

**CITY OF HOUSTON
HOUSTON PUBLIC WORKS
INFORMAL BID DOCUMENT
I06529 PARKING LOT RE-STRIPING SERVICE**

Houston Public Works is requesting bids for providing parking lot restriping service.

All prospective bidders are encouraged to contact the buyer, Joyce Baker at joyce.baker@houstontx.gov for any questions regarding this solicitation.

PART I – OVERVIEW

1.0 General Information

The City of Houston is seeking bids for parking lot restriping services. Contractor must be able to pressure wash and restripe 2 parking lots located at the Houston Permitting Center, 1002 Washington Avenue, Houston, TX 77002. The vendor is responsible for all labor, equipment, materials, supplies transportation and supervision needed to fully perform all services requested. A site visit (recommended) will be held on Friday, January 27, 2023, at 11:00 am for all vendors interested in bidding on this solicitation.

Interested vendors shall report to the information booth inside the Houston Permitting Center where they will be directed to the waiting area. From that location we will walk to the 2 lots mentioned in this solicitation.

Free parking is available in Lots 1 and 2. There is also metered and paid parking available on the surrounding streets and in the lot adjoining the Amtrak station. The City of Houston is not responsible for any fees or charges associated with the towing, storage, or recovery of any vehicle improperly parked.

2.0 Solicitation Schedule

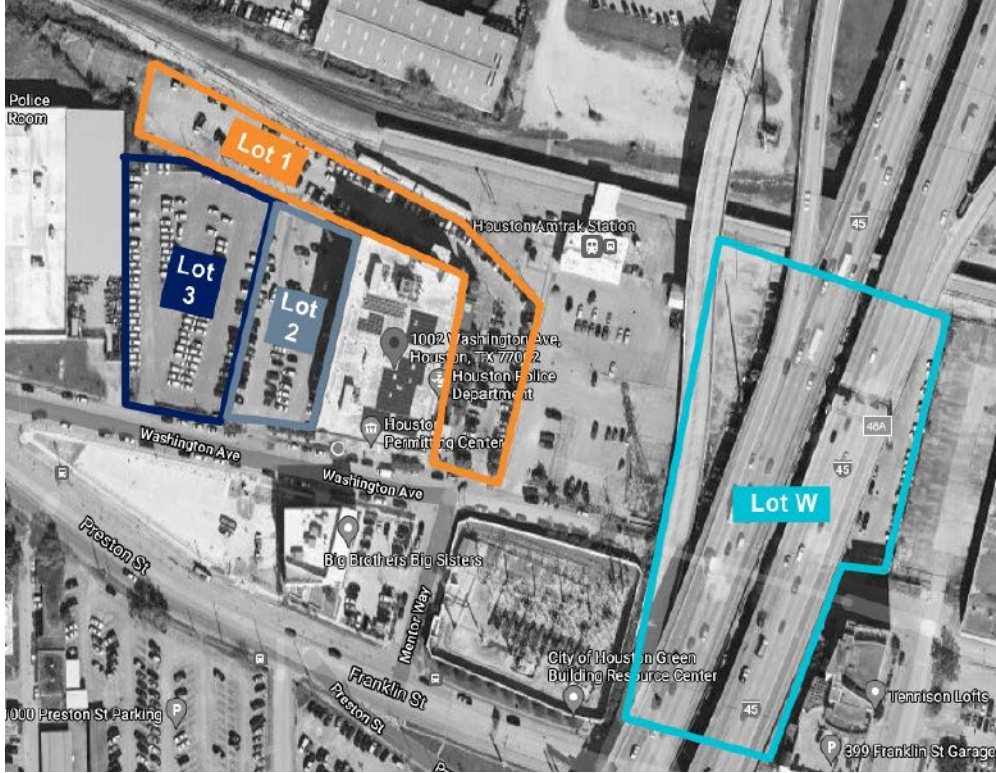
EVENT	DATE
DATE OF SOLICITATION OPENS	<i>01/25/2023 12:00 PM CST</i>
SITE VISIT (RECOMMENDED)	<i>01/27/2023 11:00 AM CST</i>
QUESTIONS FROM BIDDERS DUE TO COH	<i>01/30/2023 10:00 AM CST</i>
LAST DATE TO SUBMIT BIDS (ON-LINE)	<i>01/31/2023 05:00 PM CST</i>
NOTIFICATION OF AWARD (ESTIMATED)	<i>02/10/2023</i>

PART II – Scope of Work

1.0 Performance Requirements

- 1.1 Prep all areas in Lot 1 and Lot W
- 1.2 Pressure wash / re-stripe all parking line and loading zones
- 1.3 Pressure wash / re-stencil all handicap logos
- 1.4 Pressure wash / re-stencil arrows
- 1.5 Pressure wash / re-stencil all specialty stencils
- 1.6 Power wash / re-stripe 6” fire lane
- 1.7 Re-stencil “FIRE LANE” & “NO PARKING” onto fire lane
- 1.8 Pressure wash / re-stencil numbers in Lot 1 and Lot W
- 1.9 Three business days prior to performing re-striping services, the Contractor, shall contact the designated City of Houston representative to confirm date and time of services to be performed.
- 1.10 The Houston Permitting Center is open to the public during regular business hours Monday - Friday (8 AM -5 PM), excluding City of Houston holidays. Pressure washing must be provided after 6 PM on Friday and re-striping done on Saturday for both Lot 1 and Lot W.
- 1.11 While the City does not allow employees to park in Lot W after 5:00 PM; Lot W is open to the public after 5:00 PM, so there may be vehicles parked in the lot. Pressure washing and re-striping services will need to be coordinated with the Houston Permitting Center designated representative for this area. Lot W is usually vacant between 1:00 AM and 6:00 AM (weekdays) and this is a possible option the Contractor can discuss with the Houston Permitting Center representative.
- 1.12 The Houston Permitting Center Lot 1 is under 24-hour security.
- 1.13 Contractor will be required to notify the security desk within the building upon arrival to perform services.
- 1.14 The Contractor shall provide a supervisor or foreman who will:
 - 1.14.1 Communicate effectively both orally and in writing with the designated COH representative.
 - 1.14.2 Always be present during contract operations.
 - 1.14.3 Complete all prep work to parking lots Friday after normal business hours.
 - 1.14.4 Complete all paint work the next day (Saturday).
- 1.15 The Contractor shall accommodate any direction or communication given to the foreman that is within the scope of this contract.
- 1.16 City trash bins shall not be used for debris disposal.

- 1.17 The Contractor shall dispose of all refuse and debris collected during pressure washing and re-striping to a legally established landfill. The cost of disposal and dump fees shall be included in the cost of the standard service rate.
- 1.18 The Contractor shall notify the COH designated contact person of any obstruction and/or reason why pressure washing, or re-striping could not be performed. Verbal reports must be followed with written notification to include a method/plan of resolution. All delays/obstructions must be reported within 24 hours of discovery/occurrence.
- 1.19 Care and precautions shall be used when using equipment around or near vehicles parked in lot while performing services.
- 1.20 All equipment shall be adequately maintained both mechanically and visually and be fully operational during all the performance of the scope of work listed.
- 1.21 The Contractor shall use all reasonable methods to minimize dust emissions during the performance of services requested with this contract. The Contractor shall comply with all City and County sound control and noise level rules and regulations and ordinances applicable to any work performed.
- 1.22 The Contractor must furnish all water required for the performance of this work. While pressure washing or re-striping, vehicles (if used) shall be equipped with top-mounted warning lights and have 360-degree visibility or comparable traffic safety lights and meet all the applicable codes required in the State of Texas.
- 1.23 The Contractor shall conduct thorough background investigations of each employee working during this one-time service.
- 1.24 The Contractor shall provide trained operators to minimize disruption of service.
- 1.25 The Contractor shall ensure that all personnel know proper work procedures and have personal protective equipment to work safely.
- 1.26 The Contractor shall provide uniforms and name badges that display the company name for all personnel during the performance of work.



2.0 Locations

2.1 All services within this contract shall be performed at the sites listed below. The physical location of all listed sites is **1002 Washington Avenue, Houston, TX 77002.**

SITE	AREA	SIZE
Lot W	Small Tunnel Walkway	7' X 135'
Lot W	Large Area	275' X 365'
Lot W	Small Area	219' X 87'
Lot 1	Standard Parking Area	62' X 570'
Lot 1	Small Back Area	83' X 147'
Lot 1	Large Back Area	100' x 87'

3.0 Required Documents

- 3.1 Vendor must provide general liability, auto and workers' compensation insurance that list the City of Houston as an additionally insured as well as a waiver of subrogation for general liability and auto policy.
- 3.2 Contractor shall maintain in effect all insurance coverage requirements as required by the City of Houston for the duration of this contract period.
- 3.3 All documents must be submitted within (1) one week of bid closing or upon request.
- 3.4 **No vendor will be allowed on City property prior to receipt of ALL requested documents.**
- 3.5 COH Drug compliance form(s).

PART III – SOLICITATION PROVISIONS

1.0 Informal Bid Terms and Conditions

- 1.1 [Strategic Procurement Division \(houstontx.gov\)](http://www.houstontx.gov)

2.0 Hire Houston First

THIS PROCUREMENT IS SUBJECT TO THE HIRE HOUSTON FIRST PROGRAM, WHICH GIVES A PREFERENCE TO CERTAIN LOCAL BIDDERS IN AWARD OF THE PROCUREMENT. FOR MORE INFORMATION, GO TO:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>