

**City of Greenville Recreation and Parks Department
Informal Bid Request Form**

Project: Pole Barn Construction

Scope of Work:

Provide all materials and labor to install pole barn at the City of Greenville, Facility Management, 101 Hooker Rd.

Special Conditions:

Work must comply with all OSHA safety guidelines.

Contractor responsible for all needed paper work to obtain required permits.

Contractor responsible for all work associated within the scope of work.

Staff is responsible for relocating essential items

Site visit optional

Vendors are responsible to verify all measurements

Construction dates: May 1st – May 30th

Work Location:

Facility Management
101 Hooker Rd
Greenville NC 27834

Bid submittal deadline:

February 11, 2015 @ 3:00 PM

Recreation and Parks Administration Building
Jaycee Park
2000 Cedar Ln
Greenville, NC 27858

Road improvements:

Contractor Name and Address:

Firm Owner: _____ **Date:** _____

Total Lump Sum Bid for work: _____

Bid submitted by: _____

Signature: _____

Notes:

- 1. Please attach breakdown of lump sum bid**
- 2. Bid will be considered valid for a period of 60 days after submittal**

INVITATION FOR INFORMAL BID ON

Road improvements SCOPE OF WORK

The person, firm, or corporation making a proposal shall submit it in a sealed envelope to *Stephen L. Warner, Parks Facility Manager*, at the Recreation and Parks Administration Building 2000 Cedar Ln, Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, Pole Barn Construction* and the name *Stephen L. Warner* 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 staff. 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No bid may be changed or withdrawn after the time of the bid opening.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 *Stephen L. Warner, Parks Facility Manager*.

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 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 proposal shall specify delivery or date to begin work.
Bid shall be FOB, Greenville, N. C.

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) 329-4862.

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.

Vendors must hold a current City of Greenville business licenses.

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.

A W9, copy of insurance certificates, copy of business license and new vendor application must be submitted 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.

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

Questions regarding any part of this bid shall be directed to Stephen Warner, P. O. Box 7207, Greenville N. C. 27835, telephone (252) 329-4554.

A work site visit is optional. Job site is available to the public during daylight hours. Vendors are responsible to verify all measurements.

**Stephen L. Warner
Parks Facility Manager
Recreation & Parks
City of Greenville, N. C. 27835**

Pole Barn Construction for Facility Management

Specifications

1. Permits and building code compliance shall be the responsibility of the contractor.
2. Contractor shall be responsible for calling in all inspection requests.
3. Any structural engineering certification needed to satisfy permitting office shall be the responsibility of the contractor.
4. All methods of fastening and bracing shall meet or exceed wind load requirements for the area where pole barn is located.
5. Project manager shall select colors where applicable.
6. Grade shall be adjusted by contractor to provide an even and level surface.
7. Contractor shall install crush and run to final grade. Drain to the rear of the pole barn.
8. Pole barn shall be 30 ft. in depth and 40 ft. in length.
9. Pole barn shall have 4 bays with each bay having dimensions of 10 ft. wide by 30 ft. deep.
10. All wood exposed to precipitation shall be pressure treated to .80 CCA.
11. All concrete used shall have a minimum compressive strength of 3000 psi. (28 day).
12. Pole barn shall have a minimum 1' overhang on all sides.
13. 8' x 8' posts shall be set 10' on center to provide 4, 10' (nominal) bays under roof system.
14. Maintain 12' between between grade and bottom of LVL at the front of each bay.
15. Bottom of post footings shall be 3' below grade and 2' wide for each 8" x 8" post.
16. A base pad of concrete 8" thick x 3' wide shall be placed in bottom of footing and allowed to set for 24 hr. minimum before setting posts.
17. A 5/8" x 24" rebar shall be inserted through all posts, 6" from the bottom, prior to placing them in the prepared footings.
18. Base pad shall have four pieces of rebar installed that will attach to the additional concrete pour.
19. 8" x 8" posts shall be set on the base pad, and shall have an additional 16" of concrete poured around them once they are in place.
20. Footing excavations shall be back filled and compacted.

21. A beam consisting of 3 1/2" x 12" LVL shall be installed and braced according to manufacturer's specifications.
22. Roof trusses shall have a 1/12 pitch. Trusses shall be installed and braced according to manufacturer's specifications.
23. Roof shall be 26 ga. standing metal seam. Color: TBD
24. Gable end siding shall be determined by Project Manager. Color: TBD
25. Roof panels shall extend from ridge to eave in one piece.
26. Steel trim shall be installed on eaves, fascia, gables, "J" channel, etc. to cover all surfaces of the exterior of the roof system reasonably implied by the nature of the work. No rough cut edges shall be visible. Color: TBD
27. 2" x 4" purlins shall be installed on the top of trusses to fasten roof metal. The spacing of the purlins shall meet both the bracing requirements of the truss manufacturer and the not to exceed requirements of the roofing metal warranty.
28. Pole barn shall have steel (26 ga.) back/sides and be of similar appearance as roof material. Color: TBD
29. Bottom of back and sides shall be 6" to 8" above final grade.
30. Installation of back and side panels shall be to manufacturer's specifications.
31. Award shall be made to the low and responsive/responsible bidder.
32. City of Greenville Recreation and Parks Department reserves the right to reject any and all bids.