

**MOBILE COUNTY COMMISSION**

205 Government Street 8<sup>TH</sup> FL South  
Mobile, Alabama 36644

BID INVITATION

BID NO. 10-25

February 21, 2025

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

**Service Contract - Hood Fire Suppression at Various Mobile County Facilities.**

**NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD, THROUGH SEPTEMBER 30, 2026.**

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Chief Procurement Officer, 205 Government Street, 8<sup>th</sup> FL South, Mobile, Alabama 36644, [susan.holland@mobilecountyal.gov](mailto:susan.holland@mobilecountyal.gov) prior to the bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$30,000.00: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, or postal money order, etc.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall furnish proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed, and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at [www.mobilecountyal.gov](http://www.mobilecountyal.gov).

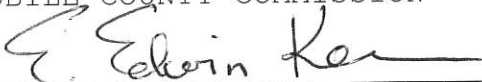
**THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.**

F.O.B. Mobile DATE OF DELIVERY \_\_\_\_\_ TERMS \_\_\_\_\_ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail, establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. March 19, 2025

**ALL BIDS MUST BE SEALED, "BID NUMBER, COMPANY'S NAME, AND NAME OF THE BID ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE." THE BIDDER WILL RETURN THE ENTIRE BID PACKAGE. BIDS MUST BE DELIVERED TO THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR SOUTH TOWER OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.**

MOBILE COUNTY COMMISSION



E. EDWIN KERR, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of

\$see attached list.

Delivery can be made in \_\_\_\_\_ days from receipt of order.

RESPECTFULLY

BY \_\_\_\_\_



**IMPORTANT**  
**THIS DOCUMENT MUST BE COMPLETED,**  
**SIGNED AND RETURNED WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at [www.uscis.gov/everify](http://www.uscis.gov/everify) and [www.Verify.Alabama.gov](http://www.Verify.Alabama.gov).

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

\_\_\_\_\_ (company name) has no employees in the  
 State of Alabama

Or

\_\_\_\_\_ (company name) is enrolled in E-Verify and a  
 copy of the electronically signed signature page of the company's Memorandum of Understanding is  
 attached.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

# E-Verify



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission	
<b>Connie Hudson</b>	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date
Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	8th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	636001644

**SAMPLE DOCUMENT**

## Bid Documents

**PROJECT NAME:** SERVICE CONTRACT – HOOD FIRE SUPPRESSION

**PROJECT LOCATION:** VARIOUS MOBILE COUNTY FACILITIES

**BID NUMBER:** 10-25

**DUE DATE:** WEDNESDAY, MARCH 19, 2025, NO LATER THAN  
10:00AM, LOCAL TIME.  
8<sup>th</sup> FLOOR, SOUTH TOWER, GOVERNMENT PLAZA  
205 GOVERNMENT STREET  
MOBILE, AL 36644

### **TERM OF AGREEMENT:**

1. Term of this Agreement shall commence on the date of written Notice to Proceed, issued by the County and ending on September 30, 2026.

### **COMPENSATION:**

1. Monthly Fee: The Service Contractor agrees to charge, and the County agrees to pay for services rendered as determined by the agreed amount pricing as present on the Bid Form for the term of the contract. Service Contractor shall bill for services rendered. All invoices submitted shall consist of an original and clear reference for the Project Number and a sufficient description to identify services for which payment is requested.
2. Present Billing Rates: Any work not covered by the Scope of Work of the contract shall be billed at the Service Contractor's Additional Rates as described in the Bid Form, all additional services will be invoiced separately from the monthly invoice.

### **INQUIRIES:**

1. Questions regarding this project should be directed to the Service Contract Administrator at [jamila.carter@mobilecountyal.gov](mailto:jamila.carter@mobilecountyal.gov) no later than Three (3) business days prior to the bid opening. Responses to questions may be handled as an addendum if the response provides clarification of the requirements of the bid. All such addenda shall become part of the contract documents.

### **FAMILIARITY WITH THE WORK**

1. The Service Contractor, by submitting a bid, acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The County will not be responsible for any misunderstanding of the work to be furnished or completed, or any of the conditions surrounding the performance thereof. It is understood that execution of the Agreement by the Service Contractor serves as the stated commitment to fulfill all requirements and conditions referred to in this Agreement. All work shall be in accordance with National Fire Protection Association (NFPA) Code sections as listed in the Scope of Work.

2. Service Contractor shall be certified and hold a valid permit from the State of Alabama Fire Marshall, **(a copy of a valid permit must be included in the bid documents)**. The work shall be performed by qualified technicians that have met the training requirements established by the State of Alabama Fire Marshall and the City of Mobile Fire Rescue Department, the City of Grand Bay, the City of Creola, if applicable.

**MANDATORY PRE-BID CONFERENCE AND SITE VISIT**

1. All prospective bidders shall have a representative present at a **MANDATORY** Pre-bid Conference that will be held on **Wednesday, March 12, 2025, at 10:00am**, local time, on site at the **Jon Archer Ag Center 1120 Schillinger Rd. South Mobile, AL 36608**. Any Service Contractors not having a representative at this meeting will be disqualified from bidding on this project.

**INSURANCE REQUIREMENTS**

1. Service Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Service Contractor and the Mobile County Commission (MCC) at limits and coverages specified herein. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to protect the Service Contractor fully and adequately. If requested by MCC, Service Contractor will provide copies of policies within 10 days of request.
2. All insurance shall be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A- VII and must be acceptable to MCC. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to MCC for prior approval.

**NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY MCC.**

**a. Worker's Compensation and Employers Liability**

Part One:	Statutory Benefits as required by the State of Alabama	
Part Two:	Employers Liability	\$1,000,000 Each Accident
		\$1,000,000 Each Employee
		\$1,000,000 Policy Limit

Policy shall contain a Waiver of Subrogation Endorsement in favor of MCC.

**b. Commercial General Liability**

Coverage on an Occurrence form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Products/completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Aggregate Limit applies per Project.	

Coverage to include:

- Premises and operations
- Personal Injury and Advertising Injury
- Products/Completed Operations
- Independent Contractors
- Contractual Liability
- Explosion, Collapse and Underground hazards
- Excess/Umbrella Liability

The Commercial General Liability policy shall name MCC as Additional Insured for claims arising out of the Service Contractors and/or any Subcontractors' work. The ISO Forms CG 20 07 04 and CG 20 37007 04 or a comparable form that is no longer restrictive shall be required. The additional Insured form MUST include the current Operations and Products/Completed Operations of each contractor. The naming of the additional insured does not obligate the additional insured to pay any premiums due.

**c. Automobile Liability**

Covering all Owned, Non-Owned, and Hired vehicles with a Combined single limit (bodily injury and property damage combined) of \$1,000,000 for each accident. The policy shall name MCC as Additional Insured.

**d. Certificate of Insurance**

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by MCC, **PRIOR**, to commencement of any work on the contract. Each policy shall be endorsed to provide Thirty (30) days prior written notice of cancellation to the MCC. **A sample Certificate of Insurance is attached, see Exhibit C.**

**CANCELATION PROCEDURE**

1. The Service Contractor shall be notified in writing of any problems pertaining to the performance of the services. This notification will be written by the Mobile County Commission Service Contract Administrator as specified in the Agreement. A follow-up letter will come from the Director of Facilities and Maintenance. If no satisfactory corrections are made by the Service Contractor within Ten (10) working days, Mobile County Commission may, at its discretion, cancel the Agreement immediately. If terminated, the Service Contractor will be removed from the bid list. Cancellation procedures will be strictly enforced.
2. The Service Contractor and/or the Mobile County Commission may cancel the contract by giving written notice of such, no less than Thirty (30) calendar days, notice of intent to cancel the contract. If the Service Contractor initiates the cancellation, the Service Contractor must also forfeit Fifty Percent (50%) of the charge for service for their last complete month of service. In the event of cancellation by either party, proration of the custodial charge will be based on a Thirty (30) day month.

## **MISCELLANEOUS PROVISIONS**

1. Breach of Contract: In the event of any breach or apparent breach by Service Contractor of any of its obligations under the terms of this Agreement, and in the further event that Mobile County Commission shall engage the services of any attorney to protect or to enforce its rights with respect to said breach or apparent breach, then and in those events, Service Contractor agrees to pay and to reimburse any and all reasonable attorneys' fees and expenses which Mobile County Commission may incur with respect to Mobile County Commission enforcement of this Agreement; regardless of whether said attorneys' fees and costs shall be incurred in connection with any litigation or in connection merely with advice and representation provided without litigation.
2. Indemnification: Service Contractor agrees to indemnify and hold the Mobile County Commission, its elected officials, officers, agents, and employees, whole and harmless from all costs, liabilities and claims for damages of any kind (including interest and attorneys' fees) arising in any way out of the performance of this Agreement and/or the activities of Service Contractor, its principals, directors, agents, servants and employees in the performance of this Agreement, for which the Mobile County Commission is alleged to be liable. In the event that the Mobile County Commission, through no fault of its own, is made a party to any lawsuit or legal proceeding arising in any way from this Agreement or any activities conducted pursuant thereto, Service Contractor hereby agrees to pay all of Mobile County Commission costs of defense, including but not limited to all attorneys' fees, court costs, expert witness fees and other expenses, through trial and, if necessary, appeal. This section is not, as to third parties or to anyone, a waiver of any defense or immunity or statutory damages cap otherwise available to Service Contractor or Mobile County, and these defenses and matters may be raised in the Mobile County's behalf in any action or proceeding arising under this Agreement.
3. Entire Agreement: This Agreement is the final expression of the agreement between the parties, and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written, not contained herein.
4. Governing Law and Venue: This Agreement shall be governed by the laws of the State of Alabama, and the appropriate venue for any actions arising out of this Agreement shall be a court of proper jurisdiction in Mobile, Alabama.
5. Licenses, permits, etc.: Service Contractor shall obtain, at its own expense, all necessary professional licenses, permits, insurance, authorization and assurances necessary in order to abide by the terms of this Agreement.
6. No Agency Relationship Created: Service Contractor, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of the MCC but shall be deemed to be an independent contractor in every respect and shall take all steps at its own expense, as MCC may from time-to-time request, to indicate that it is an independent contractor. MCC does not and will not assume any responsibility for the means by which or the manner in which the services provided by Service Contractor provided for herein are performed, but on the contrary, Service Contractor shall be wholly responsible, therefore.

7. Anti-discrimination: Contractor shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to Mobile County Ordinance which requires, inter alia, that all contractors performing work for the MCC not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen (15%) percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.

8. Assertion of Rights: Failure by the Mobile County Commission to assert a right or remedy shall not be construed as a waiver of that right or remedy.

9. State of Alabama Immigration Law: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

10. Public contracts with entities engaging in certain boycott activities: By signing this contract, the Contractor further represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

#### Locations and Summary of Work:

Work will be performed by Service Contractor under this Agreement shall consist of furnishing all labor, materials, tools, equipment and supplies, and all associated travel time and expenses required for the inspection, testing, maintenance, and service of all hood fire suppression at various Mobile County facilities as listed under scheduling and locations.

All work shall be in accordance with the National Fire Protection Association (NFPA) Code sections as listed in the Scope of Work, the State of Alabama Fire Code, and all Mobile County Regulations. Service Contractor shall be certified and hold a valid permit from the State of Alabama Fire Marshall, the work shall be performed by qualified technicians that have met the training requirements established by the State of Alabama Fire Marshall.

#### **Locations:**

1. Oddfellow Festival Park – 13027 Taylor F. Harper Blvd. Grand Bay, AL 36541
2. Tillman's Corner Senior Center – 5863 Nevius Rd. Mobile, AL 36606
3. West Mobile County Park – 2275 Leroy Stevens Rd. Mobile, AL 36695
4. Ag Center, Jon Archer – 1120 Schillinger Rd. South Mobile, AL 36608
5. River Delta Marina – 2350 Dead Lake Rd. Creola, AL 36526
6. James T. Strickland Youth Annex – 2200 Costarides St. Mobile, AL 36617
7. Mobile County Metro Jail – 450 St. Emanuel St. Mobile, AL 36603
8. Medium Security Facility – 451 St. Emanuel St. Mobile, AL 36603
9. Coastal Response – 7385 Hwy 188 Coden, AL 36523

End of Section



**BID FORM**

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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.

**DATE:** March 19, 2025

**TO:** PURCHASING DEPARTMENT, MOBILE COUNTY COMMISSION  
205 GOVERNMENT BLVD., 8<sup>TH</sup> FL. S. TOWER  
MOBILE, AL. 36644

**RE: PROJECT NAME:** SERVICE CONTRACT – Hood Fire Suppression  
at Various Mobile County Facilities

**PROJECT LOCATION:** VARIOUS LOCATIONS AT MOBILE COUNTY  
FACILITIES

**BID NUMBER:** 10-25

In compliance with the Bid Documents and having carefully and thoroughly examined said documents for the subject Work prepared by the Purchasing Department, Mobile County Commission and dated March 19, 2025 and all Addenda (before submitting any bid it is the Bidder's responsibility to check with the Purchasing 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:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**STATE OF ALABAMA FIRE MARSHALL PERMIT NUMBER:** \_\_\_\_\_

The Bidder hereby proposes to furnish all labor, materials, tools, insurance, transportation, travel time, 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, Scope of Work, and all applicable laws and regulations for the sum listed below.

The Work shall commence on the date of the written Notice to Proceed, issued by the Mobile County Commission's Facilities Design & Construction Department. **The term of the Contract shall extend and will terminate on September 30, 2026.**

**BID:**

Locations	Pricing
Mobile County Facilities	\$
Total:	\$

Total: \$ \_\_\_\_\_ .00  
Contingency Allowance: \$ 2,500.00  
Grand Total : \$ \_\_\_\_\_ .00

**Bids shall include all applicable sales and use taxes and shall be provided in whole dollar amount with no cents.**

**Total Bid Amount (Total + Contingency Allowance):** \_\_\_\_\_  
(Amount in Words)  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Amount in Numbers)

**The Total Bid Amount listed in words supersedes the amounts in numbers and anywhere else in this Bid Document.**

An Allowance of Two Thousand Five Hundred Dollars and 00/100 Cents (\$2,500.00) has been established in the Contract to cover the cost of additional services in accordance with the Unit Prices listed below. The Allowance shall be used for items of work not included under Basic Services in the Contract Documents. All additional work under this section must be authorized by the Owner, in writing, prior to ordering materials and/or undertaking work. The Allowance shall cover cost of material, labor, equipment, overhead, profit, and all other expenses for additional work as required by Owner. Upon completion of the Service Contract, any unused portion of the Allowance shall be credited back to the Owner in the form of a Change Order.

**UNIT PRICES – for Additional Services as specified – Scope of Work:**

Hourly Rates: For work performed outside the basic scope of services and not included in the total Bid:

- 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 (Company Holidays): \$ \_\_\_\_\_ per hour

Parts/Material: Service Contractor's direct cost plus Fifteen (15%) percent.

The Mobile County Commission reserves the rights to add, remove, and modify services, as needed during the term of this Agreement.

**1. BID INCLUDES:**

Addendum Number \_\_\_\_\_, Dated \_\_\_\_\_  
Addendum Number \_\_\_\_\_, Dated \_\_\_\_\_  
Addendum Number \_\_\_\_\_, Dated \_\_\_\_\_

**2. BID SECURITY:** The undersigned Bidder agrees that the attached Bid Security, payable to The Mobile County Commission, in the amount of Five Percent (5%) of the total bid amount, but in no event more than \$10,000 as is the proper measure of liquidated damages which the Mobile County Commission 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 Mobile County Commission as liquidated damages as specified in the Contract Documents.

**An Irrevocable Letter of Credit (ILOC) from a bank MAY be supplied in lieu of the Bid Bond or Cashier's Check. A sample Irrevocable Letter of Credit is attached, see Exhibit D.**

**3. 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): \_\_\_\_\_

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**4. 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 the 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 it 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 prescribed form within Ten (10) calendar days of said notification.

**COMPANY NAME:**

\_\_\_\_\_

**BY:** \_\_\_\_\_  
(Signature of Authorized Company Officer)

**COMPANY OFFICER:** \_\_\_\_\_  
Print Name

**TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_, \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

End of Section

## **SCOPE OF WORK**

### **BID #10-25**

#### **Hood Fire Suppression at Various Mobile County Facilities**

**Scope of Services:** Service Contractor shall provide Two (2) inspections per year, one in April and one in September. Inspections shall include Fire Suppression Systems for One (1) units at Nine (9) Mobile County facilities, (as listed in Exhibit A – Locations). Provide Fire Suppression System Inspection in accordance with National Fire Protection Association (NFPA) 96: standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, and in accordance with the following:

1. Carbon Dioxide extinguishing systems, NFPA 12.
2. Automatic Sprinkler Systems, NFPA 13.
3. Foam-water sprinkler system or foam-water spray system, NFPA 16.
4. Dry-chemical extinguishing system, NFPA 17.
5. Wet-chemical extinguishing system, NFPA 17A.
6. National Electric Code, NFPA 70
7. National Fire Alarm & Signal Code, NFPA 72
8. Fire Protection of Information Technology Equipment, NFPA 75
9. Puff Test Performed, NFPA 17A

**Inspections shall include, but are not limited to, the following:**

#### **GENERAL**

1. All systems are in service.
2. Report if hoods, filters, ducts and fans need cleaning or repair.
3. All systems are connected to Fire Alarm.

#### **CYLINDERS**

1. All cylinders are properly located and undamaged.
2. All gauges read proper pressure.
3. All manual release devices are properly located and in working order.
4. Dry chemical in satisfactory condition.
5. All rupture discs are in satisfactory condition.
6. All CO<sub>2</sub> cartridges within proper weight limits.

#### **PIPING**

1. All piping secure.
2. All pipes were clear and unobstructed.

#### **NOZZLES**

1. All nozzles are clear, undamaged, unobstructed.
2. All nozzle caps are in proper working order.

#### **FUSEABLE LINKS**

1. All fuseable links replaced.

#### **AUTOMATIC FUEL SHUT-OFFS**

1. All fuel shutoffs in proper working order.

Basic Services (Base Bid) Services shall include, but are not limited to, the following:

1. Once yearly inspection and tagging/labeling of all existing Mobile County Facilities fire extinguishers in accordance with the dates listed in Exhibit A. Inspections at each facility shall occur on, or immediately prior to the "Inspection Date" listed for each facility.
2. All travel time/expenses associated with the inspection at each facility shall be included in the Basic Services. It is anticipated that a number of facilities will be scheduled for inspection on the same day, depending on location and proximity, thereby reducing overall travel time. The final schedule for inspections shall be determined by the Building Services Department as dictated by the Inspection Date listed in Exhibit A, and in coordination with the facility and Service Contractor's schedule. All Basic Services shall be included in, and billed against, the Base Bid amount.

## 2. INSPECTION FORMS

1. The inspections will be recorded on a standard report form prepared by the Fire Suppression Inspection Company. This report form must meet prior approval of the Service Contract Administrator, Mobile County Commission and be acceptable to the insurance underwriter.
2. Copies of all reports will be furnished to the Service Contract Administrator's. Reports shall be submitted with invoices for payment.

**All work shall be in accordance with National Fire Protection Association (NFPA) Code sections as listed above, the State of Alabama Fire Code, and all City of Mobile Regulations. Service Contractor shall be certified and hold a valid permit from the State of Alabama Fire Marshall, (a copy of a valid permit must be included in the bid documents). The work shall be performed by qualified technicians that have met the training requirements established by the State of Alabama Fire Marshall and the City of Mobile Fire Rescue Department, the City of Grand Bay, the City of Creola, and the Coden Volunteer Fire Department, if applicable.**

End of Section

## EXHIBIT A – LOCATIONS

1. Oddfellow Festival Park – 13027 Taylor F. Harper Blvd. Grand Bay, AL 36541
2. Tillman's Corner Senior Center – 5863 Nevius Rd. Mobile, AL 36606
3. West Mobile County Park – 2275 Leroy Stevens Rd. Mobile, AL 36695
4. Ag Center, Jon Archer – 1120 Schillinger Rd. South Mobile, AL 36608
5. River Delta Marina – 2350 Dead Lake Rd. Creola, AL 36526
6. James T Strickland Youth Center – 2315 Costarides St. Mobile, AL 36617
7. Mobile County Metro Jail – 450 St. Emanuel St. Mobile, AL 36603
8. Medium Security Facility – 451 St. Emanuel St. Mobile, AL 36603
9. Coastal Response – 7385 Hwy 188 Coden, AL 36523

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End of Section



## EXHIBIT B – COUNTY HOLIDAYS

HOLIDAY	NUMBER OF DAYS CLOSED
Columbus Day	1
Veteran's Day	1
Thanksgiving	2
Christmas	2
New Years	1
Dr. Martin Luther King, Jr. and Robert E. Lee's Birthdays	1
Mardi Gras	2
Memorial Day	1
Juneteenth	1
Independence Day	1
Labor Day	1

\*\*County holidays are subject to change. Service Contractor shall be notified of any additions, substitutions, or deletions. Additionally, in the case of unplanned closure of Various Mobile County Facilities, due to hurricanes, winter storms, etc., Service Contractor shall be notified as soon as possible.

End of Section

# EXHIBIT C - CERTIFICATE OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
MM/DD/YY

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 Broker or Agent Name and Address	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED Company Name and Address	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : COMPANY NAME		12345
	INSURER B : COMPANY NAME		12345
	INSURER C : COMPANY NAME		12345
	INSURER D : COMPANY NAME		12345
	INSURER E : COMPANY NAME		12345
INSURER F : COMPANY NAME		12345	

**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 LTR	TYPE OF INSURANCE	ADDL SUBR INSD	Y/Y/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			A123456789	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			12-3456789-00	MM/DD/YY	MM/DD/YY	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BOOILY INJURY (Per person) \$ BOOILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			123456789	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe and DESCRIPTION OF OPERATIONS:	Y/N	N/A	12345	MM/DD/YY	MM/DD/YY	<input checked="" type="checkbox"/> PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	E	Fidelity Bond		ABC12345	MM/DD/YY	MM/DD/YY	50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Bid #XXX-XX, Annual Janitorial Services for (FACILITY NAME)

SAMPLE DOCUMENT

<b>CERTIFICATE HOLDER</b>  Mobile County Commission 205 Government Street Mobile, AL 36602	<b>CANCELLATION</b>  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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ACORD 25 (2016/03)

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End of Section

## EXHIBIT D – IRREVOCABLE LETTER OF CREDIT

THIS LETTER IS TO BE PRINTED ON  
OFFICIAL BANK LETTERHEAD STATIONARY

CURRENT DATE

**SAMPLE  
DOCUMENT**

### IRREVOCABLE LETTER OF CREDIT

We hereby establish our irrevocable letter of credit in your favor for ACCOUNT NAME, in an amount not to exceed 5% OF BID AMOUNT. Which will remain available to (Company name) for use in conducting Business with the Mobile County Commission.

BANK NAME

BANK REPRESENTATIVE SIGNATURE

NAME AND TITLE