



**5601 WILKINSON BOULEVARD
CHARLOTTE, NORTH CAROLINA 28208
(704) 359-4000**

**REQUEST FOR PROPOSAL
RFP AVIA #25-14: ON-CALL PAINTING
ADDENDUM #1
OCTOBER 15, 2024**

This Addendum is hereby made a part of the specifications, as applicable, of the above referenced project. All other requirements of the original plans and specification shall remain in effect in their respective order. Acknowledge receipt of this addendum by inserting its number and date on Form #1 of your proposal.

General Note:

Non-mandatory pre-proposal meeting was held on Monday, September 30, 2024.

The PowerPoint presentation from the non-mandatory pre-proposal meeting for your reference is attached:

Charlotte Douglas International Airport (CLT), a City of Charlotte department does not discriminate on the basis of disability. We will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request. To make a request, please email essence.dent-bey@cltairport.com.



ON-CALL PAINTING

RFP AVIA 25-14

Pre-Proposal Meeting
September 30, 2024 at 9:00 AM EDT

AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Proposal Format (Required Forms)
- Selection Criteria
- Addenda and Proposer Questions
- eBuilder Bid Portal
- CBI Program Requirements
- Scope of work
- Security Requirements
- Closing

HOUSEKEEPING ITEMS

- The purpose of this conference is to present information found in the Request for Proposal (RFP).
- RFP clarification questions will only be accepted and answered by submission through the e-Builder e-bidding portal's Q&A board. Answers to be provided via addendum.
- You may email essence.dent-bey@cltairport.com with questions regarding the operation of e-Builder.
- Today's presentation will be included with addendum.
- Vendor registration and related information:
<https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration>

INTRODUCTIONS AND ATTENDANCE

- Presenters:
 - Essence Dent-Bey– RFP Manager
 - Randy Garrell – Project Manager
 - Marcus Choi – Business Diversity & Development Specialist Lead
 - Aireyanna Kennedy- Security Construction Projects Manager

SUBMISSION REQUIREMENTS

Submission Requirements:

- Companies must submit ONE (1) original and complete proposal in searchable Adobe Acrobat .pdf format, signed in ink, or digitally signed.
- Proposals must have standard text no smaller than twelve (12) points. Text in charts and graphs may be reduced.
- Please combine all documents into one submission packet.
- Please name your file using twenty (20) characters or less.
- Please share username and password among co-workers.
- Proposals must be submitted through the eBuilder Bid Portal, using the link provided within the RFP document. CLT will not accept submissions through any other means (i.e. – mailed, faxed, emailed, hand delivered, etc.)

Proposal Submission Deadline:

- October 23, 2024, at 2:00 PM EDT (per CLT's clock)
- The bid portal will close promptly at 2:00 PM EDT. **Late submissions will not be accepted.**
- Please notify Essence Dent-Bey via email essence.dent-bey@cltairport.com if you experience issues using the bid portal. All other questions must be submitted through the Q&A link in the bid portal.
- DO NOT wait until the last minute!

Target Dates:

- Start Date – February 3, 2024



PROPOSAL FORMAT (REQUIRED FORMS)

Proposals shall consist of the following forms:

- Form 1, Proposal Form
- Form 2, Qualifications and Proposer Requirements
- Form 3, Nondiscrimination Certification
- Form 4, CBI Program Requirements
- Form 5, Confidential Information
- Form 6, Pricing Worksheet

All required forms must be completed, signed and uploaded

SELECTION CRITERIA

Experience	CLT will evaluate the Proposer based on its ability to meet the Experience requirements as set forth in the Specifications.
Operations Plan	CLT will evaluate the Proposers ability to meet the requirements set forth in the Specifications as detailed in the Proposer's Operation Plan.
Staffing Plan	CLT will consider the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work.
Compensation	CLT will evaluate the Proposer on the overall compensation proposed related to the provision of the Work. compensation proposed related to the provision of the Work.

ADDENDA AND PROPOSER QUESTIONS

- All addenda will be posted to the e-Builder bid portal, the City of Charlotte website and broadcast through Public Input.
- Questions and Answers will be included in addenda for the benefit of all proposers.
- Questions must be submitted in written form through the eBuilder Bid Portal Q&A board.
- Deadline for submitting written questions will be on October 7, 2024, at 5:00 PM EDT.
- Answers via addendum will be posted no later than October 11, 2024, at 5:00 PM EDT

EBUILDER BID PORTAL

e-Builder Bid Portal
A TRIMBLE COMPANY

Enter Username

Enter Password

LOGIN

Forgot Password

Are you a first time bidder?

Create Account

For product support information →

- Please use the link provided in the RFP to access the eBuilder Bid Portal.
- **PLEASE NOTE:** The eBuilder link is the “Invitation Key”.
- If this will be your first-time logging into the eBuilder bid portal, you will need to create login credentials.
- Use Chrome or Firefox as your browser when accessing the bid portal (do not use Internet Explorer).

EBUILDER BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ RFP AVIA 25-14 On-Call Painting

Status

Bid Package Open
Bidding Will Bid
Response Submitted No

30 Days 4 Hours 46 Minutes Left

Due on 10.23.2024 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Summary

0.00

Base Bid Total 0.00
Year 1 (Regular Hours) Total 0.00

...

Package Invitation

Response Form

Q&A Board

Accepted

Decline

09.23.2024 9:07 AM (GMT-05:00) Eastern Time (US & Canada)


Bid Info




Invitation Documents (1)

Addenda

Hide All | Show All

Locate proposal documents here

Click this icon  to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
  Solicitation Documents (1)	09.17.2024 2:13 PM	
 RFP AVIA 25-14 On-Call Painting Final.pdf Version 2	09.23.2024 9:12 AM	516.75 KB



EBuilder Bid Portal

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ RFP AVIA 25-14 On-Call Painting

Status

Bid Package	Open
Bidding	Will Bid
Response Submitted	No

30 Days 4 Hours 46 Minutes Left

Due on 10.23.2024 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Summary **0.00**

Base Bid Total	0.00
Year 1 (Regular Hours) Total	0.00

...

Package Invitation

Response Form

Q&A Board

Submit Question Export

View List | View All

Submit questions here

Note: The date and time are shown in the bid time zone.

View	Subject	Questionee	Date & Time
------	---------	------------	-------------

EBuilder Bid Portal

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ RFP AVIA 25-14 On-Call Painting

Status

Bid Package Open
Bidding Will Bid
Response Submitted No

30 Days 2 Hours 39 Minutes Left

Due on 10.23.2024 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Summary

0.00

Base Bid Total 0.00
Year 1 (Regular Hours) Total 0.00

Package Invitation

Response Form

Q&A Board

Submit



STEP 1: Bid Form

STEP 2: Response Documents

STEP 3: Additional Info

Year 1 (Regular Hours)

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
1	Trip Charge (mobilization fee charged at start of work)			1.0000	EA	<input type="text"/>	
2	Lead Technician			1.0000	HR	<input type="text"/>	
3	Spray Technicians			1.0000	HR	<input type="text"/>	
4	Sheet Rock Finishers			1.0000	HR	<input type="text"/>	

Enter pricing here

EBUILDER BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ RFP AVIA 25-14 On-Call Painting

Status Bid Package: Open Bidding: Will Bid Response Submitted: No	30 Days 2 Hours 39 Minutes Left Due on 10.23.2024 at 2:00 PM (GMT-05:00) Eastern Time (US & Canada)	Summary Base Bid Total: 0.00 Year 1 (Regular Hours) Total: 0.00
---	--	--

Submit Proposal here →

Package Invitation | **Response Form** | Q&A Board

Submit [Save] [Download] [Upload]

STEP 1: Bid Form | **STEP 2: Response Documents** | STEP 3: Additional Info

⚠ There are no supporting documents attached to this bid.

Please provide response documents

Upload submission packet here

Upload Additional Files

Drag and drop files here to upload, or browse.



Reminder:

- Upload as one (1) file
- File name 20 characters or less
- Don't wait until the last minute!



Charlotte Business Inclusion (CBI)

The City will negotiate an MWSBE goal for this project.

Minority, Women and Small Business Enterprises (MWSBEs).

Required Proposal Form

- Form 4 Charlotte Business Inclusion Program Requirements Form
- CBI Form 3 Utilization Commitment Form

CBI Form 3 is accessible on CLT's website under Business with CLT – Business Diversity Programs

This Contract may be subject to the terms and conditions of the City's Charlotte Business INclusion (CBI) Program regarding subcontracting opportunities that may arise during the term of the Contract.

The CBI Program can be found at: www.charlottebusinessinclusion.com

Search for MWSBE firms: <http://charlotte.diversitycompliance.com>



Charlotte Contractor Development Program (CCDP)

The Contractor Development Program, sponsored by the City of Charlotte – Charlotte Business Inclusion Program is designed to provide guidance to Minority, Women, and Small Business Enterprises (MWSBEs) and NC DOT Disadvantaged Business Enterprises (DBEs) in pursuit of contracting opportunities with the City of Charlotte. The CCDP assists construction related firms with capacity building and business development as well as obtaining bonding and contract-based finance assistance so that participating firms are prepared to bid on city projects. For more information and to enroll in the City of Charlotte Contractor Development Program, contact the CCDP at (888) 717-3341 or send an email to ccdp@imwis.com, or visit <https://www.charlottenc.gov/Growth-and-Development/CBI/Contractor-Development-Program>.



Charlotte Contractor Development Program (CCDP)



SCOPE SUMMARY

The Facilities Building Maintenance Division of the Aviation Department is responsible for maintaining a portfolio of approximately 115 buildings, airport terminal buildings, including offices, fire station, and equipment shops, that house various City activities.

The Airport is seeking a company that specializes in commercial painting services to provide painting services at various locations as identified by the City on an as needed basis. Services consists of providing all labor, materials, equipment, and supervision for the painting and finishing of new and existing interior and exterior surfaces, i.e., walls, doors, jambs, window frames, and other work as directed by the Project Manager. Work areas may be occupied and require moving and repositioning of office equipment and furniture.

SCOPE OF WORK – HIGH LEVEL

- Follow safe work practices.
- Proper Prep – Vendor is required to provide all necessary tools to properly execute the scope of services. Paint will be provided by CLT.
- Work hours – Routine operations shall generally be performed between the hours of 7:00 AM to 3:30 PM, Monday through Friday, except for City observed holidays. Work performed in the main terminal may require work during terminal non-operational hours. Non-operational hours are typically between 11pm and 5am. Emergency or non-routine work shall be performed as necessary with prior approval from the City.
- Badging – Vendor will be required to have employees badged by airport badging for a SIDA badge to enter airport security areas.

AIRPORT SECURITY REQUIREMENTS

Security
Program

Airport
Badging
Requirements

Please see requirements in solicitation
packet and go to
www.cltairport.com/business/credentialing
for all information regarding CLT's Security
Program, Policies and Procedures, FAQs,
etc.



THANK YOU!



CLT 