

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

**Project:**

Tennis Court Resurfacing  
Various Parks  
Greenville, NC

**Scope of Work:**

Provide labor and material to resurface sixteen existing tennis courts located at Elm Street Park (6), River Birch Tennis Center (8), and Thomas Foreman Park (2).

**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.

*A site visit is recommended but is not required to submit a bid.*

**Work Location:**

Thomas Foreman Park  
400 Nash Street  
Greenville, NC

River Birch Tennis Center  
625 W. Arlington Blvd.  
Greenville, NC

Elm Street Park  
1058 Elm Street  
Greenville, NC

**Bid submittal deadline:**

**Tuesday, June 2, 2020 at 3:00 pm**

Jaycee Park Administration Building  
2000 Cedar Lane  
Greenville, NC 27835

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## INVITATION FOR INFORMAL BID ON

### TENNIS COURT RESURFACING VARIOUS PARKS

#### INSTRUCTIONS FOR BIDDERS

The person, firm or corporation making a proposal shall submit a bid 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 preferred method of delivery of the bid is by email to [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov). The bid may also be mailed to the address above in a sealed envelope but must be received prior to the submittal deadline time and date stated and shall have the words *Bid Enclosed, Tennis Court Resurfacing Attn: Mike Watson* along with the company name on the outside of the sealed envelope.

All mailed bids received in the office 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.

All bids shall be submitted using Attachment A and shall include the required responses and 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 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 register in the City of Greenville's online portal, Vendor Self Service.**

**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 may 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 NC State treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any actions causing it to appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

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 via email to Mike Watson, Parks Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

All emailed and regular mailed bids shall be submitted on the attached bid submittal form, Attachment A.

There will be no pre-bid meeting for this project. It will be the responsibility of the contractor to visit each site prior to the bid. Sites are located at:

Thomas Foreman Park  
400 Nash Street  
Greenville, NC

River Birch Tennis Center  
625 W. Arlington Blvd.  
Greenville, NC

Elm Street Park  
1058 Elm Street  
Greenville, NC

Mike Watson  
Parks Coordinator  
Recreation & Parks Department  
2000 Cedar Lane  
City of Greenville, N. C. 27835  
[mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

## Tennis Court Resurfacing Various Parks

### Specifications

1. Repair and resurfacing of sixteen (16) all-weather tennis courts. See attachment D for aerial view of the courts. Approximate overall dimensions (contractor responsible for all measurements) as follows:
  - a. River Birch Tennis Center:
    - Bank of 6 courts – 300' x 120'
    - Bank of 2 courts – 108' x 118'
  - b. Thomas Foreman Park:
    - Bank of 2 courts – 110' x 120'
  - c. Elm Street Park:
    - Bank of 3 courts – 124' x 160'
    - Bank of 3 courts – 124' x 160'
2. Prepare courts to receive new surface; clean and scrape courts of all loose material, dirt, foreign matter and debris.
3. Contractor shall remove and reinstall nets.
4. Power wash all areas to insure proper bonding of acrylic surfacing.
5. Remove vegetation from cracks and the perimeter of the courts by pressure washing and treatment with a broad spectrum herbicide containing glyphosate.
6. Patch all structural cracks, dings, voids, etc. in the asphalt surface using an acrylic patch binder.
7. Patch all depressions ("birdbath") holding more than 1/8" of water after draining for one (1) hour in minimum 70 degree Fahrenheit in sunlight. Areas identified should be outlined with chalk, and the water swept out. After the area is surface-dry, apply coat of acrylic patch binder to the entire area within the chalk line. After applying the patch binder, strike off with a straight-edge the length of which is in excess of the dimensions of the "birdbath" to the same elevation as the surrounding surface. After the leveling operation, the patch should be allowed to cure properly.
8. Net post shall be sanded and spray paint using Rustoleum (color: black).
9. Apply three coats of Latexite sand fortified paint at an application rate of .045 to .050 gallons per square yard undiluted. Court color to be purple.
10. Layout, tape and apply two (2) coats paint 2" wide playing lines using Latexite acrylic white line paint. Layout to conform to U.S.T.A. specifications.
11. Clean job site, dispose of all debris and prepare courts for use.
12. Owner shall provide potable water and electricity to within 200' of courts.
13. Contractor shall warrant all materials and workmanship for a period of two (2) years.
14. Contractor shall be responsible for providing a safe work site at all times.

15. Award shall be made to the low and responsive/responsible bidder on areas where funds are available.
16. Due to ongoing tennis programs the following schedule of work shall be met:
  - a. Elm Street Park:
    - Start Monday, July 6, 2020
    - Finish by Friday, July 31, 2020
  - b. River Birch Tennis Center:
    - Start Monday, August 3, 2020
    - Finish by Friday, August 21, 2020
  - c. Thomas Foreman Park:
    - Start Monday, August 24, 2020
    - Finish by Friday, September 11, 2020
17. Project shall be completed per the schedule above unless otherwise amended in writing by Project Manager (Mike Watson). A written notice to proceed, either by email or letter, will be sent to the awarded contractor followed by a purchase order.

## **Alternate & Unit Price Bids**

### **Alternate #1:**

Provide a per linear foot price to install Guardian Crack Repair (or approved equal) over all cracks wider than a ¼". Contractor shall be responsible for all measurements.

### **Unit Price #1:**

Provide a unit price to paint 36 and 60 Blended Quick Start lines. See Attachment B for dimensions.

### **Unit Price #2:**

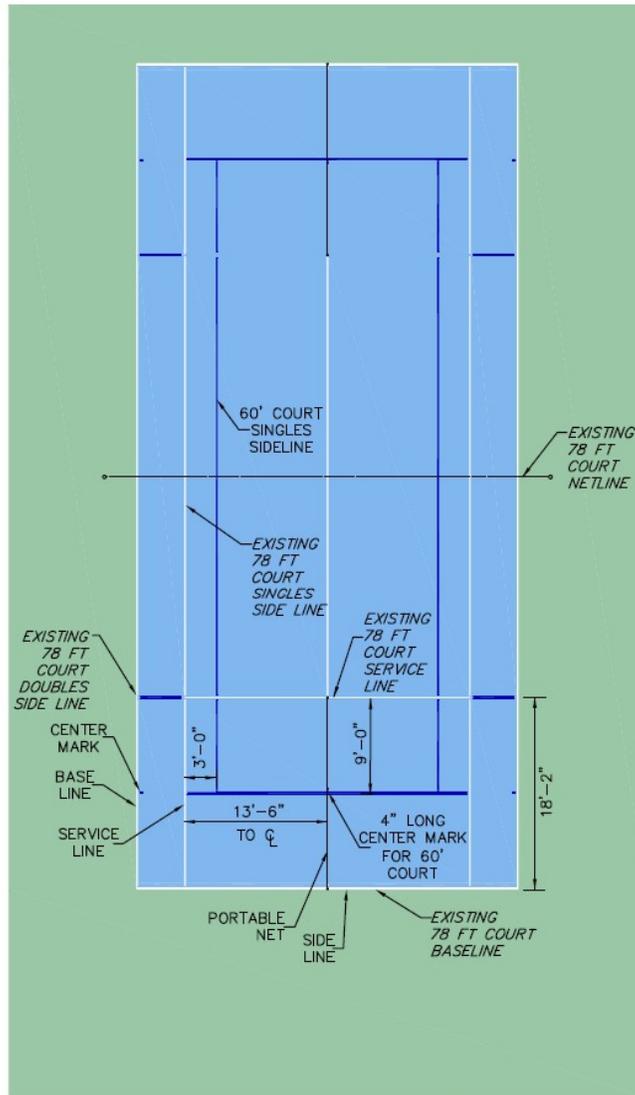
Provide a unit price to paint contrasting Pickleball lines. See Attachment C for dimensions.

**Bid Form**

Tennis Court Resurfacing – Various Parks

<b>Contractor Name and Address:</b>  _____  _____  _____	
<b>Phone Number:</b> _____	<b>Date:</b> _____
<i>Base Bid Amount:</i>	\$ _____
<i>Alternate #1 LF Amount:</i>	\$ _____
<i>Unit Price #1 Amount:</i>	\$ _____
<i>Unit Price #2 Amount:</i>	\$ _____
<b>Addenda:</b> _____	
<b>Submitted by:</b> _____	
<b>Signature:</b> _____	

***BIDS ARE DUE BY 3:00 PM, TUESDAY, JUNE 2, 2020***



36 AND 60 FOOT BLENDED LINES  
ON  
A 78 FOOT COURT

NOTES:

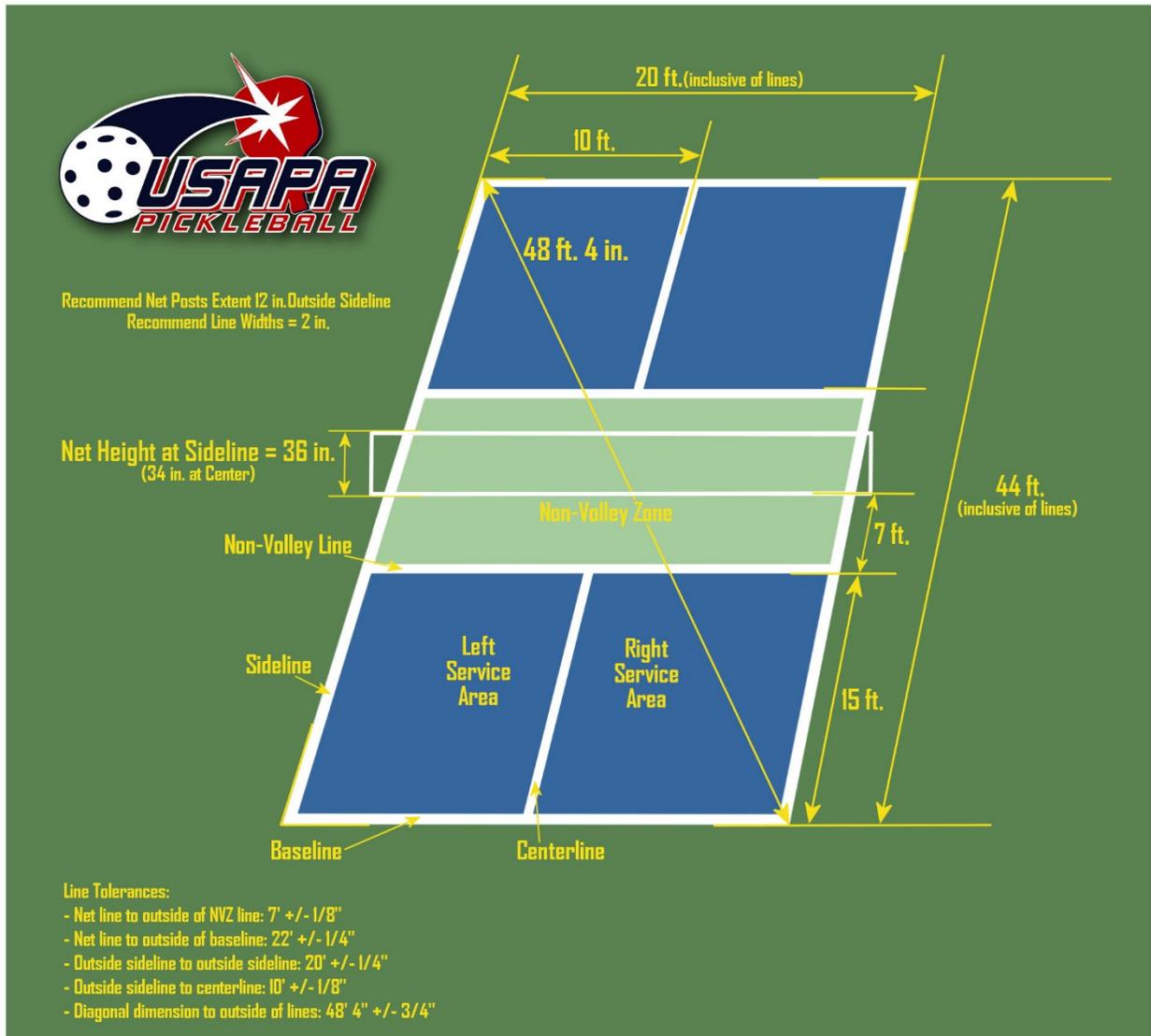
1. 10 AND UNDER TENNIS PLAYING LINES SHALL BE TEXTURED LINE PAINT WITHIN THE SAME FAMILY AS THE 78 FOOT COURT COLOR.
2. ALL 10 AND UNDER TENNIS PLAYING LINES SHALL TERMINATE 3 INCHES FROM THE 78 FOOT COURT LINES.
3. ALL 10 AND UNDER TENNIS PLAYING LINES SHALL BE 1 1/2" WIDE.
4. ALL 10 AND UNDER TENNIS PLAYING LINES SHALL BE MEASURED OUT TO OUT, WITH THE EXCEPTION OF THE CENTER LINES WHICH SHALL BE MEASURED OUT TO CENTER.
5. THE CENTER MARK FOR THE 36 FOOT COURT SHALL BE SET 2 INCHES OFF THE 78 FOOT COURT DOUBLES SIDELINE AND SHALL BE 2 INCHES LONG BY 1 1/2" WIDE.

10 AND UNDER TENNIS

36 AND 60 FOOT TENNIS STRIPING PLAN

MAY 31, 2018





**Thomas Foreman Park:**



**Elm Street Park:**



**River Birch Tennis Center:**

