



Addendum No. 1

To: Service Contract Providers

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

Re: Service Contract – Various Locations – Pest Control Services

Project #SC-027-26

Date: September 11, 2026

This Addendum forms a part of, and modifies, the Bid Documents for the above-mentioned project, dated September 2, 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 9, form part of Addendum No. 1
- Item 2. Four locations listed in Attachment A – Locations, are currently being serviced by another provider and not part of the City contract. The bid provided for these locations will be communicated to the directors of these facilities as an option to be part of the City-wide contract or continue with the current provider. The City reserves the right to request services for these locations at contracted rates for the duration of the contracted term. 30-day written notice will be provided. These locations are listed within the Project Manual as:
- 16. Cruise Terminal
 - 110. Convention Center
 - 111. Saenger Theatre
 - 112. Regions Arena

Service Contract – Various City Locations – Pest Control Services

Project # SC-027-26 PRE-BID Meeting

11:00am Wednesday, September 9, 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

Discussion on the Scope of Work:

1. The scope of this project is to furnish all labor, materials, insurance, tools, equipment, supplies, and all associated travel time and expenses to complete pest control services at various City of Mobile locations on a predetermined basis. See Exhibit – A, Scope of work for greater details.
2. Generally, the facilities will remain open to the public and City of Mobile maintenance crews. Service Contractor shall provide a monthly schedule to Building Services so site personnel can be informed, or arrangements can be made to access locked facilities. A very small number will require a set schedule.
3. Unit Pricing as specified on the Bid Form for labor and parts outside the Scope of Work.
4. 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.
5. City of Mobile Business License and Certificate of Insurance shall be required by the Service Contractor for the duration of the contract.
6. Service Contractor shall provide an advanced schedule to Building Services so site personnel can be informed, or arrangements can be made to access locked facilities.
7. Contractor parking shall not impede the flow of traffic or use of the facility by the City of Mobile, its occupants, or its guests.
8. 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.
9. Any proposed changes to the Scope of Work shall be submitted to the Building Services Contract Administrator for approval in advance.
10. Work hours shall typically be 8am to 4pm.
11. Upon coordination with the Building Services, Contractor shall start with the project within 10 days following the written Notice to Proceed.
12. 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 September 11, 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, September 16, 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 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 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.

Review of Scope of Work Exhibits

Adjourn

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