work, so as to reduce the disturbances and interruptions.
3. Within Seven (7) calendar days from written Notice to Proceed, Service Contractor shall submit schedule for regular service to Project Manager for approval.

2. Job Conditions:

1. All services shall be performed during regular business hours, 7:00am to 4:00pm, Monday through Friday. Saturday or Sunday work can be requested and approved by the Project Manager.
2. In the event of weather delays or other circumstances beyond control of Service Contractor, every effort will be made to re-schedule any missed Landscaping Maintenance services as soon as possible after the delay.
3. Japanese Gardens is a park that has ornamental trees and bushes. Special care should be taken with all plants, bushes and trees so no damage occurs. Any questions should be immediately directed to the Project Manager.
4. Work must be completed by Friday, August 8, 2025, unless otherwise notified by the City.

3. Landscaping Maintenance:

1. Remove/grub all visible vines, weed trees and undesirable vegetation growing in the shrubs.
 - Such vegetation shall include any weed tree with a diameter of 2 inches or less at breast height (2" DBH).
 - Such vegetation shall be cut down to ground level or below.
 - If a stump remains it shall be treated with an undiluted non-selective herbicide to prevent it from growing back.
 - All vegetation that is cut shall be removed and disposed of by the contractor.

- No desirable vegetation shall be cut back or removed, unless instructed otherwise.
- 2. String trimming shall be done in all areas where grass or undesirable vegetation is growing around shrubs, rocks, benches, or other obstacles.
 - Such trimming shall be to a height of not less than 2 inches.
 - Equipment shall not make contact with the trunk of desirable vegetation or any obstacle that may be damaged.
 - Contractor shall be responsible for any damage that results from improper trimming.
- 3. Cut and remove overgrown plant material from around the ponds.
 - All debris should be removed.
 - Special care to be taken to not get any plant material in the water.

4. Areas to be Maintained:

- Service Contractor shall provide Landscaping Maintenance services within the approximate boundaries as shown in Exhibit 2 – Location. Service Contractor to verify exact location and dimensions.

ADDITIONAL SERVICES:

The City of Mobile may, during the term of this Agreement, request for Additional Services for additional discrepancies discovered. Service Contractor will provide a written list for approval by Owner.

END OF SECTION



EXHIBIT B

City of Mobile Insurance Requirements Contractor

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

A. Workers' Compensation/Employer's Liability:

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

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

B. Comprehensive General Liability Insurance:

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

C. Automobile Liability Insurance:

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

D. Excess/Umbrella Liability Insurance

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

CERTIFICATE OF LIABILITY INSURANCE ENDORSEMENT PAGE

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

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

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

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

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



OFFICE OF SMALL BUSINESS DEVELOPMENT
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Small Business
Development for questions on
completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967

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

If you are submitting a proposal in response to a Request for Qualifications, Request for Proposal, or other solicitation (“Solicitations”) issued by the City of Mobile, the bid specification may require you to utilize disadvantaged business enterprise (“DBE”) subcontractors and suppliers. If SBE participation is required, you must complete and submit these forms with your proposal. If required, failure to submit this form will render your bid non-responsive. NOTE: To satisfy participation requirements for a federally funded project, you must utilize SBEs certified through the Alabama Unified Certification Program.

If SBE participation is required, and you fail to satisfy the participation requirement, you must show that you made a good faith effort to include such participation; you will be required to submit DBE Compliance Form 2 and include additional information if needed. When so required, failure to address adequately the good faith effort factors on Form 2 will render your bid or proposal non-responsive. The “good faith effort” factors on Form 2 are not intended to be a mandatory, exhaustive, or exclusive.

You are encouraged to work with the City of Mobile Small Business Development Manager when preparing this form. Please consult with the City Small Business Development Manager for a list of eligible SBEs. The “good faith effort” factors on **Form 2** are not intended to be mandatory, exhaustive, or exclusive; they are a tool to help you, and the City of Mobile, determine whether you made efforts which, by their scope, intensity, and appropriateness to the objective, would reasonably be expected to fulfill the participation requirement.

About “**DBEs**”: Disadvantaged business enterprise or DBE means a for-profit small business concern (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

About “**Good Faith**” **Effort**: Good faith efforts mean efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. The City of Mobile expects contractors holding large contracts to recruit and engage DBEs to be a part of their team.

Failure to submit this form, when so required by the bid or proposal specification, will render your bid non-responsive.



OFFICE OF SMALL BUSINESS DEVELOPMENT
CITY OF MOBILE
Subcontracting and Major Supplier Plan

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completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967

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 _____ SDVO _____ Total number 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: _____

Email: _____ Phone: _____



OFFICE OF SMALL BUSINESS DEVELOPMENT
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Small Business
Development for questions on
completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967

FORM 1: Background and Plan (Cont'd)

Section II. Subcontractors/Major Vendors Supplier Plan submitted by:

Please Print Company _____ 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(s) of Work to be performed by the DBE, SDVOB	\$\$ Value of Proposed Contract with DBE	% of TOTAL Contract	DBE?	Official Verification Only



OFFICE OF SMALL BUSINESS DEVELOPMENT
CITY OF MOBILE

Subcontracting and Major Supplier Plan

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.
		DBE/ALDOT DBE LIST(S): The bidder utilized the Office of Small Business Development list or lists of certified through the Alabama Department of Transportation UCP DBE Listing
		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.
		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. Bidders are not expected to engage unqualified subcontractors or subcontractors whose pricing, after negotiation, remains excessive or unreasonable. (Please document qualification deficiencies or unreasonable pricing if it prevented your engagement of specific DBE subcontractors.)
		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 in the newspaper or other internet portals that are accessible to DBEs and/or potential subcontractors.



OFFICE OF SMALL BUSINESS DEVELOPMENT
CITY OF MOBILE

Subcontracting and Major Supplier Plan

		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, email 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.

Section 2(B)

_____ There are not ways to break out 15% of the value of this contract for subcontractors / suppliers. Provide further details as to why and attach the document to this form if there is an inability to break out 15% of the value of the contract was the reason, or a reason, you could not meet the participation requirements.

_____ 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. _____

CITY OF MOBILE

Compliance Form

DBE UTILIZATION REPORT

Via email at archnique.kidd@cityofmobile.org
P.O. Box 1948
Mobile, AL 36633

CONTRACTOR:						Certified DBE: YES NO		
DESCRIPTION:							Estimated Completion Date:	
This report is for the month of: (CHECK ONE): JAN FEB MARCH APR MAY JUNE JULY AUG SEPT OCT NOV DEC FINAL _____								
Original Contract Amount		Total Amount of Contract Changes (change orders or amendments)		Final Contract Amount (include contract changes)		Payments to Date from City of Mobile		OFFICE USE ONLY (Verification)
\$		\$		\$		\$		
Instructions: List all DBEs utilized on the contract, whether or not the firms were originally listed for DBE goal credit. List actual amount paid to each DBE firm. If the established Percentage is not being met, please include a narrative description of the progress being made in DBE participation.								
DBE SUBCONTRACTOR		DBE DESCRIPTION OF WORK		DBE SUBCONTRACT AMOUNT		DBE PAYMENTS THIS REPORT		PAYMENTS TO DATE OFFICE USE ONLY (Verification)
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
TOTALS				\$		\$		\$
I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. SUPPORTING DOCUMENTATION IS ON FILE AND IS AVAILABLE FOR INSPECTION BY CITY OF MOBILE OFFICE OF SUPPLIER DIVERSITY PERSONNEL AT ANY TIME. PRINT NAME: _____ SIGNATURE: _____, _____ /_____/_____ (Title) (Date) DBE Utilization Report								

STATE OF ALABAMA

COUNTY OF MOBILE

AFFIDAVIT OF VENDOR / CONTRACTOR

Before me, a Notary public, personally appeared _____ (affiant) who, being duly sworn says as follows:

President/CEO of _____.

As a condition for the award of a contract by the City of Mobile to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as _____ for _____ that said employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

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.

I further attest that said _____ is enrolled in the E-Verify program. The Company ID Number in the E-Verify program is as follows: _____.

CEO of _____

Sworn to and subscribed before me this the _____ day of _____, 20 _____.

I certify that the affiant is known to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

PRODUCER	CONTACT NAME:	
	PHONE (A/C, H/c, R/c):	FAX (A/C, R/c):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC#	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSURER	TYPE OF INSURANCE	APPLICABLE	POLICY NO.	POLICY EXP.	LIMITS
1	☒ COMMERCIAL GENERAL LIABILITY				
	☐ CLAIMS-MADE ☒ OCCUR				
	☒ Contractual Liability				
	☐ CIVIL AGGREGATE LIMIT APPLIES FOR:				
	☐ POLICY ☒ PROJECT ☐ LOC				
	OTHER:				
	☒ AUTOMOBILE LIABILITY				
	☒ ANY AUTO				
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS			
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY			
2	☒ UMBRELLA LIAB	☒ OCCUR			
	☐ EXCESS LIAB	☐ CLAIMS-MADE			
	☐ DED	☐ RETENTIONS			
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐ ANY OTHER COMP/HEALTH/ACCIDENT OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH)			
3					
4					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROJECT NAME:

PROJECT NUMBER:

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

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

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ACORD 25 (2016/03)

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END OF SECTION