



## Addendum No. 1

To: Service Contract Providers

From: Chad Holm, Project Manager  
City of Mobile Building Services Department

Re: Service Contract – Mobile, Alabama Cruise Terminal – HVAC Maintenance and Repairs  
Project #SC-022-24

Date: August 27, 2024

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated August 14, 2024. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

### **General:**

Item 1. The Pre-Bid Conference Attendance Roster, dated August 27, 2024, and agenda are attached and form part of Addendum No. 1.

Item 2. DBE Requirements for this project have been waived. The attached DBE Waiver shall be included in the bid packet when submitted by interested parties.

### **Project Manual:**

Item 1. Invitation to Bid, Bid Date. Paragraph 1A: (Change to reflect) “Sealed formal Proposals of a stipulated sum (fixed price) will be received and clocked in until **2:00 P.M., Wednesday, September 18, 2024**, in the Office of the City Clerk, 9<sup>th</sup> Floor, South Tower, Government Plaza, 205 Government St., Mobile, Alabama, 36602.”

Item 2. Section 01000, Scope of Work. Basic Services, Paragraph 10: (Add) “Bidders must submit with their bid submission a copy of their General Contactor License. The Alabama Licensing Board for General Contractors requires a General Contractor’s License to be in force for the duration of this contract.”

Item 3. Section 01000, Scope of Work. Basic Services, Paragraph 11: (Change to reflect)  
“Service Contractor technicians will be on site within two hours of the placement of a service call by City of Mobile Alabama Cruise Terminal personnel.”

Item4. Section 01000, Scope of Work. Basic Services, Paragraph 12: (Change to reflect)  
“Due to the high visibility nature of the site, in event of equipment failure, the Service Contractor should make every effort to affect a timely repair, prior to the next arrival or departure, of a cruise ship (typically 4-5 day cruise duration)”.

**END OF ADDENDUM NO. 1**

# ATTENDANCE ROSTER

MEETING	PROJECT	LOCATION	DATE		
Pre-Bid Conference	Service Contract - Mobile Alabama Cruise Terminal HVAC Maintenance and Repair - SC-022-24	Mobile Alabama Cruise Terminal Tower Ground Floor Lobby: 201 S. Water Street, Mobile, Alabama 36602	2024-08-27		
NAME	ORGANIZATION	PHONE	FAX	CELL PHONE	E-MAIL
Chad Holm	City of Mobile, Building Services Dep	251-208-7519			chad.holm@cityofmobile.org
Steven Venable	CamFront Systems	331-275-8242			stevn.venable@camfrontsystems.usa.com
Richard Howell	VP.HURD H	228-596-4959			RHowell65@gmail.com
Don HARRIS	Star Service	251-228-2332			DHARRIS0720@gmail.com
JASON GREENS	GORAM	251-510-1184			JASON@GORAMAIR.COM
Keith Bradley	L.O.M.	251-374-6935			Keith.Bradley@cityofmobile.org
Cliffon Thomas	COM			251-208-1575	thomas@cityofmobile.org
				<del>251-208-1575</del>	<del>THO</del>
Sheila Gurganus	MACT	251-379-5563			
Mica Shultz	Build Service	251-209-1428			david.shultz@cityofmobile.org

**Service Contract – Mobile, Alabama Cruise Terminal –  
HVAC Maintenance & Repairs  
Project # SC-022-24  
PRE-BID CONFERENCE  
10:00am Tuesday, August 27, 2024  
Mobile Cruise Terminal, Tower Atrium - Ground Floor  
Mobile, Alabama 36602**

AGENDA

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- 1) **Attendance roster.** Include a contact person and an e-mail address where any Addenda should be sent. Please write legibly.
  - A. Introductions – Building Services Department, Project Manager  
Chad Holm, 251-208-7519 office; [chad.holm@cityofmobile.org](mailto:chad.holm@cityofmobile.org)  
Sheila Gurganus – Cruise Terminal Director  
(251) 208-1060 office; [sgurganus@cityofmobile.org](mailto:sgurganus@cityofmobile.org)
  
- 2) **Discussion of Scope of Work:**
  - A. The scope of this project is to:
    - 1) Provide a Base Bid for furnishing all labor, materials, tools, supplies, equipment, miscellaneous fees, transportation, and other items as necessary for the performance and successful completion of HVAC Maintenance and Repairs on an “as needed” basis, as directed by the City of Mobile, Building Services Department and Cruise Terminal Director, as outlined in the Bid Documents, dated August 14, 2024.
  - B. Possess a General Contractor License and employ at least 10 experienced (1 year experience as journeyman or higher) and certified HVAC technicians. Supply all EPA Universal Technician Certifications for each Journeyman level or above HVAC technician that will work on City equipment.
  - C. Bidders must submit with their bid submission a copy of their General Contractor License. A General Contractor's License, City of Mobile Business License, and Certificate of Insurance shall be required by the Service Contractor for the duration of the contract.
  - D. Generally, the facility will remain open to the public and City of Mobile maintenance crews. Service Contractor shall pre-schedule visits for repairs and shall secure the area of the site in which they are working.
  - E. Site access shall be limited to pre-approved locations agreed upon in advance by the Cruise Terminal Director and designated representatives and the Contractor. Contractor parking shall not impede the flow of traffic or use of the facility by the City of Mobile, its occupants, or its guests.
  - F. Service Contractor shall take every precaution to avoid damage to the existing facility and its amenities and shall at their own costs make repairs if damage occurs.
  - G. Work hours shall typically be from 8am to 5pm. After hours shall be from 5pm to 8am.
  - H. Upon coordination with the Building Services Project Manager and Cruise Terminal Director, Contractor shall start with the project within 10 days following the written Notice to Proceed.
  - I. Contract duration is One (1) year from the written Notice to Proceed, with the option, at the City of Mobile’s sole discretion, to extend the contract for two (2) terms following the initial year.
  
- 3) **Bidding instructions, forms, special requirements and time:**
  - A. Any observed ambiguities, discrepancies, omissions, or errors in any part of the contract documents shall be submitted as written RFIs to Chad Holm at [chad.holm@cityofmobile.org](mailto:chad.holm@cityofmobile.org).
  - B. Official clarifications or corrections will be made by written addendum sent to all registered prospective Bidders via e-mail. Building Services Project Manager shall issue all addenda.
  - C. Cut off time for submission of RFIs is three (3) calendar days prior to the Bid Opening date by 3:00pm.

- D. City of Mobile Mun. Code Sec 14-2 requires that the city in all contracts have contractors make every reasonable effort to have at least fifteen percent participation by socially and economically disadvantaged subcontractors and/or material suppliers who are certified as a Disadvantaged Business Enterprises. Documentation of this effort shall be required and included in the Bid envelope for all bids \$250,000 or more.
- E. Receipt of Sealed Bids shall be **Wednesday, September 18, 2024, no later than 2:00 P.M.**, in the City Clerk's office, 9th Floor, Government Plaza, South Tower. Bids will be publicly opened at 2:30pm the same day in the Atrium Lobby, Government Plaza.
- F. Bids shall be submitted only on a copy of the Bid Form included in the Bid documents and Bid envelope shall include Bid Security and DBE Documentation, as applicable. Bids submitted digitally or without the proper documentation or envelope shall be rejected.

**4) Additional Requirements within 10 Days of Contract Award:**

- 1. A valid City of Mobile business license for the duration of the contract period
- 2. 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)
- 3. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile (see attached Certificate of Insurance).
- 4. A current W-9 Taxpayer Identification Form and City of Mobile Vendor Information Form must be on file with the City of Mobile prior to issuance of Contract.
- 5. On all documents: City of Mobile Business License, General Contractor's License, the Alabama Secretary of State Business Identity, the Alabama Secretary of State Certificate of Authority (out of state contractors), E-verify documentation, and ACORD Insurance Form, the Contractors name shall be exactly the same.

**5) Payment requirements.**

- a. Invoices for services rendered shall be submitted monthly by the Service Contractor monthly to the Building Services Department at [buildingservices@cityofmobile.org](mailto:buildingservices@cityofmobile.org), Cc [chad.holm@cityofmobile.org](mailto:chad.holm@cityofmobile.org). Invoices shall be received no later than the 25<sup>th</sup> day of each month.

**6) Facility Tour.**

- a. Facility Engineer guided tour of facility HVAC spaces.

**7) Adjourn.**



City of Mobile  
Office of Supplier Diversity

**REQUEST FOR WAIVER OF DISADVANTAGED BUSINESS  
ENTERPRISE (DBE) GOAL**

Bid/RFP/P.O./Solicitation/Other# SC-022-24 Current Date 7.00 / 31.00 / 2024.00

Project Description Mobile Alabama Cruise Terminal HVAC Maintenance and Repair

By City of Mobile Department/ Division/ Office/Unattached Board

I hereby request that the DBE participation goal, pursuant to Ordinance of the City Charter and Policy, be waived on the above-referenced project for the following reason(s):  
Please attached any supporting documentation.

Project is limited in scope and is not anticipated to be subcontracted out.

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Requested By (Department Director)

Chad Holm

Digitally signed by Chad Holm  
Date: 2024.08.05 14:14:17 -0500

Building Services Project Manager

8/5/2024

(Signature)

(Title)

(Date)

251-208-7519

chad.holm@cityofmobile.org

Telephone Number

Email Address

Reviewed By (Office of Supplier Diversity)

[Handwritten Signature]

(Signature)

(Title)

(Date)

Approved By (CAO)