

**INVITATION TO BID
FUEL ISLAND UPGRADE
BID #15-16-06
CITY OF GREENVILLE
NORTH CAROLINA**



Find yourself in good company

**PRE-BID MEETING: TUESDAY, JANUARY 5, 2016 @ 10:00 AM
PUBLIC WORKS CONFERENCE ROOM
1500 BEATTY STREET, GREENVILLE, NC**

**BIDS DUE: THURSDAY, JANUARY 21, 2016 @ 2:00 PM
PUBLIC WORKS CONFERENCE ROOM
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*

QUESTIONS REGARDING THE SPECIFICATIONS:

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

**CITY OF GREENVILLE
ADVERTISEMENT FOR PROPOSALS
"Fuel Island Upgrade"**

The City of Greenville, NC is requesting proposals for the "Fuel Island Upgrade" located at the City of Greenville Public Works Facility. The scope of work shall include but is not limited to the demolition of existing gas pumps, the installation of new fuel pumps and a diesel exhaust fluid dispensing and storage system and related accessories.

This is a turn-key project.

A pre-bid meeting and site visit will be held at the Public Works Conference Room on Tuesday, January 5, 2016 @ 10:00 AM.

A site visit is mandatory and alternate times can be scheduled up to 3:00 PM, Wednesday, January 13, 2016 by contacting Mike Watson @ (252) 329-4921.

Sealed proposals will be received by the City of Greenville until Thursday, January 21, 2016 by 2:00 PM at the Public Works Reception Desk located at 1500 Beatty Street, Greenville, NC 27834.

Mailed bids must be delivered to 1500 Beatty Street, Greenville, NC 27834 on or before Thursday, January 21, 2016 @ 2:00 PM and addressed to Mr. Mike Watson, Building Facilities Coordinator, with the words Bid Enclosed, Fuel Island Upgrade on the outside of the 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, 201 W. 5th 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.

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

INSTRUCTIONS TO BIDDERS

Proposal to Provide
Fuel Island Upgrade
1500 Beatty St. 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 for the Fuel Island Upgrade shall be directed by email to Mike Watson, Building Facilities Coordinator, @ mwatson@greenvillenc.gov. Questions shall be submitted by Friday, January 15, 2016 by 2:00 PM.
6. If the Contractor is unable to provide a proposal for any reason, please send an email of explanation to mwatson@greenvillenc.gov.
7. By submitting a proposal for FUEL ISLAND UPGRADE, 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 must comply with all OSHA requirements associated with the work within this contract.
9. It is expected that work would begin sometime in January or February. However, such starting date is subject to change based on time needed to finalize contract documents.
10. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.
11. So to allow the pumps to operate so to dispense fuel for City vehicles, the work will be done in phases.
12. All work must be performed Monday – Friday from 7:00 AM to 7:00 PM and Saturday 7:00 AM to 6:00 PM.
13. 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.

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
SPECIFICATIONS FOR
"Fuel Island Upgrade"**

1.0 SCOPE:

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

1.1 Engineering Services:

- A) Engineering services must include; planning, design, engineered drawings, and all other associated design criteria. These documents must be provided to the City of Greenville by the bidder for approval.
- B) Contractor is responsible for any and all permits required including State, Local and Federal that may apply.

1.2 Demolition of:

- A) Existing fuel pumps and applicable hardware which must include: all hose & wiring connections, and any fluid removal.
- B) Existing pump motors for the gas and diesel including any electrical connections.

1.3 Installation of:

- A) Four new single unleaded analog fuel pumps with new wiring to the existing panel and breakaway hoses and spill proof nozzles.
- B) Two new twin diesel analog fuel pumps with new wiring to the existing panel and breakaway hoses and spill proof nozzles.
- C) New 500 gallon diesel exhaust fluid dispenser (DEF) with new conduit and wiring from the building. Connect the power and pull wire to the card terminal.
- D) Two new submerged pump motors for the diesel and gas with wiring and hose connections.
- E) One new emergency fuel shut off button and wiring.
- F) See Exhibit "B" for more information on equipment specs and scope of work.

1.4 Close Out Documentation:

- A) Contractor shall supply a minimum of two (2) sets of all final close out documents. These shall consist of two (2) OEM manuals, two (2) digital discs and as built plans for all equipment and services provided.
- B) Contractor is to supply documentation that all equipment is calibrated and all components are working correctly.

1.5 Warranty:

- A) Contractor shall provide a minimum one (1) year manufacturer's warranty or greater on all equipment and a minimum two (2) year warranty on all construction and labor.

1.6 Training:

- A) The Contractor shall provide training for operation for all required personnel.

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 put forth Good Faith Efforts in accordance with NC GS 143-128.2 and City of Greenville local policy to maximize the use of minority and women-owned contractors, suppliers, and service providers. Please refer to Exhibit "C", MWBE documents, provided in this bid package for further instructions and forms.

Questions regarding the City's MWBE Program should be directed to the MWBE 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 If necessary, the contractor must 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 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 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 must 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 Statues 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
1500 Beatty Street
Greenville, N.C. 27834
Email: 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 AND SERVICE POLICIES:

- 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 www.greenvillenc.gov/financialservices/purchasingdivision on the City of Greenville's webpage.**

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8.0 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. _____

9.0 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: _____

**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.

Description

FUEL ISLAND UPGRADE:

Lump Sum Base Bid Total

\$ _____

Bid reviewed, prepared and submitted by-

Company Name: _____

Addenda Received:

Signed: _____

Print Name: _____

Date: _____

Scope of Work:

The following is a list of work that is to be completed during this project. The contractor will be responsible for any work not listed that is associated with the completion of this project.

1. Remove the existing gasoline and diesel pumps and haul off site and dispose of properly. These will be removed and replaced in two phases so to allow the use of pumps for City vehicles.
2. Pull new wire for the new pumps to the Asset Works terminal.
3. Install 4 single gas and 2 twin diesel pumps
4. Install new hanging hardware on the dispensers
5. Install fuel dispensing & transfer filtration systems at each pump
6. Start up, purge and calibrate the new pumps
7. Reinstall sensors on the new nozzles and test operation with card terminal
8. Set DEF unit on pump island in the designated area
9. Run new conduit from the existing junction box on the canopy post beside pump 7 & 8 over to the DEF unit. Pull in wire from the building (approx. 50')
10. Run conduit over to pump 7 & 8 and drill hole in the side of the pump to tie into conduit that connects to the card terminal and pull in wire
11. All new and existing conduit shall be fire caulked.
12. Hook up power and card terminal wires to the DEF dispenser
13. Test operation of all dispensers and the DEF
14. Replace the submerged pump motors on the gas and diesel with 2hp motors
15. Remove the existing Asset Works island terminal and replace with 12 hose terminal
16. Install new concrete as needed and repair, if needed, any existing concrete after the work has been completed.
17. Remove the existing and install a new emergency fuel shutoff button and new wiring as required. The new button will be installed at the same location.
18. Provide and install two new fire extinguishers and lockable cabinets with break glass.
19. Provide and install all required signs in accordance with the Underground Storage Tank section of DENR and placed in an approved locations.
20. At the completion of the project, perform a line leak test on all new fuel lines and provide documentation.

Material:

The following material and manufactures listed are used as a base for design. Reliance, Gasboy or equal manufacturers may be acceptable with prior approval.

Reliance Single Remote Dispense	4 each
G6201D / 27BGJ / HW1 – Regular Unleaded	
Enhanced Capacity	
100:1 Volume Pulser & J-box	
Internal Filter	
Explosion-Proof AC Junction Box	
Hose Hanger	
Internal Hose Retractor	
Two-Stage Solenoid Valve	

Reliance Twin, 1-Product Dispenser	2 each
G6202D / 27BGJ / HW1 – Diesel	
Enhanced Capacity	
100:1 Volume Pulser & J-Box	
Hose Hanger	
Internal Filter	
Explosion-Proof AC Junction Box	
Internal Hose Retractor	
Two-Stage Solenoid Valve	

DEF Single Tote Enclosure & Dispenser System	1 each
SDT1-1L1111111N	
No Containment	
Left Hand Orientation	
Micro-Matic RSV Coupler	
5' Standard DEF Suction Hose	
15' Standard Discharge Hose	
SPATCO SS Automatic Non-Magnetic Nozzle	
Gear Meter	
Pulse Converter – Convert to Existing	
1 Micron Filter with Cartridge	
500 Gallon	

Accessories:

Automatic Nozzle Green Insulator	4 each
7H-0100 by OPW	
45 Male 1" Swivel	4 each
45-5075 by OPW	
1" Breakaway Valve with Hose	4 each
66-1300 by OPW	
1" x 12" MxM Crimped Coupling Breakaway Hose	4 each
123061C	
5/8" x 9'6" Steelflex MxM Crimped Coupling Hose	4 each
125171C	
3/4" Unleaded Pressure Nozzle – Black	4 each
11BP-0400 by OPW	
3/4" x 3/4" Multi-Plane Swivel	4 each
241TPS-0241 by OPW	
3/4" Single Use Breakaway	4 each
66V-0300 by OPW	

Replacement Motor 882-840-5 by Red Jacket	2 each
Fuel Dispensing & Transfer Filtration RVFS-1/RVMF-1 with mounting bracket by Parker Racor	6 each
Emergency Fuel Shutoff Button with Cover SS-2032PS with key reset by Safety Technology International, Inc.	1 each
Fire Extinguishers and Lockable Cabinets MP10 ABC fire extinguishers by Larsens Manufacturing 105-10 RRC-0 fire extinguisher cabinets by Cato, Inc.	2 each