



PROJECT MANAGEMENT

**INFORMAL INVITATION TO BID REQUEST
24-25-04**

**FIRE PUMP CONTROLLER with TRANSFER SWITCH REPLACEMENT
POLICE/FIRE RESCUE
CITY OF GREENVILLE
NORTH CAROLINA**

MANDATORY

**PRE-BID MEETING: TUESDAY, AUGUST 20, 2024 @ 10:00 AM
POLICE/FIRE RESCUE
500 S. GREENE STREET, GREENVILLE, NC**

**BIDS DUE DATE: TUESDAY, SEPTEMBER 3, 2024 @ 2:00 PM
PROJECT MANAGEMENT
2000 CEDAR LANE, GREENVILLE, NC 27834**

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:

*Wanda House
Financial Services Manager
Telephone: (252) 329-4862
Email: whouse@greenvillenc.gov*

QUESTIONS REGARDING THE SPECIFICATIONS:

*Mr. Ross Peterson
Project Management
Telephone: (252) 329-4570
Email: rpeterson@greenvillenc.gov*

CITY OF GREENVILLE
ADVERTISEMENT FOR PROPOSALS
Fire Pump Controller with Transfer Switch Replacement
Police/Fire Rescue

The City of Greenville, NC is requesting proposals for the "Fire Pump Controller and Transfer Switch Replacement" located at the Police/Fire Rescue, 500 S. Greene Street, Greenville, NC 27834. The scope of work shall include but is not limited to the removal of the existing fire pump controller and transfer switch and replacing with approved equal to include all electrical, plumbing, and any other associated trades or items.

This is a turn-key project.

A mandatory pre-bid meeting and site visit will be held at the Police/Fire Rescue Building located at 500 S. Greene Street, Greenville, NC on Tuesday, August 20, 2024 @ 10:00 a.m.

The person, firm or corporation making a proposal shall submit a bid to *Ross Peterson, Project Management*, on or before the hour and day of Tuesday, September 3, 2024 by 2:00 p.m. The preferred method of delivery of the bid is by email to rpeterson@greenvillenc.gov. The bid may also be mailed or hand delivered to the Jaycee Park Administrative office located at 2000 Cedar Lane, Greenville, N.C., 27834 and must be received prior to the submittal deadline time and date. Any method of submitting must state and shall have the words *Bid Enclosed, Fire Pump controller with Transfer Switch Replacement Attn: Ross Peterson* along with the company name in the subject line or on the outside of the envelope.

Bids received after the deadline will not be opened. 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 open and reviewed by city staff. A bid tabulation 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 Attachment A, B, C, and D. 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 nonresponsive.

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 *Ross Peterson, Project Management*.

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

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.

All work shall be FOB, Greenville, N.C.

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Financial Services Manager, 200 W. 5th Street, Greenville, NC 27835, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Financial Services Manager at the above address - Telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

INSTRUCTIONS TO BIDDERS

**Proposal to Provide
Fire Pump Controller with Transfer Switch Replacement
500 S. Greene Street, Greenville, NC 27835**

1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.
2. All permits can be obtained through the City at no cost to the Contractor.
3. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a purchase order will be required to be executed and will serve together with this proposal, these instructions, scope of work, and any detailed specifications as the entire form of contract between the parties except in cases where formal contracts are warranted.
4. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.
5. 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.
6. Questions regarding any procedure for submission of a proposal for the Fire Pump Controller and Transfer Switch Replacement shall be directed by email to Ross Peterson, Project Management, @ rpeterson@greenvillenc.gov. Questions shall be submitted by 5:00 PM, Tuesday, August 27, 2024. Answers will be provided in an addendum and email to those that signed in at the pre-bid by 5:00 PM, Thursday, August 29, 2024. If an addendum is provided it must be indicated by initialing on bid form.

Addendums will be available on the City's web page: <https://www.greenvillenc.gov/government/financial-services/current-bid-opportunities>.

7. If the Contractor is unable to provide a proposal for any reason, please send an email with an explanation to rpeterson@greenvillenc.gov.
8. By submitting a proposal for Fire Pump Controller and Transfer Switch – Police/Fire Rescue, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees, while on City property performing their duties.
9. Contractor shall comply with all local, state, and federal laws, as well as safety/regulatory requirements and ordinances associated with the work within this contract
10. It is expected that work would begin and schedule once the delivery of controller and switch is verified from manufacture.
11. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.

12. Parking and staging areas for equipment and materials can be arranged on site during the pre-construction meeting conducted prior to the work starting.
13. Work on this project will have to be performed so as to not disrupt Police/Fire Rescue daily operations.
14. All work must be performed Monday – Friday from 7:00 AM to 5:00 PM. Other hours will have to be approved in advance.
15. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.
16. Deficiencies in work performance must be corrected immediately. The City reserves the right to add or delete similar items/services specified in the proposal as requirements change during the period of the contract. The City of Greenville and the Contractor will mutually agree upon prices for items/services to be added or deleted from contract. A contract amendment will be issued for each addition or deletion.
17. Contractor shall not engage subcontractors to perform the Services without the City of Greenville's prior written consent by the Project Manager or designee. If any part of this work agreement is sublet, the subcontractor shall be required to meet all insurance requirements set forth in the Agreement. The parties stipulate that the Company will maintain each type of insurance set forth in the Agreement at a coverage equal to the amount set forth in the Agreement at a coverage equal to the amount set forth for each type of insurance. However, nothing contained herein shall relieve the Company from meeting all insurance requirements or otherwise being responsible for the subcontractor.
18. Contractor is responsible for cleaning the worksite daily prior to the end of day.
19. New vendors must register online at the City of Greenville Vendor Self Service portal: <https://selfservice.greenvillenc.gov/vss>. This does not have to be completed to submit a bid, however, the bidder must be a registered vendor prior to award of the contract.

SPECIFICATIONS

1.0 SCOPE:

The scope of work shall include, but is not limited to:

- 1.1 Contractor will have 2 consecutive working days to complete project.**
- 1.2 The Contractor shall provide all labor, equipment, materials and insurance necessary to remove and replace the fire pump controller with automatic transfer switch and all other necessary work to complete installation with an approved equal of existing fire pump controller with automatic transfer switch.**
- 1.3 Warranty shall meet industry and manufacturer standards for equipment and labor. A minimal (1) year labor shall be provided.**
- 1.4 All work shall be done by certified/licensed contractors.**
- 1.5 All work shall be done in accordance with National Fire Protection Association compliance standards.**
- 1.6 The Contractor in coordination with City's project manager shall ensure that all required third party inspections are scheduled to be there prior to start-up.**
- 1.7 The Contractor in coordination with City's project manager shall schedule generator representative to be on site during start up to ensure successful transfer.**
- 1.8 Start up and commissioning shall be performed by authorized representative from manufacture of fire pump controller with transfer switch.**
- 1.9 Obtain all permits from the City of Greenville at no cost.**
- 1.10 Cleanup and removal of all debris at work site.**
- 1.11 After completion, owner and contractor will perform walk through to determine punch list items. Any punch list items shall be address within a week.**
- 1.12 Provide close out documents to include warranty and manuals.**

2.0 PAYMENT AND BID:

- 2.1 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.**
- 2.2 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.**
- 2.3 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.**

2.4 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 (MWBE) 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 Wanda House, Financial Services Manager in the M/WBE Office at (252) 329-4862.

2.5 The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.**2.6 Equal Employment Opportunity Clause:**

The City of Greenville is an equal opportunity employer and strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, color, religion, age, gender, disability, national origin, genetic information, sexual orientation, gender identity/reassignment or expression, military or veteran status, marital status, or any characteristic protected by applicable law.

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.

2.7 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.

2.8 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.

2.9 TITLE VI NONDISCRIMINATION NOTIFICATION:

The City of Greenville, North Carolina in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- 2.10 If necessary, the contractor must complete a new vendor application and associated documents as required upon acceptance of this contract.
- 2.11 The contractor will develop a lump sum bid; that will include, but is not limited to all work, equipment, parts, and labor specified herein.

3.0 WORKERS COMPENSATION AND INSURANCE:

- 3.1 The contractor must maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.
- 3.2 The Consultant/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.

a. 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.

b. 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 by the City. 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 Consultant/Contractor must be added as an Additional Insured to the Commercial General Liability policy.

c. Commercial Automobile Liability:

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

d. 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.

e. Proof of Carriages:

I. The Consultant/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.

II. 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.

III. 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

3.3 OTHER INSURANCE:

The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

- 3.4** The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner.
Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

*Ross Peterson, Project Management
City of Greenville
2000 Cedar Lane
Greenville, N.C. 27834
Email: rpeterson@greenvillenc.gov*

3.4 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.

4.0 DAMAGE TO CONTRACTORS PROPERTY:

- 4.1** The City of Greenville shall be under no obligation to replace or in any way compensate the contractor for fire, theft, vandalism or any other casualty, injury or damage to equipment or property belonging to the contractor while on City property.
- 4.2** The successful bidder agrees to indemnify or hold harmless the City of Greenville from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.

- 4.3** It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

5.0 ADDENDUM

- 5.1** Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect.
- 5.2** Amendment: The contract may be amended from time to time through written agreement by both parties.



PROJECT MANAGEMENT

6.0 REFERENCE INFORMATION

All bidders must provide a list of three (3) client references of similar work. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Contractor must provide the information below with their bid sheet. Contractor must be experienced in projects of similar construction.

1. Company name: _____

Contact person: _____

Title: _____ Phone No. _____

2. Company name: _____

Contact person: _____

Title: _____ Phone No. _____

3. Company name: _____

Contact person: _____

Title: _____ Phone No. _____



PROJECT MANAGEMENT

7.0 CONTRACTOR INFORMATION

Contractor must provide the information below with the bid sheet.

**CITY OF GREENVILLE
NORTH CAROLINA
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: _____

Address: _____

Phone Number: _____ **Mobile Phone Number:** _____

Email: _____ **Business Fax Number:** _____

Tax ID# _____

NC General Contractors License# _____

Corporation or Partnership: _____

Number of Years in Business: _____



PROJECT MANAGEMENT

**CITY OF GREENVILLE
PROJECT MANAGEMETN DEPARTMENT
REQUEST FOR BIDS**

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above-mentioned specifications.

Description

**Fire Pump Controller with Transfer Switch
Police/Fire Rescue:**

Lump Sum Bid Total

\$ _____

Bid reviewed, prepared and submitted by-

Company Name: _____

Addenda Received:_____

Signed: _____

Print Name: _____

Date: _____

AFFIDAVIT

CITY OF GREENVILLE

I, _____ (the individual attesting below), being duly authorized by and on behalf of
 _____ (the entity bidding on project hereinafter "Employer") after first being duly
 sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)

a. YES _____

b. NO _____

4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 20____.

 Signature of Affiant

Print or Type Name: _____

State of North Carolina City of Greenville

Signed and sworn to (or affirmed) before me, this the _____

day of _____, 20____.

My Commission Expires: _____

Notary Public: _____

(Affix Official/Notarial Seal)