



To: Pre-Bid Meeting Attendees

From: Roger Washington  
City of Mobile Architectural Engineering Department

Re: Pinehill Recycling Center  
Project # PW-062-24

Date: February 3, 2025

This Addendum forms a part of, and modifies, the Call for Bids for the above referenced project, dated January 30, 2025. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on both Bid Forms. Failure to do so may subject Bidder to disqualification.

**General:** NA

**Clarifications:**

Item 1. The Pre-Bid Conference Agenda *with Modifications* and Pre-Bid Conference Attendance Roster, dated January 30, 2025 are attached and form part of Addendum No. 1. Revisions to the Pre-Bid Agenda are indicated with a strike-through for deletions and *bold italic* typeface for additions.

**Forms and Specifications:** N/A

**Drawings:** N/A

**RFI's:** N/A

Item 1. Question: Will the recycling facility be closed during construction?

Response: Yes, and all patrons will be notified prior to the start of construction of the closure and directed to the nearest recycling facility.

**ATTACHMENTS:**

1. Pre-Bid Agenda *with Modifications*
2. Attendance Roster

**END OF ADDENDUM NO. 1**

**PINEHILL  
RECYCLING CENTER  
PW-062-24**

**PRE-BID CONFERENCE**

10:00 am January 30, 2025,  
308 Pinehill Drive, Mobile, Alabama 36606

**AGENDA with Modifications**

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, Architect & Consultants, AE Project Manager.
3. Pre-Bid requirements: In order to submit a bid, contractors shall be required to obtain a project manual to be on the bidder's list.
4. Discussion of Scope of Work.
  - a. The project consists of the site preparation and utilities for the placement of a temporary modular building.
  - b. There is a \$10,000.00 Contingency Allowance. Allowances shall be utilized only after advance written approval by the Owner. At the end of the project, remaining contingency will be returned to the City via Change Order.
  - c. Protect all existing non-moveable items through the course of construction. Verify with Project Manager if non-moveable item is in conflict with work areas.
  - d. Contractor must obtain permits and arrange for all permit inspections required by the City of Mobile. There is no charge for the Permit. Subcontractors will need to obtain their own permits.
  - e. Before Bidding, Contractor shall verify their license classification of their General Contractors license with the State of Alabama Licensing Board.
  - f. Contractor shall have access to the site seven days a week, 6:00 am until 6:00 pm unless approved differently by Project Manager.
  - g. Contractor shall keep an exceptionally clean site.
  - h. Contractor may utilize, without cost: power, electricity, toilet, and handwashing facilities, etc. if available in moderation.
  - i. Protect all concrete sidewalks, pads and paving. Contractor shall be responsible for re-pouring any concrete cracked or damaged through the course of the work. It is advised that the Contractor document the area before beginning Construction.
  - j. Remove waste, spoils, surplus materials, rubbish, and construction facilities from the site. On-Site Dumpster location to be coordinated with Owner Contact. Do not use facilities waste bins or dumpsters. Site must be kept clean.
  - k. Storm and Wastewater:
    - i. Comply with City of Mobile and Alabama Department of Environmental Management requirements. Pay attention to Water Regulations and Allowable Discharges.
    - ii. See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control.
  - l. Any observed discrepancies, omissions or errors in any part of the contract documents shall be submitted as written RFIs to Roger Washington at [roger.washington@cityofmobile.org](mailto:roger.washington@cityofmobile.org)

- m. Cut off time for submission of RFIs is by 3:00 pm 7 days before the bid opening date. All requests are to be submitted via e-mail to Roger Washington.
  - n. Cut off time for substitution requests is by 3:00 pm 7 days before the bid opening date. Substitution approvals are Pre-Bid only. All requests are to be submitted via e-mail to Roger Washington.
  - o. Official clarifications or corrections will be made by written addendum sent to all registered prospective bidders via e-mail. Only clarifications immortalized in Addendums are valid.
  - p. The City of Mobile will provide utility line locations within the work area of the park. Contractor shall still be responsible to contact line locators for verification.
5. Special Instructions or conditions.
- a. Equal Opportunity:
    - i. The City of Mobile, Alabama is an Equal Opportunity Employer and requires that all Contractors comply with the Equal Employment Opportunity laws and the provisions of the Bid Documents in this regard.
    - ii. The City of Mobile also encourages and supports the utilization of Minority Business Enterprises on these and all other publicly solicited Bids and shall be in compliance with the City of Mobile's Minority Utilization Plan as adopted by the City Council.
    - iii. The Contractor shall provide an appropriately completed copy of the "City of Mobile Subcontracting and Major Supplier Plan" in the envelope with their Bid Form. Form shall document DBE Subcontractors participating in the project and, should the total % of DBE participation not meet the 15% minimum, all efforts to obtain DBE Subcontractors shall be documented on or attached to the DBE Form when submitted.
    - iv. During construction, contractors are required to submit a "DBE Utilization Report" with every Pay Application.
    - v. Contractors should contact the City of Mobile, Supplier Diversity Manager for assistance with DBE Subcontractor information and any questions regarding the DBE Compliance Forms. Contact Archnique Kidd at 251-208-7967.
  - b. City of Mobile permits are required for the construction, but are available without cost to the Contractor. General Contractor, Plumbing Contractor, and Electrical Contractor shall have a current \$10,000 Surety Bond on file with the City of Mobile Permitting Division prior to issuance of permits and throughout the contract duration.
6. Bidding instructions, forms, special requirements and time.
- a. Sealed Bids will be received and clocked in until 2:00 PM local time, Wednesday, the 12<sup>th</sup> day of February 2025.
    - i. Due to restricted access to Government Plaza offices, it is recommended that Bids be sent by U.S. Postal Service to Office of the City Clerk, PO Box 1827, 36633-1827, if sent by regular mail. Bidders are responsible for ensuring their bids arrive by the bid time and date.
    - ii. Or, if sent by another carrier, addressed to the City Clerk, 9TH floor South Tower, Government Plaza, 205 Government Street, Mobile, Alabama 36602. Bidders are responsible for ensuring their bids arrive by the bid time and date.
    - iii. Bidders delivering Bids in person shall insert sealed Bids into a receptacle, marked "City of Mobile Bids", located in the elevator lobby outside the office of the City Clerk Office, 9th Floor South Tower,

Government Plaza, 205 Government Street, Mobile, Alabama 36602  
for pickup by the City Clerk, no later than 2:15 PM local time.

- b. All Bids not clocked in by 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 PM local time, in the Atrium Lobby of Government Plaza.
  - d. This is a tax-exempt project. As per the State of Alabama ACT 2013-205, the Alabama Department of Revenue (ADOR) has been granted the authority to issue a "Certificate of Exemption from Sales and Use Tax for Governmental Entities" on construction projects. Therefore, this project shall qualify for State of Alabama Sales and Use Tax Exemptions under this ACT. It is the responsibility of the Bidder to confirm the potential tax exempt status of their bid with the ADOR and include any such savings in their bid, as well as accounting for same on their bid form attachment Sales Tax Form C-3A.
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 or Request for Quotes documents).
  - e. Builder's Risk Insurance:
    - i. ALL RISK Builder's Risk coverage shall be provided for the Contractor, Owner and all SubContractors for the full amount of the Contract during construction, fabrications, storage, transport and erection of any equipment.
    - ii. Policy provisions and the Certificate of Insurance shall be provided to the Owner.
8. Payment requirements.
- a. Retainage withheld at 5% of the first 50% of Construction Completed until the amount equals 2.5% of the full contract amount.
  - b. The final 2.5% of the full contract amount is withheld as retainage until all close out requirements are met, proof of advertisement, warranties, Consent of Surety, and release of liens, etc. By State of Alabama Law, notice of final completion of the contract shall be published four times in a local newspaper of general circulation.
  - c. The City of Mobile is unable to issue payment or deposits on materials that are not on the project site, or in the City of Mobile stored in a climate controlled, bonded warehouse where a City representative can verify their presence and proper storage.
9. Owner/City of Mobile contacts and phone numbers:
- a. Roger Washington: 251-214-1488 (AE Project Manager)
  - b. Larry Dorsey: 251-605-2023 (Project Engineer)
10. Walk of Site
11. Adjourn

