



RECREATION AND PARKS

**Informal Bid Request**

**Project:**

New Wooden Stockade Fence  
Thomas Foreman Park  
Greenville, NC

**Scope of Work:**

Provide material, equipment, and labor to install a new wood stockade fence located at Thomas Foreman 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 mandatory pre-bid meeting will be held on Tuesday, April 11, 2023 at 10:00am at the site.*

**Work Location:**

Thomas Foreman Park  
400 Nash Street  
Greenville, NC

**Bid Submittal deadline:**

**Thursday, April 20, 2023 @ 2:00 PM**

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

## INVITATION FOR INFORMAL BID ON

---

### NEW WOODEN STOCKADE FENCE – THOMAS FOREMAN 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 but must be received prior to the submittal deadline time and date stated and shall have the words *Bid Enclosed, Wood Fence - TFP Attn: Mike Watson* 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No bid may be changed or withdrawn after the time of the opening.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.

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.

**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.

**Insurance:**

The Contractor agrees to purchase at its own expense insurance coverages to satisfy the following minimum requirements. Work under this contract shall not commence until all insurance required as listed has been obtained. Insurance required shall remain in effect through the life of this contract.

1. **Workers' Compensation Insurance:** No contractor or subcontractor may exclude executive officers. Workers Compensation must include all employees

Limits:

Workers Compensation: Statutory for the State of North Carolina.

Employers Liability: Bodily Injury by Accident \$1,000,000 each accident.

Bodily Injury by Disease \$1,000,000 policy limit.

Bodily Injury by Disease \$1,000,000 each employee.

2. **Commercial General Liability:**

Limits:

Each Occurrence: \$1,000,000

Personal and Advertising Injury \$1,000,000

General Aggregate Limit \$2,000,000

Products and Completed Operations Aggregate \$2,000,000

The aggregate limit must apply per project. The form of coverage must be the ISO CG 00 01 policy as approved by the State of North Carolina Department of Insurance. If a form of coverage other than the CG 00 01 is used it must be approved **Contractor**. Any endorsed exclusions or limitations from the standard policy must be clearly stated in writing and attached to the Certificate of Insurance. Completed Operations coverage must be maintained for the period of the applicable statute of limitations. Additionally, the **Contractor** must be added as an Additional Insured to the Commercial General Liability policy.

3. **Commercial Automobile Liability:**

Limits: \$1,000,000 combined single limit.

4. **Cancellation:**

Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

5. **Proof of Carriages:**

- A. The **Contractor** shall provide the City with insurance industry standard ACCORD form Certificate(s) of Insurance on all policies of insurance and renewals thereof in a form(s) acceptable to the City prior to the commencement of services. Said policies shall provide that the City be an additional named insured.
- B. The City shall be notified in writing of any reduction, cancellation, or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action.
- C. All insurance policies shall be issued by responsible companies who are acceptable to the City and licensed and authorized to do business under the laws of North Carolina

**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.

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).

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

**Site Location: 400 Nash St. Greenville, NC - (meet at rear parking lot)**

## New Wood Stockade Fence – Thomas Foreman Park

### Scope of Work

#### Scope

For the base bid, provide material, equipment, and labor to install a 686' long wood stockade fence that is 6' high with wood posts and stringers. Alternate #1 will be for the fence to be 8' high. Alternate #2 will be to remove existing loose retaining wall blocks and wood pallets from the site and delivered to Recreation & Parks maintenance building.

#### Debris

Any debris associated with the work shall be removed and properly disposed of offsite. The dirt removed when digging the holes can be spread out in low lying areas of the park and/or spread out behind the fence along the tree line.

#### Material/Installation

##### General Information:

1. Contractor shall be responsible for all measurements.
2. Contractor shall be responsible to locate any utility line(s) that may be in the area of work and to take measures to protect any if located.
3. Water and electricity are available for contractors use. Contractor shall provide hoses and extension cords that will be needed.
4. Contractor shall be responsible for providing a safe work site at all times.
5. All areas of work shall be cleaned up and any material will need to be out of the way after work is completed for the day.
6. Contractor shall take caution to protect all areas associated with the work. Any damaged area shall be prepared before final payment is issued. All ruts in the ground caused during the work shall be backfilled and leveled.
7. *Work shall be completed within 30 days from date of the Purchase Order. Liquidated damage will apply if not completed on time.*

##### Base Bid:

8. Install a 686' long by 6' high continuous wood stockade fence constructed with 5/8" x 5 1/2" dog-eared style pickets, 4 x 4 wood posts and 2 x 4 stringers. All wood shall be pressure treated. Post and stringers shall face towards Memorial Drive. See Attachment B for construction details.
9. Provide a half inch gap between the ground and the bottom of the wood fence.
10. Wood posts shall be spaced 8' apart and are to be ground set in concrete. For the base bid the posts shall be at a depth of 24" with a minimum 10" diameter

hole. 4000 psi bagged concrete can be used. See Attachment B for more details.

11. One stringer is required for every 2' of fence height. See Attachment B for more details.
12. Stringers shall be attached with 3" galvanized ring shank nails. Fence pickets shall be attached with 2" galvanized ring shank nails. See Attachment B for more details.

**Alternate #1:**

13. Install a 686' long by 8' high continuous wood stockade fence constructed with 5/8" x 5 1/2" dog-eared style pickets, 4 x 4 wood posts and 2 x 4 stringers. All wood shall be pressure treated. Post and stringers shall face towards Memorial Drive. See Attachment B for construction details.
14. Provide a half inch gap between the ground and the bottom of the wood fence.
15. Wood posts shall be spaced 8' apart and are to be ground set in concrete. For the base bid the posts shall be at a depth of 36" with a minimum 10" diameter hole. 4000 psi bagged concrete can be used. See Attachment B for more details.
16. One stringer is required for every 2' of fence height. See Attachment B for more details.
17. Stringers shall be attached with 3" galvanized ring shank nails. Fence pickets shall be attached with 2" galvanized ring shank nails. See Attachment B for more details.

**Alternate #2:**

18. Provide equipment and labor to remove all loose masonry retaining wall blocks and associated materials including wood pallets that are on the site. Items that are damaged or cut shall be disposed of properly. Items that remain whole shall be taken to the Recreation & Parks maintenance building located at 101 Hooker Road and placed as directed by City staff.
19. *NOTE:* Project will be awarded based on the lowest responsive, responsible base bid or alternate #1 bid received that will be in the best interest of the Recreation & Parks department. Alternate #2 will not have any impact on the award of the project.

**Warranty**

Provide a standard manufacturer's warranty on all material and a 2 year warranty from the contractor on all labor and material.

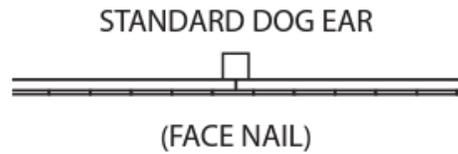
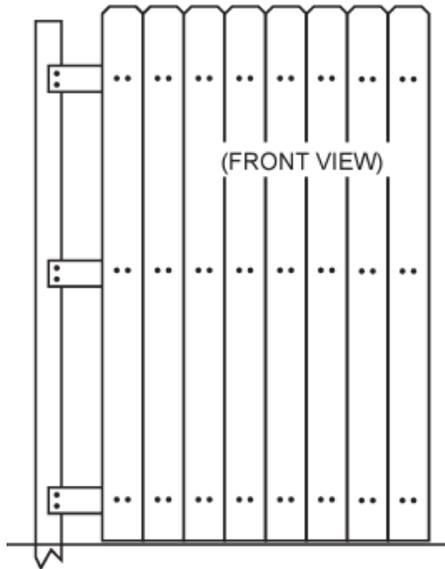
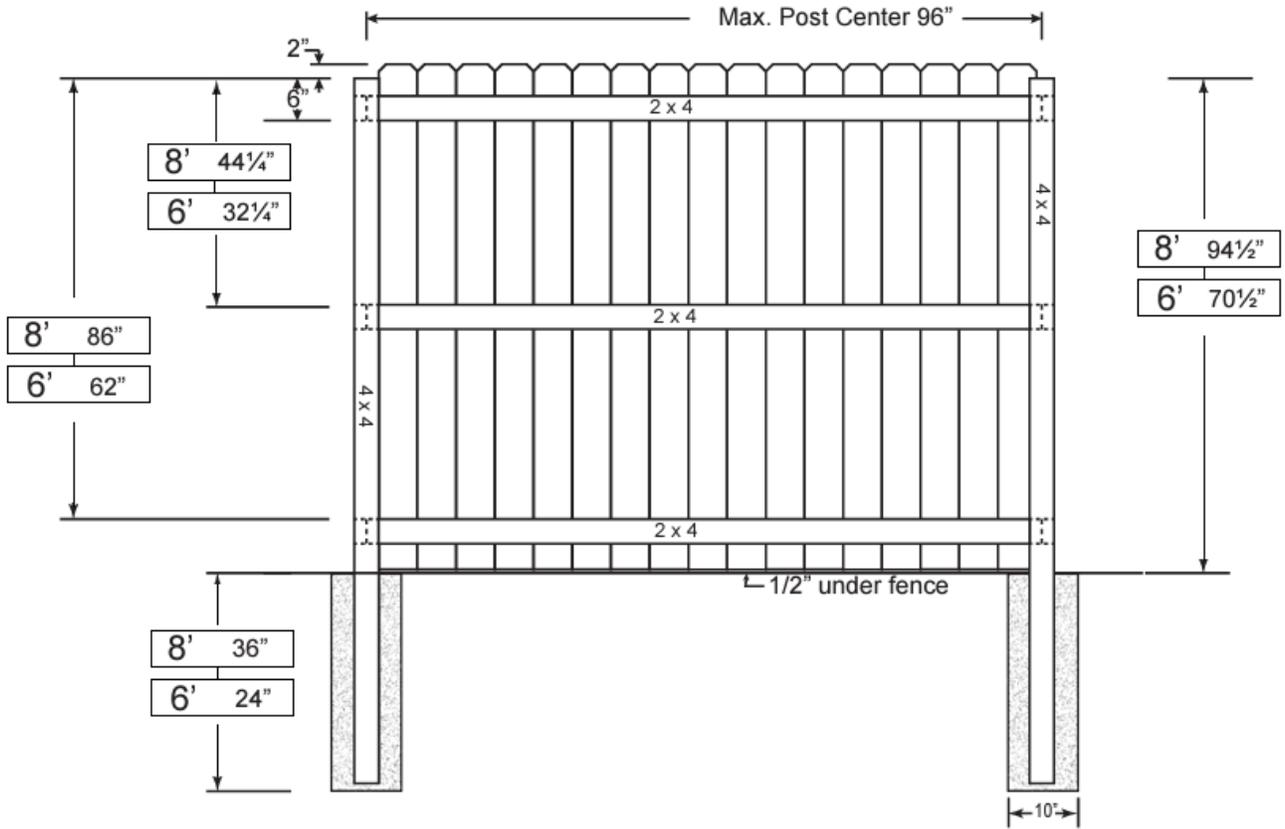
**Bid Form**

New Wooden Stockade Fence – Thomas Foreman Park:

|  |                    |
|--|--------------------|
| <b>Contractor Name and Address:</b><br><br>_____<br><br>_____<br><br>_____ |                    |
| <b>Phone Number:</b> _____   | <b>Date:</b> _____ |
| <b><i>Base Bid Amount:</i></b><br>Provide 6' high fence                    | \$ _____           |
| <b><i>Alternate #1 Amount:</i></b><br>Provide 8' high fence                | \$ _____           |
| <b><i>Alternate #2 Amount:</i></b><br>Remove masonry material              | \$ _____           |
| <b>Addenda:</b> _____  |                    |
| <b>Submitted by:</b> _____   |                    |
| <b>Signature:</b> _____  |                    |

***BIDS ARE DUE BY 2:00 PM THURSDAY, APRIL 20, 2023***

# DOG EAR FENCE



2x4 rails attached w/ 3" galv. ring shank nails

1x6 slats attached w 2" galv. ring shank nails