

**INVITATION TO BID
BID # 22-23-25
PUBLIC WORKS DEPARTMENT
BUILDING AND GROUNDS DIVISION
SNOW AND ICE REMOVAL SERVICES
AT SELECT CITY OF GREENVILLE OWNED LOCATIONS
CITY OF GREENVILLE, NORTH CAROLINA**



Find yourself in good company

Pre-Bid Meeting: No Pre-Bid meeting will be held

Bid Due Date: Thursday, March 2, 2023 @ 2:00 PM
Public Works Administrative Building
1500 Beatty Street, Greenville, NC

Contact Persons:

Questions regarding the bid package:

Wanda House
Financial Services Manager
Telephone: 252-329-4862
Fax: 252-329-4464
Email: whouse@greenvillenc.gov

Questions regarding the specifications:

Michael Turner
Building Facilities Coordinator
Telephone: 252-329-4921
Fax: 252-329-4844
Email: mturner@greenvillenc.gov

**CITY OF GREENVILLE
ADVERTISEMENT FOR BIDS
CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT
BUILDING AND GROUNDS DIVISION
SNOW AND ICE REMOVAL SERVICES**

The City of Greenville, NC is requesting proposals for "SNOW AND ICE REMOVAL SERVICES". The scope of work shall include, but is not limited to, the plowing of snow/ice on driveways, parking areas, fire lanes or any other vehicular use area.

Sealed proposals will be received by the City of Greenville until Thursday, March 2, 2023 at 2:00 pm at the Public Works Department Administrative offices located at 1500 Beatty Street, Greenville, NC 27835-7207 with the Company Name, Attention: Michael Turner, Building Facilities Coordinator, and the words City of Greenville Public Works Department Snow and Ice Removal bid written on the outside of the sealed envelope. Bids will not be opened and read aloud at this time.

No pre bid meeting will be held at this time for Snow and Ice removal services contract. The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of ninety (90) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are, and will continue to be on file, in the office of the City of Greenville Financial Services Manager, 201 W. 5th Street, Greenville NC or at the Public Works Department located at 1500 Beatty Street, Greenville, NC 27835-7207, during regular business hours, and available to prospective bidders. Inquiries regarding the bidding process or documents should be directed to the Financial Services Manager at whouse@greenvillenc.gov or by telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

Wanda House, Financial Services Manager
City of Greenville
P O Box 7207
Greenville, NC 27835-7207

INSTRUCTIONS TO CONTRACTORS

**Proposal to Provide
Snow and Ice Removal Services at Select City of Greenville Owned Locations
Location: Greenville N.C.**

- 1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.**
- 2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.**
- 4. 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.**
- 5. Questions regarding the specifications for submission of a proposal for Snow and Ice Removal Services shall be directed by email to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov.**
- 6. By submitting a proposal for the Contractor to provide Snow and Ice Removal Services, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Further, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees while on City property performing their duties.**
- 7. Contractor shall comply with all local, state, and federal laws, as well as safety/regulatory requirements and ordinances associated with the work within this contract.**
- 8. Contractor shall, as directed, begin plowing once notified to begin removal, irrespective of the time of day or night, or the day of the week, and including holidays. Operations are to commence within one hour of notification.**
- 9. No work will be performed at any time without proper supervision. Supervisors name and direct contact information shall be provided to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov.**
- 10. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily.**

- 11. Deficiencies in work performance must be corrected immediately.**
The City reserves the right to add or delete similar items/services specified in the proposal as requirements change during the period of the contract. Prices for items/services to be added or deleted from contract will be mutually agreed upon by the City of Greenville and the Contractor. A contract amendment will be issued for each addition or deletion.
- 12. The Contractor shall understand that all locations listed may not be cleared during an occurrence and that a portion of the listing or individual areas only may be included. Contractor shall clear ONLY the areas as directed and in the priority deemed necessary by a Public Works designee.**
- 13. It shall be the responsibility of the contractor to visit all sites that will be covered in this contract and to understand the area that is to be included prior to submitting a bid.**
- 14. All work shall be completed in a professional manner consistent with customary industry practices.**
- 15. All snow shall be plowed or pushed away from the buildings to the farthest end of the parking lot. No snow shall be piled up and stacked around light posts or onto parking lot islands and landscaping.**
- 16. For snowfalls of more than six inches (6") in depth, all snow shall be plowed away from the buildings. Contractor may windrow snow to each island or light post upon request; windrows will be removed at no additional costs to the City. Contractor will relocate snow that has accumulated during the Term, if such accumulation begins to block access to the property entrance, fire lanes, interior roadways or designated parking stalls.**
- 17. Contractor shall return during the day to plow vacant parking stalls, if a majority of the parking stalls are still occupied. Contractor shall return the next day before 8 a.m. to plow as many stalls as possible.**
- 18. All fire hydrants must be kept free from snow and easily accessible in case of emergencies.**
- 19. When snow begins to fall with heavy and rapid accumulations shortly before or during business hours, Contractor will begin plowing the snow from the parking lot using the fastest method possible. In some cases this means windrowing snow at islands and light posts and it is understood that the snow will be removed from such places upon request. Stacking snow onto islands may also be necessary, depending upon snow fall accumulation and time limitations.**
- 20. Contractor shall not create drifts in front of dumpster enclosures, fire lanes, in front of entrances, on sidewalks or blocking walkways and agrees to remove Contractor created drifts at no additional costs to the City. If Contractor does not remove the drifts in front of the fire lanes and dumpster enclosures, Contractor agrees to pay any expenses incurred by the City for removal of said drifts.**

- 22. Contractor shall be responsible for damage to the property caused by snow removal operations including, but not limited to, buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving or striping of the property or equipment used in connection therewith. In the event that the Contractor damages any turf by snow plowing, the Contractor will repair and re-seed the damaged turf to be as it was prior to the damage occurring in the spring season after repairing.**
- 23. Contractor will report in writing to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov any property damage caused by the Contractor within 24 hours of the occurrence.**
- 24. Contractor agrees to contact Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov if for some reason the work as called for cannot be completed in a timely manner.**
- 25. Contractor agrees to provide Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov agent with all current after-hours telephone numbers.**
- 26. Contractor shall NOT engage subcontractors to perform the Services without the City of Greenville's prior written consent by the Director of Public Works or designee. If any part of this work agreement is sublet, the subcontractor shall be required to meet all insurance requirements set forth in the Agreement. The parties stipulate that the Company will maintain each type of insurance set forth in the Agreement at a coverage equal to the amount set forth in the Agreement at a coverage equal to the amount set forth for each type of insurance. However, nothing contained herein shall relieve the Company from meeting all insurance requirements or otherwise being responsible for the subcontractor.**

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**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
SPECIFICATIONS FOR
SNOW AND ICE REMOVAL SERVICES
AT SELECT CITY OF GREENVILLE OWNED LOCATIONS**

1.0 SCOPE:

- 1.1 The scope of work shall include, but is not limited to, the plowing, shoveling or clearing of snow/ice on driveways, parking areas, fire lanes or any other vehicular use area.**
- 1.2 See Exhibit "B" for locations and addresses of properties.**
- 1.3 See Exhibit "C" for maps #1 and #2 showing the locations of the properties included in the work.**

2.0 GENERAL:

- 2.1 All snow and ice removal shall be completed in a professional manner and shall conform to these specifications.**
- 2.2 Failure of the contractor to meet or perform work to these specifications as determined by the Public Works Department shall warrant a written notice to the contractor specifying areas of nonperformance or unacceptable performance. Immediate cancellation of the contract or purchase order may occur if performance is not rectified in a timely manner.**
- 2.3 Contractor shall be aware of the impending weather conditions and shall be ready to perform the work as outlined once contacted to do so.**

3.0 PAYMENT AND BID:

- 3.1 The attached Exhibit "B" details the line items associated with each area. Each line item shall be priced and totaled at the bottom. The total bid amount shall also be included on the Request for Bid sheet.**
- 3.2 The contract period will be awarded on the basis of a successfully qualified bidder for a three (3) year period. The City reserves the right to extend the contract annually for up to a total of two (2) additional years, if the City and contractor agree in writing, starting annually on July 1st and ending the last day**

of June. Upon successful completion of the first three (3) years of this contract, per specifications and directives, and at the written request by the Contractor at least 30 days prior to the renewal date of this contract, the Contractor may be eligible for a 3% annual increase for year four (4) and year five (5). Each request MUST be in writing and submitted at least 30 days prior to the contract renewal date for each year of the request in order to receive the 3% increase. This request for increase will be reviewed and approved by the Director of Public Works (or their Designee) and the Contractor will be notified in writing of these changes.

- 3.3 Payment will be made by the City to the contractor within thirty (30) days of receipt of an approved invoice. All invoices shall have the purchase order number written on them when submitted for payment.
- 3.4 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the current Occupational Safety and Health regulations.
- 3.5 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
- 3.6 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to insure equality of opportunity in all aspects of employment.
- 3.7 **Minority and/or Women Business Enterprise (M/WBE) 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 purchase, 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 M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to Tish Williams, M/WBE Coordinator, at (252) 329-4462 or tfwilliams@greenvillenc.gov

3.8 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. 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.

3.9 The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid that seems most advantages to the City. Any bid submitted will be binding for ninety (90) days after the date of the bid opening.

3.10 Contractor must complete a new vendor application and associated documents as required upon acceptance of contract.

4.0 WORKERS COMPENSATION AND INSURANCE:

4.1 The contractor must maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.

4.2 The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. Certificate of Insurance must be mailed to Michael Turner, Building Facilities Coordinator, at mturner@greenvillenc.gov and be maintained on file during the contract period. All insurance must be maintained during the duration of the contract.

- 4.3 The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.
- 4.4 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.
- 4.5 The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner. Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

Michael Turner
Building Facilities Coordinator
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, N.C. 27834
Email: mturner@greenvillenc.gov

5.0 DAMAGE TO CONTRACTORS PROPERTY:

- 5.1 Should fire, theft, vandalism or other casualty, damage or destroy the equipment or property belonging to the Contractor while on City property, the City shall be under no obligation to replace or in any way compensate the contractor for said property.
- 5.2 The successful bidder agrees to indemnify, or hold harmless, the City from and against any liability, loss, cost, damage suit, claim, or expense arising from any occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge City and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.
- 5.3 It is understood and agreed by the parties that City will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tool or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those services enumerated herein.

5.4 The successful bidder shall assume full and complete liability for any and all damages to tombstones, markers, building improvements, fences, curbs, buildings, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving, striping or other City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

6.0 AMENDMENTS, ADDENDA OR QUESTIONS:

6.1 Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect. Any issued addenda will be posted on the City's bid advertisement site. The contractor must acknowledge reading each addendum on the bid sheet.

6.2 Amendment: The contract may be amended from time to time through written agreement by both parties.

6.3 Any questions regarding these bid specifications must be sent by email to mturner@greenvillenc.gov

6.4 Schedule for questions and addenda:

**Last date to submit a question: Friday, February 17, 2023 by 5:00 pm.
Questions will be answered via addenda posted on the City's website
answered by: Friday, February 24, 2023 by 5:00 pm.**

7.0 E-VERIFY:

7.1 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.

7.2 BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64

of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

7.3 All firms submitting bids are required to complete the Affidavit form included in this bid package.

8.0 LOCAL PREFERENCE AND SERVICE POLICIES:

8.1 The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information, please see www.greenvillenc.gov/government/financial-services/purchasing on the City of Greenville's webpage.

9.0 IRAN DIVESTMENT ACT:

9.1 Vendor certifies that it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The vendor will not utilize on the contract any subcontractor that is listed on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

10.0 NON-DISCRIMINATION:

10.1 The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.

11.0 NON-COLLUSION:

11.1 Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

12.0 FEDERAL LAW:

- 12.1 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.**

13.0 WITHDRAWAL OF PROPOSALS:

- 13.1 No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.**

14.0 REFERENCE INFORMATION:

- 14.1 All bidders must provide a list of three (3) client references of similar snow and ice removal projects. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Please provide the information on the "Contractor Reference Information" sheet and attach with the bid sheet.**

15.0 CONTRACTOR INFORMATION:

- 15.1 Please provide the information on the "Contractor Data Form" and attach with the bid sheet. All information should be accurate and detailed in description.**

The remainder of this page intentionally left blank



Contractor Reference Information

1. **Company name:** _____

Contact person: _____

Title: _____ **Phone No.** _____

2. **Company name:** _____

Contact person: _____

Title: _____ **Phone No.** _____

3. **Company name:** _____

Contact person: _____

Title: _____ **Phone No.** _____

****Include with bid package****



Contractor Data Form

Company Name: _____

Address: _____

Phone Number: _____ **Mobile Phone Number:** _____

Company Owner: _____ **Company Owner Phone Number:** _____

Authorized Company Representative submitting bid: _____

Title: _____

Phone Number of Authorized Representative: _____

Email: _____

Description of equipment and a performance plan you plan to utilize to perform this contract: Attach additional sheet or continue on back if needed.

****Include with bid package****

STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF GREENVILLE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
 - a. YES _____, or
 - b. NO _____
 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.
- This ____ day of _____, 20__.

Signature of Affiant
Print or Type Name: _____

State of North Carolina City of _____

Signed and sworn to (or affirmed) before me, this the _____

Day of _____, 20__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

****Include with bid package****

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
REQUEST FOR BIDS**

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment and labor as provided in the above mentioned specifications.

****Include with bid package****

	<i>Location:</i>	<i>Rate for Snow and Ice Removal per Occurrence:</i>
1	City Hall (200 W. 5 th St)	\$
2	Municipal Building (201 W. 5 th St)	\$
3	Police/Fire Station #1 (500 S. Greene St)	\$
4	Fire Station #2 (2490 Hemby Ln)	\$
5	Fire Station #3 (2400 Charles Blvd)	\$
6	Fire Station #4 (200 Staton Rd)	\$
7	Fire Station #5 (255 Rollins Dr)	\$
8	Fire Station #6 (3375 E. 10 th St)	\$
9	Fire/Rescue EOC (3377 E. 10 th St) *Behind Fire Station #6*	\$
10	Fire Station #7 (4170 Bayswater Rd)	\$
11	Carver Library (618 W. 14 th Ave)	\$
12	Sheppard Library (530 Evans St)	\$
13	5-Points Plaza (500 Evans St)	\$
14	Greene Street COG Employee Parking Lot (300 W. 4 th St)	\$
15	Public Safety Annex (5300 Northland Dr)	\$
16	Edwards Parking Lot (513 Evans St)	\$
17	Harris Parking Lot (320 Contanche St)	\$

18	Georgetown Parking Lot (599 Contanche St)	\$
19	Courthouse Leased Parking Lot (211 Evans St)	\$
20	Hodges Parking Lot (321 Reade Cir)	\$
21	Roses Parking Lot (323 Evans St)	\$
22	Blount-Harvey Parking Lot (110 W. 4 th St)	\$
23	Merchants Parking Lot (405 S. Washington St)	\$
24	West Police Sub Station (1024 W. 5 th St)	\$
25	GK Butterfield Transportation Center (600 S. Pitt St) *Bus bays, sidewalks, parking spaces*	\$
26	Century Link GPD Parking Lot (406 Bonners Ln)	\$
27	Dickinson Parking Lot (827 Dickinson Ave)	\$
28	Employee Health Clinic (1400 Brownlea Dr) *Ramps and sidewalk also*	\$
29	IGC Parking Lot (1101 Ward Ave)	\$
<i>Lump Sum per Occurrence:</i>		\$

NOTE: AN OCCURRENCE IS DEFINED AS A REQUEST AUTHORIZED BY THE DIRECTOR OF PUBLIC WORKS OR DESIGNEE. ALL OR A PORTION OF THE LISTED SITES MAY OR MAY NOT BE CLEARED PER OCCURRENCE.

Addendum Acknowledgement for Snow/Ice Removal Services:

Please record each Addendum number received: _____

Company Name: _____

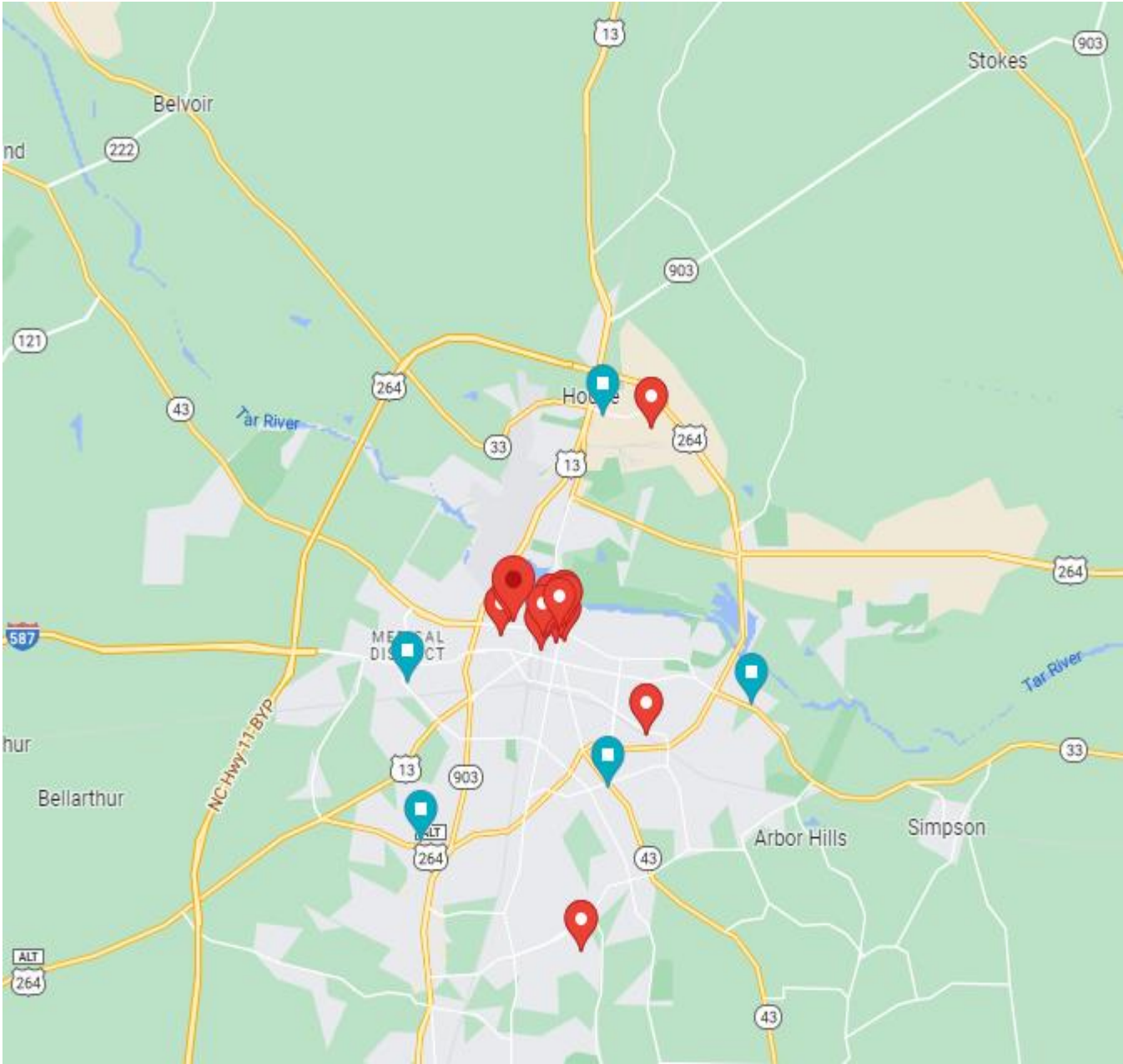
Signed: _____

Print Name: _____

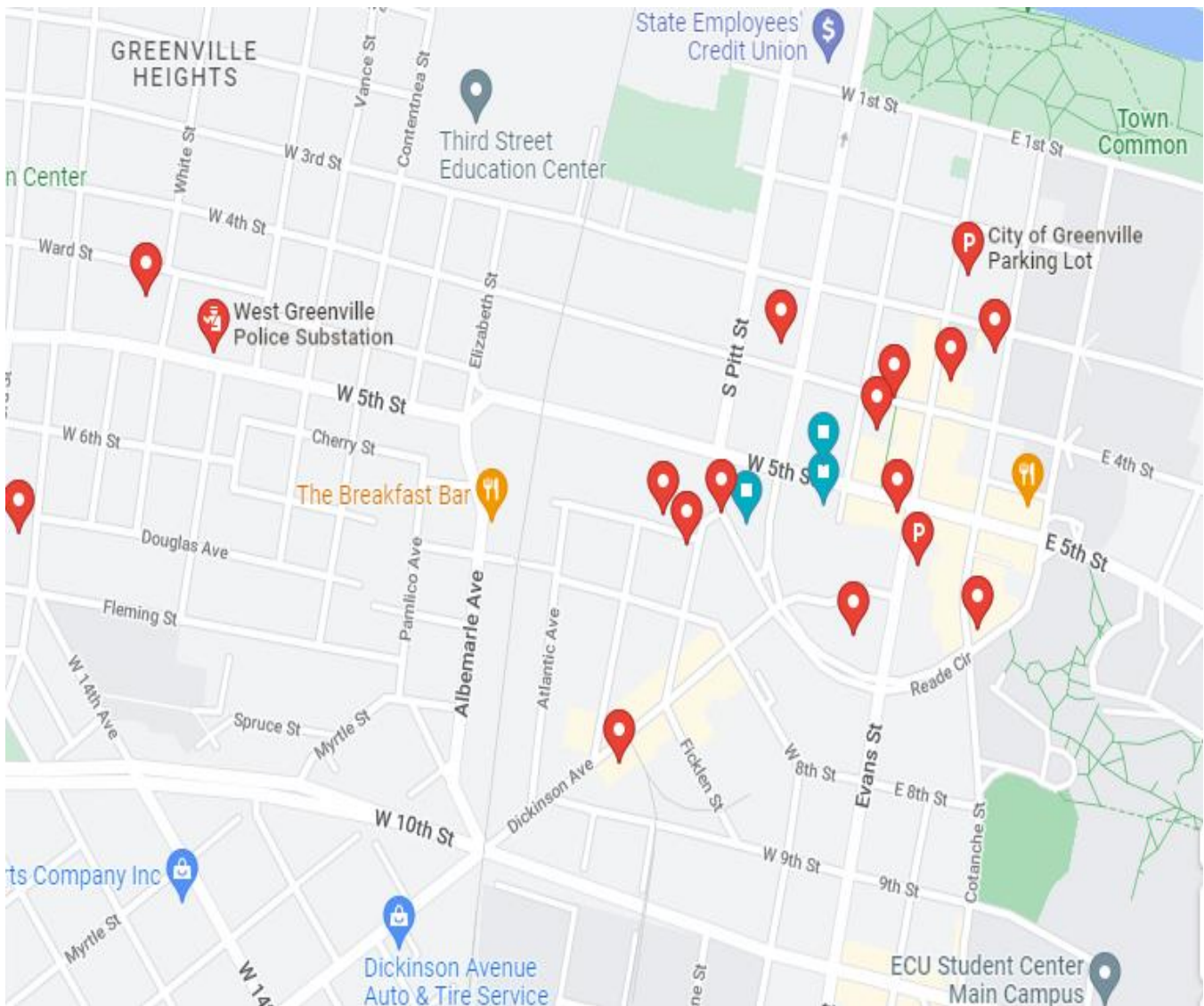
Date: _____

****Include with bid package****

Map #1 (City Wide Snow/Ice removal locations)



Map #2 (Zoomed in view of Downtown areas)



NOTE: For all addresses to each location on Map #1 and Map #2, please refer to Exhibit "B" for clarification in location.