



REQUEST FOR QUOTES

February 5th, 2025

SC-021-25

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

Project Name: Service Contract - Various City of Mobile Facilities – Interior and Exterior Painting, Drywall, & Repair Services

Project Location: Various City of Mobile Facilities

Project Number: SC-021-25

The City of Mobile is seeking experienced, painting contractors to provide professional interior and exterior painting, drywall & repair services. The City desires to pre-qualify firms available to provide these services with the intention to create an active call-list with multiple qualified firms on an as-needed basis for projects as they arise. Call list will be created, based upon unit cost pricing on bid page attached hereto. The City will seek price quotes for the services as needed, and will award a Project(s) to the vendor whose response is most advantageous in price and completion date.

Quotes: (stipulated sum) for the above Scope of Work will be received until **2:30 P.M. on Wednesday, February 26, 2025** in the **Architectural Engineering Department, 205 Government Street, P.O. Box 1827, Mobile, Alabama 36633**. Quotes may be submitted in person, e-mailed or mailed to the Project Manager at the address indicated

Scope of Work: Contractor shall provide all labor, materials, equipment, and incidentals necessary to prepare prime, prime, paint interior and exterior surfaces including application and repair of drywall and other common related materials as requested by City Representatives. Work may be performed on the exterior or interior of buildings and other structures. The Contractor should have a flexible organization capable of performing multiple assignments simultaneously for short-notice and priority projects.

Quotes shall include all applicable sales and use taxes. Stipulated hourly rates and materials and supplies markup shall be good for one (1) year from date of submission.

The City of Mobile 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.

Contractor's Use of Premises: Limit use of premises to allow for Owner access and use. Obey all City and Facility rules. Facilities shall generally remain in use throughout the project. Contractor shall coordinate access, all areas of work and schedule for work with the Owner.

All Work shall take place during normal business hours. For purposes of this provision, normal business

hours shall be defined as Monday through Friday, between 8:00 am and 5:00 pm.

Quality Control: Follow all manufacturers' recommendations and comply with instructions. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

Verify that existing site conditions are acceptable for subsequent work. Beginning new work means acceptance of existing conditions.

A Pre-Quote meeting shall be held on **Wednesday, 12th, 2025 at 1:30pm at the Facility Maintenance Department, 850 Owens Street, Mobile, AL 36602.** All Contractors shall meet outside the Facility.

General: Collect and maintain areas free of waste materials, debris, construction dust, and rubbish. Dispose of all construction waste and debris in facility trash receptacles or dumpsters as directed by the Owner. Contractor shall be responsible for any damage to existing finishes or surfaces.

Payments: They City shall pay the Contractor as follows:

- A. Payments shall be made upon completion and inspection of specified work, including punch list items.
- B. Two (2) original invoices shall be delivered to the Facility Maintenance for review. Invoices shall list all facilities serviced and shall provide unit pricing in accordance with the approved hourly rates and material mark-up.

Requests for Information: Bidders shall submit any Requests for Information in writing to the City of Mobile Building Maintenance Superintendent thomasc@cityofmobile.org, copy chad.holm@cityofmobile.org, no later than 3:00 p.m. two (2) calendar days prior to the receipt of Quotes. All responses shall be made by written Addenda. Receipt of all Addenda shall be acknowledged by the bidder on the Quote form. Failure to acknowledge all 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.

- **Within Ten (10) calendar days from the date of issuance of Contract forms for execution, the Service Contractor shall deliver to the City of Mobile the following documents:**
 1. Certificate of Insurance, including ALL endorsements in accordance with City of Mobile Insurance Requirements (attached as Exhibit 1, with sample document)
 2. Proof of enrollment in the Federal E-Verify program (see sample document, attached as Exhibit 2)
 3. Fully executed Agreement (see document, attached as Exhibit 3)
 4. A current Company W-9 Tax Form and City of Mobile Vendor Information Form

NOTE: Contact Cliff Thomas at the City of Mobile, Building Maintenance Superintendent, (251) 208-1575 phone or e-mail thomasc@cityofmobile.org for further clarification.

**Service Contract - Various City of Mobile Facilities –
Interior and Exterior Painting, Drywall, & Repair Services
February 5, 2025
SC-021-25**

QUOTE:

Company Name: _____

Company Address: _____

Office Phone #: _____ Fax #: _____

Email Address: _____

City of Mobile Business License No.: _____

In compliance with the Request for Quotes documents prepared by the City of Mobile, Facility Maintenance Department, dated February 5, 2025, the Contractor hereby proposes to furnish all labor, materials, tools, 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 _____.

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

Description		Coats	Unit	Normal Hours Rate	After Hours Rate
A.	New walls (Primer – 2 Finish Coats)				
	1. Less than 5,000 SQ FT	P+2	SQ FT	\$	\$
	2. Between 5,000 and 10,000 SQ FT	P+2	SQ FT	\$	\$
	3. Over 10,000 SQ FT	P+2	SQ FT	\$	\$
B.	Repaint walls over carpet and base, SAME color				
	1. Less than 5,000 SQ FT	1	SQ FT	\$	\$
	2. Between 5,000 and 10,000 SQ FT	1	SQ FT	\$	\$
	3. Over 10,000 SQ FT	1	SQ FT	\$	\$
C.	Repaint walls over carpet and base, NEW color				
	1. Less than 5,000 SQ FT	2	SQ FT	\$	\$
	2. Between 5,000 and 10,000 SQ FT	2	SQ FT	\$	\$
	3. Over 10,000 SQ FT	2	SQ FT	\$	\$
D.	Repaint walls over carpet and base, move furniture - SAME color				
	1. Less than 5,000 SQ FT	1	SQ FT	\$	\$
	2. Between 5,000 and 10,000 SQ FT	1	SQ FT	\$	\$
	3. Over 10,000 SQ FT	1	SQ FT	\$	\$
E.	Repaint walls over carpet and base, move furniture - NEW color				
	1. Less than 5,000 SQ FT	2	SQ FT	\$	\$

	2. Between 5,000 and 10,000 SQ FT	2	SQ FT	\$	\$
	3. Over 10,000 SQ FT	2	SQ FT	\$	\$
F.	Repaint existing door and frames, SAME color				
	1. Less than three (3)	1	EA	\$	\$
	2. Between three (3) and ten (10)	1	EA	\$	\$
	3. More than ten (10)	1	EA	\$	\$
G.	Repaint existing door and frames, NEW color				
	1. Less than three (3)	2	EA	\$	\$
	2. Between three (3) and ten (10)	2	EA	\$	\$
	3. More than ten (10)	2	EA	\$	\$
H.	Repaint Exterior Block				
	1. Less than 5,000 SQ FT	2	SQ FT	\$	\$
	2. Between 5,000 and 10,000 SQ FT	2	SQ FT	\$	\$
	3. Over 10,000 SQ FT	2	SQ FT	\$	\$
I.	Hourly Labor Rate (for items not addressed above)	1	Hour	\$	\$

Parts/Materials – Direct Cost Plus 10 _____ %

Contact Phone #: _____ Cell #: _____

E-mail Address: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

END OF SECTION

EXHIBIT A
SCOPE OF WORK

Service Contract - Various City of Mobile Facilities –
Interior and Exterior Painting, Drywall, & Repair Services
February 5, 2025
SC-021-25

1. Qualified Vendors shall provide all labor, materials, equipment, and incidentals necessary to prepare prime, prime, paint interior and exterior surfaces including application of and repair of drywall and other common related materials as requested by City Representatives. Work may be performed on the exterior or interior of buildings and other structures. The Contractor should have a flexible organization capable of performing multiple assignments simultaneously for short-notice and priority projects.

2. All work shall be done in accordance with all State and Local Codes and all Federal Regulations and to the complete satisfaction of the Facility Maintenance Department Representative. Contractor shall be responsible for any damage to existing finishes or surfaces

3. All work shall be scheduled at the convenience of the City of Mobile as not interfere with day to day business and conducted in a safe manner and comply with all governing regulations concerning safety. Response times for qualified vendors to respond to a given request by the City are as follows:

Scheduled maintenance and repair service: Within forty-eight (48) hours.

Qualified Vendors who fail to meet maintenance and repair service time schedules shall be removed from active call list.

4. Payment shall only be made on productive hours at the job site. All labor shall be billed at the scheduled hourly billing rate as stipulated in Request for Quotes reply. The hourly billing rates shall include all costs for direct time, benefits, taxes, all overhead and profit and other indirect expenses. Parts and equipment shall be billed at the Vendor's direct cost, including shipping if required, from manufacturer or supplier plus a percentage multiplier for overhead and profit as stipulated in the Request for Quotes. For purpose of billing, invoiced time shall include the number of hours painter was actively engaged in contracted work for the specified facility, including reasonable travel time. Each service must be invoiced separately. Invoices shall specify the facility, exact services performed, date and time of service, painting or other services. Copies of manufacturer/supplier invoices, or other information are required for approval by the Facility Maintenance Department.

5. It shall be the responsibility of qualified vendor (s) performing services for this Contract to Safeguard their own materials, tools and equipment. The City of Mobile shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment. The Contractor is responsible for any damage to the facility and shall make any necessary repairs.

EXHIBIT 1
City of Mobile Insurance Requirements

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. Employers 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. Limits 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 for each accident for bodily injury and/or property damage.

D. Excess/ Umbrella Liability Insurance

1. Provide 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 for each occurrence for bodily injury 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.

Notice of Cancellation - Certificates of Insurance shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the 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.



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 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 No, Ext):	FAX (A/C No):
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 PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSUR WVD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY				EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>			DAMAGE TO RENTED PREMISES (Each occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR				MEDICAL (Each person) \$ 5,000
	<input checked="" type="checkbox"/> Contractual Liability				PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC				PRODUCTS - CGL/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY	<input checked="" type="checkbox"/>			COMBINED SINGLE LIMIT \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/>			EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/>			AGGREGATE \$ 2,000,000
	<input type="checkbox"/> OCCUR				
	<input type="checkbox"/> CLAIMS-MADE				
	DED RETENTION \$				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input checked="" type="checkbox"/> WC STATUTORY LIMITS \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	Y/N			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A			E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Project Name: Project Number:

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 Additional Insured. Waiver of Subrogation applies in favor of City of Mobile with respect to General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employer's Liability. 30 Day Notice of Cancellation, non-renewal or material change shall apply (except 10 days for non-payment).

CERTIFICATE HOLDER	CANCELLATION
City of Mobile P. O. Box 1827 Mobile, Alabama 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

END OF SECTION