

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

**Project:**

Park and Trail Improvements  
River Park North  
1000 Mumford Road  
Greenville, NC

**Scope of Work:**

Provide labor and material to complete the following park and trail improvement projects at River Park North.

**Special Conditions:**

Work must comply with all OSHA safety guidelines.  
Final products must comply with ADA accessibility standards  
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.  
Optional Pre-bid & Site Visit on Tuesday, August 9, 2016 @ 10:00 AM.

**Work Location:**

River Park North  
1000 Mumford Road  
Greenville, NC

**Bid submittal deadline:**      **Thursday, August 28, 2016 @ 2:00 pm**

River Park North  
1000 Mumford Road  
Greenville, NC 27834

## River Park North Park and Trail Improvements

**Contractor Name and Address:**

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**Phone Number:** \_\_\_\_\_

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

**Bid Amount:** \$ \_\_\_\_\_

**Bid submitted by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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.**

### **ALTERNATE #1:**

Include fee for installing a simple swing gate across the roadway extension so the roadway may be closed off to pedestrian/vehicle traffic.

\$ \_\_\_\_\_

## INVITATION FOR INFORMAL BID ON

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### RIVER PARK NORTH PARK AND TRAIL IMPROVEMENTS

#### INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Christopher Horrigan, Parks Coordinator*, at River Park North located at 1000 Mumford Road, Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, River Park North Park and Trail Improvements* and the name *Christopher Horrigan* should appear on the outside of the sealed envelope. The estimate may also be submitted by email to [chorrigan@greenvillenc.gov](mailto:chorrigan@greenvillenc.gov) 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 *Christopher Horrigan, Parks 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, 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.**

**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 and/or a copy of business license 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](http://www.greenvillenc.gov/financialservices/purchasingdivision).

**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. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

**IRAN DIVESTMENT ACT:** Vendor certifies that; (i) it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-86.58; (ii) it will not take any actions causing it to appear on said list during the terms of this Purchase Order, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

All firms that are submitting a bid are required to complete the Iran Divestment Act Certification form included as Attachment A and shall be included with the bid package. Failure to include the form may deem the bid unresponsive.

If bids are emailed an original form must be submitted by the awarded contractor prior to the work starting.

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 Christopher Horrigan, 1000 Mumford Road, Greenville N. C. 27834, and telephone (252) 329-4563.

An option work site visit will be held on Tuesday, August 9, 2016 @ 10:00 AM at the following location:

*River Park North  
1000 Mumford Road  
Greenville, NC 27834*

Christopher Horrigan  
Parks Coordinator  
Recreation & Parks Department  
City of Greenville, N. C.  
[chorrigan@greenvillenc.gov](mailto:chorrigan@greenvillenc.gov)

## **River Park North Park Improvement and Trail Projects**

### **Scope of Work**

#### **Scope**

Provide labor and material to complete multiple trail and park improvement projects as specified. All associated work necessary for completion of the projects shall be included. The work will need to be coordinated with staff prior to the work starting. The operation of the park will be ongoing while the work is completed however sections may be closed off to accommodate work.

#### **Demolition**

Remove all material, include waste generated, associated with the projects. All material shall be disposed of properly off site. An exception is made for trees required for completion of work which can be felled and left in place so as not to obstruct trail access or the flow of water.

#### **Schedule**

Work should begin within 45 days of receiving acceptance of the bid and all work should be completed within 45 days. At no time should equipment/material be left when not actively being used as to impede use of the trail system by the public when construction is not actively occurring. Staff will work with the selected contractor to identify an acceptable prep and overnight site for materials.

#### **Project Details**

##### **Project 1 – Willow Branch culvert replacement**

Provide equipment, labor, and material to remove and replace deteriorated culvert and trail tread. Install a 54” Corrugated Aluminum Pipe, on a bedding layer of #57 washed stone under the pipe at a depth of approximately 6 to 12 to ensure a suitable foundation for the pipe. Backfill the pipe with screenings or an equivalent granular material. Place a class B size rip rap at both the inlet and outlet ends to prevent scouring and erosion. Top with an appropriate, compacted material that is resistant to erosion and tie into existing trail on both ends. Trees posing a threat to future trail stability should be removed with stumps left in place. Final product must meet ADA guidelines for trail accessibility.

Site is accessed via a narrow connector trail and a short/shallow water crossing will be required. Mobilization and project work should be minimally disruptive to environmental quality and park aesthetics.

### Project 2 – Kiosk pad

Provide equipment, labor, and material to pour and broom finish an 11' by 11' concrete pad around our existing map kiosk for ADA accessibility. Pad will tie-in, flush, with existing sidewalk.

### Project 3 – Roadway/trail extension

Provide equipment, labor, and material to extend existing Southwest roadway approximately 150 LF by 10 LF. Includes removal and disposal of vegetation as needed, grading of sub-soil, and removal and disposal of 100 LF of chain link fence. Top sub-soil with an appropriate, compacted material that is resistant to erosion and ties into the existing trail on both ends. Final product must meet ADA guidelines for trail accessibility.

Alternate #1 – Include fee for installing a simple swing gate across the roadway extension so the roadway may be closed off to pedestrian/vehicle traffic. This is not a security gate.

### Project 4 – Existing roadway/trail repair

Provide equipment, labor, and material to repair sections of the existing roadway/trail leading through the cypress-gum swamp and along the Tar River, from the start of the maintenance roadway/trail to the Handicap Parking Lot, and along a maintenance corridor leading to an adjacent property that have deteriorated to improve drainage, enhance travel, and meet ADA guidelines for trail accessibility. This project includes grading in select areas, applying an appropriate, compacted material that is resistant to erosion and ties into the existing trail, removing a piece of HDPE pipe in the current trail, and repair and enhancement of two spillways to minimize erosion issues.

Work will be conducted in sensitive wetland areas. Mobilization and project work should be minimally disruptive to environmental quality and park aesthetics.

### Additional Details

1. Contractor will be responsible to verify all measurements.
2. All areas of work shall be cleaned up and any material will need to be removed after work is completed for the day.
3. Bid price shall include all four (4) projects.
4. Provide price for Alternate #1 – Swing gate installation.

\*\*\*\*\*Contractor, Vendor or Bidder – Return This Form With All Other Required Documentation\*\*\*\*\*

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.  
143C-6A-5(a)**

Name of Contractor, Vendor or Bidder: \_\_\_\_\_

As of the date listed below, the contractor, vendor or bidder listed above, and all sub-contractors utilized by the contractor, vendor or bidder listed above, is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the contractor, vendor or bidder listed above to make the foregoing statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

***Notes to persons signing this form:***

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- ☐ When a bid is submitted
- ☐ When a contract is entered into (if the certification was not already made when the vendor made its bid)
- ☐ When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.

\*\*\*\*\*Contractor, Vendor or Bidder – Return This Form With All Other Required Documentation\*\*\*\*\*