

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36644

BID INVITATION

BID NO. 134-26

July 24, 2026

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 - ANNUAL FIRE SPRINKLER SYSTEMS INSPECTIONS AT VARIOUS MOBILE COUNTY FACILITIES.

NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2026, THROUGH SEPTEMBER 30, 2029.

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.

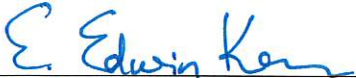
THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

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. August 26, 2026 .

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:	636001644

Bid Documents

PROJECT NAME: SERVICE CONTRACT – ANNUAL FIRE SPRINKLER
SYSTEMS INSPECTIONS AT VARIOUS MOBILE
COUNTY FACILITIES

PROJECT LOCATION: VARIOUS MOBILE COUNTY FACILITIES

BID NUMBER: 134-26

DUE DATE: WEDNESDAY, AUGUST 26, 2026, 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, 2029.

COMPENSATION:

1. Quarterly Fee: The Service Contractor agrees to charge, and the County agrees to pay the quarterly 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:

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, the State of Alabama Fire Code, all City of Mobile Regulations, and all Mobile County 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.

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 **Monday, August 10, 2026, at 10:00am**, local time, on site at **Mobile County Building Maintenance Complex, 554 South Royal St. Mobile, AL 36603**. 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 PROVISION

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 on these various life safety systems and must 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 and supplies, and all associated travel time and expenses required for the inspection, testing, maintenance, and service of all fire sprinkler systems at various Mobile County facilities as listed under 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.

1. Theodore Oaks Complex – 5808 Hwy 90 West Theodore, AL 36582
2. Camp 1 Administration – 7511 Howells Ferry Rd. Mobile, AL 36618
3. Africatown Heritage House – 2465 Winbush St. Mobile, AL 36610
4. Michael Square Shopping Center – 3925 Michael Blvd. Mobile, AL 36609
5. Semmes Library – 9150 Moffett Rd. Semmes, AL 36575
6. James T Strickland Youth Center – 2315 Costarides St. Mobile, AL 36617
7. Africatown Hall and Food Bank – 2201 Papermill Rd. Mobile, AL 36610
8. Community Corrections Center – 111 Canal St. Mobile, AL 36603
9. Mobile County Building Maintenance Complex 554 South Royal St. Mobile, AL 36603
10. Semmes Senior Center – 9635 Moffett Rd. Semmes, AL 36575
11. Sheriff's Admin Building – 510 South Royal St. Mobile, AL 36603
12. Grand Bay Historical Museum and Library – 10329 Freeland Ave. Grand Bay, AL 36541

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: JULY 24, 2026

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

RE: PROJECT NAME: SERVICE CONTRACT – Fire Sprinklers Systems
Inspections at Various Mobile County Facilities

PROJECT LOCATION: VARIOUS MOBILE COUNTY FACILITIES

BID NUMBER: 134-26

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 July 24, 2026 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, 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, 2029.**

BID:

Location	Year 1 - Quarterly	Year 1 – Annual	Year 2 - Quarterly	Year 2 - Annual	Year 3 – Quarterly	Year 3 – Annual	TOTALS
Africatown H &F	\$	\$	\$	\$	\$	\$	\$
Africatown H	\$	\$	\$	\$	\$	\$	\$
Camp 1 Admin	\$	\$	\$	\$	\$	\$	\$
Comm C. Center	\$	\$	\$	\$	\$	\$	\$
GB H. M & L	\$	\$	\$	\$	\$	\$	\$
James T. SYC	\$	\$	\$	\$	\$	\$	\$
Michael Sq	\$	\$	\$	\$	\$	\$	\$
MCBM	\$	\$	\$	\$	\$	\$	\$
Semmes Library	\$	\$	\$	\$	\$	\$	\$
Semmes S C	\$	\$	\$	\$	\$	\$	\$
Sheriff Admin	\$	\$	\$	\$	\$	\$	\$
Theodore Oaks	\$	\$	\$	\$	\$	\$	\$
TOTALS:	\$	\$	\$	\$	\$	\$	\$

Year 1:	\$	.00
Year 2:	\$	.00
Year 3:	\$	.00
Contingency Allowance:	\$	5,000.00
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 (Year 1 + Year 2 + Year 3 + Contingency Allowance): _____

_____ and 00/100 Dollars (\$ _____)
(Amount in Words) (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): _____

Remainder of Page Left Intentionally Blank

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 134-26
Fire Sprinkler Systems Inspections 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 and supplies, and all associated travel time and expenses required for the inspection, testing, maintenance, and service of all fire sprinkler systems inspections at various Mobile County facilities as listed under 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.

1. Automatic Sprinkler Systems, NFPA 13.
2. Water Spray Fixed System, NFPA 15
3. Foam-Water Sprinkler System or Foam-Water Spray System, NFPA 16.
4. Inspection, Testing, & Maintenance of Water-Based System, NFPA 25

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

The system strainer should be removed and visually inspected for damage. Any corroded parts should be replaced at the time of inspections.

1. All sprinklers, hangers, pipes, and fittings should be tested to ensure good working conditions.
2. Main drain tests should be conducted on all sprinkler systems to verify control valves are in the open position and working properly.
3. Dry pipe valves should undergo a throttle trip test, cleaning, and resetting.
4. Deluge valves should have a full trip test at least once a year. The maximum frequency between full trip tests ought to be within 3 years.
5. Each antifreeze solution used in the systems should be tested and adjusted if necessary.
6. Nozzles on water spray systems should be visually inspected and tested for proper flow.
7. For hydraulically designed sprinklers systems, ensure the nameplate is legible and securely attached to the riser.
8. Test and inspect water flow alarm devices to ensure they're in good working condition.
9. Inspect pressure-reducing valves to ensure they're in the open position, free from leaks, and in good condition.
10. Mechanical water flow alarm devices should be tested quarterly. However, you can stick to semi-annual inspections if you have vane-type or pressure switch-type alarm devices.
11. Inspect fire department connections to ensure that they're in place, visible, accessible, free of physical damage, and working properly.
12. All electrical switches and system components must be returned to an operable state.
13. All access panels and cover plates must be replaced, and dampers and diffusers must be positioned for proper airflow.

- A. Coordination:
 - a. Coordinate all inspection with the Service Contract Administrator.
 - b. Service Contract Administrator or designee shall be present during all inspections and testing.
 - c. Provide a schedule for all testing and inspections
- B. Quality Assurance:
 - a. Inspections shall be performed by a qualified (competent, capable, trained, certified, and licensed) technician that has met all the requirements and training established by the State of Alabama Fire Marshall and the City of Mobile Fire Rescue Department.
- C. Inspections & Testing – General:
 - a. All inspections, testing, impairment, and record keeping shall be implemented in accordance with procedure meeting those established in the National Fire Protection Association (NFPA) Code 25.
 - b. Inspections & testing shall occur during normal business hours (Monday through Friday, 8am to 5pm) and shall be scheduled to minimize any disturbance to the regular operations of the location, personnel, and visitors.
- D. Inspection & Testing - Schedule:
 - a. Due to the nature of the buildings and the various functions, the schedule for the Annual and Quarterly Inspections & Testing will be coordinated by the Service Contract Administrator.
- E. Inspection & Testing – Requirements:
 - a. **Annual Inspections** shall include but are not limited to:
 - i. Sprinkler System – per NFPA 25, Chapter 5 – Table 5.1.1.2
 - 1. Building
 - 2. Hangers/Bracing
 - 3. Pipes and Fittings
 - 4. Sprinkler Heads
 - 5. Spare Sprinklers
 - 6. Informational Signage
 - 7. Fire Department Connections
 - 8. Valves
 - 9. Antifreeze Solution
 - ii. Standpipe and Hose System – per NFPA 25, Chapter 6 – Table 6.1.1.2
 - iii. Valves, Valve Components & Trim – per NFPA 25
 - 1. Pressure reducing and relief valves
 - 2. Main drain
 - 3. Control valves (Position/Operation)
 - 4. Full flow
 - 5. Circulation relief
 - 6. Pressure relief valves

b. **Quarterly Inspections** shall include but are not limited to:

iv. Sprinkler System

1. Gauges
2. Control valves
3. Waterflow alarm devices
4. Valve supervisory alarm signal
5. Supervisory signal devices
6. Hydraulic nameplate
7. Waterflow alarm devices (mechanical devices)
8. Vane and pressure switch type devices

v. Valves, Valve Components & Trim

1. Control valves – Locked
2. Tamper switches
3. Pressure reducing valves
4. Backflow prevention assemblies
5. Main drains
6. Waterflow alarms

F. System Impairment or Shut-Down: Where an impairment or shut-down of any fire protection system is required for inspection or testing purposes, the procedures outlined in NFPA 15 shall be followed. The Service Contract Administrator shall be advised of any required impairment and/or shut down immediately to coordinate with the end user at location.

G. Inspection and Testing Reports:

a. All Inspection and Testing Reports shall include the following:

- the Name of Location
- Address of the Location
- Date of the Inspection
- Name and Signature of the inspector/technician
- System Description
- A complete list of all components required to be tested/inspected with results of the testing/inspections
- Other Information as required
- Provide separate inspection report for backflow preventer inspection/testing

b. Deficiencies shall be clearly and legibly noted on the Report Form

c. Systems and/or Components showing any damage, leakage, corrosion, impairment and/or non-functioning gauges or other equipment shall be immediately reported to the Service Contract Administrator.

b. Inspection and Testing Report Forms **MUST** be signed (in person) by the technician who performed the inspection and testing and by the Service Contract Administrator or designee upon completion of the inspection/test. Electronic signatures will **NOT** be accepted.

- c. The inspections will be recorded on a standard report form prepared by the Service Contractor.
- d. Copies of all reports will be furnished to the Service Contract Administrator's office in the Building Services Department, and to the City of Mobile's Fire Marshal. Reports shall be submitted with invoices for payment.
- e. 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.

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

- A. Additional inspections and testing may be required for potable water backflow preventers located at one of the locations listed in Exhibit A - Locations, or for additional fire/potable water backflow preventers located at other City of Mobile locations. Additional backflow preventer inspections and testing shall be performed in accordance with the requirements of this Section and shall be provided only as directed by the Service Contract Administrator. Additional Services shall be billed in accordance with the Unit Prices as listed in Section 3.3 of the Agreement.

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 Building Services Department, and to the City of Mobile's Fire Marshal. Reports shall be submitted with invoices for payment.
- 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, the Coden Volunteer Fire Department, the City of Citronelle, the Town of Dauphin Island, the Tanner Williams Volunteer Fire District, the City of Grand Bay, the Town of Mt. Vernon, the City of Axis, the City of Creola, and the City of Semmes, if applicable.

End of Section

EXHIBIT A – LOCATIONS

1. Africatown Hall and Food Bank – 2201 Papermill Rd. Mobile, AL 36610
2. Africatown Heritage House – 2465 Winbush St. Mobile, AL 36610
3. Camp 1 Administration – 7511 Howells Ferry Rd. Mobile, AL 36618
4. Community Corrections Center – 111 Canal St. Mobile, AL 36603
5. Grand Bay Historical Museum and Library – 10329 Freeland Ave. Grand Bay, AL 36541
6. James T Strickland Youth Center – 2315 Costarides St. Mobile, AL 36617
7. Michael Square Shopping Center – 3925 Michael Blvd. Mobile, AL 36609
8. Mobile County Building Maintenance Complex 554 South Royal St. Mobile, AL 36603
9. Semmes Library – 9150 Moffett Rd. Semmes, AL 36575
10. Semmes Senior Center – 9635 Moffett Rd. Semmes, AL 36575
11. Sheriff's Admin Building – 510 South Royal St. Mobile, AL 36603
12. Theodore Oaks Complex – 5808 Hwy 90 West Theodore, AL 36582

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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): E-MAIL ADDRESS:	
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	

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	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY		A123456789	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☒ PRO. ☐ LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER					\$
B	AUTOMOBILE LIABILITY		12-3456789-00	MM/DD/YY	MM/DD/YY	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO					BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY	☒ SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY	☒ NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
C	☒ UMBRELLA LIAB	☒ OCCUR	123456789	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ 5,000,000
	☐ EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE \$ 5,000,000
	DED	RETENTION \$				\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		12345	MM/DD/YY	MM/DD/YY	☒ PER STATUTE ☐ OTH. ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA)	Y/N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below:	Y N/A				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
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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