



RECREATION AND PARKS

## Informal Bid Request

### Project:

Install Asphalt Parking Lot  
Greensprings Park  
Greenville, NC

#### Scope of Work:

Provide labor, equipment, and material to install an asphalt parking lot per the plans and specifications at the Greensprings Park.

#### 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 Locations:

Greensprings Park  
2500 E. 5<sup>th</sup> Street  
Greenville, NC

#### Bid Submittal deadline:

**Tuesday, May 24, 2022 @ 2:00 PM**

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

## INVITATION FOR INFORMAL BID

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### INSTALL ASPHALT PARKING LOT GREENSPRINGS PARK

#### 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, Asphalt Parking Lot 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.

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No bid may be changed or withdrawn after the time of the opening.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 Tish Williams, 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 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.

**LIQUIDATED DAMAGES:** If the Contractor fails to complete the work within the time specified in the bid package, the Contractor shall pay liquidated damages to the City of Greenville in the amount of \$100.00 for each calendar day of delay until the work is completed or accepted.

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) no later than 3:00 PM Monday, May 16, 2022.

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 address are listed on the cover page.

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

## **Install Asphalt Parking Lot Greensprings Park**

### **Base Bid Scope of Work**

#### **Scope:**

Provide labor, material and equipment to install a new asphalt parking lot per the plans and specifications. All work shall be done to industry standards and comply with all City of Greenville, State and Federal codes.

#### **Demolition:**

Any material removed along with any waste material shall be disposed of properly off site.

#### **Specifications:**

1. Prep, grading, installation, etc. shall be per the plans and specifications for this project. Specifications are listed on the plans. Plans are available on the City of Greenville webpage.
2. Schedule:
  - a. Since the parking lot will be shut down during the work it is accentual that the project be completed in a timely manner.
  - b. Work shall be completed by the July 29, 2022. A timeline shall be set and coordinated between City staff and the contractor.
  - c. Liquidated damages shall apply if the work is not fully completed within the agreed upon time.
3. Permits: All permits necessary for the prosecution of the work shall be secured by the Contractor. Permits through the City of Greenville are at no cost. The Contractor shall give all notices and comply with all laws, ordinances and regulations bearing on the conduct of the work.
4. Material and Supplies: Unless specifically provided otherwise in each case, all material and supplies shall be furnished by the Contractor for permanent installation. The work shall conform to applicable standard specifications. No such material or supplies shall be used by the Contractor for any purpose other than that intended or specified, unless such use is specifically authorized by the City in each use.
5. Staging Area: The staging area and all areas for material storage will be limited on site as designated by the City prior to the start of construction
6. Temporary Security and Protection: Provide temporary protection for adjacent areas to prevent contamination by construction operations such as dust, debris, fumes, etc. Provide temporary barricades as necessary to ensure protection of the public and City employees.
7. Site: All areas of work shall be cleaned up and any material and equipment will need to be out of the way after work is completed for the day. Contractor shall

take care not to damage any concrete, landscaping, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.

Contractor shall also be responsible for all damages that may arise from installing the new paint such as but limited to: overspray, dropped paint on non-painted surfaces, etc.

8. Warranty: Contractor shall provide a minimum one year warranty for all material and workmanship.

This portion intentionally left blank.

**Bid Form**

Greensprings Park - Install Asphalt Parking Lot:

<b>Contractor Name and Address:</b>  _____  _____  _____	
<b>Phone Number:</b> _____	<b>Date:</b> _____
<b><i>Bid Amount:</i></b>	<b>\$</b> _____
<b>Addenda:</b> _____	
<b>Submitted by:</b> _____	
<b>Signature:</b> _____	

***BIDS ARE DUE BY 2:00 PM TUESDAY, MAY 24, 2022.***