



## **Informal Bid Request**

### **Project:**

Install Concrete Pad  
Greenway Entrance off Stancil Drive  
Greenville, NC

#### **Scope of Work:**

Provide material and labor to prep, form and install a 10' diameter concrete pad over an existing concrete pad.

#### **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:**

Greenway Entrance  
215 Stancil Dr. (closest address)  
Greenville, NC

#### **Bid Submittal deadline:**

**Monday, December 21, 2020 @ 10:00 AM**

Via email to: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

## INVITATION FOR INFORMAL BID ON

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### CONCRETE PAD INSTALLATION – STANCIL DRIVE

#### 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, Concrete Pad – Stancil Dr. 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No bid may be changed or withdrawn after the time of the opening.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) 329-4862.**

**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 register with 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.

All emailed and 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 the site prior to the bid. Site is located at:

Greenway Entrance (end of Stancil Dr.)  
215 Stancil Drive (closest address)  
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)

## **Install Concrete Pad – Stancil Drive**

### **Scope of Work**

#### **Scope**

Provide labor and material for the preparation, forming and installation of a new 10' diameter concrete pad that is 6" above grade. The new pad will be poured over an existing concrete pad that is at grade. Install rebar into existing pad to secure new one to it. The concrete pad shall have a smooth finish. All of the work shall be to industry standards.

#### **Demolition**

Any debris associated with the installation of the new concrete pad shall be removed and properly disposed of offsite. Contractor is responsible for repairing any damage to the grass area surrounding the site.

#### **Material/Installation**

1. New concrete pad shall be 10' in diameter by 6" deep above grade and shall have a smooth finish.
2. Core steel rebar into the existing slab to secure the new pad to it.
3. Use an epoxy adhesive to bond the two slabs together.
4. Form and pour to industry standards. The new pad shall be level and reinforced with rebar.
5. Backfill as needed around the new pad once all forms have been removed.

#### **Warranty**

Provide a 2 year labor warranty on all labor and material.

**Bid Form**

Install Concrete Pad – Stancil Dr.:

**Contractor Name and Address:**

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

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

**Addenda Received:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

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

***BIDS ARE DUE BY 10:00 AM MONDAY, DECEMBER 21, 2020***