

**INVITATION TO BID  
PUBLIC WORKS**

**PRESSURE WASH & PAINT EXTERIOR  
FIRE STATIONS 2-6  
CITY OF GREENVILLE  
NORTH CAROLINA**



*Find yourself in good company*

**PRE-BID MEETING: THURSDAY, OCTOBER 8, 2015 @ 10:00 AM  
FIRE STATION #4  
200 STATON ROAD, GREENVILLE, NC**

**BIDS DUE: THURSDAY, OCTOBER 15, 2015 @ 2:00 PM  
PUBLIC WORKS ADMINISTRATION BUILDING  
1500 BEATTY STREET, GREENVILLE, NC**

**CONTACT PERSONS:**

**QUESTIONS REGARDING THE BID PACKAGE:**

*Mrs. Angelene Brinkley*

*Purchasing Manager*

*Telephone: (252) 329-4462*

*Fax: (252) 329-4464*

*Email: [abrinkley@greenvillenc.gov](mailto:abrinkley@greenvillenc.gov)*

**QUESTIONS REGARDING THE SPECIFICATIONS:**

*Mr. Mike Watson*

*Building Facilities Coordinator*

*Telephone: (252) 329-4921*

*Fax: (252) 329-4844*

*Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

**CITY OF GREENVILLE  
ADVERTISEMENT FOR PROPOSALS  
“Pressure Wash & Paint Exterior of Fire Stations 2-6”**

The City of Greenville is requesting proposals for the cleaning and the exterior painting of five fire stations throughout the City. The scope of work shall include but is not limited to thoroughly cleaning the exterior of the five buildings by removing all dirt, dust, rust stains, and accumulated debris and painting of all existing exterior surfaces including columns, pipes, etc.

This is a turn-key project.

A mandatory pre-bid meeting and site visit will be held at Fire Station #4 located at 200 Staton Road, Greenville, NC on Thursday, October 8, 2015 @ 10:00 AM. Site visits at each location will follow.

Sealed proposals will be received by the City of Greenville until Thursday, October 15, 2015 @ 2:00 PM at the Public Works Administration Building Reception Desk located at 1500 Beatty Street, Greenville, NC 27834.

Mailed bids shall be delivered to 1500 Beatty Street, Greenville, NC 27834 on or before Thursday, October 15, 2015 by 2:00 PM and addressed to Mr. Mike Watson, Building Facilities Coordinator. All sealed bids shall have the words *Bid Enclosed, PRESSURE WASH AND PAINT FIRE STATIONS* on the outside of the bid package or mail carrier envelope.

All bids will be marked with the date and time they are received by reception staff. There will not be a public bid opening. Bids will be opened and evaluated at this time by staff and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Manager, 201 W. Fifth Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4462. Minority/Women owned business are encouraged to submit proposals.

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*Angelene Brinkley, Purchasing Manager  
City of Greenville  
201 W. Fifth Street  
Greenville, NC 27834*

## INSTRUCTIONS TO BIDDERS

**Proposal to Provide  
PRESSURE WASH & PAINT EXTERIOR OF FIRE STATIONS 2-6  
Greenville, NC 27834**

- 1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.**
- 2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.**
- 4. Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.**
- 5. If the Contractor is unable to provide a proposal for any reason, please send an email or letter for explanation.**
- 6. Questions regarding any procedure for submission of a proposal shall be directed by email to Mike Watson, Building Facilities Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov). The last date to submit questions will be Monday, October 12, 2015 by 2:00 PM.**
- 7. By submitting a proposal, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees, while on City property performing their duties.**
- 8. Contractor shall comply with all OSHA requirements associated with the work.**
- 9. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.**
- 10. Staging areas for equipment and materials can be arranged at each site.**
- 11. Work on this project will have to be performed so as to not disrupt operations of the buildings.**
- 12. All work shall be performed Monday – Saturday during the hours of 7:00 AM and 7:00 PM. Other hours will have to be approved in advance.**
- 13. Parking for all vehicles will be in designated areas at each fire station.**
- 14. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period.**

**SPECIFICATIONS FOR  
PRESSURE WASH & PAINT EXTERIOR OF FIRE STATIONS 2-6**

**1.0 SCOPE:**

The scope of work shall include, but is not limited to:

- 1.1** A good, thorough pressure washing of the entire exterior of the buildings to clean all dirt/dust, mildew and accumulated debris. Use appropriate cleaning solutions and follow the manufacturer's instructions for application. Clean all exterior windows and doors after all work has been completed.
- 1.2** Prep and paint all existing exterior painted surfaces including all exposed pipes. Use Sherwin Williams or approved equal. Apply two coats of finish paint. See Exhibit "B" for the paint and primer finish schedule.

**2.0 PAYMENT AND BID:**

- 2.1** Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.
- 2.2** By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
- 2.3** The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.
- 2.4** Minority and/or Women Business Enterprise (M/WBE) Program

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4862.

- 2.5** The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.

## **2.6 Equal Employment Opportunity Clause**

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer. Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

**2.7 If necessary, the contractor shall complete a new vendor application and associated documents as required upon acceptance of this contract.**

**2.8 The contractor will develop a lump sum bid; that will include, but is not limited to all work, equipment, parts, and labor specified herein.**

## **3.0 WORKERS COMPENSATION AND INSURANCE:**

**3.1 The contractor shall maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.**

**3.2 The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance shall be maintained during the duration of the contract.**

### **3.3 OTHER INSURANCE:**

**The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits. The Contractor will be required to purchase a City of Greenville privilege license from the Collections Division. The Collections Division is located on the first floor of City Hall at 200 W. Fifth Street.**

## **4.0 CANCELLATION:**

**4.1 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.**

**4.2 The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner.**

**Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:**

*Mike Watson, Building Facilities Coordinator  
City of Greenville  
1500 Beatty Street  
Greenville, N.C. 27834  
Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

## **5.0 DAMAGE TO CONTRACTORS PROPERTY:**

- 5.1 The City of Greenville shall be under no obligation to replace or in any way compensate the contractor for fire, theft, vandalism or any other casualty, injury or damage to equipment or property belonging to the contractor while on City property.**
- 5.2 The successful bidder agrees to indemnify or hold harmless the City of Greenville from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.**
- 5.3 It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.**

## **6.0 ADDENDUM**

- 6.1 Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect.**
- 6.2 Amendment: The contract may be amended from time to time through written agreement by both parties.**

## **7.0 LOCAL PREFERENCE POLICY**

- 7.1 The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information, please see the City of Greenville's webpage at [www.greenvillenc.gov/financialservices/purchasingdivision](http://www.greenvillenc.gov/financialservices/purchasingdivision).**

**8.0 REFERENCE INFORMATION**

All bidders shall provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

1. Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

2. Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

3. Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

**9.0 CONTRACTOR INFORMATION**

Contractor shall provide the information below with the bid sheet.

**CITY OF GREENVILLE  
NORTH CAROLINA  
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Tax ID# \_\_\_\_\_

Corporation or Partnership: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR BIDS**

**In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.**

<b>Building</b>	<b>Address</b>	<b>Per Building Bid Amount</b>
<b>Fire Station #2</b>	<b>2490 Hemby Lane</b>	
<b>Fire Station #3</b>	<b>2400 Charles Boulevard</b>	
<b>Fire Station #4</b>	<b>200 Staton Road</b>	
<b>Fire Station #5</b>	<b>255 Rollins Drive</b>	
<b>Fire Station #6</b>	<b>3375 E. 10<sup>th</sup> Street</b>	
<b>TOTAL FOR ALL BUILDINGS</b>		

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Addenda:** \_\_\_\_\_

**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT**

**PRESSURE WASH & PAINT EXTERIOR OF FIRE STATIONS 2-6**

**Sherwin Williams is used as the base for information. Other manufacturers will be considered with prior approval.**

**Wood/Hardi Siding:**

**Finish: K32W00151 – Duration Coating Exterior Latex Flat**

**Bollards and Exterior Metal:**

**Spot Prime: B50WZ0004 – Kem Bond HS high Solids Alkyd Universal Metal Primer Off White**

**Finish: B54W00151 – Pro Industrial Alkyd Enamel**

**Vents:**

**Primer: A41W00210 – All Surface Enamel Latex Primer White**

**Finish: A41T00204 – All Surface Enamel Latex Gloss Ultradeep**

**Finish Color: To match the existing color at each location and application.**