



Town of Braselton, Georgia

INVITATION TO BID ITB# 19-0625

Pressure Washing Services

– Police & Municipal Court Building

Date of Issue: June 4, 2019

The Town of Braselton is accepting bids for the pressure washing of the Police & Municipal Court building in downtown Braselton. Sealed bids will be received at the Braselton Town Hall, 4982 Highway 53 Braselton, GA 30517, until **10:00 a.m. on Tuesday June 25, 2019** at which time they will be publicly opened and read aloud.

*******NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED DATE & TIME*******

Bid documents may be examined and obtained at the Braselton Town Hall, 4982 Highway 53 Braselton, GA 30517, by calling 706-654-5720, or may be viewed and downloaded from the Town of Braselton website (https://www.braselton.net/town_info/rfp_bids/index.php).

SECTION I. ITB INSTRUCTIONS

1. Sealed Bids

Bid package must contain a copy of this ITB along with any documents required or described in the following sections of this ITB. Envelopes shall be identified on the outside as “Pressure Washing Services - ITB 19-0625” and delivered to:

(By mail)

Ms. Jennifer Scott
Town Manager
Town of Braselton
P.O. Box 306
Braselton, GA 30517

(Overnight or hand delivery)

Ms. Jennifer Scott
Town Manager
Town of Braselton
4982 Highway 53
Braselton, GA 30517

The Town of Braselton reserves the right to amend or terminate this Invitation to Bid, accept all or any part of a bid, reject all bids, waive any informalities or non-material deficiencies in a bid and award the contract to the bidder that, in the Town’s best judgement, will be in the Town’s best interests.

SECTION II. ITB INFORMATION AND REQUIREMENTS

1. **Purpose:** The purpose of this Invitation to Bid is to select a contractor to provide pressure washing services of the Police and Municipal Court Building and adjacent sidewalks.
2. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this ITB must sign the Bid/Proposal Form.
3. **Inquiries:** Questions regarding the ITB should be directed to Jennifer Scott by calling 706-654-5720 or emailing to jscott@braselton.net. No questions will be accepted after 5:00 p.m., Wednesday, June 19, 2019.
4. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the State of Georgia and acceptable to the Town of Braselton for the following:
 - a. Commercial General Liability Insurance in the amount of \$500,000 with the Town listed as an additional insured.
 - b. Worker's Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Georgia.
 - c. Motor Vehicle Liability Insurance, including Georgia no-fault coverage
 - d. Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.
 - e. Subcontractor Worker's Compensation insurance will be required prior to commencement of work.
5. **Licenses:** The successful bidder and any subcontractors must be a licensed contractor in the State of Georgia. Provide copy of business licenses and any state required license.
6. **References:** Bidder shall provide the names of three (3) references for similar work performed. References are also required for any subcontractors.
7. **Evaluation and Award:** Bids shall be evaluated and awarded by the Town as soon as practicable.
8. **Compliance with the Law:** Contractor shall comply with current OSHA regulations as well as all applicable federal, state and local laws and ordinances, rules and regulations, as well as any applicable Town policies.

SECTION III. SCOPE OF SERVICES & SPECIFICATIONS

The work covered by these specifications consists of furnishing all labor, tools, equipment, including scaffolding, materials, and supplies to perform all operations in connection with the pressure washing the exterior of the buildings and sidewalks described below. Work shall be performed on weekends only; scheduling to be coordinated with the Town Manager, Jennifer Scott.

- Wash exterior of building from top to bottom of exposed walls or footings.
- Mask and secure any electrical elements to prevent water intrusion.
- Prevent water intrusion around windows and doors
- All landscaping to be protected during cleaning
- All debris as a result of cleaning shall be gathered and removed by contractor at the end of each work day
- Exterior window wash to be spot free
- Water and electrical connections are available at each building.
- Contractor will provide and coordinate traffic control if necessary.
- Contractor shall ensure safety of public during entire cleaning process
- Approximate limits of area to be cleaned is captured in image below:



SECTION IV. BID FORM

LOCATION	SERVICE AREA	PRICE FOR LOCATION
POLICE AND MUNICIPAL COURT BUILDING 5043 Hwy 53 Braselton, GA 30517	Entire Building and sidewalks	\$ _____
TOTAL BID: \$ _____		

Proposed Cleaning Product: _____

Estimated length of time to complete project: _____
 (How many days/weekends?)

 Signature

 Date

 Printed Name & Title

 Company Name

 Street

 City

 State

 Zip

 Office Phone

 Mobile Phone

 Fax No.

 Email address

SECTION V. REFERENCES

Provide at least three (3) references for which bidder has performed similar scope of work.

1) _____
Business Name

Contact Name

Address

Phone _____ Email _____

2) _____
Business Name

Contact Name

Address

Phone _____ Email _____

3) _____
Business Name

Contact Name

Address

Phone _____ Email _____