



**ADDENDUM No. 1**  
**Request for Quote**  
**RFP No. 2023-016A**

Date: **November 17, 2023**

Project Name: **Remove and Replace Existing Main Electrical Panel at 1910 Ave. C**

**Addendum No. 1** for the above referenced project has been published. This addendum is available only by electronic delivery on the Mobile Airport Authority website. Please find attached the Documents for the above referenced **Addendum No. 1**.

This Addendum is hereby made a part of the Contract Documents and Specifications of the above referenced project. All other requirements of the original Contract Documents and Specifications shall remain effective in their respective order.

**Acknowledge receipt of this addendum by including this addendum with your quote.**

**ITEM NO. 1:**  
**Questions and Answers**

1. (Q) What location will the electrical panel be moved to?
  - (ANS) It will not be relocated. The new panel can be installed in the same location as the old panel.
2. (Q) Is there a specific brand panel that needs to be used?
  - (ANS) No.
3. (Q) Is a permit required to replace the meter?
  - (ANS) Yes, per the RFQT. A permit will be required to pull the meter, install a disconnect, and replace the panel.
4. (Q) The RFQT references a vendor form, but it is not included. Can you supply it?
  - (ANS) Please see the attachments for access to the vendor form.
5. (Q) What is required to document insurance?
  - (ANS) Please see the attachments for access to our COI requirements.
6. (Q) Is it possible to work outside the hours of MON-FRI 7am – 5 pm?
  - (ANS) No. Contractor shall quote to adhere to the timeline set forth in the RFQT.

7. (Q) Is the Certificate of Insurance due at the time of the bid?
  - (ANS) Yes.
8. (Q) Is an on-site visit mandatory?
  - (ANS) No.
9. (Q) Can I bid on 016B and 016C as well?
  - (ANS) Yes. However, if a contractor bids on multiple RFQs, their price needs to stand on its own for each RFQ. They will be treated as separate contracts.
10. (Q) Is there a requirement to submit product data?
  - (ANS) Yes. Please submit product data on the panel being installed.

**ITEM NO. 2:**  
**Warranty**

The finished product must be warrantied for 180 days.

If you have any questions, please contact us.

Sincerely,  
**MOBILE AIRPORT AUTHORITY**

Rita L. Barren  
Procurement Officer

Attachments: Attachment 1 – Vendor Form  
Attachment 2 – W-9  
Attachment 3 – Insurance Requirements

cc: Mobile Airport Authority File

**- End of Addendum No. 1 -**

# Attachment 1

## VENDOR DATA FORM

*THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL RESPONSE*

**TYPE OF APPLICANT:**       **NEW**       **CURRENT VENDOR**

Legal Contractual Name of Corporation: \_\_\_\_\_

Contact Person for Agreement: \_\_\_\_\_

Corporate Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person for Proposals: \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Is your business: (Check one)

DBE/ACDBE Certified       Non-DBE/ACDBE Certified

Signature of Authorized Representative: \_\_\_\_\_

Representative's Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Attachment 3

## MOBILE AIRPORT AUTHORITY

### Insurance Requirements

Company **MUST** agree to insurance requirements as outlined below, as well a complete vendor agreement. Evidence of all required coverage to be furnished in the form of a Certificate of Insurance stating that policy shall not be canceled, changed, allowed to lapse or allowed to expire without 30 days written notice. The policies shall be endorsed to stipulate that the insurance afforded the additional insureds shall apply as primary insurance and that any other insurance or self-insurance maintained by Mobile Airport Authority shall be excess only. Company shall ensure that its subcontractors of any tier shall procure and maintain insurance that complies with the requirements set forth.

A copy of each endorsement shall be attached to the Certificate of Insurance. The Certificate shall indicate the Certificate Holder as:

Mobile Airport Authority  
1891 9<sup>th</sup> Street  
Mobile, AL 36615

Where appropriate, copies of endorsements should be attached to the Certificate of Insurance (COI).

- \*\*Waiver of Subrogation must be indicated "YES"
- \*\*"Mobile Airport Authority" must be listed on the bottom left of the COI form
- \*\*Must specify MAA as insured
- \*\*The MAA must always keep a current policy on file

The following is a list of the minimum requirements for the Mobile Airport Authority. Please note, that each project is different and the minimum insurance requirements may change without notice.

	Commercial General Liability	General Aggregate	Auto Liability	Umbrella	Worker's Compensation
Non-Airside <\$100,000	\$1,000,000	\$2,000,000	\$500,000	\$0	State Law
Non-Airside \$100,001-\$500,000	\$1,000,000	\$2,000,000	\$1,000,000	\$0	State Law
Non-Airside \$500,001-\$2,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$2,000,000	\$1,000,000
Non-Airside >\$2,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Service Vendor	\$1,000,000	\$2,000,000	Exposure Dependent	\$0	State Law
Terminal/Non-Airside	\$1,000,000	\$2,000,000	\$1,000,000	\$5,000,000	\$1,000,000
FAA Projects/Airside	\$1,000,000	\$2,000,000	\$1,000,000	\$9,000,000	\$1,000,000

Company shall indemnify, defend and hold harmless Mobile Airport Authority and its affiliates, and all of their employees, officers, directors, shareholders, etc. (collectively "Indemnitees") from and against any and all claims, demands, losses, damages, liabilities, expenses, obligations, judgments, recoveries and deficiencies, arising out of or resulting from the performance of the services provided.

The Mobile Airport Authority has a right to terminate the contract for non-compliance with insurance requirements.



# Mobile Airport Authority

Remove & Replace Existing Main Electrical Panel at 1910 Ave. C  
RFP No. 2023-016A

## SITE VISIT SIGN-IN SHEET

DATE/TIME: Thursday, November 16 @ 10 am (Local)

LOCATION: 1910 Avenue C, Mobile, AL 36615

	Name (Please Print)	Company	Email
1.	Tim Forget	Bill Smith Electric	T.M@billsm.Thelectr.c. Com
2.	Robert Kimbrough	RK Electrical Services	Rkelectric@yahoo.com
3.	Ladlock Johnson	RK Electrical Services	
4.	Charles Glass	TK Smith Electric	Cvg14@smthelec.com
5.	Chris Sharp	3 Phase Solutions	Chris.Sharp@3ps.com
6.	David Gaudin	Faith Electric	Faithelectricinc@yahoo.com
7.			
8.			
9.			
10.			
11.			
12.			