

# **Informal Bid Request**

# **Project**:

# HVAC Replacement Greenville Aquatics & Fitness Center Greenville, NC

## Scope of Work:

Provide material and labor to remove and replace six (6) Carrier rooftop HVAC units located at the Greenville Aquatics & Fitness Center.

### 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 will be held on Tuesday, September 13, 2022 at 10:00 AM.

**Work Location**: Greenville Aquatics & Fitness Center 921 Staton Rd. Greenville, NC

**Bid Submittal deadline**:

Tuesday, September 27, 2022 @ 2:00 PM Via email to: <u>mwatson@greenvillenc.gov</u>

# GREENVILLE AQUATICS & FITNESS CENTER HVAC REPLACEMENT

## **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 <u>mwatson@greenvillenc.gov</u> The bid may also be mailed to the address above but must be received prior to the submittal deadline time and date stated and shall have the words <u>Bid Enclosed, GAFC HVAC Attn: Mike Watson</u> along with the company name on the outside of the 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No bid may be changed or withdrawn after the time of the opening.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. 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 Vendor Self Service online portal.

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 <u>www.greenvillenc.gov/financialservices/purchasingdivision</u>.

<u>E-VERIFY COMPLIANCE</u>: 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.

<u>LIQUIDATED DAMAGES</u>: 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 <u>\$100.00</u> 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 <u>mwatson@greenvillenc.gov</u>

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

A mandatory pre-bid meeting will be held on Tuesday, September 13, 2022 at 10:00 AM.

Site is located at:

Greenville Aquatics & Fitness Center 921 Staton Road Greenville, NC

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

#### EXHIBIT B

# Greenville Aquatics & Fitness Center HVAC Replacement

## **Scope of Work**

### <u>Scope</u>

Provide labor and material to replace six (6) Carrier rooftop units at the Greenville Aquatics & Fitness Center. Remove the existing six (6) Carrier, R-22, 460-3 rooftop units and replace six (6) R-410A refrigerant, 460-3 rooftop packaged units. Units to be replaced: three (3) 4-ton rooftop gas packs, one (1) 5-ton A/C only rooftop package unit, one (1) 7-ton rooftop gas pack, and one (1) 15-ton roof top gas pack. All electrical and gas hookups shall be included. All of the work shall be to industry standards.

### **Demolition**

All removed units and associated debris shall be removed and properly disposed of offsite per EPA guidelines.

### **Material/Installation**

- 1. Obtain necessary permits. (No permit fee from City of Greenville). Contractors must have all license as required by local, state, and federal agencies to bid on and to perform the work necessary per the scope of work.
- 2. Contractor shall be responsible for all measurements.
- 3. Contractor shall provide a crane lift to remove the existing units and for the setting of the new units onto the existing roof curbs. All new units except for the 15-ton unit shall match the old unit curb dimensions. Provide a curb adapter for the 15-ton unit. Contractor is responsible to verify curbing and adapters with manufacture.
- 4. Contractor will coordinate with the Parks Facility Manager for crane location and time of delivery.
- 5. Tie new units back into the existing ductwork, electrical services, gas lines, control wiring, smoke detectors and controls
- 6. Install all new fused electrical disconnects and power whips for each new rooftop unit. Contractor is responsible for verifying electrical requirements.
- 7. Include coil and hail guards for all new units.
- 8. Install a new economizer for each unit.
- 9. Install new regulators for each gas rooftop unit.
- 10. All gas lines form the meter to each unit shall be painted.
- 11. Start up and test units for proper operations
- 12. Provide close out documents to include warranty and manuals
- 13. Contractor shall provide a professional roofer to seal all electrical penetrations and to flash curbs if needed.

- 14. All material shall be landed onsite prior to work
- 15. Contractor shall be responsible for protecting roof from damage. Any damage will be at contractor's expense to repair.
- 16. Recreation & Parks will enlist Schneider to assist with controls tie in/troubleshooting if necessary
- 17. Contractor is required to maintain safety in accordance with local, state, and federal guidelines.
- 18. Contractor shall take care not to damage any sidewalks, curbs, walls, asphalt, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project. All areas of work shall be cleaned up after all work is completed.
- 19. The building will remain open during the work. Use precautions to protect individuals and property as needed during the work,
- 20. Once the work has started, the Contractor shall continue to be on-site and work to complete the project in a timely manner.

### <u>Warranty</u>

- 5 year manufactures parts and compressor, 10 year heat exchanger
- 2 year labor warranty



### ATTACHMENT A

## <u>Bid Form</u>

Greenville Aquatics & Fitness Center HVAC Replacement:

Contractor Name and Address:			
Phone Number:		Date:	
Bid Amount:	\$		
Addenda:			
Submitted by:			
Signature:			

BIDS ARE DUE BY 2:00 PM TUESDAY, SEPTEMBER 27, 2022