

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36602

BID INVITATION

BID NO. 121-25

October 23, 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 - EMERGENCY GENERATOR AND TRANSFER SWITCH MAINTENANCE 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, 8th FL South, Mobile, Alabama 36602, 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.

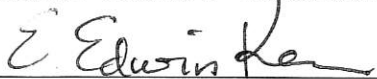
THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

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. Wednesday, November 12, 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 and 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

SAMPLE



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	
Connie Hudson	
Name (Please Type or Print)	Title
Electronically Signed	12/21/2011
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	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:	638001644

Bid Documents

PROJECT NAME: SERVICE CONTRACT – EMERGENCY DIESEL GENERATOR AND TRANSFER SWITCHES AT VARIOUS MOBILE COUNTY FACILITIES

PROJECT LOCATION: VARIOUS MOBILE COUNTY FACILITIES

BID NUMBER: 121-25

DUE DATE: WEDNESDAY, NOVEMBER 12, 2025, NO LATER THAN 10:00AM, LOCAL TIME.
8th FLOOR, SOUTH TOWER, GOVERNMENT PLAZA
205 GOVERNMENT STREET
MOBILE, AL 36602

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. Quarterly Fee: The Service Contractor agrees to charge, and the County agrees to pay the quarterly fee as determined by the agreed amount pricing as present on the Bid Form for the term of the contract, for the required quarterly services. Service Contractor shall bill quarterly for services rendered the preceding month. 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 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 to the requirements of the bid. All such addenda shall become part of the contract documents.

FAMILIARITY WITH THE WORK:

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 110 sections as listed in the Scope of Work.

All work shall be in accordance with National Fire Protection Association (NFPA) Code sections as listed above. The work shall be performed by qualified technicians that have met the training requirements established by the manufacturer.

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 **Tuesday, November 4, 2025, at 10:00am**, local time, on site in the Atrium, **Government Plaza, 205 Government Street, Mobile, AL 36602**. 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	\$5,000,000

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 County's 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 County 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. Indemnify: To the fullest extent permitted by law, the Service Contractor shall indemnify and hold harmless the County, and its agents and employees from and against all claims, damages, losses, and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the Work.
2. Subcontractors: The Service Contractor shall not employ Subcontractors without the express written permission of the County.
3. Uniforms: Service Contractor's employees are required to wear a uniform or some type of garment that will identify employees working for the company while on the premises.
4. Conduct: The Service Contractor shall require employees to comply with all instructions pertaining to conduct and building regulations issued by Service Contract Administrator and Court Police Officers, if applicable. The Service Contractor shall prohibit their employees from the following: using telephones or office equipment; stealing/taking County property or personal property; using illegal drugs, alcohol, or other prohibited substances; being under the influence of illegal drugs or alcohol while on County property; carrying or using guns, knives, or other dangerous weapons; and/or unplugging computers or other equipment. Due to the security nature of Mobile County Facilities, Service Contractor's employees shall be subject to background checks and if approved, they will be issued County identification security cards, if applicable. The County shall reserve the right to have any Service Contractor's personnel removed, relocated, and/or barred from access to Mobile County Facilities at any time. Service Contractor shall replace the employee immediately upon notification by the Service Contract Administrator. The Service Contractor's personnel shall immediately return the County issued identification security card, if applicable.

5. Contractor Qualifications: Service Contractor must have been in business at least Five (5) consecutive years. Service Contractor shall provide references to recent life safety testing and inspections experience in multi-story buildings. Failure to provide evidence of at least Five (5) consecutive years in business or references will be cause to reject bid.
6. Service Contract must provide oversight on all NFPA certified tests shall use approved NFPA annual test and inspection forms. Service Contractor shall be responsible for all aspects of each test for each location(s) listed below. Careful consideration for the planning and implementation as to not interrupt the daily operation of each facility is a priority. Tests and inspections for the Metro Jail and Barracks can be performed during normal hours.

Locations and Summary of Work:

Work will be performed by Service Contractor under this Agreement shall consist of furnishing all labor, materials, tools, equipment, insurance, and supplies, and all associated travel time and expenses required for the inspection, testing, maintenance, and service of all Emergency Diesel Generator and Transfer Switches at various Mobile County Facilities as listed under locations. Conduct monthly, quarterly, and annual inspections are to be conducted in accordance with manufacturer specifications and requirements. Records are to be maintained by the awarded contractor and a copy is to be sent to Service Contract Administrator.

All work shall be in accordance with the National Fire Protection Association (NFPA) Code sections as listed in the Scope of Work.

Locations:

1. Government Plaza – 205 Government St. Mobile, AL 36602
2. Government Plaza Annex – 151 Government St. Mobile, AL 36602
3. James T Strickland Youth Center – 2315 Costarides St Mobile, AL 36617
4. Michael Square Shopping Center – 3925 Michael Blvd Mobile, AL 36609
5. Mobile County Building Maintenance Complex - 554 S Royal St Mobile, AL 36603
6. Mobile County Metro Jail – 450 St. Emanuel St. Mobile, AL 36603
7. Mobile County Metro Jail Barricks - 451 St. Emanuel St. Mobile, AL 36603
8. Sheriff's Admin Building – 510 S Royal St Mobile, AL 36603

End of Section

BID FORM

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: November 12, 2025

TO: PURCHASING DEPARTMENT, MOBILE COUNTY COMMISSION
205 GOVERNMENT BLVD., 8TH FL. S. TOWER
MOBILE, AL. 36602

RE: PROJECT NAME: SERVICE CONTRACT – Emergency Generator and
Transfer Switches at Various Mobile County Facilities

PROJECT LOCATION: VARIOUS MOBILE COUNTY FACILITIES

BID NUMBER: 121-25

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 November 5, 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: _____

The Bidder hereby proposes to furnish all labor, materials, tools, insurance, 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	Quarterly	Annual
Building Maintenance Complex	\$	\$	\$
Government Plaza	\$	\$	\$
Government Plaza Annex	\$	\$	\$
Mobile County Metro Jail	\$	\$	\$
Mobile County Metro Jail Barricks	\$	\$	\$
Michael Square Shopping Center	\$	\$	\$
James T. Strickland Youth Center	\$	\$	\$
Sheriff's Admin Building	\$	\$	\$
Total:	\$	\$	\$

Total: \$.00
Contingency Allowance: \$ 5,000.00
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 Five Thousand Dollars and 00/100 Cents (\$5,000.00) will be 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, travel, overhead, profit, and all other expenses for additional work as required by Owner. Additionally, the Allowance can be used to pay for Service/Trip fees associated with work performed as "Additional Services." 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.

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):

Supervisor: Year 1 \$_____ per hour, Year 2 \$_____ per hour, Year 3 \$_____ per hour.

Worker: Year 1 \$_____ per hour, Year 2 \$_____ per hour, Year 3 \$_____ per hour.

B. Overtime (5pm to 8am, Monday through Friday, and Weekends):

Supervisor: Year 1 \$_____ per hour, Year 2 \$_____ per hour, Year 3 \$_____ per hour.

Worker: Year 1 \$_____ per hour, Year 2 \$_____ per hour, Year 3 \$_____ per hour.

C. Overtime Holidays (Company Holidays):

Supervisor: Year 1 \$_____ per hour, Year 2 \$_____ per hour, Year 3 \$_____ per hour.

Worker: Year 1 \$_____ per hour, Year 2 \$_____ per hour, Year 3 \$_____ per hour.

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

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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End of Section

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 NO 121-25

Emergency Generator and Transfer Switches Maintenance at Various Mobile County Facilities

Scope of Services: Work will be performed by Service Contractor under this Agreement shall consist of furnishing all labor, materials, tools, equipment, insurance, supplies, and all associated travel time and expenses required for the inspection, testing, maintenance, and service of all Emergency Diesel Generator and Transfer Switches at various Mobile County facilities as listed under locations.

All work shall be in accordance with the National Fire Protection Association (NFPA) Code 110. Service Contractor shall be certified, the work shall be performed by qualified technicians that have met the training requirements established by the manufacturer. Emergency Generator and Transfer Switches inspection and testing shall be performed quarterly and annually. All inspection and testing shall be scheduled as per the Service Contract Administrator, Perform all repairs in accordance with National Fire Protection Association (NFPA) 110 and any other applicable NFPA Codes.

1. Coordinate work schedule with Owner's representative.
2. Preventative Maintenance and required Service shall be performed in March and October of each year.
3. All inspections and repairs shall be performed per NFPA 110 – Standard for Emergency & Standby Power Systems. Any discrepancies shall be documented and a report along with a quote to repair such discrepancies shall be immediately presented to the Service Contract Administrator. The Owner reserves the right to solicit bids for repairs from multiple vendors and award a contract to lowest bidder.
4. The emergency generators and transfer switches maintenance to be maintained and inspected are listed in Exhibit A – Locations.

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

Generator Maintenance:

1. Lubricating Systems:

Change lube oil and filters - **Annual**; Inspect for proper oil level(s) - **Quarterly**.
Inspect unit for oil leak(s) - **Quarterly**; Obtain oil sample for analysis and supply report(s) - **Annual**.

2. General:

Inspect unit for unusual vibration - **Quarterly**; Run Generator under load where practical - **Quarterly**; Record all readings and present reports; Notify of required repairs if any; Document verification on ATS amp load sheet. Confirm weekly generator test runs - **Quarterly**. Load Bank Test - **Annual**. Level 1 EPSS test - **Annual**.

3. **Air Intake System: (Quarterly)**
Inspect air inlet; Inspect air cleaner; Inspect air service indicator, engine running; Inspect Turbocharger for bearing wear; Inspect operation of meters and gauges; Inspect Control system; Inspect shutdown and pre-alarms; Check starter operation. Replace air filters annually.
4. **Check Fuel System: (Quarterly)**
Check operations of fuel level circuits, check day tank operations, change fuel filters; - **Bi-annually**. Check governor operations, check fuel level in tank notifying customer, Obtain fuel sample for analysis and supply report. Diesel tanks will need to be inspected per NFPA 110, including but not limited to Inspect tank float switch, inspect fuel control solenoid, Inspect and Drain fuel filter water trap, Record any water within the fuel tank, clean vents, test piping/connections.
5. **Check Cooling System: (Quarterly)**
Inspect coolant level and degree of protection; Inspect hoses and drive belts; Inspect radiator for obstruction; Verify proper operation of water jacket heater; Visual inspect for leaks; Lubricate fan drive as needed; Obtain coolant sample for analysis and support report.
6. **Exhaust System: (Quarterly)**
Inspect condition of exhaust and Inspect rain cap.
7. **Check Generator: (Quarterly)**
Inspect operation of circuit breaker; Inspect intake and exhaust areas; Inspect bearing and grease as needed; Compare voltage to normal line; Check slip rings and brushes(if applicable).
8. **Engine Electrical: Check Automatic Transfer Switch: (Quarterly)**
Clean batteries and cables; Add distilled water and check gravity; Inspect operation of charger; Check starter operation. Replace battery(ies) **Annually**.
9. **Belts and Hoses:**
Inspect all belts and hoses; replace all belts and hoses **Annually**.

Transfer Switch:

1. **General: (Quarterly)**
Record voltage readings utility(line to line/line to ground); Record voltage readings emergency; Check phase rotation(normal and emergency); Record load readings on each phase and neutral; vacuum enclosure; review notes/recommendations with customer.
2. **Mechanical: (Quarterly)**
Remove Arc Barriers(when necessary); Lubricate operating coil plunger; Lubricate pivot points where safe to do so; Inspect/Clean main contacts (Adjust if needed); Inspect/Clean arcing contacts (Adjust if needed); Check TS contact adjustment/adjust if needed; Verify proper operation of Auxiliary contacts; Check power cable connections; Re-install Arc barriers; Manually operate ATS checking for binding.

3. **Electrical: (Quarterly)**

Check control wire connections; check rectifiers; verify/record following time delay settings; engine start; elevator pre-signal; transfer to emergency; open transition; re-transfer to normal; engine stop; verify/record following pick up and drop off settings; normal voltage and frequency pick up; normal voltage and frequency drop out; emergency voltage and frequency pick up; emergency voltage and frequency drop out; check test switch; verify proper operation of all indicator lamps; check operation of in-phase monitor; verify proper operation of all optional accessories; operate ATS electrically; take infrared pictures/cables to insure there are no hot spots.

Emergency Generators should be inspected by a certified professional to ensure they are working properly and prevent potential issues. Conduct monthly, quarterly, and annual inspections are to be conducted in accordance with manufacture specifications and requirements. Records are to be maintained by awarded contractor and a copy is to be sent to Building Maintenance and Service Contract Administrator.

Additional Services may include, but are not limited to, the following:

- A. If there are to be an additional charge for repairs required that are not specified in the code a line-item estimate of all costs must be provided to Building Maintenance for approval prior to any action of the Service Contractor prior to commencement of any repairs.

INSPECTION FORMS.

- 1. The inspections will be recorded on a standard report form prepared by the Service Contractor
- 2. Copies of all reports will be furnished to the Service Contract Administrator's office in the Facilities, Design, and Construction Department, and to the City of Mobile's Fire Marshal. Reports shall be submitted with invoices for payment to the Service Contract Administrator.
- 3. Copies of all reports shall be submitted to the City of Mobile's Fire Prevention Bureau using the Mobile-Eyes Contractor Inspection Portal at https://www.mobile-eyes.com/SFR_index.asp, for locations within the City of Mobile.

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, the City of Mobile Fire Rescue Department, if applicable.

End of Section

EXHIBIT A – LOCATIONS

1. Government Plaza – 205 Government St. Mobile, AL 36602
2. Government Plaza Annex – 151 Government St. Mobile, AL 36602
3. James T Strickland Youth Center – 2315 Costarides St Mobile, AL 36617
4. Michael Square Shopping Center – 3925 Michael Blvd Mobile, AL 36609
5. Mobile County Building Maintenance Complex - 554 S Royal St Mobile, AL 36603
6. Mobile County Metro Jail – 450 St. Emanuel St. Mobile, AL 36603
7. Mobile County Metro Jail Barricks - 451 St. Emanuel St. Mobile, AL 36603
8. Sheriff's Admin Building – 510 S Royal St Mobile, AL 36603

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End of Section

Emergency Generator Locations

1. Government Plaza - 205 Government St. Mobile, AL 36602
2. Government Plaza Annex- 151 Government St. Mobile, AL 36602
3. James T Strickland Youth Center- 2315 Costarides St Mobile, AL 36617

Type: 2000 Cummins ONAN

Model: 250DFAC-820

Fuel: Diesel

4. Michael Square Shopping Center - 3925 Michael Blvd Mobile, AL 36609

Revenue Commission: Type: 2007 Kohler

Model: I00REOZJB

Fuel: Diesel

License Commission: Type: 2002 Kohler 250

Model: 250REOZD

Fuel: Diesel

5. Mobile County Building Maintenance Complex - 554 S Royal St Mobile, AL 36603
6. Mobile County Metro Jail - 450 St. Emanuel St. Mobile, AL 36603
7. Mobile County Metro Jail Barricks - 451 St. Emanuel St. Mobile, AL 36603
8. Sheriff's Admin Building- 510 S Royal St Mobile, AL 36603

Type: 2002 Kohler

Model: 80RZG

Fuel: Natural Gas

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): E-MAIL: ADDRESS:		FAX (A/C, No.):	
INSURED Company Name and Address		INSURER(S) AFFORDING COVERAGE			
		INSURER A: COMPANY NAME			
		INSURER B: COMPANY NAME			
		INSURER C: COMPANY NAME			
		INSURER D: COMPANY NAME			
		INSURER E: COMPANY NAME			
		INSURER F: COMPANY NAME			
		NAIC #			
		12345			
		12345			
		12345			
		12345			
		12345			
		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 WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ 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 - COMPOP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		12-3456789-00	MM/DD/YY	MM/DD/YY	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ 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 NH) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N Y N/A	12345	MM/DD/YY	MM/DD/YY	☒ PER STATUTE ☐ OTHER 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

CERTIFICATE HOLDER	CANCELLATION
Mobile County Commission 205 Government Street Mobile, AL 36602	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 <i>Signature Here</i>

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

End of Section