

**City of Greenville Public Works Department
Informal Bid Request Form**

Project:

Carpet Replacement
Greenville Aquatics & Fitness Center
921 Staton Road
Greenville, NC

Scope of Work:

Provide labor and material to remove the existing floor covering and install new carpet tiles and cove base for the Greenville Aquatics & Fitness Center.

Special Conditions:

Work must comply with all OSHA safety guidelines.
Contractor responsible for all needed paper work to obtain required permits. All permits must be posted prior to the commencement of work.
Contractor responsible for all work associated within the scope of work.
Staff is responsible for relocating essential items.
Mandatory Pre-bid & Site Visit on Thursday, June 30, 2016 @ 10:00 AM.

Work Location:

Greenville Aquatics & Fitness Center
921 Staton Road
Greenville, NC

Bid submittal deadline: **Tuesday, July 12, 2016 @ 2:00 pm**
Jaycee Park Administration Building
2000 Cedar Lane
Greenville, NC 27835

Greenville Aquatics & Fitness Center Carpet Replacement:

Contractor Name and Address:

Phone Number: _____

Date: _____

Base Bid Amount: \$ _____

Bid submitted by: _____

Signature: _____

Notes:

- 1. Bid will be considered valid for a period of 60 days after submittal**
- 2. City has the right to accept or reject any or all parts of the bids.**

ALTERNATE #1:

Provide material and installation of walk-off carpet at the front lobby entrance.

\$ _____

INVITATION FOR INFORMAL BID ON

GREENVILLE AQUATICS & FITNESS CENTER CARPET REPLACEMENT

INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Mike Watson, Parks Coordinator*, at the Jaycee Parks Administrative offices located at 2000 Cedar Lane, Greenville N.C., 27835, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, GAFC Carpet Replacement* and the name *Mike Watson* should appear on the outside of the sealed envelope. The estimate may also be mailed but must be received prior to the time and date stated on the attached bid request form.

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 opened and evaluated and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The bidder shall insert the required responses and supply all the information as indicated on the Bid Form. 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 bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request in writing is made to *Mike Watson, Parks Coordinator*.

The City of Greenville reserves the right to reject any and all bids, to waive any formalities, and to accept the bid or any portion thereof that is deemed most advantageous to the City. Any bid submitted will be binding for 60 days after the of the bid opening.

The scope of work attached represents the minimum specification or description of work to be purchased or contracted. These requirements are not intended to prevent fair responses or to eliminate competition, but they are intended for the protection of each and every bidder to insure, if possible, that all bids submitted shall be upon a fair and comparable basis.

It is expressly understood by the bidders that written notice of award and/or receipt of purchase order will constitute agreement by the City to consummate the transaction and will serve together with the proposal, scope of work, and these instructions as the entire form of contract between the parties except in cases where formal contracts are warranted.

Bid shall be FOB, Greenville, N. C.

Each bidder shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

Minority and/or Women Business Enterprise (MWBE) Program:

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 10% Minority Business Enterprise (MBE) and 6% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned firms whenever possible.

Questions regarding the City's MWBE Program should be directed to the MWBE Office at (252) 329-4862.

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.

Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

New vendors must complete a City of Greenville vendor application.

Vendors must maintain workers compensation, general liability and vehicle insurance for duration of the project that comply with City of Greenville minimum limits.

Insurance certificates and/or a copy of business license will be required if requested once contract is awarded.

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.

E-VERIFY COMPLIANCE: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

IRAN DIVESTMENT ACT: Vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the term of this Purchase Order, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list.

All firms that are submitting a bid are required to complete the Iran Divestment Act Certification form included as Attachment A and shall be included with the bid package. Failure to include the form may deem the bid unresponsive.

If your firm is unable to bid for any reason, please send an email or letter of explanation.

Questions regarding any part of this bid shall be directed to Mike Watson, 2000 Cedar Lane, Greenville N. C. 27835, and telephone (252) 329-4539.

A mandatory work site visit will be held on Thursday, June 30, 2016 at 10:00 AM at the following location:

*Greenville Aquatics & Fitness Center
921 Staton Road
Greenville, NC*

Mike Watson
Parks Coordinator
Recreation & Parks Department
City of Greenville, N. C.
mwatson@greenvillenc.gov

Greenville Aquatics & Fitness Center Carpet Replacement

Scope of Work

Scope

Provide labor and material to install new floor covering as specified. All associated work for the installation of the floor covering shall be included. Provide samples of carpet and cove base from a full range of manufacturer's colors and patterns. The work will need to be coordinated with staff prior to the work starting. The operation of the Center will be ongoing while the work is completed.

Demolition

Remove all existing carpet and all associated materials including any existing adhesives. All material shall be disposed of properly off site.

Schedule

The work will start the week of August 22, 2016 and shall be completed by the end of the day on Wednesday, September 7, 2016. The work will coincide with the pool resurfacing project.

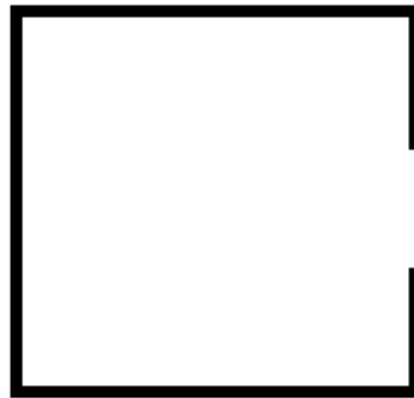
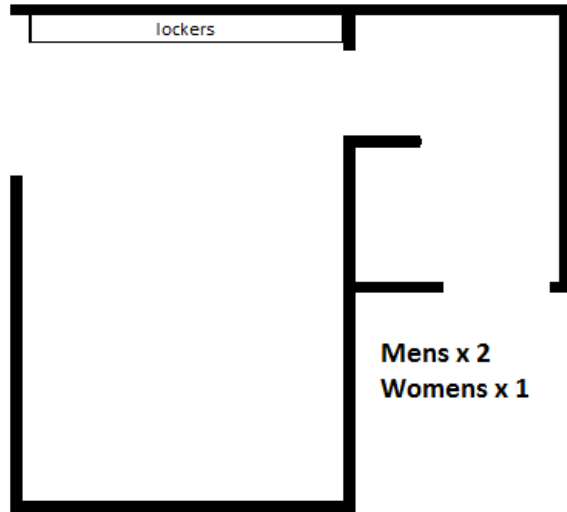
Material/Installation

1. **Base Bid Carpet** – Provide and install Mohawk Product's carpet tile; Bigelow brand of the Renegade collection. Remove the existing carpet and adhesive prior to installation.
2. **Alternate #1 Walk-Off Tile** – Provide and install Mohawk Product's Tuff Stuff II collection. Remove the existing floor covering and adhesive and prepare the subfloor if needed for proper installation.
3. The lockers and stalls will not be removed so install the carpet around them.
4. Install the carpet over the existing rubber membrane.
5. Remove the existing wall base and install new 6" rubber cove base, .125" thick by Johnsonite or approved equal. Color to be selected from a full range of manufacturer's selections.
6. Provide an additional 10 percent for each floor covering and cove base installed.
7. Contractor will be responsible to verify all measurements.
8. If the alternate is accepted then that work shall be completed on Sunday.
9. All areas of work shall be cleaned up and any material will need to be out of the way after work is completed for the day.

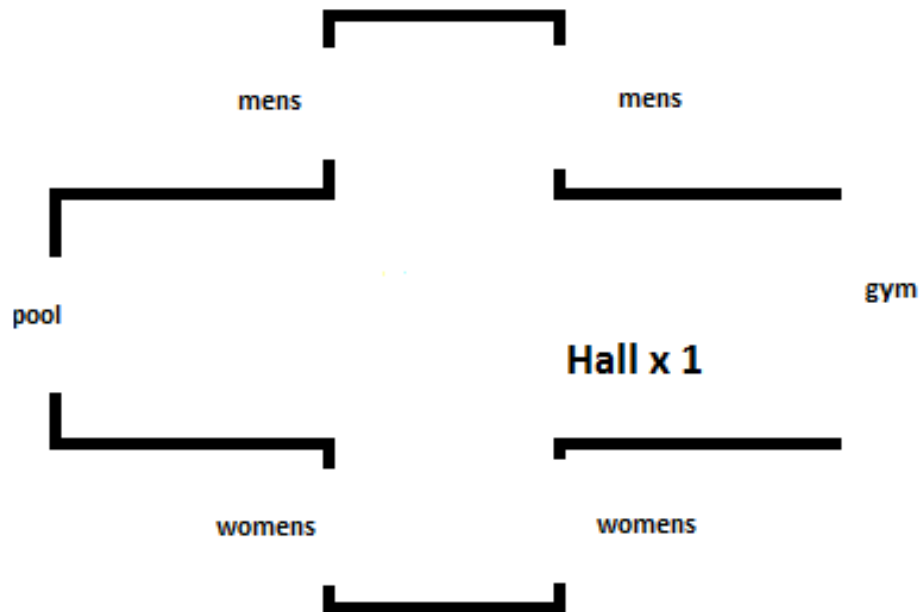
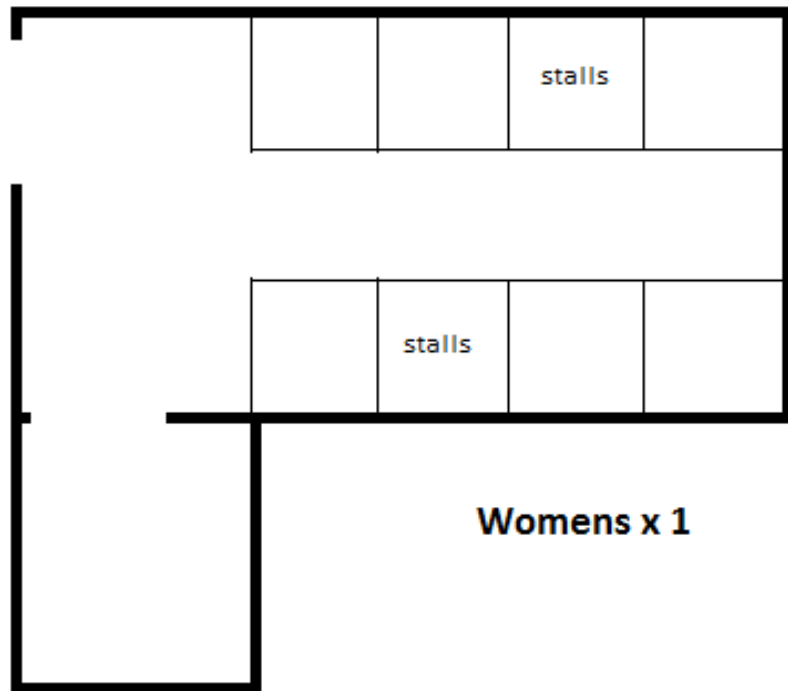
Warranty

Provide a standard manufacturer's warranty on all material and a minimum two (2) year labor warranty. Provide two (2) sets of close out documentation and warranty information.

Room Layouts



Mens x 1



****Contractor, Vendor or Bidder – Return This Form With All Other Required Documentation****

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.
143C-6A-5(a)**

Name of Contractor, Vendor or Bidder: _____

As of the date listed below, the contractor, vendor or bidder listed above, and all sub-contractors utilized by the contractor, vendor or bidder listed above, is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the contractor, vendor or bidder listed above to make the foregoing statement.

Signature Date

Printed Name Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer’s Final Divestment List. The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

****Contractor, Vendor or Bidder – Return This Form With All Other Required Documentation****