

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

Project:

Roof Covering for the
Facility Management Building
Greenville, NC

Scope of Work:

Provide material and labor for the repairing of and the installation of an elastomeric coating system on the barrel roof at the Facility Management Building.

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.

Mandatory pre-bid meeting & site visit on **Friday, February 24, 2017 @ 10:00 AM.**

Work Location:

Facility Management Building
101 Hooker Road
Greenville, NC

Bid Submittal deadline:

Friday, March 3, 2017 @ 10:00 AM

Jaycee Park Admin Building
2000 Cedar Lane
Greenville, NC 27835

INVITATION FOR INFORMAL BID ON

FACILITY MANAGEMENT BUILDING ROOF COVERING

INSTRUCTIONS FOR BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Mike Watson, Parks Coordinator*, at the Jaycee Park Administrative office located at 2000 Cedar Lane, Greenville N.C., 27835, on or before the hour and day stated on the attached bid request form. The words *Bid Enclosed, FM Building Roof Covering* and the name *Mike Watson* should appear on the outside of the sealed envelope. The bid may also be mailed but must be received prior to the submittal deadline time and date stated.

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

The bidder shall include the required responses and supply all the information as indicated on the Bid Form, Attachment A. 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No bid may be changed or withdrawn after the time of the opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request in writing is made to *Mike Watson, 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 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 proposer 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.

All work 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 Coordinator 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.

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.

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 C and shall be included with the bid package. Failure to include the form may deem the bid unresponsive.

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

Questions regarding any part of this proposal shall be directed to Mike Watson, Parks Coordinator, 2000 Cedar Lane, Greenville N. C. 27835, and telephone (252) 329-4539.

A mandatory site visit will be held on Friday, February 24, 2017 at 10:00 AM at the following location:

*Facility Management Building
101 Hooker Road
Greenville, NC 27835*

Mike Watson
Parks Coordinator
Recreation & Parks Department
2000 Cedar Lane
City of Greenville, N. C. 27835
mwatson@greenvillenc.gov

Facility Management Building Roof Covering

Scope of Work

Scope

Provide labor and material for the preparation, repair, and coating of the barrel roof, approximately 10,800 sq. ft., at the Facility Management Building. It shall be the contractors' responsibility to provide a product that is designed to cover the existing roof membrane. All work shall be to industry standards.

Demolition

Any debris associated with the repair and coating of the roof shall be removed and properly disposed of offsite.

Material/Installation

1. Before performing any work, the contractor shall coordinate with staff at the site all work associated with the project so that vehicles, trailers, and other material can be moved to keep from being damaged.
2. Remove the existing vent pipe as directed. Cover the opening in the roof with appropriate material before applying coating.
3. Clean the roof by power washing. If solvents will be used, then the waste water will need to be captured and disposed of properly off-site.
4. Repair all damaged areas and install two layers of elastomeric roof coating including a base coat/primer and a top coat with contrasting color. Include the areas around all penetrations.
5. Install diverters that shall extend past the overhead and personal door openings. Install so to allow any rain, snow, or ice to fall away from all openings.
6. Contractor will be responsible for all measurements.
7. Contractor shall take care not to damage any concrete, landscaping, fencing, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.
8. No work shall start prior to 7:00 AM. All areas of work shall be cleaned up and any material will need to be out of the way after work is completed for the day.

Warranty

Provide a minimum 15 year material and labor warranty from the manufacturer and a 2 year labor warranty from the contractor.

Other Requirements

1. Bid package shall include three references from similar projects and be submitted on the Reference Information sheet, Attachment B.
2. Bid package shall include the completed Iran Divestment Form, Attachment C.
3. Bid package shall include specification information for the material being proposed including the warranty information.

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Bid Form

Facility Management Building Roof Repair & Coating:

Contractor Name and Address:

Phone Number: _____

Firm Owner: _____ **Date:** _____

Bid Amount: \$ _____

Submitted by: _____

Signature: _____

BIDS ARE DUE BY 10:00 AM, FRIDAY, MARCH 3, 2017

REFERENCE INFORMATION

Vendor must 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 proposal 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.** _____

****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 and will be updated every 180 days.

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