



## Addendum Number 1

To: Contractors and Prospective Bidders

From: Jacob Laurence, Operations Manager  
City of Mobile Administrative Services Department

Re: Transit Building – Upstairs Restroom and Breakroom Repairs

Project # TR-001-26

Date: May 4, 2026

This Addendum forms a part of, and modifies, the Bid Documents for the above referenced project, dated April 15, 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. See attached Pre-Bid Conference Agenda with modifications and Pre-Bid Attendance Roster.
- Item 2. Bid packets shall be delivered by the cited due date, or any subsequently issued change to the due date, to the City of Mobile Purchasing Department, Room 408, 4<sup>th</sup> Floor, Government Plaza, 205 Government Street, Mobile, Alabama 36602. Bid packets should **not be deposited** in the City Clerk's Office bid bin, 9<sup>th</sup> Floor Lobby, Government Plaza, and will not be accepted if they are not received in the Purchasing Department location listed above.

**END OF ADDENDUM**

**Transit Building-  
Upstairs Restroom and Breakroom Repairs  
Project # TR-001-26  
PRE-BID CONFERENCE**

10:00am Tuesday, April 28, 2026

1224 South Interstate 65 Service Road West, Mobile, Alabama 36609

**AGENDA**

**with Modifications *bolded and italicized* or with strikethrough**

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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 – Administrative Services Department, Operations Manager

Jacob Laurence, 251-422-3312; [laurencej@cityofmobile.org](mailto:laurencej@cityofmobile.org)

~~Jackie Davis, Manager of Maintenance & IT; [jacklyn.davis@thewave-transit.com](mailto:jacklyn.davis@thewave-transit.com)~~

**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 repairs to the upstairs restrooms, breakroom, and hallway adjacent to the maintenance shop as indicated in the Project Manual and the scope of work.

B. A City of Mobile Business License and Certificate of Insurance with endorsements shall be required by the Contractor for the duration of the contract.

C. Generally, the facilities will remain open to the transit staff and City of Mobile maintenance crews. Contractor shall pre-schedule work to perform the repairs and shall secure the areas of the site/facility in which they are working.

D. Site access shall normally be limited to specific time frames outlined in the bid documents or as agreed upon in advance by the Administrative Services Operations 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 vendors.

E. 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. Upon coordination with the Administrative Services Operations Manager, Contractor shall start with the project within 10 days following the written Notice to Proceed.

G. Contract duration is Sixty (60) calendar days from the written Notice to Proceed.

**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 [laurencej@cityofmobile.gov](mailto:laurencej@cityofmobile.gov)

B. Official clarifications or corrections will be made by written addendum sent to all registered prospective Bidders via e-mail. Administrative Services Operations Manager shall issue all addenda.

C. Cut off time for submission of RFIs is five (5) calendar days prior to the Bid Opening date by 2:00pm.

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, May 13, 2026, no later than 2:00 P.M., in the City of Mobile Purchasing Department, Room 408, 4th Floor, Government Plaza, South Tower. Bids will be publicly opened at 2:30pm the same day in the Purchasing Department.

- 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, DBE Documentation, as applicable, and all Federally required forms. 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, UEI Form, FFATA Form, Anti-Lobby Activities Disclosure Form, and ACORD Insurance Form, the Contractors name shall be exactly the same.

**5) Payment requirements.**

- a. Invoices for services rendered shall be submitted by the Contractor to the Administrative Services Department. Invoices shall be received no later than the first day of each month.
- b. Retainage will not be withheld but final payment will be approved only after all work has been approved AND all closeout requirements have been approved as completed by the Administrative Services Operations Manager.

**6) Adjourn.**

***Site walk and project area occurred immediately following.***

