

**INVITATION TO BID**  
**Informal Bid**  
**Public Works Gate Security Upgrade**  
**CITY OF GREENVILLE**  
**NORTH CAROLINA**



*Find yourself in good company*

**PRE-BID MEETING: TUESDAY, SEPTEMBER 29<sup>TH</sup>, 2020 @ 2:00 PM**  
**PUBLIC WORKS**  
**1500 BEATTY STREET, GREENVILLE, NC**

**BIDS DUE: TUESDAY, OCTOBER 13<sup>TH</sup>, 2020 @ 2:00 PM**  
**PUBLIC WORKS**  
**1500 BEATTY STREET, GREENVILLE, NC**

**CONTACT PERSONS:**

**QUESTIONS REGARDING THE BID PACKAGE:**

*Ms. Denisha Harris*

*Purchasing Manager*

*Telephone: (252) 329-4862*

*Email: [dharris@greenvillenc.gov](mailto:dharris@greenvillenc.gov)*

**QUESTIONS REGARDING THE SPECIFICATIONS:**

*Mr. Aaron Lewis*

*Building Facilities Coordinator*

*Telephone: (252) 329-4919*

*Email: [alewis@greenvillenc.gov](mailto:alewis@greenvillenc.gov)*

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

**Project:**

**Public Works Security Upgrade  
Greenville, NC**

**Summary of Work:**

Securing Public Works complex by providing secure gates for vehicle and employee entry and exit. Work will encompass three vehicle gates and three employee gates. This will include upgrading the access controls at the existing north entrance gate. Provide and install three (3) vehicle passage gates with hydraulic gate operator and all required accessories. Provide and install access controls for new gates. Provide and install three (3) walk-in gates with access controls.

**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, September 29<sup>th</sup>, 2020 @ 2:00 PM**

A second site visit will be available on 10/1/2020 @ 2:00 p.m. only for attendees of the mandatory pre-bid site visit.

**Work Location:**

City of Greenville, NC – Public Works  
1500 Beatty St.  
Greenville, NC 27834

**Bid submittal deadline:**

Tuesday, October 13, 2020 @ 2:00 PM  
Public Works Administration Building  
1500 Beatty Street  
Greenville, NC 27834

**Public Works Security Upgrade  
1500 Beatty St.  
Greenville, NC 27834**

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**BASE BID:** **Total: \$** \_\_\_\_\_

**ALTERNATE:**

Replace existing north gate operator with a HySecurity SlideDriver 50VF2/3. Install HySecurity SlideDriver 50VFs as substitution for HySecurity SlideDriver SD15s listed in "Materials/Installation".

**Total: \$** \_\_\_\_\_

**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](mailto:alewis@greenvillenc.gov)**

## INVITATION FOR INFORMAL BID ON

---

### Public Works Security Upgrade

#### 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, Public Works Security Upgrade* 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 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).**

**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, September 29, 2020 at 2:00 PM at the following location:

City of Greenville, NC Public Works  
1500 Beatty St.  
Greenville, NC 27834

A second site visit will be available, only to attendees of mandatory pre-bid meeting, on October 1, 2020 @ 2:00 p.m.

Questions regarding scope of work shall be emailed to Aaron Lewis at [alewis@greenvillenc.gov](mailto:alewis@greenvillenc.gov) by 5:00 PM Tuesday, October 6 @ 5:00 PM.

Answers to all questions will be sent and posted as an addendum by 5:00 PM Friday, October 9, 2020.

Bid submittal deadline is Tuesday, October 13, 2020 @ 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](mailto:alewis@greenvillenc.gov)

# **Public Works Security Upgrade**

## **Scope of Work**

### **Scope**

Upgrade the access controls at the existing North entrance gate. Provide and install three (3) vehicle passage gates with hydraulic slide driver gate operator and accessories, using the materials listed below. Install access controls and accessories for new gates, as listed below. Modify fence, in location to be determined by owner, to install new walk-in gate with same dimensions as two (2) existing gates. Provide three (3) new walk-in gates. Install access controls and accessories at walk-in gates.

### **Material/Installation**

1. Existing Beatty St. North Entrance Gate Access Controls Update\_
  - Provide and install one (1) AWID LR3000 RFID reader for entry access. Contractor is to provide programming with Owner provided card information and must be compatible with AWID WS-UHF-0-0 devices and existing AWID MT-UHF-0-0 devices.
  - Provide and install two (2) Keyscan-compatible combination card reader/keypad and required accessories and controller.
  - Provide and install two (2) Aiphone IX series intercom/camera combination or equivalent device and required accessories and controller. Master station to be located in Building A reception office, with audio/video and gate opening capability.
  - Provide and install one (1) stand-alone, dual-height gooseneck pedestal and housing to mount card reader/keypad. Pedestal should be mounted to a concrete base to manufacturer's specification.
2. South Beatty St Entrance Gate/Operator and Access Controls Installation
  - Provide and install one (1) Slidedriver SD15 hydraulic operator package with Omron photo eye with hooded reflector and wired edge sensor, mounted on HySecurity 12" base extender. Vendor is to provide necessary labor, materials and devices to install free exit and reversing loops. Installation shall be to manufacturer's specification and meet UL325 regulations.
  - Provide and install one (1) aluminum frame gate with galvanized chain link cantilever gate of the appropriate length, with HySecurity MX002222 single drive rail of the appropriate length and necessary support posts, rollers, wheels and/or guides.
  - Provide and install one (1) AWID LR3000 RFID reader for entry access. Vendor is to provide programming with Owner provided card information and must be compatible with AWID WS-UHF-0-0 devices and existing AWID MT-UHF-0-0 devices.
  - Provide and install two (2) Keyscan-compatible combination card reader/keypad and required accessories and controller.

- Provide and install two (2) Aiphone IX series intercom/camera combination or equivalent device and required accessories and controller. Master station to be located in Building A reception office, with audio/video and gate opening capability.
- Provide and install a lighted beacon to indicate open/close motion.
- Provide and install one (1) stand-alone, dual-height gooseneck pedestal and housing to mount card reader/keypad. Pedestal should be mounted to a concrete base to manufacturer's specification.

**3. Employee Parking Lot Entrance Gate/Operator and Access Controls Installation**

- Provide and install two (2) Slidedriver SD15 hydraulic operator package with Omron photo eye with hooded reflector and wired edge sensor, mounted on HySecurity 12" base extender. Vendor is to provide necessary labor, materials and devices to install free exit and reversing loops. Installation shall be to manufacturer's specification and meet UL325 regulations.
- Provide and install two (2) aluminum frame, black power-coat finish cantilever gates of the appropriate length, with HySecurity MX002222 single drive rail of the appropriate length and necessary support posts, rollers, wheels and/or guides. Gates should match the design and construction of the existing gate located at the Public Works Skinner St. entrance.
- Provide and install one (1) Keyscan-compatible combination card reader/keypad and required accessories and/or controller.
- Provide and install a lighted beacon to indicate open/close motion.
- Provide and install one (1) stand-alone gooseneck pedestal and housing to mount card reader/keypad. Pedestal should be mounted to a concrete base to manufacturer's specification.

**4. Employee Parking Lot Walk-In Gates and Access Controls Installation**

- Modify existing fence on East side of fence line to mount fabricated gate. Remaining gates will be installed at existing gate locations.
- Provide and install three (3) fabricated gates, using dimensions of existing gates, with self-closing hinges, panic bar exit and 600 lb. mag lock, with card/key pad entry.
- Provide and install three (3) Keyscan-compatible combination card reader/keypad and required accessories and/or controller.
- Provide and install three (3) stand-alone gooseneck pedestals and housings to mount card reader/keypad. Pedestal should be mounted to a concrete base to manufacturer's specification.

5. Provide and program six hundred-fifty (650) AWID WS-UHF-0-0 windshield tags.
6. All materials should be purchased and available for use before proceeding with work.
7. Contractor is responsible for all measurements.
8. Contractor is responsible for programming and testing all devices for compatibility and function.
9. Contractor is responsible coordinating location and marking underground utilities before digging, boring or excavating.
10. Contractor will be responsible for coordinating work with Public Works staff and other 3<sup>rd</sup> party vendors for the duration of the project.



- 11.** It is the responsibility of the contractor to protect working area from damage. The contractor is responsible for repairs for any damage.
- 12.** 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.
- 13.** 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.
- 14.** Contractor is to provide operation/installation manuals and manufacturer warranty information as part of close out document.
- 15.** Completion of work will be determined by final inspection to the satisfaction of a City of Greenville – Public Works designee.

**Warranty**

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

## **References**

All bidders shall provide a list of three (3) client references of similar work. Include all reference information requested. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

1. Project Name: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Project Name: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Project Name: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_