



## **PURCHASING DEPARTMENT**

### **ADDENDUM**

January 11, 2019

**RE: City of Mobile Bid #5241 for Oil Change, Tire Rotation, Vehicle Inspection**

Gentlemen:

Please consider this to be an Addendum to City of Mobile Bid #5241 for Oil Change, Tire Rotation, Vehicle Inspection

#### **Page 2 & 3**

##### **DELETE:**

All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <http://immigration.alabama.gov/>

If the successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Secretary of State prior to issuance of a Purchase Order.

Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required.  
See: [www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx](http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx).  
Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.

Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed.  
(Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number).

Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchase Order.

**REPLACE WITH:**

All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <http://immigration.alabama.gov/>

Vendors will be required to have a Certificate of Authority to do business in the State of Alabama from the Secretary of State prior to opening of the bid or proof front the Secretary of State as to why not needed.

Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required.

See: [www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx](http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx).

Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.

Vendors will need an active City of Mobile Business License, Certificate of Authority from the Alabama Secretary of State, and the E-Verify for certification to submit a bid.

If U. S. Government shut down is still in effect, at time of bid opening, the City will expect the successful bidder to obtain as soon as the U.S. Government reopens.

Thank you for your consideration in this matter.

Sincerely,



John Paine  
City of Mobile  
Purchasing Agent