

**INVITATION FOR BID
SEPTEMBER 11, 2026**

INVITATION FOR BID NUMBER	IFB 26-057	
NAME OF BID	Annual Contract for Outboard Motor Maintenance & Mobile Service Re-bid	
BIDS WILL BE RECEIVED AT	MAWSS Purchasing Dept. Bid Box East Visitor Entrance 4725 Moffett Road Mobile, AL 36618	If sending bids by UPS/Fed Ex, deliver to: 1610 Shelton Beach Rd. Ext., Mobile, AL 36618 Attn: Purchasing with IFB# marked on envelope
BID OPENING DATE	September 22, 2026	
BID CLOSING TIME	10:30 am Central Time	
AWARD WILL BE MADE BY	Total Cost	
CONTRACT PERIOD	10/1/26 – 9/30/27 with two 1-year extension options	
MATERIAL DELIVERED TO	J.B. Converse Reservoir 11985 Howells Ferry Rd Semmes, AL 36575	
ADDITIONAL INFORMATION CONTACT	Vincent Payton (251) 222-2365	
APPLICABLE SDP POLICY	NONE	

Sealed bids must be in the Purchasing Department no later than the time specified to be considered. Submissions received after the deadline will not be considered. Envelopes must bear the name of the supplier, company address and the words “**IFB 26-057 Outboard Motor Maintenance & Mobile Service**” or “**IFB 26-057 NO QUOTE.**” Facsimile or email bids will not be accepted.

All bids must be submitted on the attached forms, or your bid will be disqualified. Bidder shall furnish all the information required by the solicitation. The bidder’s name must be typed or printed on the bid sheet and signed by the bidder or appropriate authorized executive officer of the bidder’s company. Bidders must initial any changes or erasures. Bidders should retain a copy of bids for their records.

Bidders shall acknowledge receipt of all addenda to this solicitation by signing and returning each addendum or by identifying the addendum number and the date on the bid form. Failure to acknowledge receipt of any addendum by a bidder will result in rejection of the bid if MAWSS determines that the addendum contains information that materially changes the requirements.

All bids shall be quoted FOB Destination, freight prepaid with no additional charges. Unless otherwise specified in the bid, all prices will be on a firm-fixed price basis and are not subject to adjustments based on costs incurred. MAWSS reserves the right to reject any or all bids submitted, to waive any informality in any bid or in the bid process, or to terminate the bid process at any time, if deemed by MAWSS to be in MAWSS’s best interest.

A Purchase Order and this “Invitation for Bid” with “Specifications,” “Conditions,” “Bid Form,” signed by the successful bidder’s authorized representative, and all attached drawings and other documents furnished by MAWSS to the bidders with the Invitation for Bid in order to illustrate the contract requirements, will constitute a contract for the goods and/or services to be purchased.


Joyce Sawyer, Buyer II
Board of Water and Sewer Commissioners

IFB 26-057 OUTBOARD MOTOR MAINTENANCE & MOBILE SERVICE CONDITIONS

The Board of Water and Sewer Commissioners of the City of Mobile will accept bids for the **Outboard Motor Maintenance & Mobile Service Annual Contract** in our Purchasing Department Bid Box located at the East Visitor Entrance at 4725 Moffett Road, Mobile, AL 36618 **no later than 10:30 a.m.** local time on **September 22, 2026**. Bids will be opened immediately after bid closing time in the Operations Center Board room located at the East Visitor Entrance. Award will be by **Total Cost**. The bidder offers and agrees, if this bid is accepted, to furnish the items as defined in the specifications for the unit price set opposite each item. Pricing shall be FOB Mobile, Alabama. All items shall be delivered to **11985 Howells Ferry Rd., Semmes, AL 36575** or to the job site as needed. The bidder shall state the expected length of delivery time on the Bid Form.

All items provided shall be for commercial use and for the purposes reflected in the contract documents. No bid on closed out or discontinued item(s) will be accepted. Item(s) that have a determinable shelf life must be disclosed at the time of bid submittal. MAWSS shall not be committed to the purchase of a pre-established minimum quantity for any one item or service.

Bidder understands that his/her bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

MAWSS reserves the right to reject any or all bids submitted, to waive any informality in any bid or in the bid process, or to terminate the bid process at any time, if deemed by MAWSS to be in MAWSS's best interest.

A bidder may not modify its bid after bid opening. Errors in the extension of unit prices stated in a bid or in multiplication, division, addition or subtraction in a bid may be corrected by the MAWSS Purchasing Buyer prior to award. In such cases, unit prices shall not be changed.

It is the responsibility of the bidder to determine prior to the bid opening whether any amendment, additions, deletions or changes of any type have been made to this Invitation for Bid, Conditions, Specifications, Bid Form or any other bid documents. Bid documents and any amendments made to this bid will be posted on our website at www.mawss.com.

Invoicing Requirements: MAWSS requires additional information for all work performed and services provided. On the vendor's invoice for payment should be a detailed listing of work performed, services provided, dates completed, locations involved, and any other pertinent information needed to verify the work and/or services were completed in accordance to the bid specs. This additional information can be supplied in the form of detailed invoices, work orders, checklists or any other documents used to track the work performed or services provided but details must be included on the actual invoice. A copy of the invoice and these additional details must be sent to the "ADDITIONAL INFORMATION CONTACT" found on Page 1 of the bid documents and a copy emailed to Accounts Payable at AcctsPayable@mawss.com.

END OF CONDITIONS

**IFB 26-057 OUTBOARD MOTOR MAINTENANCE & MOBILE SERVICE
TECHNICAL SPECIFICATIONS**

PURPOSE:

MAWSS is requesting bids for a 20hp and 25hp 4-Stroke Mercury outboard motor maintenance and mobile service, Time and Material agreement. This agreement shall cover onsite scheduled preventative maintenance and nonscheduled/emergency mechanical breakdowns for 20hp and 25hp 4-Stroke Mercury outboard boat motors.

SCOPE:

1. This repair specification intends to achieve a consistent, high-quality diagnosis and timely repair of small outboard motors. Not all repair situations can be covered in this repair specification. The repair objective is to restore the small outboard motors to their original manufactured condition.
2. The vendor shall be able to conduct all scheduled maintenance, minor mechanical repair and adjustments onsite at Converse Reservoir at Fox Landing.
3. ALL sea trial/post service runs shall be conducted in Converse Reservoir regardless of location of repairs.
4. All scheduled maintenance/repairs shall be scheduled through MAWSS on a non-business weekday unless deemed an emergency.
5. The vendor shall have 24 hours to respond once notified of a nonscheduled/emergency repair. Vendor shall provide after business hours and weekends contact information for nonscheduled/emergency repair services.
6. Labor rates shall be independent for both a scheduled rate and a non-scheduled/emergency rate.
7. Parts and lubricants cost shall not exceed 12% above the vendors cost, all receipts for parts to be provided with the service report before payment.
8. For consumable parts such as impellers, seals, anodes, gaskets, sparkplugs, filters, etc. OEM shall be required unless otherwise approved by MAWSS.
 - a. MAWSS shall house in inventory four sets of spare consumable parts on the recommendation of the vendor.
9. All work shall be free from defects in workmanship and materials for thirty (30) days from the date the work is completed.

10. All travel rates shall be a predetermined flat rate to and from Converse Lake at Fox Landing; there shall be no adjustable mileage rates in this bid.
11. Environmental disposal fees and regulatory compliance fees are excluded from this bid. No ancillary surcharges or variable environmental adjustments will be added to the billing invoices during the agreement term.
12. Consumables such as shop rags, gloves, cleaners, etc. will not be added to the billing invoices during the agreement term.
13. There shall be an individual written service report for each outboard motor service or repair, to include the serial number of the outboard motor the service was performed on.

REPAIR:

Scheduled:

- There shall be a 24-hour turnaround on preventative maintenance and service appointments that are made in advance.

100-Hour Service Agreement

- Engine Oil & Filter Replacement
 - Torque drain plug to ~15 ft-lbs
 - Replace drain O-ring/Seal every service.
- Drain and replace gear case lubricant.
 - Replace drain O-ring/Seal every service.
- Fuel Filter Replacement
- Replace spin-on fuel/water separator.
- Spark Plug Replacement
 - Torque: ~13 ft-lbs
- CRC corrosion blocker on every electrical connection.
- Thermostat Inspection most Mercury thermostats: 142°F or 160°F. Test in hot water for proper opening, replace thermostat if delayed or incomplete opening occurs.
- Anode Inspection - Replace when 50% or more is depleted.
- Grease All Fittings - Steering pivot, swivel bracket, tilt tube. Use marine-grade grease (Mercury 2-4-C or equivalent)
- Prop shaft grease: (Mercury 101 or equivalent)
- Tab Washer or Cotter Pin – Inspect and replace if needed.
- Performance Testing: Conducting a compression test on cylinders and performing a diagnostic computer scan for error codes.

- Mechanical Valve Adjustments:
 - All testing shall be at ambient temperature.
 - Note: Consult the specific serial number's official Mercury Marine Service Manual for exact factory clearance specs, as they can vary slightly by production year and model generation.

300-Hour Service Agreement

- In addition to items in the 100-Hour Service Agreement, the following items shall be added to the 300-Hour Service Agreement.
- Water Pump Impeller Replacement (Full Kit Required)
 - Impeller
 - Wear plate
 - Housing
 - Gaskets
- Lower Unit Inspection
- Inspect prop shaft seals.
- Check shift shaft seals.
- Re-grease splines
- Look for water intrusion in gear lube, replace if necessary.
- Fuel System Service
 - EFI systems: check fuel pressure (~39 psi idle typical)
 - Carbureted systems: clean carburetors
- Replace any hardened or cracked fuel lines.
- Inspect or replace timing belt.
 - Replace by ~ 600 hours regardless of condition.

Non-Scheduled/Emergency:

- Non-scheduled/Emergency outboard motor repair falls into categories based on what system has failed. This may include fuel system, cooling system, electrical and ignition, lower unit, propeller, and mechanical powerhead, but is not limited to the aforementioned.
- There shall be a 24-hour turnaround on the diagnostics testing and failure analysis.
- A detailed estimate shall be given before work begins. The vendor must obtain a Purchase Order number from MAWSS before making any repairs. Once repairs are complete, an invoice must be submitted to our Accounts Payable dept. and a copy given to Vince Payton. Purchase order number must be included on all repair invoices.
- There shall be a 24-hour turnaround on all repairs in which repair parts are available.
- On all repairs that require parts to be special ordered, upon receipt of the parts, there shall be a 24-hour turnaround for the necessary repairs.

Misc.

- Vendor must be certified to work on Mercury engines. Copy of certificate shall be included with bid package.

Bid Items:

- 100 Hour Maintenance Total Cost per Boat
- 300 Hour Maintenance Total Cost per Boat
- Scheduled Labor Rate
- Un-Scheduled/Emergency Labor Rate
- Travel Flat Rate – One rate to and from Converse Lake at Fox Landing
- Percent markup of parts and lubricants

END OF SPECIFICATIONS

**IFB 26-057 OUTBOARD MOTOR MAINTENANCE & MOBILE SERVICE
INSURANCE REQUIREMENTS**

- A. **General:** The Supplier shall provide insurance in accordance with the required specifications. A current certificate of insurance must be provided with your bid. MAWSS does not need to be named as an additional insured on this certificate until bid is awarded.
- B. **Supplier Coverage:** The Supplier shall not commence work under this Contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by the Owner, nor shall the Supplier allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained and approved. If the subcontractor does not take out insurance in his own name, the Supplier shall provide such insurance protection for the subcontractor and such subcontractor's employees.
- C. **Casualty Insurance:** The following insurance coverages (with limits not less than specified herein) shall be maintained by the Supplier for the duration of the Contract, affording coverage for any claim arising out of Supplier's operations herein, whether by the Supplier or by any subcontractor or by any Employee or Agent of either:
1. Claims of employees under Worker's Compensation and other similar employee benefit acts, including claims because of bodily injury, occupational sickness or disease, or death.
 2. Claims arising out of bodily injury, sickness, disease, or death of any person other than employee.
 3. Claims for damages arising out of libel, slander, false arrest, detention or imprisonment, malicious prosecution, defamation or violation of right of privacy, wrongful entry or eviction or other right of private occupancy, including claims as a result of an offense related to the employment of a claimant by Contractor (so-called "Personal Injury").
 4. Claims arising out of damage to or destruction of tangible property, including loss of use.
 5. The Supplier shall furnish certification of insurance and policies verifying that the above coverages are in effect before commencing any work, and that each policy is endorsed to give the Owner 30-day notice in writing in the event of cancellation or material change therein.

Policies of Insurance shall state that the Owner and the Owner's employees be named as additional insureds on the Supplier's Automobile Liability and Commercial General Liability policies. In respect to Worker's Compensation, a Waiver of Subrogation shall be issued in favor of the Owner. If Supplier is exempt from Worker's Compensation, the Supplier shall provide written documentation as to why they are exempt. Where applicable, the U.S. Longshore and Harbor Workers' Compensation Act Endorsement shall be attached to the policy. Where applicable, the Maritime Coverage Endorsement (to include coverage under Jones Act) shall be attached to the policy. Both the U. S. Longshore and Harbor Workers and the Maritime Coverage shall have limits equal to or greater than the employer's liability coverage.

6. Rated by AM Best – A- or better. For non-admitted companies, a rating of A or better by AM Best.
 - a. At the discretion of the Board, worker's compensation insurance may be placed through a qualified worker's compensation self-insurance fund.

b. **Limits of Liability:**

Worker's Compensation	Statutory
Employers' Liability	\$500,000 Each Accident \$500,000 by Disease, Policy Limit \$500,000 by Disease, Each Employee
Commercial Automobile	\$1,000,000 Each Accident Bodily Injury and Property Damage Combined Business Auto Includes All Owned, Leased, Hired and Non-Owned Automobiles
Commercial General Liability	\$1,000,000 per Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 General Aggregate per Project \$2,000,000 Products & Completed Operations Aggregate \$100,000 Fire Damage Liability

Umbrella Liability: In addition to the basic limits previously set out for Commercial General Liability, Products and Completed Operations, Automobile Liability and Worker's Compensation, coverage shall be issued with a "pay on behalf of" wording, including Personal Injury and other extensions, and provide coverage at least as broad as that afforded by the primary insurance policies.

Extensions (only if applicable):

Blanket Contractual Liability	Blanket Collapse and Underground Coverage
Personal Injury	Broad Form Property (including Completed Operations)
Host Liquor Liability	Employees as Additional Insureds
Non-owned Watercraft Liability	Incidental Medical Malpractice
Worldwide Products	Extended Bodily Injury (Assault and Battery)
Fire Legal Liability	
Newly Acquired Organizations	

When and if the use of explosives for blasting purposes appears necessary or desirable, such methods shall not be undertaken without written authorization of the Owner, and then only provided that acceptable extensions of liability coverage have been obtained specifically to include the explosion ("X") hazard and the collapse ("C") hazard. The policy of general liability shall include the special underground property damage coverage (providing the so-called "U" hazard) on a blanket basis.

- D. **Owner's Protective Liability:** The Supplier shall furnish from a carrier acceptable to the Owner, a policy of liability insurance, commonly called "Owner's Protective Liability" in the name of the Board of Water and Sewer Commissioners of the City of Mobile, d/b/a MAWSS, providing "Independent Contractor's Coverage" for the operations embraced by this Contract with limits of \$1,000,000 bodily injury and \$1,000,000 property damage. Policy shall be endorsed so that the premium is to be paid by the named Supplier.

END OF INSURANCE

**IFB 26-057 OUTBOARD MOTOR MAINTENANCE & MOBILE SERVICE
BID SHEET**

100 Hour Maintenance for 25 hp Mercury Crappie Boats (total of 4)		
Item #	Description	Total Cost*
1	Boat # 92078	
2	Boat # 92079	
3	Boat # 92080	
4	Boat # 92081	
5	Materials Mark Up, % Over Vendor's Item Cost	
6	Travel Flat Rate for Round Trip	

100 Hour Maintenance for 20 hp Mercury Jon Boats (total of 3)		
Item #	Description	Total Cost*
7	Boat # 92075	
8	Boat # 92076	
9	Boat # 92077	
10	Materials Mark Up, % Over Vendor's Item Cost	
11	Travel Flat Rate for Round Trip	

300 Hour Maintenance for 25 hp Mercury Crappie Boats (total of 4)		
Item #	Description	Total Cost*
12	Boat # 92078	
13	Boat # 92079	
14	Boat # 92080	
15	Boat # 92081	
16	Materials Mark Up, % Over Vendor's Item Cost	
17	Travel Flat Rate for Round Trip	

300 Hour Maintenance for 20 hp Mercury Jon Boats (total of 3)		
Item #	Description	Total Cost*
18	Boat # 92075	
19	Boat # 92076	
20	Boat # 92077	
21	Materials Mark Up, % Over Vendor's Item Cost	
22	Travel Flat Rate for Round Trip	

* Total cost for the maintenance should include labor rates & materials combined as one fixed rate.

**IFB 26-057 OUTBOARD MOTOR MAINTENANCE & MOBILE SERVICE
BID SHEET (Cont'd)**

REPAIRS - SCHEDULED		
Item #	Description	Unit Cost
23	Regular business hours - Fixed Hourly Labor Rate	
24	Non-business hours - Fixed Hourly Labor Rate	
25	Travel Flat Rate for Round Trip	
26	Materials Mark Up, % Over Vendor's Item Cost	

REPAIRS - UNSCHEDULED/EMERGENCY		
Item #	Description	Unit Cost
27	Regular business hours - Fixed Hourly Labor Rate	
28	Non-business hours - Fixed Hourly Labor Rate	
29	Travel Flat Rate for Round Trip	
30	Materials Mark Up, % Over Vendor's Item Cost	

Note: Fixed Hourly Rates are for Repairs and Diagnostics outside of the scope of 100 & 300 Hour Scheduled Maintenance PM's

Company Name _____ Payment Terms _____

Address _____

City, State, Zip _____

Submitted By _____ Title _____
Please Print

Phone _____ Email Address _____
Please Print

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to all terms and conditions of this agreement.

Signature _____ Date _____