



## Addendum No. 1

To: Service Contract Providers

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

Re: Service Contract – Various Locations – Fire Extinguisher Inspection, Service, & Maintenance

Project #SC-024-26

Date: May 18, 2026

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated May 6, 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 , form part of Addendum No. 1 as Attachment A.

## Attachment A

### **Service Contract – Various City Locations – Fire Extinguisher Inspection, Service, & Maintenance**

**Project # SC-024-26**

#### **PRE-BID Meeting**

10:00am Wednesday, May 13, 2026  
205 Government 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](mailto:david.stultz@cityofmobile.gov)

#### **Discussion on the Scope of Work:**

1. The scope of this project is to:
2. Provide Inspections for the Fire Extinguisher Inspection, Service, & Maintenance at various locations throughout the City as outlined in Exhibit A - Scope of Work. The City has the option to add or subtract any locations at its discretion.
3. Bid Amount and Unit Pricing as specified on Exhibit B - Bid Form, for cost associated with inspections, and cost associated with any labor outside the Scope of Work
4. City of Mobile Business License and Certificate of Insurance shall be required by the Service Contractor for the duration of the contract.
5. Generally, the facilities will remain open to the public and City of Mobile maintenance crews. Service Contractor shall provide a schedule to Building Services so site personnel can be informed, or arrangements can be made to access locked facilities.
6. Site access shall be limited to pre-approved locations agreed upon in advance by Building Services. Contractor parking shall not impede the flow of traffic or use of the facility by the City of Mobile, its occupants, or its guests.
7. 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.
8. Any proposed changes to the Scope of Work shall be submitted to the Building Services Contract Administrator for approval in advance of commencement of any work.
9. Work hours shall typically be 8am to 4pm.
10. Upon coordination with the Building Services Contract Administrator, Contractor shall start with the project within 10 days following the written Notice to Proceed.
11. 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](mailto: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 will be May 15 by 3:00pm. This allows three (3) business days prior to the Bid Opening to communicate all information in an addendum.
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.
5. Receipt of Sealed Bids shall be Wednesday, May 20, 2026, no later than 2:00 pm in the City Clerk's office, 9<sup>th</sup> 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 envelope shall be rejected.

**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 all endorsements as required by the City of Mobile (see Certificate of Insurance example in Project Manual).
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 monthly by the Service Contractor to the Building Services Contract Administrator and all Invoices shall be received no later than the 25<sup>th</sup> day for the month in service.

**Review of Scope of Work Exhibits**

**Adjourn**

