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## PROJECT MANAGEMENT

### INFORMAL INVITATION TO BID REQUEST

**ITB #25-26-06**

**Municipal Building Roof Coating**

**CITY OF GREENVILLE**

**NORTH CAROLINA**

### MANDATORY

**PRE-BID MEETING: TUESDAY, AUGUST 26, 2025 @ 2:00 PM**

**CITY HALL, CONFERENCE ROOM 337**

**200 W. 5<sup>TH</sup> ST., GREENVILLE, NC**

**BIDS DUE DATE: TUESDAY, SEPTEMBER 9, 2025 @ 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](mailto:whouse@greenvillenc.gov)*

#### QUESTIONS REGARDING THE SPECIFICATIONS:

*Mr. Ross Peterson*

*Project Management*

*Telephone: (252) 329-4570*

*Email: [rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov)*

**CITY OF GREENVILLE**  
**ADVERTISEMENT FOR PROPOSALS**  
**Municipal Building Roof Coating**  
**200 W. 5<sup>th</sup> St., Greenville, NC**

The City of Greenville, NC is requesting proposals for the "Municipal Building Roof Coating" located at the 201 W. 5<sup>th</sup> St., Greenville, NC 27834. The scope of work shall include but is not limited to cleaning, prepping, and coating the existing Carlisle TPO roof membrane on the Municipal Building with a fluid applied, high silicone coating compatible with the manufacturer's specifications.

This is a turn-key project, and all labor, material, and equipment shall be provided.

A mandatory pre-bid meeting and site visit will be held at City Hall 337 Conference Rm. located at 200 W. 5<sup>th</sup> St., Greenville, NC on Tuesday August 26, 2025 @ 2:00 PM. Additional site visit for those that attended mandatory pre bid will be held on Thursday August 28, 2025 @ 2:00 PM by appointment only. Please email Ross Peterson at [rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov) if you need to attend the additional site visit.

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 9, 2025 by 2:00pm. The preferred method of delivery of the bid is by email to [rpeterson@greenvillenc.gov](mailto: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, Municipal Building Roof Coating 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 on 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 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 a 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 ensure, 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 Purchasing Manager, 201 W. 5<sup>th</sup> Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

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## **INSTRUCTIONS TO BIDDERS**

### **Proposal to Provide Municipal Building Roof Coating 201 W. 5<sup>th</sup> St., Greenville, NC**

- 1. The 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 Municipal Building Roof Coating shall be directed by email to Ross Peterson, Project Management, @ [rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov). Questions shall be submitted by 5:00 PM, Tuesday, September 2, 2025. Answers will be provided in an addendum and email to those that signed in at the pre-bid by 5:00 PM, Thursday, September 4, 2025. If an addendum is provided it must be indicated by initialing on bid form. Addendums will be available on city web page.**
- 7. If the Contractor is unable to provide a proposal for any reason, please send an email with an explanation to [rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov).**
- 8. By submitting a proposal for Municipal Building Roof Coating, 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. Contractors 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 will begin and is scheduled after a pre-construction meeting to determine the best dates and once all material has been delivered and confirmed.**
- 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 will be determined during the pre-construction meeting conducted prior to the start of the work.**
- 13. Work on this project will have to be performed so as not to disrupt Municipal Building daily operations.**
- 14. All work must be performed Monday – Friday from 7:00 AM to 5:00 PM. Weekends and 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://cityofgreenvillenc.munisselfservice.com/vss>. This does not have to be completed to submit a bid, however, the bidder must be a registered vendor prior to the award of the contract.

## **SPECIFICATIONS**

### **1.0 SCOPE:**

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

- 1.1 The contractor will have 30 consecutive working days to complete the project.**
- 1.2 The Contractor shall provide all labor, equipment, materials and insurance necessary.**
- 1.3 Replace any deteriorated or wet insulation per Owner-provided, third-party thermal scan. Price as separate line item, per board foot.**
- 1.4 Clean specified roof surface with a minimum 3000 psi pressure washer to remove all grease/oils, mold/mildew, dirt/dust and foreign objects that would prevent proper adhesion of applied coating. The remaining debris shall be removed by broom or vacuum. Any chemicals used shall be compatible with the existing Carlisle TPO membrane and be approved by owner before use.**
- 1.5 Perform adhesion test to manufacturer's specification.**
- 1.6 Make necessary repairs to the existing roof membrane as required by the manufacturer.**
- 1.7 Prepare all seams, flashings, penetrations and transitions to manufacturer's specifications.**
- 1.8 Seal fresh air intakes into the building with traps or heavy plastic sheeting prior to application of roof coating. Coordinate with Owner for location of intakes and scheduling. Building should be assumed to be occupied at all times.**
- 1.9 Protect all surfaces not to be coated. All spills, splatters, drips, etc. shall be cleaned up immediately.**
- 1.10 Furnish and apply a fluid applied, high solid silicone roof coating the specified surface by means of roller application to manufacturer's specification during correct weather conditions.**
- 1.11 The contractor is responsible for all damage caused by work during performance of scope of work.**
- 1.12 All areas of work shall maintain a safe working zone and cleaned up daily. All generated debris shall be removed from the worksite and disposed of properly upon completion.**
- 1.13 Provide a fifteen (15 year) manufacturer's system warranty on material and two (2) year labor warranty. Manufacturer shall sign off on warranty.**
- 1.14 After completion, the owner and contractor will perform a walk through to determine punch list items. Any punch list items shall be addressed within a week.**
- 1.15 Provide close out documents to include warranty and manuals.**
- 1.16 Unit pricing for insulation replacement per Sq. Ft. pricing.**

## **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 (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 M/WBE Program should be directed to Wanda House 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 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.**
- 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. See EXHIBIT "B"

2.10 All new vendors, including subcontractors/consultants, must register with the City of Greenville's online portal *prior* to the rendering of goods or services.

2.11 Registration as a vendor with the City of Greenville is the responsibility of prime or subcontractor/consultant, and requires the prospective new vendor to submit a W-9, and complete the registration through the City's vendor portal at the following web address:  
<https://cityofgreenvillenc.munisservice.com/vss>

2.12 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](mailto: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.**

## **Title VI of the Civil Rights Act of 1964 Nondiscrimination Provisions, Appendices A & E.**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**1) Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**(2) Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

**(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

**(4) Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the USDOT to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the USDOT, as appropriate, and will set forth what efforts it has made to obtain the information.

**(5) Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- (a)** withholding payments to the contractor under the contract until the contractor complies; and/or
- (b)** cancelling, terminating, or suspending a contract, in whole or in part.

**(6) Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

**I.** During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

### **Pertinent Nondiscrimination Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);

- **Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;**
- **The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);**
- **Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);**
- **The Civil Rights Restoration Act of 1987, (PL 100- 209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);**
- **Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;**
- **The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);**
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;**
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);**
- **Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq); • Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity)**



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## PROJECT MANAGEMENT

### 6.0 REFERENCE INFORMATION

All bidders must provide a list of three (3) client references for 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. \_\_\_\_\_



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## 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**

**MUNICIPAL BUILDING ROOF COATING  
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:**

<u>Base Bid:</u>		
Base Sum	Tax	Lump Sum
\$ _____	\$ _____	\$ _____

Unit Cost:  
Insulation Replacement, per Sq. Ft.;

\$ \_\_\_\_\_

**Bid reviewed, prepared and submitted by-**

**Company Name:** \_\_\_\_\_ **Addenda Received:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

CITY OF GREENVILLE

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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 \_\_\_\_\_, or
  - 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)

