



## **Addendum No. 1**

To: Service Contract Providers

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

Re: Service Contract – Various Locations – Portable Toilets

Project #SC-023-24

Date: September 11, 2024

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated September 4, 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 September 11, 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.

**END OF ADDENDUM NO. 1**



**Service Contract – Portable Toilets –  
Various City of Mobile Facilities  
Project # SC-023-24  
PRE-BID CONFERENCE  
10:00am Wednesday, September 11, 2024  
205 Government Street, 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)  
REAM Operations Manager  
Jacob Laurence, 251-422-3312; [laurencej@cityofmobile.org](mailto:laurencej@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 deployment of Portable Toilets at various City of Mobile sites and events, as directed by the City of Mobile, Building Services Department, as outlined in the Bid Documents, dated September 4, 2024.
  - B. A City of Mobile Business License and Certificate of Insurance shall be required by the Service Contractor for the duration of the contract.
  - C. Generally, the facilities 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.
  - D. Site access shall normally be limited to work days agreed upon in advance by the Buildings Services Project Manager, or authorized site representative 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.
  - E. 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.
  - F. Work hours shall typically be 7am to 5pm. Seasonal exceptions may be requested and granted through the respective site manager and Building Services Project Manager.
  - G. Upon coordination with the Building Services Project Manager, Contractor shall start with the project within 10 days following the written Notice to Proceed.
  - H. 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 up to two (2) additional one-year 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) and copied to [laurencej@cityofmobile.org](mailto:laurencej@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, 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. Invoices shall be received no later than the 25<sup>th</sup> day of each month.

**6) Adjourn.**



City of Mobile

Office of Supplier Diversity

## **Request of Waiver of DBE Goal**

*The City of Mobile establishes an overall goal of 15% utilization of socially and economically disadvantaged businesses for all public spending or private projects that utilize public funding and/or incentives.*

Use this form to request a waiver of DBE goals on a City of Mobile Bid, RFP, solicitation or contract. You can download a PDF fill-in version of this form at <https://cityofmobile.sharepoint.com/sites/COMPortal> .

Contact the Office of Supplier Diversity at 251-208-7967 if you require assistance with completing this or any other DBE form.

**This form should be completed by the City department requesting a waiver.  
Upon completion, submit the form to the Office of Supplier Diversity  
by email at [officeofsupplierdiversity@cityofmobile.org](mailto:officeofsupplierdiversity@cityofmobile.org).**



City of Mobile  
Office of Supplier Diversity

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

Bid/RFP/P.O./Solicitation/Other# SC-023-25 Current Date 08/12/2024

Project Description Service Contract- Various COM Locations- Portable Toilets

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.

Contract is limited in scope and is not likely to present opportunity for subcontracting

**Requested By (Department Director)**

Chad Holm

Digitally signed by Chad Holm  
Date: 2024.08.12 14:57:49 -0500

(Signature)

(Title)

(Date)

**Telephone Number**

**Email Address**

Archnique Kidd, Supplier Diversity Manager

**Reviewed By (Office of Supplier Diversity)**

Archnique Kidd

Supplier Diversity Manager

9/11/2024

(Signature)

(Title)

(Date)

**Approved By (CAO)**