

**City of Greenville Public Works Department
Bid Request**

Project:

Pressure Washing & Cleaning of 4th Street Parking Deck
120 East 4th Street
Greenville, NC 27834

Scope of Work:

Washing and cleaning of ceilings, walls, floors and stairwells of the 4th Street Parking Deck. All wash water must be filtered. Collection of any contaminates must be disposed of properly. Documentation must be provided to show proper disposal

Special Conditions:

Work must comply with all OSHA safety guidelines.

Contractor responsible for all needed paper work to obtain required permits. All permits must be posted prior to the commencement of work.

Contractor responsible for all work associated within the scope of work.

Staff is responsible for relocating essential items.

Mandatory pre-bid meeting & site visit on Thursday, July 12, 2018 @ 10:00 AM.

Additional site visits for pre-bid attendees can be scheduled for Tuesday, July 17, 2018 at 10:00 AM.

Questions must be submitted by 5:00 PM Thursday, July 19, 2018

Responses will be given by 5:00 PM Monday, July 23, 2018

Work Location:

Public Works
1500 Beatty Street
Greenville, NC 27834

Bid submittal deadline:

Thursday, July 27, 2018 @ 2:00 pm

Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

Pressure Washing & Cleaning of 4th Street Parking Deck

Date: _____

Contractor Name and Address:

Phone Number: _____

Base Bid Amount: \$ _____

Addendum Acknowledgement: _____

Please record each addenda item received: _____

Bid submitted by: _____

Signature: _____

Notes:

- 1. Bid will be considered valid for a period of 60 days after submittal**
- 2. City has the right to accept or reject any or all parts of the bids.**

INVITATION FOR INFORMAL BID ON

Pressure Washing & Cleaning of 4th Street Parking Deck

INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Ross Peterson Building Facilities Coordinator*, at the Public Works Administrative offices located at 1500 Beatty Street, Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Pressure Washing & Cleaning of 4th Street Parking Deck* and the name *Ross Peterson* should appear on the outside of the sealed envelope. The estimate may also be mailed but must be received prior to the time and date stated on the attached bid request form.

All bids will be marked with the date and time they are received by reception staff. Bids will not be opened and read aloud. Bids will be opened and evaluated and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The contract will be awarded to the lowest responsive, responsible, qualified Bidder, considering quality, performance and the time specified for performance.

The bidder shall insert the required responses and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost including all factors whatsoever. Any bids not submitted on such forms provided will be considered unresponsive.

No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request in writing is made to *Ross Peterson, Building Facilities Coordinator*.

The City of Greenville reserves the right to reject any and all bids, to waive any formalities, and to accept the bid or any portion thereof that is deemed most advantageous to the City. Any bid submitted will be binding for 60 days after the of the bid opening.

The scope of work attached represents the minimum specification or description of work to be purchased or contracted. These requirements are not intended to prevent fair responses or to eliminate competition, but they are intended for the protection of each and every bidder to insure, if possible, that all bids submitted shall be upon a fair and comparable basis.

It is expressly understood by the bidders that written notice of award and/or receipt of purchase order will constitute agreement by the City to consummate the transaction and will serve together with the proposal, scope of work, and these instructions as the entire form of contract between the parties except in cases where formal contracts are warranted.

Bid shall be FOB, Greenville, N. C.

Each bidder shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

Minority and/or Women Business Enterprise (MWBE) Program:

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned firms whenever possible.

Questions regarding the City's MWBE Program should be directed to the MWBE Office at (252) 329-4462.

Equal Employment Opportunity Clause:

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

New vendors must complete a City of Greenville vendor application.

Vendors must maintain workers compensation, general liability and vehicle insurance for duration of the project that comply with City of Greenville minimum limits.

Insurance certificates will be required if requested once contract is awarded.

E-Verify Compliance: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Contractor represents that the Contractor and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

IRAN DIVESTMENT ACT: Vendor certifies that: (i) it is not on the Iran Final Divestment List created by the NC State treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any actions causing it to

appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

If your firm is unable to bid for any reason, please send an email or letter of explanation.

Questions regarding any procedure for submission of a proposal for the Pressure Washing & Cleaning of 4th Street Parking Deck shall be directed by email to Ross Peterson, Building Facilities Coordinator, @ rpeterson@greenvillenc.gov.

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Questions must be submitted by 5:00 PM Thursday, July 19, 2018

Responses will be given by 5:00 PM Monday, July 23, 2018

The pre-bid site visit will be held at:

4th Street Parking Deck – First Floor

120 East 4th Street

Greenville, NC 27834

**Ross Peterson
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
rpeterson@greenvillenc.gov**

Pressure Washing & Cleaning 4th Street Parking Deck

Scope of Work

Scope

The scope of work shall include, but is not limited to the labor and material for the pressure washing and cleaning of the Parking Deck located at 120 E. 4th Street, Greenville, NC. It is the intent of the City of Greenville to establish a 3 year contract with an option for two additional years renewed annually with the successful bidder.

Pressure Washing

1. Coordinate with the City of Greenville Public Works Department and with Code Enforcement by providing a schedule of work prior to starting.
2. Thoroughly clean all debris, including oil drippings, battery acids, radiator fluids, carbon buildup, tire rubber, pigeon waste, dirt, mildew staining, gum, spills, etc.
3. Pressure wash ceilings, walls, floors, stairwells, bollards, columns, etc.
4. High pressure rinse all areas to remove debris
5. Rinse the exterior of the parking deck to remove of any debris, oil and other fluids that may have after accumulated after pressure washing the interior
6. Do not direct spray any light fixtures, electrical outlets, switches, cameras, etc. that may cause damage
7. Locations on the floor with elastomeric coating shall be cleaned with caution so not to damage coating
8. Protect openings at elevator shaft with booms to keep minimum water from entering

Waste Disposal / Wash Water

1. City of Greenville requires 100% recovery and waste disposal of any waste or contaminates in waste water generated from the cleaning of the concrete surfaces
2. All wash water from cleaning the floors, walls, etc. must be gravity fed into an approved environmental filtering bag to collect and remove oil and sediment. Connect the bag to an existing drainpipe at the lowest possible location.
3. All openings to the exterior of the parking deck shall be contained with filtering booms so to collect oils and debris from exiting the building
4. Use drums for any oil and debris that can be collected by hand.
5. The successful bidder is responsible for any and all fees associated with the waste disposal and must provide documentation that all waste was disposed of properly.

General Conditions

1. The qualified applicant should have equipment which will allow them to complete the parking deck with 5 days, weather permitting.
2. Work will be scheduled when the parking deck is closed or when there is minimum usage
3. While it may be possible for some work to be scheduled during the evening hours, it is preferred that the majority of the work be performed during the hours of 7:00 AM to 7:00 PM, Monday through Friday.
4. Successful bidder must provide all equipment, materials and labor required to perform the work as outlined to complete the project.

5. Successful bidder must take caution to protect all concrete, walls, rails, signs, etc. while the work is being completed. If any area is damaged, it shall be the responsibility of the successful bidder to repair or replace the damage.

Safety

1. Proper personal protection equipment must be worn by all employees and supervisors at all times as required by OSHA or other regulations.
2. Contractor must ensure no trip hazards exist for employees or the public while utilizing water hoses.
3. Signage must be displayed at the entries into the deck indicating it is being pressure washed.
4. Do Not operate any equipment around or near parking deck customers.

References

1. Bidders shall have completed at least three projects of similar scope and complexity. These projects shall be governmental, institutional or commercial and the work performed should have been on a large parking deck of this nature.
2. Supporting documentation shall include the name of three projects proposed to satisfy requirements of the above, dates of completion with name and telephone number of owner and/or manager that can report on the nature of the project.
3. Provide references and contact information on the Reference Information sheet included in the bid package.
4. Failure to provide this information may result in disqualification of bid.

Other Information

1. Deck is approximately 94,000 square feet. The contractor is responsible for all measurements.

REFERENCE INFORMATION

All bidders shall provide a list of three (3) client references of similar work. Include all reference information requested. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

1. Project name: _____

Completion date: _____

Company name: _____

Contact person: _____

Title: _____ Phone No. _____

2. Project name: _____

Completion date: _____

Company name: _____

Contact person: _____

Title: _____ Phone No. _____

3. Project name: _____

Completion date: _____

Company name: _____

Contact person: _____

Title: _____ Phone No. _____