

GREENVILLE UTILITIES COMMISSION

GREENVILLE, NORTH CAROLINA

PRE-BID MEETING FOR CUSTODIAL SERVICES AND ATTENDANCE ROSTER

OCTOBER 22, 2019 at 10:00 AM

Attended:

GUC

Greg Roberson, Vincent Malvarosa, Mark Nash, Cleve Haddock, Toby Corey, Julius Patrick, John Daughton, Cliff McGuffin

Vendors Representatives

James Mckesson, Conter Smith, James Mclesson, Demika Cherry, Ryan Gillilord, Jennifer Scott,

Custodial Maintenance Services

Pre-Bid Meeting Minutes

10/22/2019

General:

- Round Table introductions
- Bids due 3:00pm November 5th 2019 to Cleve Haddock
- Any bid received past 3:00pm will be rejected
- Greg Roberson read aloud some key points for requirements and rules for bidding and submitting questions (All points read are directly from the available bid documents)
- Contract term will be for 1 year, however, based on performance can be renewed for up to 5 years total
- Bid additions to be pointed out
 - Pg 6 of 31 item I.A.3. : Desktop not to be cleaned at Water Treatment Plant
 - Pg 6 of 31 item I.A.17. : Just restock paper towel dispensers over the sink at the Water Treatment Plant
 - Pg 6 of 31 item I.A.18. : Including rugs at bottom of filter gallery stairwells at Water Treatment Plant
 - Pg 6 of 31 item I.A.19. : Not needed at Water Treatment Plant
 - Pg 6 of 31 item I.A.26. : Just break room at Water Treatment Plant
 - Pg 7 of 31 item II.B.1. : Mention of break room VCT can be removed (has been replaced with ceramic tile)

- Pg 7 of 31 item II.B.3. : Change to Monthly
- Other Items to be added at Water Treatment Plant
 - 3 stairwells to be moped and handrails disinfected nightly
 - Backflow Building floor to be scrubbed clean (painted concrete) twice yearly (approximately spring and fall)
- Greg Roberson reads all emails from sign in sheet to confirm correctness.

Questions:

Q1. Is there a question submission deadline?

A1. All questions to be emailed to Cleve Haddock. Deadline can be found in the bid documents.

Q2. All on-site pre-bid walkthroughs to be conducted on Thursday 10/24/19?

A2. Yes, see schedule below.

Q3. Is this contract to be awarded to the lowest responsible bidder?

A3. To be awarded to the lowest, responsible, responsive bidder in accordance with NC State Statutes.

On Site Meetings 10/24/2019. If you have an emergency and cannot make any of the sites please call the contacts listed.

- Water Treatment Plant: 8:00am at 1760 Old River Road. Meet at main entrance. Contact is Toby Cory (252)565-2184
- Liquified Natural Gas Site: 10:00am at 4150 Natural Gas Drive. Contact is John Daughton (252)341-5347
- Waste Water Treatment Plant: 1:30pm at 240 Aqua Lane. Meet at first brick building. Contact is Cliff McGuffin (252)414-6588
- Remaining Sites: 2:30pm at 801 Mumford Road. Meet in main entrance atrium. Contact is Mark Nash (252)702-3567