



ADDENDUM

September 30, 2024

RE: City of Mobile Bid #5902 for CITY-WIDE TREE MAINTENANCE AND REMOVAL SERVICE

Please consider the following to be Addendum to City of Mobile Bid #5902 for City-wide Tree Maintenance and Removal Service.

THIS ADDENDUM:

Clarifies and answers questions from the pre-bid meeting held on September 25, 2024.

Adds/provides the DBE forms not included with the bid package.

Bid opening date and time remain as issued.

Thank you for your consideration in this matter.

A handwritten signature in blue ink, appearing to read 'John Paine', is positioned above the typed name.

John Paine
Purchasing Agent
City of Mobile

JP/en



City of Mobile
Request for Bids (RFB)
Addendum 1 to RFB 5902
City-Wide Tree Maintenance and
Removal Service

A. The City of Mobile is seeking bids for City-wide tree maintenance and removal services. The City is providing this Addendum 1 in response to questions received regarding the original RFB and to clarify RFB specifications. The full contents of the original RFB, and any subsequent Addenda to this RFP may be found on the City Bid page at <https://www.cityofmobile.org/bids>.

B. The due date for submitted written proposals remains 12:01 pm October 4, 2024.

C. Paragraph C.6, Contractor Qualifications, is amended to read:

"6. Contractor must own, hold long-term lease on, or have ready access through subcontract or other methods demonstrable to the City during bid evaluation, all pieces of equipment required to efficiently and effectively perform professional tree trimming and removal, stump removal, and landscape restoration, in Mobile's densely canopied urban environment. The City expects responsible Contractors, at a minimum to employ aerial lift trucks, chippers, stump grinders, knuckle boom loaders, skid steer loaders, spider lifts, and dump/load trucks."

D. Paragraph D.10, Performance and Scope of Work, is amended to read:

"10. Contractor will have at least one locally-based supervisor, with authority over all technical aspects of Contractor performance, who must have and maintain current ISA Arborist Certification. This person will actively ensure all Contractor work complies with ANSI A300 standards and City tree protection ordinances through on-site evaluation, planning, direction, and supervision of Contractor work and crews."

E. Paragraph G.3.a.4 is amended to read:

"4. A list, including description, of supporting equipment owned, on long-term lease, or bidder has ready access through subcontract or other methods demonstrable to the City, sufficient to effectively and efficiently perform the work described in these bid specifications."

F. Exhibit A, Major Supplier and Subcontractor form is added and included in this Addendum.

G. QUESTIONS AND ANSWERS. The following are questions that have been received and City responses to those questions. The questions are included generally as received where the City determined that an answer to all potential proposers was merited. Where you remain unclear or uncertain of the City's requirements, please use your judgment as to the City's intent, and state any questions or assumptions you made in interpreting the City's RFB.

1. The bid requires the bidder to own or hold a long-term lease on certain equipment, but that list does not include all equipment that is being used for the bid tabulations. If a bidder does not own or long-term lease equipment that is in the bid list and places a value of \$0 in that category, he/she will gain an unfair advantage by having a lower total. Should all bidders be required to place a value in each category, even if he/she would have to rent the truck or equipment?

Answer: See paragraph G.3.b., especially the following, "Bidders must include realistic pricing for every item. The City will expect the selected Contractor to use each of the listed equipment pieces to successfully and efficiently perform the services required under the contract. Failure to include realistic pricing for each item may result, at the City's sole discretion, in disqualification of the Bid as non-responsive."

2. The bid requires an ISA Certified Arborist to be "on staff and immediately available and engaged". Is this ISA Certified Arborist simply a box to check to make sure there is someone in the organization on staff, or will the Certified Arborist be required to act in a supervisory role for the crews performing the work and be available on site for arboricultural decisions??

Answer: See paragraph D.10, as amended.

EXHIBIT A. Major Supplier and Subcontractor Form (following pages)



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, 5th Floor

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 DBE 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 DBEs certified through the Alabama Unified Certification Program.

If DBE 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 Supplier Diversity Manager when preparing this form. Please consult with the City Supplier Diversity Manager for a list of eligible DBEs. 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 means 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.



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FORM 1: Background and Plan

Section I. Information about your company

Company	
Address	
Telephone	
E-Mail	

RFP/RFAQ 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 _____ SDVO _____
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: _____

Email: _____ Phone: _____



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Section II. Subcontractors/Major Vendors Supplier Plan submitted by: **FORM 1: Background and Plan (Cont'd)**

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 of Work to be performed	\$\$ Value to be Performed	% Of Your Bid Amount	DBE?	Official Verification Only



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CITY OF MOBILE
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Form 2: Good Faith Effort Documentation

Name of Bidder: _____ Phone _____ Email _____
 Contact Person: _____

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 DBELIST(S): The bidder utilized the Office of Supplier Diversity's 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 SUPPLIER DIVERSITY
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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, 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 detail in Section 2(c) if the 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. _____