

**INVITATION TO BID  
PUBLIC WORKS**

**SHEPPARD MEMORIAL LIBRARY PAINTING AND REPAIR  
CITY OF GREENVILLE  
NORTH CAROLINA**



*Find yourself in good company*

**PRE-BID MEETING: TUESDAY, MARCH 3, 2015 @ 2:00 PM  
SHEPPARD MEMORIAL LIBRARY BOARD ROOM  
530 EVANS STREET, GREENVILLE, NC**

**BID-OPENING: THURSDAY, MARCH 12, 2015 @ 2:00 PM  
PUBLIC WORKS ADMINISTRATION BUILDING  
1500 BEATTY STREET, GREENVILLE, NC**

**CONTACT PERSONS:**

**QUESTIONS REGARDING THE BID PACKAGE:**

*Mrs. Angelene Brinkley  
Purchasing Manager  
Telephone: (252) 329-4462  
Fax: (252) 329-4464  
Email: [abrinkley@greenvillenc.gov](mailto:abrinkley@greenvillenc.gov)*

**QUESTIONS REGARDING THE SPECIFICATIONS:**

*Mr. Mike Watson  
Building Facilities Coordinator  
Telephone: (252) 329-4921  
Fax: (252) 329-4844  
Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

**CITY OF GREENVILLE  
ADVERTISEMENT FOR PROPOSALS  
“Sheppard Memorial Library Painting and Repair”**

The City of Greenville is requesting proposals for the painting and repairing the exterior of the Sheppard Memorial Library. The scope of work shall include but is not limited to thoroughly repairing all boxing, paint all painted surfaces, replacing broken window panes, and repair all cracks in the brick or mortar.

This is a turn-key project.

A mandatory pre-bid meeting and site visit will be held in the Board Room in the Sheppard Memorial Library, 503 Evans Street, Greenville, NC on Tuesday, March 3, 2015 @ 2:00 PM.

Sealed proposals will be received by the City of Greenville until Thursday, March 12, 2015 @ 2:00 PM at the Public Works Reception Desk located at 1500 Beatty Street, Greenville, NC 27834.

Mailed bids shall be delivered to 1500 Beatty Street, Greenville, NC 27834 on or before Thursday, March 12, 2015 by 2:00 PM and addressed to Mr. Mike Watson, Building Facilities Coordinator. All sealed bids shall have the words *Bid Enclosed, SHEPPARD MEMORIAL LIBRARY PAINTING AND REPAIR* on the outside of the bid package or mail carrier envelope.

All bids will be marked with the date and time they are received by reception staff. There will not be a public bid opening. Bids will be opened and evaluated at this time by staff and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

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.

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, 1500 Beatty 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) 329-4462. Minority/Women owned business are encouraged to submit proposals.

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*Angelene Brinkley, Purchasing Manager  
City of Greenville  
201 W. 5<sup>th</sup> Street  
Greenville, NC 27834*

## INSTRUCTIONS TO BIDDERS

**Proposal to Provide  
SHEPPARD MEMORIAL LIBRARY PAINTING AND REPAIR  
Greenville, NC 27834**

- 1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.**
- 2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. 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.**
- 4. 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.**
- 5. Questions regarding any procedure for submission of a proposal shall be directed by email to Mike Watson, Building Facilities Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov). The last date to submit questions will be Friday, March 6, 2015 by 10:00 AM.**
- 6. If the Contractor is unable to provide a proposal for any reason, please send an email or letter for explanation.**
- 7. By submitting a proposal, 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.**
- 8. Contractor shall comply with all OSHA requirements associated with the work.**
- 9. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.**
- 10. Staging areas for equipment and materials can be arranged on site.**
- 11. Work on this project will have to be performed so as to not disrupt operations of the library. Prior to any work that the contractor feels that will be disruptive should be coordinated with City staff so that any arrangements can be made in advance.**
- 12. All work shall be performed Monday – Saturday during approved hours. Hours of operation shall be 7:00 AM to 7:00 PM. Other hours will have to be approved in advance.**
- 13. Parking for all vehicles will be at the Greene Street Parking Lot located at 4<sup>th</sup> and Pitt Streets unless other arrangements can be made at the time of the pre-construction meeting.**
- 14. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period.**

**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT  
SPECIFICATIONS FOR  
SHEPPARD MEMORIAL LIBRARY PAINTING AND REPAIR**

**1.0 SCOPE:**

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

- 1.1 In the base bid, the Contractor shall provide all labor, equipment, materials and insurance necessary to repair all boxing, paint all painted surfaces, replace broken window panes, and repair all cracks in brick or mortar.**
- 1.2 Alternate #1 – Interior Painting. This will include the cleaning, repairing and painting the men’s bathroom, front entry partition wall and the area of the ceiling in the library.**
- 1.3 Alternate #2 – Basement Stairwell. This will include the cleaning and preparing of the basement stairwell wall for the installation of a waterblock primer and finish paint.**
- 1.4 All areas of work shall be scheduled at least one (1) week in advance and be scheduled through the Building Facilities Coordinator**
- 1.5 Refer to Exhibit “B” for specifications and information.**

**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 (M/WBE) 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 purchase, 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 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to 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. 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.

2.7 Contractor shall maintain a current City of Greenville Business license and complete a new vendor application and associated documents as required upon acceptance of this contract.

2.8 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 shall 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 Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance shall be maintained during the duration of the contract.

### **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. The Contractor will be required to purchase a City of Greenville privilege license from the Collections Division. The Collections Division is located on the first floor of City Hall at 200 W. Fifth Street.

### **4.0 CANCELLATION:**

- 4.1 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.**
- 4.2 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:**

*Mike Watson, Building Facilities Coordinator  
City of Greenville  
101 Hooker Road  
Greenville, N.C. 27834  
Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

### **5.0 DAMAGE TO CONTRACTORS PROPERTY:**

- 5.1 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.**
- 5.2 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.**
- 5.3 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.**

**6.0 ADDENDUM**

- 6.1 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.**
- 6.2 Amendment: The contract may be amended from time to time through written agreement by both parties.**

**7.0 LOCAL PREFERENCE POLICY**

- 7.1 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 will 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).**

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**8.0 REFERENCE INFORMATION**

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

**10.0 CONTRACTOR INFORMATION**

Contractor shall 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# \_\_\_\_\_

Corporation or Partnership: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

**CITY OF GREENVILLE  
PUBLIC WORKS 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.

**Base Bid:**

**SHEPPARD MEMORIAL LIBRARY  
PAINTING AND REPAIR**

**Base Bid  
Lump Sum Bid Total**

\$ \_\_\_\_\_  
*(Include all taxes)*

**Add Alternate #1 – Interior Painting:**

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

**Add Alternate #2 – Basement Stairwell:**

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

**Unit Pricing:**

**Price per linear foot for replacing any wood fascia:** \_\_\_\_\_ **lf.**

**Price per linear foot for replacing any wood soffit:** \_\_\_\_\_ **lf.**

**Price per linear foot for replacing any wood dental molding:** \_\_\_\_\_ **lf.**

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

**Company Name:** \_\_\_\_\_

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

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

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

**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT**

**SHEPPARD MEMORIAL LIBRARY PAINTING AND REPAIR**

**1. Scope of Work:**

- a. The Contractor shall provide all labor, equipment, materials necessary to repair all boxing, paint all painted surfaces, replace broken window panes, and repair all cracks in brick or mortar at the Sheppard Memorial Library.**
- b. The Contractor must complete the work in the following manner:**
  - All work shall be scheduled through the Building Facilities Coordinator at Public Works with at least a one to two week notice.
  - Comply with all OSHA safety standards for performance of this work.
  - Have on hand MSDS sheets on all products being used to perform this work.
  - Use drop cloths or plastic to protect areas from paint chips, wood debris and splattered paint.

**2. Specifications for Work:**

- a. The Contractor shall replace all rotten and decayed wood as follows:**
  - All boxing and other rotten wood shall be replaced with materials to match existing due to the being a historical structure.
  - All capitals must be repaired to match original appearance.
- b. Preparation:**
  - Wood – Clean all wood surfaces to remove dirt, oil, or foreign substances. Sandpaper smooth those surfaces exposed to view, and dust off. Scrape off all loose paint. Fill all imperfections with putty or plastic wood filler.
  - Cementitious surfaces – Prepare by removing efflorescence, chalk, dust, dirt, and grease by roughing to remove glaze. Patch all concrete ceiling areas; remove all fins and rough spots.
  - Ferrous metals – Clean ferrous surfaces by mechanical cleaning and sand any rust areas.
  - Galvanized metals – Clean free of oil and surface contaminants with non-petroleum based solvent.
- c. All broken window panes shall be removed and replaced including new glazing material.**
- d. All new wood surfaces will be primed with one (1) coat of Alkyd Exterior primer applied at 3.5 mils wet for a 2 mil dry thickness. Primer must dry 24 hours prior to applying finish coat.**

- e. **All primed surfaces and existing wood surfaces must have two (2) coats of Full gloss exterior alkyd enamel.**
- f. **Do not apply to damp or wet surfaces, during inclement weather or when relative humidity exceeds 85%.**
- g. **All repair work to boxing and capitals should match existing due to the fact this is a historical structure.**
- h. **All cracks in brick and joints must be pointed up with flexible joint sealant as manufactured by Sherwin Williams or approved equal. Include areas over windows as needed.**
- i. **All metal surfaces shall be painted as follows:**
  - **Ferrous metals – Semi-gloss alkyd enamel**
  - **Zinc coated metal – Semi-gloss enamel**
- j. **All colors shall match the existing colors at the areas/items being painted.**
- k. **All concrete columns (except the Evans Street entrance columns) and exterior gypsum soffits shall be painted with flat exterior 100% Acrylic paint.**
- l. **Exterior sheetrock materials may need to be taped and finished at all cracked joints.**
- m. **All metal light covers and chimney cap shall be primed with Kem Kromik primer by Sherwin Williams and then apply finish coat.**
- n. **Rusted exterior metal shall be primed with 646 Primer prior to final coat.**

**Note: Provide best quality grade of coatings as manufactured by Sherwin Williams or approved equal.**

### **3. Cleanup and protection:**

- a. **During progress of work, remove from site discarded paint materials, rubbish, cans, and rags at end of each work day in accordance with State and Federal regulations. Upon completion of painting work, clean window glass and other paint splattered surfaces. Remove splattered paint by proper methods of washing and scraping, using care not to scratch or otherwise damage finished surfaces. Provide wet paint signs as required to protect newly painted surfaces. Remove temporary protective wrappings at completion of work.**
- b. **Protect all areas by using drop cloths and/or plastic from paint chips, wood debris and splattered paint.**

- c. **All landscaping, pavers, sidewalks, etc. shall be protected. Any damage caused by the Contractor shall be corrected to match the existing once the work is completed.**
- d. **Use “Wet Paint” signs as needed.**

**4. Warranty:**

- a. **The warranty shall be for two (2) years for all labor and materials.**

**5. Duration**

- a. **Work is expected to begin within 30 days of contract award and must be completed within 60 days. Work must be approved by Staff prior to payment of invoice.**

**6. Trees**

- a. **The City will remove any limbs from the trees that will be in the way.**

**7. Boxing repair to be included in the bid shall be as follows:**

- **Fascia board – 150 feet**
- **Soffit board – 125 feet**
- **Dental molding – 75 feet**
- **Any additional wood repair will be paid at the bid price per foot.**

**8. Alternate #1 – Interior Painting**

- a. **Clean, repair and apply finish paint in the front lobby men’s bathroom, front lobby partition wall and the area in the ceiling in the library as indicated.**
- b. **Paint is to match the existing color and sheen. Use low VOC paint.**
- c. **Protect surrounding areas and the public and staff while conducting the work.**

**9. Alternate #2 – Basement Stairwell**

- a. Clean and prepare the wall to receive waterblock primer and finish paint.**
- b. Apply Waterblock Latex Primer, finish white by Sherwin Williams or approved equal before applying the finish paint.**
- c. The finish paint shall be 200 Zero VOC Interior Latex by Sherwin Williams or approved equal with color and sheen to match the existing wall.**
- d. Protect surrounding areas and the public and staff while conducting the work.**