

Water Resources Mechanical Refractory Incinerator Inspection Maintenance and Support Services

ADDENDUM NO. 1 to Request for Bids

April 4, 2024

Contractors submitting proposals for the above named project are hereby notified that this Addendum shall be attached to and made a part of the Contract Documents.

The following items add to, modify, and clarify the Request for Bids and Contract Documents and shall have full force and effect of the original Contract Documents. Bids shall conform to those items and the cost change, if any, of these items shall be included in the Bid Price(s).

- 1) The Pre-Bid Sign-in Sheet is included with this Addendum.**
- 2) The Pre-Bid Meeting Minutes are included with the Addendum. These meeting minutes include a lot of important and valuable information. Please read the minutes carefully and reach out with any questions.**
- 3) All Addendums must be acknowledged on the Addendum Acknowledge Form, included with this Addendum**

Attachments:

Addendum Acknowledgement Form

Pre-bid Meeting Minutes

Pre-bid Meeting Sign-in Sheet

**Monica Jarrett
City of Greensboro
Water Resources Division
336-373-7792**

END OF ADDENDUM #1

ADDENDUM ACKNOWLEDGEMENT FORM

All Addendums must be acknowledged on this Addendum Acknowledge Form

Acknowledgment of Addendum(s):

Number	Date	Initialed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Water Resources Mechanical Refractory Incinerator Inspection Maintenance and Support Services

Pre-Bid Meeting Minutes – April 4, 2024

1. Introductions/Sign-in Sheet
 - a. See Attached Sign-in sheet

2. Important Dates
 - a. The deadline for questions will be 12:00 PM on April 10, 2024.
 - b. Bid Opening will be at 3:00 PM on April 18, 2024 in the TZO Water Reclamation Conference room located in the TZO Administration Building (2350 Huffine Mill Road, McLeansville, NC).
 - c. Notice to Proceed is expect to be on or before July 2024. The contracts will be 2 year contracts. Note that just because the NTP is in July the work under these contracts is on an as-needed basis. Please also note that we may choose to award up to 2 contracts – see information in Request for Bids (RFB).

3. Bid Forms/Attachments
 - a. Section 3.3 lists what needs to be included in the bid packages,
 - i. Transmittal Letter (Must include a statement certifying that you will accept the COG Standard Terms and Conditions provided in Attachment A of the RFB)
 - ii. Contractors Description of Scope of Services
 - iii. Company Profile
 - iv. Contractors License and Bonding (NC General Contractors License is required)
 - v. Rate Proposal
 - vi. MWBE Forms
 - b. Attachment A – our standard contract language
 - c. Attachment B – Company Profile (include in bid package)
 - d. Attachment C – Hourly Rate Proposal (include in bid package...don't forget to sign/seal)
 - e. Attachment D includes the Work Order Form (to be filled out by City Staff) and a Cost Estimate Worksheet that the Contractor will be required to fill out based on the work order/work required (when notified by City staff)
 - f. Attachment E – Sales Tax Form to be filled out with Invoices
 - g. Attachment F - Example Insurance forms
 - h. Attachment G – MWBE Forms
 - i. Affidavit C1 to be filled out and submitted with your bid package if using subs
 - ii. Affidavit E1 to be filled out and submitted with your bid package if you are self-performing
 - iii. Affidavit G to be filled out and submitted with invoices. The contractor may also be required to use our B2G software system to report payments to subcontractors, if applicable.
 - i. Attachment H – Attachment A within this document will need to be filled out if you are awarded a contract

4. Bid Services and Scopes

- a. Section 2.1 was reviewed based on the scope of services for this/these contracts. In addition, Tim Dunlap provided examples of work which included, but is not limited to, brick lining, flowable fill, and fixing cracks at entryways.
- b. Licensing Requirements are listed in Section 3.3d. We encourage companies to form a team when bidding this on-call. The Prime Contractor needs to have a NC General Contractors License. Those companies without a NC General Contractors license are encouraged to be part of the team by becoming a subcontractor to the Prime Contractors.
- c. The Contractor is to supply all material needed for all of the work on the incinerators.
- d. The City will provide thermal imaging of the incinerators.
- e. The Prime Contractor is to coordinate work with their subcontractors as needed.
- f. Contractor Response times are listed in Section 2.1 of the RFB. We expect that the Contractors will respond by either phone or email within these timeframes to acknowledge that they are working on a schedule and an estimate.
- g. There will be time limits as to how long the incinerators can be out of service. In general, each incinerator can only be down for a maximum of one (1) month.

5. Coordination with the Plants

- a. All companies that work at our plants will need to coordinate their work with the plant as it functions 24/7, meaning care will have to be given to make sure that areas are secured, holes are clearly marked, being able to access tanks/power, etc.
- b. All companies that work at our plant will be required to go through an on-site safety meeting with City Staff when awarded the contract, and at least once a year after that.

6. MWBE For the M/WBE Requirements

There are no specific M/WBE participation goals assigned to this contract. While there are no M/WBE goals, the Contractor should make every reasonable effort to solicit M/WBE firms to participate as subcontractors, service providers, and suppliers.

If you intend to use a subcontractor on the contract, you must provide Affidavit C1- Subcontractor Utilization Commitment with your bid OR Affidavit E1 if you are 100 % self-performing.

If you cannot identify potential subcontractors when bids are submitted, then, with each Work Order and a more defined scope, you should evaluate the need to use a sub to perform that work and report it on Affidavit C1. An Affidavit D – Letter of Intent will be required for each M/WBE firm proposed. Affidavit E1 will not be required with a Work Order unless you provided an Affidavit C1 with your bid packages but no subcontractors will be performing any of the work under that Work Order.

In order for a MWBE firm to be counted towards participation for their work on these contracts, the firm must have an office within our Relevant Market Place.

