



Addendum Number 1

To: Pre-Bid Conference Attendees

From: Ozzie Elortegui
City of Mobile Building Services Department

Re: Service Contract – HVAC Maintenance and Repair Contract for City-Owned Building at
Various City of Mobile Facilities

Project #FM-169-21

Date: August 23, 2021

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated July 19, 2021. 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 20, 2021, is attached and forms part of Addendum No. 1.
- Item 2. All Bidders must have a current City of Mobile Business License at the time of bid submission.
- Item 3. A bid bond is required.
- Item 4. The Subcontracting & Major Supplier Plan **MUST** be filled out and returned with the Bid package, failure to do will disqualify your bid.
- Item 4. **Sealed bids are due no later than 2:00pm local time, Wednesday, September 1, 2021.**

- Item 5. The Insurance Requirements for this project are listed in the bid package. The General Aggregate Limit shall apply on a “Per Project” basis, if you or your insurance broker have any questions about this, please have your insurance broker contact me directly for additional information.
- Item 6. **REVISION** – “Instruction to Bidders” paragraph 8 “Consideration and Award of Bids:” section C., to be revised as follows:
“It is the intent of the City to award a Contract to the lowest responsible and responsive Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The City shall evaluate each submitted Bid based on the Base Bid – Maintenance & Repair Services Labor Rate (Hourly Rate), the Preventative Maintenance Technician Labor Rate (Hourly Rate), and the submitted Proof of Competency of Bidder. The City shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the City’s judgment, is in the City’s best interest.”
- Item 7. **REVISION** – “Instruction to Bidders” paragraph 9 “Proof of Competency of Bidder:” the City of Mobile is **REQUIRING** Proof of Competency by all bidders in the form of an additional sheet of information on the company: full company name, address, FEIN, State of Alabama HVAC certifications, training certificates, and proof the company has been in operation for more than Three (3) years; Technicians/Employees: bidders are to provide a listing of all employees by certification levels, training, and all State of Alabama licenses, if applicable.
- Item 8. **REVISION** – “Bid Form” has been revised to include the following:
1. Base Bid – added Bidder’s Company Holiday Labor Rate
2. Base Bid – added Preventative Maintenance Technician:
 a. Regular Time (8am to 5pm, Monday through Friday): \$_____ per hour
 b. Overtime (5pm to 8am, Monday through Friday, and Weekends): \$_____ per hour
 c. Overtime Holidays (Bidder’s Holidays): \$_____ per hour
3. Schedule of Values – revised to read: “Parts/Material: Contractor’s direct cost plus Fifteen (15%) percent.
4. Added “The City of Mobile reserves the right to add, remove and modify services, as needed during the term of this Agreement.”
5. Page 3 of Bid Form – added “Remainder of Page Left Intentionally Blank”
6. A revised Bid Form is attached as “BID FORM, revision 1 - 08/23/21”
- Item 9. **REVISION** – “Insurance Requirements” updated insurance requirements were added to this section, a copy is attached as “City of Mobile Insurance Requirements – Contractor.”
- Item 10. **ADDITION** – “Subcontracting and Major Supplier Plan” is added to the bid packet.
- Item 11. **REVISION** – “Scope of Work” has been revised to include the following, a revised Scope of Work is attached as Scope of Work, revision 1 08/23/21:
1. **General:** Final sentence of first paragraph...“The facilities include the following Eighteen (18) buildings as a general representative example of the different types/age/locations/function/HVAC equipment. The total number of buildings is approximately 256 buildings. A listing is attached as Exhibit B – Locations. The City of

Mobile reserves the right to add, remove and modify services, as needed during the term of this Agreement.”

2. Added Preventative Maintenance: Service Contract shall perform visual inspections of all unit's conditions and operations. Also included will be all required belt adjustments and replacements along with lubrication, if needed. Service Contractor shall inspect all moving parts and components, investigate noises; belts; bearing; drives; and fans, and lubricate and adjust as recommended by manufacturer's specifications. All air filter media and/or high efficiency pleated filters will be replaced, as directed by the Service Contract Administrator on schedule supplied to the Service Contractor, as needed. Cleaning interior and exterior coils, fan impellers and blades, and electrical contacts. The cleaning of condensate drains lines from the air handling unit to the drain, and the Service Contractor shall inspect all support structures and provide documentation of maintenance performed after every service to the Service Contract Administrator, as directed.

REQUEST FOR INFORMATION:

1. How long is this contract for?
The term of this contract is One (1) year or utilization of the budgeted \$300,000.00, whichever comes first.
2. Why are you asking for a HVAC Technician Rate and a Preventative Maintenance Rate?
There should be a difference in the HVAC Technician Rate for service and repairs and the Preventative Maintenance Rate as it is not as specialized.
3. How do we know what is Repair/Service and Preventative Maintenance?
The Service Contractor will be issued a work order showing the probable issue with the unit whereas if/when Preventative Maintenance is required, the work order will show what is needed.
4. Do we need to provide a quote for each call out?
In order to maintain accurate costs during this contract, the Service Contractor will be requested to provide estimates of the service repair and preventative maintenance activities.
5. Do we need to provide parts/air filters/etc?
Depends on the part, air filter, and supplies, the City of Mobile maintains a limited inventory of parts, air filters, and supplies and the Service Contractor will be informed whether to use existing inventory for specific repairs and/or preventative maintenance.
6. What list of buildings do we use?
Service Contractor should review Exhibit A and Exhibit B for a comprehensive list of current buildings. However, additions and subtractions of buildings will occur during the term of this contract.

7. How and what do we do to provide the “Proof of Competency?”
On an additional sheet of paper, please provide your company’s information: full company name, address, FEIN, State of Alabama HVAC certifications, training certificates, and proof the company has been in operation for more than Three (3) years; Technicians/Employees: bidders are to provide a listing of all employees by certification levels, training, and all State of Alabama licenses, if applicable. Names of employees are NOT required.
8. What are Bidder’s Company Holidays?
Bidder to submit a list of Bidder’s approved company holidays throughout the year.
9. What is the allowable travel time or other not listed costs?
The Labor Rates shall include any/all costs associated with performing the work. No other charges will be allowed.
10. Will there be someone from the City of Mobile to show where all the equipment is located in all the buildings?
Yes, at the beginning of the contract term, the City of Mobile will coordinate with the Service Contractor to visit each location and identify the location of each piece of equipment that will be serviced. Additionally, on the work order, the City of Mobile will provide the location of the equipment in relation to the building, also the Service Contractor’s technicians will be able to contact the City of Mobile’s staff for directions or additional information.

END OF ADDENDUM NUMBER 1

**City of Mobile Insurance Requirements
Contractor**

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. Employer's 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
- 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. Limit 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 each accident for bodily injury and/or property damage.
- D. Excess/Umbrella Liability Insurance
 - 1. Providing 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 each occurrence for bodily injury and/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.

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 have **ADDITIONAL INSURED** provisions or 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	
	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 1 TR	TYPE OF INSURANCE	ADDL INSR	SUBR W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☐ Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	X	X				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	X	X				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	X	X				EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X				☒ PER STATUTE ☐ OTHER 1,000,000 E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYER \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROJECT NAME:

PROJECT NUMBER:

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

CERTIFICATE HOLDER**CANCELLATION**

City of Mobile
Building Services Department
P.O. Box 1827
Mobile, AL 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

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BID FORM

The following Bid Format shall be used. Bids submitted on alternate forms may be rejected. Fill in all blank spaces with an appropriate entry. Bid Form must be signed by an officer of the company and notarized.

TO: CITY OF MOBILE
FACILITY MAINTENANCE DEPARTMENT
850 OWENS STREET
MOBILE, ALABAMA 36604

PROJECT NAME: SERVICE CONTRACT – HVAC MAINTENANCE AND
REPAIR CONTRACT FOR CITY-OWNED BUILDINGS

PROJECT LOCATION: VARIOUS CITY OF MOBILE FACILITIES

PROJECT NO.: FM-169-21

In compliance with the Bid Documents and having carefully and thoroughly examined said documents for the subject Work prepared by the City of Mobile, Facility Maintenance Department and dated July 19, 2021; and all Addenda (before submitting any bid it is the Bidder's responsibility to check with the Facility Maintenance Department for all Addenda or special instructions that may impact the Bid) thereto, receipt of which is hereby acknowledged, the premises and all conditions affecting the Work prior to making this Proposal, the Undersigned Bidder,

**COMPANY
NAME:** _____

ADDRESS: _____ **PHONE** _____

CITY OF MOBILE BUSINESS LICENSE NUMBER: _____

SECRETARY OF STATE OF ALABAMA ACCOUNT NUMBER: _____

(Note: The Secretary of State Account Number shall be filled in only by non-resident bidders)

(Check one) ☐ **(A Corporation)**
 ☐ **(A Partnership)**
 ☐ **(An Individual Doing Business)**

hereby proposes to furnish all labor, materials, tools, equipment, and supplies and to sustain all the expenses incurred in performing the Work on the above captioned Project in accordance with the terms of the Contract Documents, Section 01000 – Scope of Work, and all applicable laws and regulations for the sum listed below. The Work shall commence on the date of written Notice to Proceed, issued by the Owner. The term of the Contract shall extend for one (1) year from the date of the Notice to Proceed. The Contract shall be based on time and material cost with the Total Contract Sum not to exceed Three Hundred Thousand and 00/100 Dollars (\$300,000.00).

1. BASE BID – MAINTENANCE & REPAIR SERVICES - shall be based on the following Labor Rates:

HVAC Technician*:

Hourly Labor Rate \$_____.00/hour

(between 8am and 5 pm)

Overtime Labor Rate \$_____.00/hour

(after 5pm and on weekends)

Holiday Overtime Labor Rate \$_____.00/hour

(Bidder's Holidays)

** Per hour labor rates shall include total labor including all overhead and profit, all travel costs, and all costs for tools, equipment, supplies, minor materials, and other incidentals necessary for complete service. There will no allowable additional charges.*

2. BASE BID – PREVENTATIVE MAINTENANCE – shall be based on the following Labor Rates:

Preventative Maintenance Technician**:

Hourly Labor Rate \$_____.00/hour

(between 8am and 5 pm)

Overtime Labor Rate \$_____.00/hour

(after 5pm and on weekends)

Holiday Overtime Labor Rate \$_____.00/hour

(Bidder's Holidays)

*** Per hour labor rates shall include total labor including all overhead and profit, all travel costs, and all costs for tools, equipment, supplies, minor materials, and other incidentals necessary for complete service. There will no allowable additional charges.*

The City of Mobile reserves the right to add, remove, and modify services, as needed during the term of this Agreement.

3. SCHEDULE OF VALUES - for furnishing equipment, parts or other materials:

Parts/Material – Direct Cost plus Fifteen (15%) percent***

**** Direct cost shall be based on invoiced amount from supplier/ manufacturer and shall include all shipping/ delivery costs and all applicable sales and use taxes.*

4. BID INCLUDES:

Addendum Number _____, Dated _____

Addendum Number _____, Dated _____

Addendum Number _____, Dated _____

5. BID SECURITY: The undersigned Bidder agrees that the attached Bid Security, payable to the City of Mobile, in the amount of 5 % of the bid amount, but in no event more than \$10,000 as is the proper measure of liquidated damages which the City will sustain by the failure of the undersigned to execute the Contract and to furnish Surety Bonds (if required). Said Bid Security shall become the

property of the City of Mobile as liquidated damages as specified in the Contract Documents.

6. NON-DISCRIMINATION: The undersigned Bidder certifies he/she will comply with Federal, State and local laws concerning discrimination including Section 14.1, Code of the City of Mobile, adopted December 10, 1991.

7. REFERENCES: Please list a minimum of three (3) professional references, contact information, type of work performed, and date(s) performed. You may add additional references on a separate sheet, if needed.

A. Reference #1:

Company Name: _____

Company Address: _____

Telephone: _____ Email: _____

Type of Work: _____

Date(s): _____

B. Reference #2:

Company Name: _____

Company Address: _____

Telephone: _____ Email: _____

Type of Work: _____

Date(s): _____

C. Reference #3:

Company Name: _____

Company Address: _____

Telephone: _____ Email: _____

Type of Work: _____

Date(s): _____

Remainder of Page Left Intentionally Blank

8. SIGNATURE: If the undersigned Bidder is incorporated, the entire legal title of the company followed by "a corporation" should be used. If Bidder is an individual, then that individual's full legal name followed by doing business as (d/b/a) and name of firm, if any, should be used. If Bidder is a partnership, then full name of each partner should be listed followed by "d/b/a" and name of firm, if any. Ensure that name and exact arrangement thereof is the same on all forms submitted with this Bid. If a word is abbreviated in the official company name, such as "Co.", then use that abbreviation. If not abbreviated in the official name, spell out. Bidder agrees not to revoke or withdraw this Bid until sixty (60) calendar days following the time and date for receipt of bids. If notified in writing of the acceptance of this Bid within this time period, Bidder agrees to execute a Contract based on this Bid on the proscribed form within ten (10) calendar days of said notification.

COMPANY NAME:

(Typed)

BY:

(Signature of Company Officer)

COMPANY OFFICER:

(Typed)

TITLE

(Typed)

DATE _____, 20 ____

Sworn to and subscribed before me this _____ day of 20 ____

Notary Public

END OF SECTION

EXHIBIT B - LOCATIONS

Facility #	FACILITY NAME	FACILITY ADDRESS/LOCATION	Zip Code	DISTRICT #	BLDG AREA/FACILITIES DESCRIPTION
Civic-Cultural Facilities					
619	African American Archives	564 Dr. Martin Luther King Ave.	36603	2	3,000 SF
717	Arthur R. Outlaw Convention Center	1 South Water Street	36602	2	317,200 SF
801	Fort Conde Fort & Museum	150 Royal Street	36602	2	19,300 SF
801	Fort Conde Welcome Center/Offices	150 Royal Street	36602	2	4,800 SF
621	Gulf Coast Exploreum	65 Government Street	36602	2	62,700 SF
623	GulfQuest Maritime Museum	155 South Water Street	36602	2	100,000 SF
594	Hank Aaron Stadium	755 Bolling Brothers Drive	36606	4	60,000 SF
620	History Museum of Mobile	111 South Royal Street	36602	2	83,400 SF
618	Joe Jefferson Players	11 South Carlen Street	36606	2	8,000 SF
201	Mobile Civic Center - Arena	401 Civic Center Drive	36602	2	289,570 SF
202	Mobile Civic Center - Expo Hall	401 Civic Center Drive	36602	2	44,300 SF
203	Mobile Civic Center - Theater	401 Civic Center Drive	36602	2	66,8600 SF
605	Mobile Museum of Art	4850 Museum Drive	36608	7	80,000 SF
959	Mobile, Alabama Cruise Terminal	201 South Water Street	36602	2	336,400 SF
604	Phoenix Fire Museum	203 S. Claiborne Street	36602	2	3,300 SF
617	Playhouse in the Park	4851 Museum Drive	36608	7	Theater (4,700 SF) - Storage Bldg (2,400 SF)
701	Saenger Theater	6 S. Joachim Street	36602	2	57,800 SF
Historic Facilities					
547	Magnolia Cemetery	1202 Virginia Street	36604	2	Administration Bldg (2,800 SF) - Storage Bldg. (1,900 SF)
802	Oakleigh House Museum	263 Roper Street	36604	2	5,600 SF
803	Quigley House (Distinguished Young Women)	751 Government Street	36602	2	4,500 SF
804	Richards DAR House & Coach House	256 North Joachim Street	36603	2	Main House (6,400 SF) - Coach House (700 SF)
805	Tardy Cottage	104 S. Lawrence Street	36602	2	5,500 SF
Administrative Facilities					
711	200 Government Street - Office Building	200 Government Street	36602	2	26,200 SF
359	Animal Shelter	855 Owens Street	36604	3	Admin (1,700 SF) - Old Dog Kennel (3,600 SF) - New Dog Kennel (1,200) - Cat House (800 SF)
714-1	Azalea Rd Complex - Bldg #1 & #2	1301 Azalea Road	36693	4	Bldg #1 (32,000 SF) - Bldg #2 (8,500 SF)
714	Azalea Rd Complex - Bldg #3 (Gym)	1301 Azalea Road	36693	4	26,800 SF
715	Dearborn Street YMCA	321 Warren Street	36603	2	36,100 SF

706	Electrical Department - Office/Warehouse	854 Gayle Street	36604	3	Office/Warehouse (10,400 SF) - Old Warehouse (5,300 SF) - Storage Bldg. #1 (700) - Storage Bldg. #2 (700 SF)
524	Ft Hardeman (Springhill) Armory	720 Museum Drive	36608	7	14,000 SF
747	Hurtel (Ft. Wright) Armory	1900 Hurtel Street	36605	3	Main Bldg (38,144 SF) - Maintenance Bldg (6,000 SF) - Storage Bldg (4,800)
746	Mobile Technology Center (MIT)	651 Church Street	36602	2	11,280 SF
703-2	Motor Pool Office/Shop, Carwash & Vehicle Shed	745 Broad Street	36603	2	Office/Shop Bldg (4,480 SF) - Car Wash (600 SF) -Vehicle Shed (6,800)
716	Municipal Archives	457 Church Street	36602	2	18,200 SF
929	Museum Storage (Washington Bros. Grocery)	418 Donald Street	36617	1	2,436 SF
723	Facility Maintenance	850 & 861 Owens Street	36604	3	Office/Shop (15,700 SF) - Welding Shop (4,100 SF) - Roof/Fence Shop (2,300) - Storage Bldg (1,500)
703	Public Works Complex	770 Gayle Street	36604	3	Main Bldg-Shop/Admin (76,000 SF) -Streets & Drainage Office (3,600 SF) - Sanitation Dept. (2,150) - Old Wash Bay (2,100) - New Wash bay (2,100) - Open Shed A (46,100) - Open Shed B (28,300)
703-1	Public Works Garage - Paint & Body Shop	901 Kelly Street	36605	3	20,800 SF
588	Sage Avenue Armory (Mechanical/Parks & Rec Offices)	48 North Sage Avenue	36607	1	14,500 SF
533-1	Special Events Office	2900 Dauphin Street	36606	1	6,060 SF
705	Telecommunications Bldg.	107 South Royal Street	36602	2	7,725 SF
360	Traffic Engineering Office Bldg.-Sign Shop - Warehouse & Storage	852 Gayle Street	36604	3	Office (3,500 SF) - Sign Shop (4,300 SF) - Vehicle Warehouse (3,000) - Storage (800 SF)
366	Western Administrative Complex (WAC)	4851 Museum Drive	36608	7	Admin. Bldg #1 (14,900 SF) -Admin Bldg. #2 (15,300 SF) - Admin Bldg. #3 (1,700) - Admin Bldg #10 (2,700) - Admin Bldg. #11 (2,500) - Admin Bldg. #12 (2,500) - Storage Bldg (1,200)

Library Facilities					
608	Ben May Main Library	701 Government Street	36602	2	44,500 SF
606	Library Administrative Office Annex	702 Government Street	36602	2	3,000 SF
607	Library Administrative Offices	700 Government Street	36602	2	Office Bldg (6,100 SF) - Garage (1,100)
612	Library Local History & Genealogy	753 Government Street	36602	2	4,000 SF
609	Moorer Branch Library (Springhill)	4 McGregor Avenue	36608	7	12,900 SF
611	Parkway Branch Library	1924 Dauphin Island Pkwy - Suite B	36605	3	9,000 SF
616	Toulminville Multi-Purpose Bldg. (Library Storage)	2318 St. Stephens Road	36617	1	19,500 SF
613	Viginia Dillard Smith Branch Library (Toulminville)	601 Stanton Road	36617	1	17,500 SF
614	West Regional Library	5555 Grelot Road	36609	4	62,000 SF

Public Safety Facilities					
327	Fire Department Central Services/Warehouse	2851 Old Shell Road	36607	1	31,400 SF
301	Fire Station #1 (Freeman)	6801 Overlook Road	36608	7	6,200 SF
303	Fire Station #3 (Central Fire Station)	701 St. Francis Street	36602	2	18,800 SF
306	Fire Station #6 (Edwards)	2525 Hillcrest Road	36695	6	4,700 SF
329	Fire Station #7 (Seelhorst)	5525 Commerce Boulevard East	36619	4	6,000 SF
309	Fire Station #9 (Husband)	1000 Houston Street	36606	2	2,600 SF
311	Fire Station #11 (Willett)	1004 South Broad Street	36603	3	5,300 SF
314	Fire Station #14 (Toulminville)	2062 Dr. Martin Luther King Ave.	36617	2	3,400 SF
316	Fire Station #16 (Lathan)	1951 S. Maryvale Street	36605	3	5,850 SF
317	Fire Station #17 (Melton)	57 South Lafayette Street	36604	2	7,124 SF
318	Fire Station #18 (Springhill)	700 Museum Drive	36608	7	
319	Fire Station #19 (McCosker)	1275 Azalea Road	36693	4	4,500 SF
320	Fire Station #20 (Petry)	3741 Dauphin Island Parkway	36605	3	4,500 SF
321	Fire Station #21 (Reid)	512 Stimrad Road	36610	2	4,500 SF
322	Fire Station #22 (Tapia)	4710 Airport Boulevard	36608	6	5,960 SF
323	Fire Station #23 (Sirmon)	2711 Airport Boulevard	36606	5	4,500 SF
330	Fire Station #26 (See Public Safety Complex)	8080 Airport Boulevard	36608	7	
328	Fire Station #28 (Berger)	7050 Old Military Road	36582	4	9,300 SF
****	Fire Station (Crichton)	200 Davenport Avenue	36607	1	9,427 SF
325	Fire Training Center - Fire Training Tower	860 Owens Street	36604	3	* Fire Training Center (2,000 SF) - Fire Training Tower (1,500 SF)
354	Metro Firearms Training Facility (Main Bldg.)	12241 Tanner Williams Road	36608	*****	2,100 SF
351	Police Academy	1251 Virginia Street	36604	3	8,900 SF
367	Police Central Events Mini-Station	320 Dauphin Street	36602	2	3,000 SF
346-2	Police Crime Prevention Bldg	2407 Airport Boulevard	36606	5	2,800 SF
373	Police Cyber Unit	451/455 St. Louis Street	36602	2	4,173 SF
363	Police First Precinct	850 Virginia Street	36603	2	6,700 SF
330	Police Fourth Precinct (See Public Safety Complex)	8080 Airport Boulevard	36608	7	
346	Police Headquarters	2460 Government Boulevard	36606	5	37,760 SF
351-1	Police Mounted Unit & Unit B 10/S	1251 Virginia Street	36604	3	* Mounted Unit (2,200 SF) - Unit B 10/S (2,200 SF)
362	Police Second Precinct	5441 Hwy 90 W. Bldg C	36619	4	9,384 SF
372	Police Special Operations Facility	850 St. Anthony Street	36603	2	27,430 SF
365	Police Third Precinct	2165 St. Stephens Road	36617	1	9,735 SF
351-2	Police Vehicle Impound	1251 Virginia Street	36604	3	6,100 SF
330	Public Safety Complex (Police Fire Station #26/Police Fourth Precinct)	8080 Airport Boulevard	36608	7	FS #26 SF - Fourth Precinct SF) - TOTAL + 28,500 SF

Parks & Recreation Facilities					
Administrative/Maintenance					
540-5	Langan Park Ball Fields	4801 Museum Drive	36608	7	Equipment Storage 3,200 SF

540-3	Langan Park Greenhouse Complex	440 Pat Ryan Drive	36608	7	Maint Office (650 SF) - Original Greenhouse (2,200SF) - Greenhouse (1,350 SF) - Greenhouse (1,700) - Greenhouse (1,700)
540-4	Langan Park Maintenance Complex	5201 Museum Drive	36608	7	Maint Office (900 SF) - Warehouse/ Supply-Bldg. A (2,400) - Equip Storage-Bldg. B (2,600) - Tractor Shed-Bldg. C (2,200)
510	Mowing Division - Landscape Services Division - Eastern Maintenance Division	603 Broad Street/650 South Jefferson/ 652 South Jefferson	36603	2	Mowing Division Office (9,000) - Landscape Services Bldg. (1,100) - Eastern Maintenance Division (1,000)
507	Public Safety Memorial Park	2300 Government Street	36606	5	Storage Building 6,800 SF
Parks & Community/Recreation Centers					
512	Aaron (Henry) Park	2010 Andrews Street	36617	1	Concession/Restroom Bldg (1,681 SF)
499	Arlington Park	1705 South Broad Street	36615	3	Large Pavilion (1,400 SF) - 4 Small Pavilions (150 SF Ea)
502	Baumhauer-Randle Park	1901 & 1909 Duval Street	36606	3	Concession Stand/Restrooms (1,600 SF) - Concession Bldg "B" (400 SF)
506	Bienville Square	150 Dauphin Street	36602	2	Gazebo / Restroom (1,000)
508	Boykin Park	5842 Carol Plantation Road	36582	4	Main Concession Stand/Restrooms (2,500 SF) - Pressbox (1,300) - Small Concession Bldg (1,200 SF)
511	Bush Park Boy's Club	714 Rice Street	36607	1	Community Center (10,600 SF)
536	Connie Hudson Mobile Regional Senior Community Center	3201 Hillcrest Road	36695	6	19,600 SF
545	Dog River (Luscher) Park	2459 N. Dog River Drive	36605	4	Recreation Center (2,600 SF) - Pavilion(1,100)
522	Doyle Park	1728 Rosedale Road	36605	3	Restroom Bldg (460 SF)
526	Figures (Michael) Park	658 Donald Street	36617	1	Community Center (16,700 SF) - Recreation Center (1,500 SF) - Pool House (1,200) - Pool Equipment Bldg. (600 SF)
530	Harmon Park	1611 Belfast Street	36605	2	Recreation Center (21,500 SF)
533	Herndon (Sage) Park	2900 Dauphin Street	36606	1	Maintenance/Restroom Bldg. (1,800 SF) - Concession/ Restroom Bldg. (900 SF) - New Restrooms (1,000 SF)
535	Hillsdale Park	558 Felhorn Road / 6024 Lorma Road	36608	7	Community Center (20,000 SF) - Concession/ Restroom Bldg. (1,000 SF) - Pool House (1,500 SF) - Recreation Center (1,680)

537	Hope (Plateau) Community Center	850 Edwards Street	36610	2	Recreation Center 13,900 SF
496	Isom Clemmons Park	520 Dr. Martin Luther King, Jr. Ave.	36603	2	
538	Kidd Park	800 East Street (Plateau)	36610	2	Recreation Center (1,400 SF) - Pool House. (1,900 SF)
540-1	Langan (Municipal) Park	7451 Lamplighter	36608	7	Concert Pavilion (3,600 SF) - Playground Restroom A (1,100 SF) - Playground Restroom B (1,100 SF)
542	Laun Park	5401 Windmill Drive	36693	4	Recreation Center (2,600 SF)
543	Lavretta Park	200 W. Parkway Drive	36608	7	Art Center (2,880 SF)
546	Lyons Park	180 Lyons Park Avenue	36604	2	Tennis Center (2,700 SFG) - Pavilion (3,100 SF)
548	Maitre Park	2412 Halls Mill Road	36606	3	Concession/Restroom Bldg (2,400 SF)
550	Matthews Park	3700 Michael Blvd.	36609	5	Concession/Pressbox - Batting Cage - Restroom
553	McCants-Chavers (Mobile Terrace) Park	7220 13th Street	36608	7	Restroom Bldg (575 SF)
516-2	Medal of Honor Bicentennial Pavillion	1711 Hillcrest Road	36695	6	1,746 SF
516	Medal of Honor Park - Gymnastics Center	1711 Hillcrest Road	36695	6	9,804 SF
516-1	Medal of Honor Park (Cottage Hill) Complex	1711 Hillcrest Road	36695	6	Restrooms (912 SF) - Concessions (1,850 SF) - Press Box (500) - Tennis Center (1,000)
555	Miller Park	7451 Lamplighter	36618	7	Concession/Restroom Bldg. (1,800 SF)
557	Mims Park	5400 Grishilde Drive	36693	4	Office Bldg (600 SF) - Concession/ Restroom Bldg B (1,500 SF) -Concession/Restroom Bldg C (1,500)
558	Mitternight Park	5310 Colonial Oaks Drive	36618	7	Recreation Center (2,400 SF)
561	Newhouse Park	2960 Alston Drive	36605	3	Recreation Center (2,200 SFG) - Pavilion (600 SF)
567	Rickarby Park Recreation Center	550 Rickarby Street	36606	2	Recreation Center (2,500 SF)
574	S.A.I.L. Center	5475 Boykin Boulevard	36605	3	5,475 SF
520	Sam Stotts Park	2150 Demotropolis Road	36693	4	Recreation Center (1,600 SFG) - Restroom Bldg (500 SF)
579	Seals (James) Park	540 Texas Street	36603	2	Community Center (16,100 SFG) - Concession/Restroom Bldg (1,600 SF)
575	Springhill Park	1151 Springhill Avenue	36604	2	Recreation Center (15,000 SF)
562	Sullivan (Thomas) Park	2960 Alston Dr./351 North Catherine Street	36603	2	Community Ctr (15,207 SF) - Concession/ Restroom Bldg. (1,393 SF)
565	T.S.A.C. (Woodcock School)	261 Rickarby Street	36606	2	29,147 SF
577	Taylor Park Community Center & Pavilions	1050 Baltimore Street	36605	3	Community Ctr (13,600 SF) - Large Pavilion (1,400 SF) - Small Pavilion (800)
577-1	Taylor Park Bathouse	1050 Baltimore Street	36605	3	2,600 SF
580	Theodore Park	7161 Old Military Road-Theodore	36582	4	Concession/Restroom Bldg (2,000 SF)
581	Thomas (J.R.) Recreation Center	1361 Dr. Martin Luther King, Jr. Drive	36603	2	Recreation Center (9,850 SF) - Pool House (1,700) - Pool Equipment Bldg. (300 SF)
598	Tillman's Corner Community Center	5055 Carol Plantation Road	36582	4	10,000 SF
578	Tricentennial Park	2121 Bragg Avenue	36617	1	Restroom Bldg (750 SF) - 3 Pavilions (1,060 SF Each)
583	Trimmier Park	3600 Alba Club Road	36605	3	Recreation Center (1,100 SFG) - Restroom/ Concession Bldg (1,600 SF) - Stadium Locker Rooms/Concession (3,500 SF)

584-2	Trinity Gardens - Dotch Community Center & Bath House	3100 Bank Avenue	36617	1	Community Center (16,300 SF) - Bath House (1,500 SF)
584-1	Trinity Gardens - Michael C. Dow Amphitheater	3055-B Bank Avenue	36617	1	7,600 SF
584	Trinity Gardens - Tricksey Senior Center	3055 Bank Avenue	36617	1	3,600 SF
504	West Side Park	1001 Schillinger Road South	36608	*****	Restroom/Concessions

Miscellaneous

500	Azalea City Golf	1000 Gaillard Drive	36608	7	Clubhouse/Pro Shop (7,900 SF) - Work Shop/Admin (5,100 SF) - Cart Storage (6,800) - Old Maintenance Bldg (1,200 SF)
540	Botanical Gardens	5151 Museum Drive	36608	7	Meeting Space/Scout Hut (2,100 SF) - Admin Space/Larkin Learning Ctr (2,400 SF)
541	Copeland-Cox Tennis Center	851 Gaillard Drive	36608	7	Pro Shop/Clubhouse (West) (4,000 SF) - Administration Bldg (East) (2,700 SF)
540-2	Japanese Gardens	4850 Zeigler Boulevard	36608	7	Admin/Education Center (1,100 SF) - Restroom Bldg (1,000 SF)



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/RFQ Solicitation Number	
Project Description	
Is your company a DBE company?	Yes ☐ No ☐
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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FORM 1: Background and Plan (Cont'd)

Section II. Subcontractors/Major Vendors Supplier Plan submitted by:

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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Form 2: Good Faith Effort Documentation

Name of Bidder: _____

Contact Person: _____ Phone _____ Email _____

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 DBE LIST(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
CITY OF MOBILE
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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. _____

SECTION 01000 – SCOPE OF WORK

HVAC MAINTENANCE AND REPAIR

General:

Service Contractor shall furnish all labor, materials and parts, tools and equipment necessary to service, maintain, and repair existing heating, ventilation, and air conditioning (HVAC) equipment, or install new equipment, for selected City-owned facilities. The facilities include the following Eighteen (18) buildings as a general representative example of the different type/age/locations/function/HVAC equipment. A listing is attached as Exhibit B – Locations:

1. Mobile Animal Shelter - 855 Owens Street
2. Azalea City Golf Course - 1000 Gaillard Dr.
3. Hurtel (Wright) Armory – 1900 Hurtel Street
4. Library Administration – 700 Government Street
5. Library Local History and Genealogy – 753 Government Street
6. Ben May Main Library – 701 Government Street
7. Municipal Archives – 457 Church Street
8. History Museum of Mobile – 111 South Royal
9. Police Special Operations – 850 St. Anthony Street
10. Public Works Garage – 770 Gayle Street
11. Public Works Administrative/Service Buildings – 770 Gayle Street
12. Tillman's Corner Community Center – 5055 Carol Plantation Road
13. West Regional Library – 5555 Grelot Road
14. Western Administrative Complex (WAC) – 4851 Museum Drive
15. Police Central Headquarters – 2460 Government Street
16. FS 3 – Central Fire Station – 701 St. Francis Street
17. Gulf Coast Exploreum – 65 Government Street
18. Mobile Civic Center – 401 Civic Center Drive

A general description of the heating, ventilation, and air conditioning equipment to be serviced at the above listed facilities is listed under HVAC Maintenance and Repair – Facility Equipment List (attached as Exhibit A).

The City of Mobile reserves the right to add, remove, and modify services, as needed during the term of this Agreement.

Maintenance and Repair Service:

Service Contractor shall provide necessary maintenance and repair services to keep the specified equipment and other associated equipment in good and working order. Required HVAC/building controls and fire alarm work will be completed by Owner under a separate contract.

All work shall be under the direction of the City of Mobile, Facility Maintenance, Mechanical Systems Department. All maintenance and repair service shall be scheduled by the Director of Facility Maintenance or his designated representative.

Upon receiving a request for maintenance and repair service, Service Contractor shall dispatch a single HVAC Technician to inspect/diagnose the problem and provide an estimate of number of hours of labor, number of HVAC technicians or other staff required if more than one, and cost of parts or equipment required to complete the Work. No work shall begin and no parts or equipment shall be ordered prior to approval, in writing, by the Facility Maintenance Department. Service Contractor shall notify the Facility Maintenance Department immediately of any obstacles encountered that may be preventing Service Contractor from completing assigned projects. All work shall be inspected and approved by a representative of the Facility Maintenance Department prior to final payment.

All labor shall be billed at the scheduled hourly billing rate as stipulated in the Agreement. 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 Service Contractor's direct cost, including shipping if required, from manufacturer or supplier plus a percentage multiplier for overhead and profit as stipulated in the Agreement.

Preventative Maintenance:

Service Contractor shall perform visual inspections of all unit's conditions and operations. Also included will be all required belt adjustments and replacement along with lubrication, if needed. Service Contractor shall inspect all moving parts and components, investigate noises; belts; bearings; drives; and fans, and lubricate and adjust as recommended by manufacturer's specifications. All air filter media and/or high efficiency pleated filters will be replaced, as directed by the Service Contract Administrator on a schedule supplied to the Service Contractor, as needed. Cleaning interior and exterior coils, fan impellers and blades, and electrical contacts. The cleaning of condensate drain lines from the air handling unit to the drain, and the Service Contractor shall inspect all support structures and provide documentation of maintenance performed after every service to the Service Contract Administrator, as directed.

Time of Performance:

Normal working hours are considered to be Monday through Friday 8:00 a.m. to 5:00 p.m. Response times for the contractor to respond to a given request by the City are as follows:

Scheduled maintenance and repair service:
within Twenty-Four (24) hours

Emergency repair service:
Monday through Friday between 8:00 am and 5:00 pm - within One (1) hour
Monday through Friday after 5:00 pm and on weekends - within Two (2) hours.

City facilities will generally remain operational during maintenance and repair services. Maintenance and repair work shall be carried out in such a way to minimize disruption to facility operations, facility staff or to the general public. Service Contractor shall coordinate all work with the Facility Maintenance Department.

Upon arrival at a facility, the Service Contract Technician(s) shall check in with the facility staff to make them aware of the work to be accomplished, anticipated times for service, and any shut-downs or other disruptions that may be necessary to complete the work. Upon completion, the Service Contractor Technician shall notify the facility manager and Facility Maintenance Department representative.

All work shall be done in accordance with all State and Local Codes and all Federal Regulations.

Payments will be made monthly for completed services upon approval of Service Contractor's invoice for services. Invoices shall specify the facility, exact services performed, date and time of service, technician(s) or other staff providing services, copies of manufacturer/supplier invoices, or other information required for approval by the Facility Maintenance Department.

For purposes of billing, invoiced time shall include the number of hours Service Contract Technician(s) was actively engaged in repair or maintenance work for the specified facility, including reasonable travel time.

Each service must be invoiced separately.

Service Contractor must employ, at minimum Fifteen (15) HVAC Technicians who possess a minimum of one year journeyman level experience as a heating, air conditioning and refrigeration mechanic and in possession of the Environmental Protection Agency (EPA) Universal Technician Certification (as required under Section 608 of the Clean Air Act, 1990).

The City reserves the exclusive right to purchase parts or equipment directly and have the Service Contractor install the item(s) at the specified billing rate. The City also reserves the right to perform any of the work covered under a specific task order with its own personnel if it is in the City's best interest to do so.

Miscellaneous Provisions:

Service Contractor shall warrant all labor, parts and equipment for forty-five (45) days unless manufacturer warranty/guarantee is greater.

Any parts, equipment, adjacent finishes or other property damaged by the Service Contractor in the course of maintenance and repair services or as a result of faulty workmanship shall be repaired or replaced at no cost to the City.

Any spillage or exchanged oil, refrigerants, chemicals, etc. shall be the responsibility of Service Contractor and disposed of in accordance with State and Federal guidelines.

CDC/NIH Covid-19 Guidelines are in effect. The Contractor shall adhere to current guidelines as directed by the City. All Service Contractor's personnel shall wear a face mask/face covering at all times while in a City of Mobile building, adhere to current social distancing guidelines, and note that temperature checks may be conducted.

END OF SECTION