



Addendum No. 1

To: Service Contract Providers

From: David Stultz
City of Mobile Building Services Department - Contract Administrator

Re: Service Contract – Mobile, Alabama Cruise Terminal – Janitorial Services

Project #SC-015-27

Date: October 2, 2026

This Addendum forms a part of, and modifies, the Bid Documents for the above-mentioned project, dated September 23, 2026. 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 Agenda and Attendance Roster, dated September 30, form part of Addendum No. 1.
- Item 2. The Bid Tab for the current expiring contract has been requested; it has been included as part of Addendum No. 1.
- Item 3. Questions from Vendors
- 1) Regarding the bid price, do you want us to bid a price per three-day cleaning or a weekly price? Per month, estimating 4 3-day cleanings?
Answer: The price on the Bid Form will be for a year's worth of service at approximately 3 days per week depending on the Cruise schedule. Invoicing will be provided to Building Services by the 25th of each service month. Each invoice shall be 1/12 of the annual total.
 - 2) Is there a requirement to deep-clean the carpets? Shampooing or extracting the carpets?
Answer: No shampooing or extraction is required. That responsibility falls under another Service Contract. Only carpet vacuuming will be required.
 - 3) The third-floor office area that we were shown last time today. Is this only expected to be cleaned during the 3-day cruise cleaning days?

Answer: Administrative Office are to be cleaned Pre-Cruise and Post-Cruise days. See line item #22 for both.

- 4) Periods with no ship. Is any cleaning expected when no ship is in port, such as April to mid-May 2027 or the weeks skipped by 14-day sailings? And when is Post-Cruise Day for Monday departures (1/11/2027, 3/29/2027, 12/27/2027), since the manual only defines it for Saturday and Sunday sailings?

Answer: Yes, the janitorial services will be expected during these periods when no ship is expected at a lighter workload. The Terminal will be staffed by employees so services will be needed. If Monday is the departure date, the Post Cruise Day will be Tuesday.

- 5) Windows. General Requirement #24 says, "Clean all interior glass (interior and exterior windows)." Does this include exterior windows, and if so, any high or lift-access glass on the terminal?

Answer: All interior glass shall be cleaned. This is for all interior windows/doors, and the interior facing glass on exterior windows/doors. Exterior facing glass on exterior windows are not part of the service. The main terminal area does have higher window that will need to be cleaned. No lifts will be available.

- 6) Staffing levels. Is there a minimum number of workers the City expects on each Pre-Cruise, Cruise, and Post-Cruise Day? If not, what staffing level has worked well on this contract in the past?

Answer: The minimum number of workers for each day will be two. The Carnival Valor which will begin departures in May 2027 is a larger vessel so staffing levels will need to be reevaluated. The Carnival Spirit has an approx. visitor total of 2124 and 930 crew. The Carnival Valor has approx. 2980 visitors with 1180 crew.

- 7) Equipment storage and water. Is secure on-site storage provided for contractor equipment between sailings? Are mop sinks available on each level for disposing of wastewater, given the stormwater restrictions?

Answer: There are storage areas for contractor cleaning equipment. Mop sinks are available on the 1st and 2nd levels, but not the 3rd. All wastewaters will need to be disposed up in these mop sinks and not part of the storm drains. If any exterior services are requested, strict adherence to all stormwater codes shall be followed.

- 8) Ship delays. If a ship is delayed and Cruise Day runs well past 4:00pm, is the extra time covered by the base bid, or is it billable at the additional-services hourly rates?

Answer: Any extra time required for a delayed ship will be covered as part of the base bid.

- 9) Incumbent contract. Who currently holds this contract, and what was the awarded amount on the last bid (SC-012-24)?

Answer: Touchdown Cleaning Services and the Bid Form for SC-012-24 is part of this Addendum No. 1.

10) General Requirements #25: Floors shall be polished to maintain protective coating. Floors shall be stripped, cleaned, refinished and machine polished semi-annually. Appropriate sealer shall be used on concrete floors.

Answer: Bathrooms, breakrooms, and Customs will require appropriate and industry standards for maintaining the varying flooring material in the building. If a machine (steamer, buffer, polisher, ect.) is required to improve the look and function of these areas, then it will be done semi-annually. If the industry standard for the flooring material is best suited for only hand mopping, then that is the level of service required.

Service Contract – Mobile, Alabama Cruise Terminal – Janitorial Services

Project # SC-015-27

PRE-BID Meeting

10:00am Wednesday, September 30, 2026
201 South Water Street, Mobile, Alabama 36602

AGENDA

Attendance roster: Include a contact person and an e-mail address where any Addenda should be sent. Please write legibly.

Introductions – Building Services Department, Service Contract Administrator: David Stultz 251-709-1428 cell; david.stultz@cityofmobile.gov

Discussion on the Scope of Work:

1. The scope of this project is to furnish all labor, insurance, tools, cleaning equipment, and all associated travel time and expenses to complete the janitorial services at Mobile, Alabama Cruise Terminal. See Exhibit – A, Scope of work for greater details.
2. Service Contractor has been provided a tentative schedule in the Project Manual. The schedule is subject to change at short notice.
3. The Mobile, Alabama Cruise Terminal is a United States Port and is thus under the Department of Homeland Security Rules and Regulations. All workers must have a Transportation Worker Identification Credential (TWIC) badge or be directly supervised at all times by a representative of the Service Contractor with a TWIC badge, in accordance with Department of Homeland Security Regulations. TWIC badges must be worn and visible at all times while working at the Cruise Terminal. TWIC Badge requirements can be found at <https://www.tsa.gov/for-industry/twic>.
4. Workers must be properly trained in performing required tasks and a proper level of supervision to ensure all standards are met.
5. Service Contractor shall provide all equipment necessary to perform the work as described in this section, including but not limited to mops, clean mop heads, vacuum cleaners, carts, rags, toilet bowl brushes, extension poles, gloves, personal protective equipment, training, etc.
6. Cruise Terminal shall provide all chemical cleaners, additives, cleaning solutions, etc., along with all can liners, garbage bags, and paper products. Service Contractor will provide weekly inventory list on all necessary items.
7. Exhibit A – Scope of Work details what service shall be provided and which day (Pre-Cruise Day, Cruise Day, Post-Cruise Day).
8. Work hours for Cruise Day is 7am – 4pm. Notice will be provided if ship is delayed. Other days are 8am – 2pm. A sign in sheet will be used on arrival and departure.
9. 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.
10. Any proposed changes to the Scope of Work shall be submitted to the Building Services Contract Administrator for approval in advance.
11. Upon coordination with the Building Services, Contractor shall start with the project within 10 days following the written Notice to Proceed.
12. City of Mobile Business License and Certificate of Insurance shall be required by the Service Contractor for the duration of the contract.
13. Invoices shall be submitted in the same month of service no later than the 25th. Each month's invoice shall represent 1/12 of the contracted year bid amount and reference the Service Contract Number.

14. 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.

Bidding instructions, forms, special requirements and time:

1. Any observed ambiguities, discrepancies, omissions or errors in any part of the contract documents shall be submitted as written RFIs to David Stultz at david.stultz@cityofmobile.gov
2. Official clarifications or corrections will be made by written addendum sent to all registered prospective Bidders via e-mail. Building Services Contract Administrator shall issue all addenda.
3. Cut off time for submission of RFIs is October 2, 2026, by 3pm.
4. 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.
5. Receipt of Sealed Bids shall be Wednesday, October 7, 2026, no later than 2:00pm in the City Clerk's office, 9th Floor, Government Plaza, South Tower. Bids will be publicly opened at 2:30pm on the same day in the Atrium Lobby.
6. Bids shall be submitted only on a copy of the Bid Form included in the Project Manual, and shall include all required forms requested, as applicable. Bids submitted digitally or without the proper documentation or envelopes shall be rejected and returned unopened.

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 the contract. (see Project Manual)
3. Certificate of Insurance in amounts and with all 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.

Payment requirements.

1. Invoices for services rendered shall be submitted by the Service Contractor to the Building Services Contract Administrator and all Invoices shall be received no later than the 25th day for the month in service. Each invoice will represent 1/12 of the yearly bid amount and each invoice shall reference the Service Contract Number.
2. If any services are requested outside of Scope of Work, Unit Pricing on the Bid Form will be used. Any of these services will need to be preapproved and documented. Invoicing for services will be billed separate from the monthly contracted invoice, and the invoice must reference the Unit Pricing and the Service Contract Number.

Review of Scope of Work Exhibits

Adjourn

PURPOSE	PROJECT	LOCATION	DATE
Pre-Bid Conference	SC-015-27 Service Contract - Mobile, Alabama Cruise Terminal - Janitorial Services	201 South Water Street, Mobile Alabama 36602	9/30/2026

[illegible]



BID TABULATION
BUILDING SERVICES DEPARTMENT

DISTRICT NUMBER 2
Project Manager: Chad Holm
PROJECT NUMBER: SC-012-24
Consultant: N/A

PROJECT NAME: Service Contract – Janitorial Services @ Mobile Alabama Cruise Terminal

BID OPENING DATE: November 15, 2023

TIME: 14:30

LOCATION: Government Plaza Atrium

Present:

- ☐ Cassie Boatwright
☐ Archinique Kidd
☒ Jacob Laurence

- ☐ Lisa Lambert
☒ Lana Gauthier
☒ Katie Cassil
☐ Consultant
☒ Project Manager
☐ Emma Dean

Number of Bidders Contacted:

Number of Bids Received: 3

NUMBER OF ADDENDA: 1

Bidders	Bid Guaranty/Security	Addenda Acknowledged	Supplier Diversity Plan	Base Bid	Contingency	Total Bid	Remarks
COAST 2 COAST COURIERS LLC	N	N	Y	Y1=\$84,200.00, Y2=\$84,700.00,Y3=\$85,200.00	N/A	\$254,100.00	
TOUCHDOWN CLEANING SERVICES dba Personal Touch Cleaning LLC	Y	Y	Y	Y1=\$41,784.00, Y2=\$41,784.00, Y3=\$41,784.00	N/A	\$125,352.00	APPARENT LOW BIDDER
Enmon Enterprises LLC dba JANI KING OF MOBILE	Y	Y	Y	Y1=\$100,704.00, Y2=\$100,704.00, Y3=\$100,704.00	N/A	\$302,112.00	