

**City of Greenville Public Works Department
Informal Bid Request Form**

Project:

Fire Rescue 5 Roof Replacement
Greenville, NC

Scope of Work:

Provide labor and material to remove current underlayment and shingles. Identify and quantify any deteriorated roof sheathing, install new architectural shingles and other associated items to complete renovation for a turnkey project.

Special Conditions:

Work must comply with all OSHA safety guidelines.
Contractor responsible for all needed paper work to obtain required permits. All permits must be posted prior to the commencement of work.
Contractor responsible for all work associated within the scope of work.
Contractor is responsible for all measurements.
Mandatory Site Visit Thursday, October 5, 2017 @ 10:00 AM.

Work Location:

Fire Rescue 5
255 Rollins Street,
Greenville, NC 27834

Bid submittal deadline:

Thursday, October 19, 2017 @ 2:00 PM.
Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

Contractor: _____

Address: _____

Phone Number: _____

BASE BID: \$ _____

Add Alternate: Sq Ft Sheathing Repair \$ _____

Addendum Acknowledgement _____

Please record each Addendum item received _____

Bid submitted by: _____

Signature: _____ **Date:** _____

Notes:

- 1. Bid will be considered valid for a period of 60 days after submittal**
- 2. City has the right to accept or reject any or all parts of the bids.**

Ross Peterson
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
rpeterson@greenvillenc.gov

INVITATION FOR INFORMAL BID ON

FIRE RESCUE 5 ROOF REPLACEMENT

INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Ross Peterson, Building Facilities Coordinator*, at the Public Works Administrative offices located at 1500 Beatty Street, Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, Fire Rescue 5 Roof Replacement* and the name *Ross Peterson, Building Facilities Coordinator* should appear on the outside of the sealed envelope. The estimate may also be mailed but must be received prior to the time and date stated on the attached bid request form.

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

The bidder shall insert the required responses and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost including all factors whatsoever. Any bids not submitted on such forms provided will be considered unresponsive.

No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request in writing is made to *Ross Peterson, Building Facilities Coordinator*.

The City of Greenville reserves the right to reject any and all bids, to waive any formalities, and to accept the bid or any portion thereof that is deemed most advantageous to the City. Any bid submitted will be binding for 60 days after the of the bid opening.

The scope of work attached represents the minimum specification or description of work to be purchased or contracted. These requirements are not intended to prevent fair responses or to eliminate competition, but they are intended for the protection of each and every bidder to insure, if possible, that all bids submitted shall be upon a fair and comparable basis.

It is expressly understood by the bidders that written notice of award and/or receipt of purchase order will constitute agreement by the City to consummate the transaction and will serve together with the proposal, scope of work, and these instructions as the entire form of contract between the parties except in cases where formal contracts are warranted.

Bid shall be FOB, Greenville, NC.

Each bidder shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

Minority and/or Women Business Enterprise (MWBE) 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 purchases, 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 10% Minority Business Enterprise (MBE) and 6% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned firms whenever possible.

Questions regarding the City's MWBE Program should be directed to the MWBE Office at (252) 329-4462.

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.

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.

New vendors must complete a City of Greenville vendor application.

Vendors must maintain workers compensation, general liability and vehicle insurance for duration of the project that comply with City of Greenville minimum limits.

Insurance certificates will be required if requested once contract is awarded.

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.

Iran Divestment Act Certification:

The CONTRACTOR hereby certifies that, it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The CONTRACTOR shall not utilize in the performance of the Agreement any subcontractor that is identified on the Iran Final Divestment List.

E-Verify Compliance:

The CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further if the CONTRACTOR utilizes a subcontractor, the CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The CONTRACTOR represents that the CONTRACTOR and its subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

If your firm is unable to bid for any reason, please send an email or letter of explanation.

Questions regarding any part of this bid shall be directed to Ross Peterson, 101 Hooker Road, Greenville N. C. 27834, and telephone (252) 329-4921.

A mandatory pre-bid meeting and walk thru will be held on Thursday, October 5, 2017 at 10:00 AM at the following location:

Fire Rescue 5
255 Rollins Street
Greenville, NC 27834

Ross Peterson
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
rpeterson@greenvillenc.gov

Fire Rescue 5 Roof Replacement

Scope of Work

Scope

Provide labor and material to remove all existing drip edge, underlayment and shingles. Install new flashing around and extruding pipes. Cover sheathing with manufactory recommended ice & water shield underlayment. Install new perimeter drip edge. Install new AR (Algae Resistance) Certain Teed Grand Manor Luxury Architectural Shingles. Shingles must be installed by manufacture specification to achieve the maximum warranty of no less than lifetime. Install new ridge vent. Dispose of all material properly offsite and ensure area is completely cleanup of any leftover materials.

Material/Installation

1. All material shall be landed onsite before prior to work.
2. Contractor is responsible for all measurements
3. Remove all existing drip edge, underlayment and shingles and dispose of properly off site.
4. Install new flashing/boots around any extruding pipes.
5. Install ice & water shield underlayment per manufacture recommendations
6. Install new perimeter drip edge
7. Install new AR (Algae Resistance) Certain Teed Grand Manor Luxury Architectural Shingles with color choice provided by owner
8. Install new ridge vent.
9. Provide one additional square of unopen shingles for inventory
10. It is the responsibility of roofing contractor to protect working area from damage. Roofing contractor is responsible for repairs from any damage.
11. The work will be completed during normal business hours. All areas of work shall be cleaned up daily and any material will need to be secured after daily work is completed.
12. After completion of work the entire work site must be cleaned and free of any debris and materials from work performed

Warranty

Provide a maximum manufacturer's warranty no less than lifetime on all material and a minimum two (2) year labor warranty.