



Code Enforcement Abatement Contractor(s)

**Request for Proposals
(1/1/2024-12/31/2025)**

RFP# 23-24-29

Proposal Due Date:

Tuesday, December 5, 2023 @ 9:00 AM

**Contact Person: Sylvia D. Brown
Code Enforcement Supervisor
Neighborhood & Business Services Department**

Phone Number: 252-329-4115

Email Address: sbrown@greenvillenc.gov

Code Enforcement Abatement Contractor(s) RFP

Date: November 28, 2023

Subject: Code Enforcement Abatement Contractor(s) RFP
(Term: 1/1/2024-12/31/2025)

Contact: Sylvia D. Brown, Code Enforcement Supervisor

The City of Greenville Neighborhood and Business Services Department/Code Enforcement Division is now accepting proposals for Code Enforcement Abatement Contractor(s). The requirements for submitting a Proposal are stated in the attached Request for Proposals document (the "RFP").

Sealed proposals endorsed for Public Nuisance Abatement cost to be furnished to the City of Greenville (the "City") will be received by the Neighborhood and Business Services Department at 201 W. 5th Street (3rd floor), Greenville, NC until Tuesday, December 5, 2023 @ 9:00 AM or by email at sbrown@greenvillenc.gov. The City reserves the right to reject any or all proposals.

This RFP outlines a description of the services sought and the documents interested firms will be required to submit to include one (1) original proposal signed in ink by a company official authorized to make a legal and binding offer. The RFP must be submitted by email to sbrown@greenvillenc.gov or in a sealed envelope plainly marked with the Proposal number and service description as follows, on the envelope:

Request for Proposals
Attention: Sylvia D. Brown
[Name of Company Submitting Proposal]
Code Enforcement Abatement Contractor(s)
(Term: 1/1/2024-12/31/2025)

Areas to bid on: Accepting full bids only
(Must bid on each category, having capacity to complete all work in a timely and satisfactory manner)

- ☐ Grass Cutting
- ☐ Boarding Up Structures/Painting Boarded –Up Openings
- ☐ Public Nuisance Abatement (General Lot Clean-Up, Debris, Graffiti Removal)
- ☐ Emergency Abatement Services
- ☐ Special Project Man Hour Cost

Written questions concerning this RFP may be submitted to Sylvia D. Brown by email only at sbrown@greenvillenc.gov . Please insert **"Code Enforcement Abatement Contractor"** in the subject line.

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SECTION ONE: GENERAL INSTRUCTIONS

1. READ, REVIEW AND COMPLY: It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Vendors or elsewhere in this RFP document.

2. LATE PROPOSALS: Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure delivery at the designated office by the designated time.

3. ACCEPTANCE AND REJECTION: The City reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal.

4. WITHDRAWAL OF PROPOSAL: No proposal may be changed or withdrawn after the time of the proposal due date. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Financial Services Manager.

5. CONFLICT OF INTEREST: Each proposer 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.

6. EQUAL EMPLOYMENT OPPORTUNITY: The City of Greenville, NC is an equal opportunity employer and strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, color, religion, age, gender, disability, national origin, genetic information, sexual orientation, gender identity/reassignment or expression, military or veteran status, marital status, or any characteristic protected by applicable law.

7. TITLE VI NONDISCRIMINATION NOTIFICATION: The City of Greenville, North Carolina in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

8. New vendors must register online at the City of Greenville Vendor Self Service portal:
<https://selfservice.greenvillenc.gov/vss>.

9. MINORITY AND 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 purchase, and professional and personal service

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contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) 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 suppliers and service providers whenever possible. Questions regarding the City's MWBE Program should be directed to the MWBE Office at (252) 329-4462.

10. LOCAL PREFERENCE: 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 may pertain to this project. For more information, please see the City of Greenville's webpage at www.greenvillenc.gov/government/financial-services/purchasing.

11. REHABILITATION ACT AND ADA: Federal law prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

12. TAXES: 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.

13. CITY RIGHTS AND OPTIONS: The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFP at any time.
- To cancel this RFP with or without the substitution of another RFP.
- To take any action affecting this RFP, this RFP process, or the Services subject to this RFP that would be in the best interests of the City.
- To issue additional requests for information or clarification from Offerors or to allow corrections of errors or omissions.
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the Responses submitted.
- To negotiate a contract with a Service Provider based on the information provided in response to this RFP.

14. PUBLIC RECORDS: Any material submitted in response to this RFP will become a "public record." Proposers must claim any applicable exemptions to disclosure provided by law in their response to this RFP. Proposers must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

15. ACCURACY OF RFP AND RELATED DOCUMENTS: Each Company must independently evaluate all information provided by the City. The City makes no representations or warranties

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regarding any information presented in this RFP, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. In addition, the City will not be bound by or be responsible for any explanation or conclusions regarding this RFP or any related documents other than those provided by an addendum issued by the City. Companies may not rely on any oral statement by the City or its agents, advisors, or consultants.

If a Company identifies potential errors or omissions in this RFP or any other related documents, the Company should immediately notify the City of such potential discrepancy in writing. The City may issue a written addendum if the City determines clarification is necessary. Each Company requesting an interpretation will be responsible for delivering such requests to the City's designated representative as directed in RFP Section Three.

16. EXPENSE OF SUBMITTAL PREPARATION: The City accepts no liability, and Companies will have no actionable claims, for reimbursement of any costs or expenses incurred in participating in this solicitation process. This includes expenses and costs related to Proposal submission, submission of written questions, attendance at pre-proposal meetings or evaluation interviews, contract negotiations, or activities required for contract execution.

17. PROPOSAL BINDING: This proposal is binding from January 1, 2024 to December 31, 2025.

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SECTION TWO: GENERAL TERMS AND CONDITIONS

1. NON-DISCRIMINATION: 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.

2. NON-COLLUSION: 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.

3. PAYMENT TERMS: The City agrees to pay all approved invoices net thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.

4. GOVERNING LAW: Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.

5. SERVICES PERFORMED: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless the City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

6. INDEPENDENT CONTRACTOR: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension or retirement benefits.

7. VERBAL AGREEMENT: The City will not be bound by any verbal agreements.

8. INSURANCE REQUIREMENTS: Contractor shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services; (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence

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as applicable. Certificates of Insurance shall be furnished with your bid packet and prior to the commencement of Services if the expiration date has passed.

9. 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. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

10. IRAN DIVESTMENT ACT: By submitting a proposal, the Vendor certifies that: (i) it is not on the Iran Final Divestment listed created by the N.C. 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.

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SECTION THREE: PROPOSAL

1. Introduction

INVITATION FOR INFORMAL BID ON
GRASS CUTTING, PUBLIC NUISANCE ABATEMENT, AND BOARD-UP SERVICES FOR THE
CITY OF GREENVILLE NEIGHBORHOOD AND BUSINESS SERVICES DEPARTMENT,
CODE ENFORCEMENT DIVISION

INSTRUCTIONS TO BIDDER

The person, firm or corporation making a proposal shall submit it in a sealed envelope to the Greenville, Code Enforcement Division, located at 201 West Fifth Street, P.O. Box 7207, Greenville NC 27835-7207 on or before **TUESDAY, DECEMBER 5, 2023 at 9:00 a.m.** This sealed envelope shall be submitted directly to Sylvia D. Brown, Code Enforcement Supervisor. The words "Informal Bid for Code Enforcement Abatement Contractor" shall appear on the outside of the sealed envelope.

The bidder shall insert all the required responses and supply all the information indicated on the Proposal and Agreement Form. The prices inserted shall be the full cost including all factors whatsoever to include overhead and material costs and the like. Failure to have all required documentation in the sealed envelope can result in the application not being considered. Any bids not submitted on the forms provided will not be considered. No bid may be changed or withdrawn **after 9:00 AM on December 5, 2023.** Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Code Enforcement Division Supervisor or other City Official responsible for the Code Enforcement Division and the reasons for the modification / withdrawal are stated. Bids will be opened and begin to be reviewed on **December 5, 2023 at 9:05 a.m.** You are welcome to be present at this time and date in the Municipal Building, third (3rd) floor conference room. No awarding bid will be issued until staff has a chance to review all submitted documentation, verified information submitted, recommendation submitted and having been authorized to do so. The bid award date will be made after all approved reviews have been completed. Bid tabulation sheets will be available to all interested parties after the bid is awarded. The City of Greenville Code Enforcement Division reserves the right to reject any and all bids, to waive any informality, and to accept the bid or any portion thereof that is deemed most advantageous to the City of Greenville.

The specifications noted further in this document represent the minimum performance characteristics desired in the service to be provided. These requirements are not intended to prevent obtaining fair responses or to eliminate competition, but they are intended for the protection of each and every bidder and to ensure, if possible, that all bids submitted shall be upon a fair and comparable basis. **This is an indefinite quantity agreement.** The City and the Contractor acknowledge and agree that there is no minimum or maximum of services required under this agreement. The contractor agrees to provide services to the City of Greenville. Any changes in address, telephone, fax, or other electronic communication shall be sent immediately to the Greenville Neighborhood and Business Services Department, Code Enforcement Division. If the bidder/contractor fails to perform the requirements of the purchase order within the time prescribed on the work order, the contractor shall be in default. The City of Greenville reserves the right to cancel the work order and issue an order to another

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bidder/contractor under this agreement. The bidder/contractor in default will be responsible for any additional costs or expenses incurred by the City to have the work order not completed or completed satisfactorily by the defaulting bidder/contractor, completed or performed.

It is expressly understood by the bidders that written notice of award by the City of Greenville will constitute an agreement by the City of Greenville and will consummate the transaction and will serve together with proposal, advertisement, these instructions, and the detailed specification, as the entire form of contract between the parties except in cases where formal contracts are warranted. Each bidder shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in the proposal for any reason of personal gain.

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 because of race, color, religion, gender, national origin or ancestry.

The City of Greenville has adopted an Affirmative Action Statement. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.

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.

It is expressly understood by the bidder/contractor that the bidder/contractor and any employees of the bidder/contractor are not employees or agents of the City of Greenville.

The bidder/contractor acknowledges and understands that inclusive in the award and part of the subsequent contract the bidder/contractor agrees to indemnify and hold harmless the City of Greenville, its managers, directors, council members, officers and employees for any negligence resulting in injury, death or damage to property caused by the bidder/contractor including any of its employees during the performance of this Agreement. The bidder/contractor assumes all liability and responsibility for injuries, claims for suits for damages to persons or property of whatsoever kind of character whether real or asserted, occurring during the time the services are being performed and arising out of the negligent performance of same incurred by any employee, agent or contractor of the bidder/contractor in the performance of the terms and conditions of this Agreement. Failure to perform any of the duties or assignments within the time period shall result in the assessment of liquidated damages in the amount of fifty (\$50) dollars per day until the task has been completed and passed inspection.

The City reserves the right to award this Agreement as a single award or if it is determined the best interests of the City as determined solely by the City, this Agreement may be awarded to one or more bidders/contractors for the categories listed in the bid package.

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Questions regarding any part of this bid shall be directed to: Sylvia D. Brown, Code Enforcement Supervisor by email at sbrown@greenvillenc.gov.

PLEASE INCLUDE A COPY OF ANY REQUIRED CITY LICENSES ALONG WITH ALL STATE LICENSES AND/OR CERTIFICATIONS, WHERE APPLICABLE.

All items must be received by the Neighborhood and Business Services Department/Code Enforcement Division by TUESDAY, December 5, 2023 at 9:00 a.m. ONLY FULL BIDS (ie. ALL CATEGORIES) WILL BE ACCEPTED!

2. Background

The City of Greenville Code Enforcement Division has several areas where abatement contractors are hired. Some areas have steady work, while others may be seasonal or occasional. Below are areas where we use outside contractors. If you are interested, abatement cost information will need to be filled in for each field of work and copies of supporting documentation must be completed and submitted with your packet. The City of Greenville will not make copies or match missing application information together. Failure to submit all required information or failure to complete the packet in full, providing all required documentation may result in not being considered as an eligible contractor. With the City's responsibility to enforce ordinances, there are many occasions where grass and weeds grow into a nuisance, trash and debris needs removal, unsecured structures need to be boarded up (and the boarded up areas painted per the ordinance), and the response may be needed under an emergency basis after regular work hours. The maximum contractor response time to a request for service is noted beside each area below.

- ☐ Grass Cutting (48 hrs. max)
- ☐ Boarding Up Structures/Painting Boarded –Up Openings (24 hrs. max)
- ☐ Public Nuisance Abatement (General Lot Clean-Up, Debris, Graffiti Removal) (48 hrs. max)
- ☐ Emergency Abatement Services (24 hrs. max)
- ☐ Special Project Man Hour Cost (24 hrs. max)

3. Description of Services (Scope of Work)

Detailed Description:

1. The contractor will pick up all trash, debris, wood, etc. on each parcel prior to cutting the lot. Any trash in excess of a 96 gallon trash container will be considered an extra charge and subject to additional fees. All trash is required to be removed upon completion of the job. If trash and debris is in excess of the description, immediately contact the Code Enforcement Officer who assigned the work to you for clarification before authorization to the extra charge is granted for that parcel. Failure to obtain prior approval can result in nonpayment of any claimed or additional work.
2. All vegetation (i.e. grass, weeds, vines, and items of the like kind) will be cut to a height of no more than two (2) inches. All parcels will be trimmed and edged to curb. Grass clippings should not be blown out to roadways nor into storm water drains. If clumps of

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vegetation exist or remain they should be smoothed or leveled out in order to even out the property with no mounds of clippings remaining after conclusion of cutting.

3. If the parcel becomes a scheduled cut and is deemed a chronic violator under the Code Enforcement standards, you are authorized to spray and maintain the property for weed control and overgrowth of excessive vegetation in order to assist you in your routine efforts. Your efforts and cost analysis must be approved by the assigned Code Enforcement Officer before this step can be taken. Failure to obtain prior approval can result in nonpayment of any claimed additional work.
4. If the parcel needs to be abated with a grass and weed height greater than 3 feet (36 inches) tall, covering at least 51% of the parcel per the assigned Code Enforcement Officer or Code Enforcement Supervisor, this will be considered an excessive cut to bring the property to compliance to obtain the 2 inch height. This is a one-time fee not subject to accumulation unless authorized by the Code Enforcement Supervisor. If you, as a contractor, approach a parcel and are unsure of vegetation height, contact the assigned Code Enforcement Officer prior to beginning work. It is your responsibility to obtain authorization for any additional height charge prior to beginning work. Failure to get prior approval for work will result in forfeiture of payment for the additional height charge.
5. Noxious Vegetation shall be defined by Code Enforcement as: Woody Vegetation; Briars, Kudzu; Overgrown Trees and Shrubs, etc.
6. The assigned Code Enforcement Officer will respond to the location to conduct a re-inspection of the parcel when the project is complete. This way the code staff will ensure that all work is completed to the required specifications prior to processing of payments from the City of Greenville. If the contractor fails to perform the work as directed under the terms of the bid and the contractor is required to recut or complete abatement, additional work or abatement shall be at no additional cost to the City of Greenville.
7. Contractors shall furnish ALL of their own equipment. Machinery and Personal Protective Equipment must be in good, proper working order. Equipment may include but not be limited to (as needed):
 - A. Safety Equipment
 - a) PPE
 - i) Proper safety shoes
 - ii) Safety Glasses/Shield
 - iii) Long pants
 - iv) Ear protection
 - v) Proper Safety Vest
 - vi) Fire Extinguisher

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- vii) First Aid Kit
- viii) Hard Hats/Forestry Helmets
- ix) Cellular Phone
- x) MSDS Sheets
- xi) Contractor should understand and abide by proper safety precautions and procedures in accordance with applicable OSHA regulations.

b) Vehicle/Equipment

- i) Safety cones for use when parking on a public streets
- ii) Work vehicle will be parked in accordance to local and state laws.
- iii) Proper use of safety guards and shields
- iv) Any safety precautions and procedures shall be used at all times in accordance with OSHA regulations.

B. Minimum Equipment

a) Lawn Mower Equipment

- (1) Power equipment needed to properly mow, trim, and edge properties as needed
- (2) Tractor with bush hog attachment to properly abate high growth

b) Miscellaneous Equipment

- i) Blower(s)
- ii) Rake(s)
- iii) Shovel(s)
- iv) Brooms(s)
- v) Loppers
- vi) Handsaw(s)

c) Hauling capacities

- i) Contractor needs to supply their own trailer or box vehicle to transport all of their equipment and to haul away any trash or debris associated with the project.

C. Insurance

- a) Contractor is responsible for maintaining comprehensive bodily insurance, property damage insurance, worker's compensation coverage and self-covered insurance at all times.
 - i) Minimum \$1,000,000 Comprehensive Bodily Injury
 - ii) Minimum \$1,000,000 Property Damage
 - iii) Workers Compensation Coverage / Approved Self-Covered Insurance

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- b) Proof of insurance shall be submitted **with your bid** and renewal to the Code Enforcement Division Supervisor, no later than one (1) week after taking effect.
- c) Failure to maintain the above will immediately disqualify you as an eligible contractor for the City of Greenville.

D. Monetary Compensation

- a) Awards will be based on the evaluation criteria, which includes lowest aggregate bid.
- b) Acre size will be determined by the Online Parcel Information System (OPIS) of Pitt County, NC.
- c) Compensation will be based upon the size of parcel, category, qualifying additional cost due to the level of job assigned.

4. Terms of Agreement

The term of the contract will be for 2 years (January 1, 2024 to December 31, 2025).

5. Payment

Invoices shall be submitted either on a bi-weekly or once per month billing cycle. Invoices will be reviewed and after staff approval will be submitted for payment. Payment process typically takes no more than thirty (30) days.

6. Proposal Contents

The following elements should be provided and will be utilized to evaluate the proposal.

- A. Qualifications (statement)
- B. Project Approach (statement)
- C. List of References (at least 3)
- D. Bid Amounts/Prices (P. 15 & 16, list your proposed total charge to perform abatement processes within all areas)
- E. Affirmation (P. 17, complete & properly notarize)
- F. Proof of Insurance

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Evaluation Criteria:

20 pts Qualifications

25 pts Project Approach

10 pts List of References

30 pts Bid Amounts/Prices

5 pts Affirmation

5 pts. Proof of Insurance

5 pts Local vendor

100 pts possible

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(Fill in all blanks)

Contractor Name: _____

Bid Amounts:

1. Grass Cutting

0.01 – 0.25 acre \$ _____

0.26 – 0.50 acre \$ _____

0.51 – 1.00 acre* \$ _____

Excessive Height additional fee *** (51% of the lot shall be over 3' in height per the assigned Code Enforcement Officer or Code Enforcement Supervisor) \$ _____

Excessive Debris*** Debris in excess of a standard 96 gallon Curbside style trash can will be referenced with other Public Nuisance Abatement (General Clean-up) figures below:

2. Other Public Nuisance Abatement (General Lot Clean-Up, Debris, Graffiti Removal, Special Project)

Small Job (roughly one, pick-up truck bed load approx. 6.5' x 5.5'): \$ _____

Medium Job (roughly one non-commercial trailer load approx. 6' x 10' trailer): \$ _____

Large Job (roughly large trailer load approx. 8' x 16'): \$ _____

Graffiti Cover-Up*: \$ _____

* Graffiti cost should be for the cover up of a 4 ft. by 8ft. area with matching paint color and sheen.

3. Boarding Up Structures

Cost per opening: \$ _____

4. Painting Boarded –Up Openings

(a) Painting of only one (1) opening on a property location: \$ _____.

(b) Added cost: \$ _____ (per additional opening).

5. Emergency Abatement Services

Emergency response fee: This fee is in addition to the contracted services fee awarded in the contract agreement when approved by the Code Enforcement Division Supervisor or other responsible staff and is used for emergencies only. *Emergency abatement action for boarding up structures and nuisance abatement shall include the following unscheduled emergency call outs: Saturday and Sunday; calls after*

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6pm -7am for emergency work. **Pre-arranged work details shall not apply and will not include the Emergency Response Fee.**

Emergency response fee \$ _____

6. Special Project (other than typical grass & weeds listed above) **per man/ hr. rate** \$ _____

NOTE: *A Special Project is defined as an abatement need otherwise not outlined within this given contract and can be attributed to an hourly rate for abatement needs. Noxious vegetation and other “excessive” abatement “Man / Hour” estimates must be approved by the Code Enforcement Division Supervisor or Staff in responsible charge of the Code Enforcement Division PRIOR to performing the special needed abatement.**

7. Questions

Questions regarding this bid package must be in writing and submitted by email to sbrown@greenvillenc.gov. The deadline to submit questions will be Sunday, December 3, 2023 at 11:59 PM. No additional questions will be accepted or answered after that date & time. Answers to submitted questions will be shared with all contractors receiving this RFP.

8. Procurement Schedule

Event	Date and Time
Issuance of RFP	November 28, 2023 @ 1:00 PM
Deadline to Submit Questions	December 3, 2023 @ 11:59 PM
Answers to Questions Provided	December 4, 2023 @ 4:00 PM
Proposal Due	December 5, 2023 @ 9:00 AM

9. Submission Requirements

- A minimum of one original complete signed paper bid package via hand delivery, or email (note: Emails are subject to size limitations and certain attachments due to cyber security measures):

To: Sylvia D. Brown, Code Enforcement Supervisor
Neighborhood and Business Services Department
City of Greenville
201 W. 5th Street
Greenville, NC 27835
Email: sbrown@greenvillenc.gov

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I, affirm that the above information is my complete informal bid. This will cover all expenses that I will incur and include my overhead costs. I will not seek additional funds from the City of Greenville. If, at any point, I am not able to uphold my services in conjunction with this pricing scale, I will immediately notify, in writing, the City of Greenville. In the event that I am, for any reason, not able to perform the services and work awarded, I acknowledge and understand that I will be placed on an ineligible bid or award list for any contract awarded by the City of Greenville for a period of one year after my failure to perform which will be a demonstration of my inability to comply with the requirements of the contract and a determination during that period that I am not responsible or responsive to the City of Greenville. I further acknowledge and understand that this is a "requirements" contract and the City of Greenville is not required or obligated to issue a set number of job orders for any category of work and may issue no job orders during the performance period based upon the availability of work or funds.

Company Name _____

Bidding Agent Name (printed) _____

Bidding Agent Name (Signed) _____

Date _____

**NORTH CAROLINA
PITT COUNTY**

I _____, a Notary Public in and for the aforesaid County and State, do hereby

certify that _____ personally appeared before me this day

Witness my hand and Notarial Seal, this the ____ day of _____, 20__.

My Commission expires: _____

Notary Public

(Official Seal)