

**INVITATION TO BID
Informal Bid
Intergenerational Community Center
Building #5 (Chapel) Roof Replacement
CITY OF GREENVILLE
NORTH CAROLINA**



Find yourself in good company

**PRE-BID MEETING: TUESDAY, AUGUST 18, 2020 @ 2:00 PM
INTERGENERATIONAL COMMUNITY CENTER
BUILDING #5 (CHAPEL)
1124 W. 5TH ST., GREENVILLE, NC 27834**

**BIDS DUE: TUESDAY, SEPTEMBER 1, 2020 @ 2:00 PM
PUBLIC WORKS
1500 BEATTY STREET, GREENVILLE, NC 27834**

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:

*Ms. Denisha Harris
Purchasing Manager
Telephone: (252) 329-4862
Email: dbarris@greenvillenc.gov*

QUESTIONS REGARDING THE SPECIFICATIONS:

*Mr. Aaron Lewis
Building Facilities Coordinator
Telephone: (252) 329-4919
Email: alewis@greenvillenc.gov*

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

Project:

IGCC Building # 5 (Chapel) Roof Replacement
Greenville, NC

Scope of Work:

Provide labor and material to remove current underlayment, shingles and roof tiles. 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 Pre-Bid Site Visit: Tuesday, August 18, 2020 @ 2:00 PM

Work Location:

IGCC Building #5 (Chapel)
1124 W. 5th Street,
Greenville, NC 27834

Bid submittal deadline:

Tuesday, September 1, 2020 @ 2:00 PM
Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

**IGCC Building #5 (Chapel) Roof Replacement – 1124 W. 5th St,
Greenville, NC 27834**

Contractor: _____

Address: _____

Phone Number: _____

BASE BID: \$ _____

Add Alternate: Per 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.**

**Aaron Lewis
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
alewis@greenvillenc.gov**

INVITATION FOR INFORMAL BID ON

IGCC Building #5 (Chapel) ROOF REPLACEMENT

INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Aaron Lewis, 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, IGCC Building #5 (Chapel) Roof Replacement* and the name *Aaron Lewis, 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 *Aaron Lewis, 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.

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 register online at the City of Greenville Vendor Self Service portal: <https://selfservice.greenvillenc.gov/MSS/Vendors/default.aspx>

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 may 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.

A mandatory pre-bid meeting and site visit will be held on Tuesday, August 18, 2020 at 2:00 PM at the following location:

IGCC Building #5 (Chapel)
1124 W. 5th Street
Greenville, NC 27834

All attendees of the mandatory pre-bid meeting and site visit must comply with CDC Guidelines and the latest North Carolina Governor's Executive Order regarding COVID-19.

Questions regarding scope of work shall be emailed to Aaron Lewis at alewis@greenvillenc.gov by Tuesday, August 25, 2020 at 5:00 p.m.

Answers to all questions will be sent and posted as an addendum by Friday, August 28, 2020 at 5:00 p.m. Addenda will be posted here:

<https://www.greenvillenc.gov/government/financial-services/current-bid-opportunities>

Bid submittal deadline is Tuesday, September 1, 2020 at 2:00 PM. Public Works Administration Building 1500 Beatty Street Greenville, NC 27834.

Aaron Lewis
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
alewis@greenvillenc.gov

IGCC Building #5 (Chapel) Roof Replacement

Scope of Work

Scope

Removal and disposal of all existing underlayment, shingles, and roof tiles, including the cupola roof and tiled vertical surfaces. Identify and quantify deteriorating roof sheathing. Provide per square foot cost for removal and replacement of deteriorated roof sheathing. Remove existing iron plumbing vents below roofing deck, then convert to PVC and extend above roof line. Install new flashing around plumbing vents. Cover sheathing with manufacturer recommended ice and water shield underlayment. Install new perimeter drip edge. Re-caulk existing fascia joints and nails. Remove chimney below roof deck and cap off with metal. Install new Certainteed Grand Manor Luxury Architectural Shingle – Terra Cotta color on all roof surfaces and cupola vertical surfaces. Install Certainteed Shingle Ridge Hip and Ridge Accessory – Terra Cotta color on corners of cupola. All shingles and accessories must be installed to manufacturer's specifications to achieve the manufacturer's standard warranty.

Material/Installation

1. All material should be purchased and available for use, prior to work.
2. Contractor is responsible for all measurements.
3. Remove all existing underlayment, shingles and roof tiles and dispose of properly.
4. Dismantle chimney below roof deck. Cap off chimney with metal.
5. Fill void in sheathing from chimney removal to match existing sheathing.
6. Quantify deteriorated roof sheathing.
7. Remove iron plumbing to below roofing deck.
8. Convert iron plumbing to PVC and extend above roofing deck.
9. Install new flashing around new PVC vents.
10. Install ice and water shield underlayment to manufacturer specifications.
11. Remove existing cross from bell tower and fabricate new cross from 20 gauge galvanized steel, with white finish color. Cross is to be made to the same dimensions as the existing cross.
12. Install new cross in a manner to withstand all weather conditions and comply with local wind zone code.
13. Install new perimeter drip edge, white in color.
14. Install new Certainteed Grand Manor Luxury Architectural Shingles – Terra Cotta color to manufacturer's specifications.
15. Install new Certainteed Shingle Ridge Hip and Ridge Accessory – Terra Cotta color to manufacturer's specifications.
16. Provide one square of unopened shingles for inventory.
17. It is the responsibility of the contractor to protect working area from damage. The contractor is responsible for repairs for any damage.
18. The work will be completed during normal business hours. All areas of work shall be cleaned up daily by the contractor. All materials shall be secured by the contractor after daily work is completed. Upon receiving Purchase Order, work shall be completed in 30 days.

19. Upon completion of work, the entire work site is to be cleaned and all debris generated by work performed is to be removed by the contractor to the satisfaction of City of Greenville – Public Works designee.

Warranty

Provide manufacturer's standard warranty on all material and a minimum two (2) year labor warranty.