**Notice to Potential Bidders**

**Request for Quotes – Austin Energy Small Projects**

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| **BASIC INFORMATION** | | |
| Project Name: | Town Lake Center Floors 1-5 Hallway Painting Project | |
| Scope of Work: | Contractor shall furnish all labor, equipment, and materials to provide interior painting services at TLC. Contractor shall be responsible for the proper preparation of surfaces prior to painting that includes the removal of staples, tape or other adhesive materials as well as cleaning areas (i.e. jambs and door facings) where accumulations of dirt, grease, or grime may prevent proper paint adhesion. Cracks and defects in walls, including nail holes, shall be patched before painting. All loose or scaly paint shall be scraped before painting. Existing textured walls are to have all voids, cracks, holes, etc. filled with a compatible material and is clean, dry and free of dirt/dust prior to the application of primer, texture, and paint. NOTE: Any dry wall repairs shall be sanded properly by the Contractor and textured to match existing, so repairs are unnoticeable. Contractor shall lay down floor protection. For the purposes of painting applicable surfaces behind furniture, the Contractor shall be responsible for moving and relocating all furniture such as desks, cabinets, stand-alone bookshelves, chairs, plant stands, etc. Contractor shall paint all hallways as highlighted on the attached drawings with BEHR Balanced Beige WITH primer. Contractor shall remove pictures on the walls and place pictures back once the paint is dry. Contractor shall clean and wipe down all paint from baseboards, door frames, signage, and along the ceiling Racco trim to maintain a nice clean trim and straight lines. The ceilings are white and are not to be painted. These areas need to be carefully cut to make straight lines with no wall paint on ceilings. Contractor shall use a minimum of six Painters to perform and complete work. Contractor shall be responsible for site cleanup once job is complete. The AE Facility Specialist and Contractor shall inspect work before releasing payment. All clean-up requirements shall be completed prior to payment. **We recommend that interested Bidders view the site prior to bid submission.** | |
| Site Location: | TLC Building at 721 Barton Spring Road Austin TX 78704 | |
| Schedule Details: | Contractor shall complete no more than three consecutive weekends (Saturdays and Sundays from 8 am to 4 pm). Additional hours must be approval by the AE Facility Specialist | |
| Contract Requirements: | All Contractors, Employees, and subcontractors are required to provide and wear Personal Protective Equipment (PPE). Contractor shall be held liable for any loss, damage, destruction, or theft caused by Contractor’s employees and subcontractors of city of Austin property or any adjacent property, and buildings. Insurance and a copy of the notarized Criminal Background Affidavit shall be due one week upon award notification. Failure to submit the required forms within the designated time frame may result in rejection of the bid. | |
| Prevailing Wage Requirements | Contractor shall comply with the requirements of Wage Rates and Payroll Reporting (Section 00830) including the wage rates attached as Section 00380BC. | |
| Miscellaneous: | Upon completion of the project, work performed by the Contractor is subject to the inspection and approval by Austin Energy. Payment will not be made for any service until all requirements and acceptance of service has been approved by Austin Energy. | |
| **DATES/TIMES/LOCATION** | | |
| Pre-Bid Meeting Date/Time: | Thursday, January 17, 2019 at 1:30 PM | |
| Location: | Austin Energy Town Lake Center, Lobby Area, 721 Barton Springs Road, Austin, Texas 78704 (Parking available behind Town Lake Center Building). | |
| Bid Deadline Date/Time: | Friday, January 25, 2019 at 2:00 PM | |
| Bid Submission: | Quotes are to be submitted by email to Mark Ybarra. | |
| ***\*Please note that quotes received after 2:00 PM will not be accepted. If you are unable to submit a bid by email, please turn in physical copy to Amelie Gonzalez at TLC, 721 Barton Springs Road, Austin, Texas 78704 prior to bid deadline. The bid must be date stamped prior to 2:00 PM deadline.*** | | |
| **CITY CONTACTS** | | |
| **AUSTIN ENERGY** | | |
| Project Contact: | Mark Ybarra | |
| Phone No.: | (512) 322-6156 (Office) or (512) 774-0475 (Cell) | |
| Email: | [Mark.Ybarra@austinenergy.com](mailto:Mark.Ybarra@austinenergy.com) | |
| **CAPITAL CONTRACTING OFFICE – WAGE COMPLIANCE** | | |
| Baldemar Maldonado, Contract Compliance Specialist Sr.  (512) 974-5629  [Baldemar.Maldonado@austintexas.gov](mailto:Baldemar.Maldonado@austintexas.gov) | | David Prado, Contract Compliance Specialist Sr.  (512) 974-7096  [David.Prado@austintexas.gov](mailto:David.Prado@austintexas.gov) |
| For detail informational documents, please visit Capital Contracting office’s website on Wage Compliance at: <https://www.austintexas.gov/department/wage-compliance>. Please be advised that City personnel enforce prevailing wage compliance by visiting the project site, requiring display of wage postings and conducting wage audits. Please review the attached prevailing wage requirements. For questions or guidance prior to bid submission, please contact Wage Compliance Representatives. | | |

*Austin Energy encourages interested small, minority, and women businesses to submit proposals for this project. All Vendors interested in working with the City of Austin must be registered in Vendor Connection and have an active vendor code. Information in Vendor Connection must match invoice information to prevent payment delays. We encourage all vendors to review their Vendor Profiles and update contact information. Vendor Connection website link:* [*https://www.ci.austin.tx.us/financeonline/vendor\_connection/index.cfm*](https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm)*. Please contact Vendor Connection line for troubleshooting assistance at 512-974-2018.*