

**City of Greenville Recreation & Parks Department
Informal Bid Request Form**

Project:

Resurface Asphalt Parking Lot
Eppes Recreation Center
Greenville, NC

Scope of Work:

Provide labor and material to repair and resurface to industry standards, including restriping, the asphalt parking lot at the rear of the Eppes Recreation 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.

Mandatory Pre-bid & Site Visit on Tuesday, August 16, 2016 @ 9:00 AM.

Work Location:

Eppes Recreation Center
400 Nash Street
Greenville, NC

Bid submittal deadline: **Thursday, August 25, 2016 @ 2:00 pm**
Jaycee Park Administration Building
2000 Cedar Lane
Greenville, NC 27835

Eppes Resurface Asphalt Parking Lot:

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.	

<u>Alternate #1:</u> Install new striping on the front parking lot to match the existing layout.
\$ _____

<u>Alternate #2:</u> Install new dumpster pad.
\$ _____

**RESURFACE ASPHALT PARKING LOT
EPPES RECREATION CENTER
INSTRUCTIONS TO BIDDERS**

The person firm or corporation making a proposal shall submit in a sealed envelope to *Mike Watson, Parks Coordinator*, at the Jaycee Park 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, Eppes Resurface Asphalt Parking Lot* 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 on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-86.58; (ii) it will not take any actions causing it to appear on said list during the terms of this Purchase Order, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

All firms that are submitting a bid are required to complete the Iran Divestment Act Certification form, 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 Tuesday, August 16, 2016 at 9:00 AM at the following location:

*Eppes Recreation Center
(rear parking lot off of 4th Street)
400 Nash Street
Greenville, NC*

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

Resurface Asphalt Parking Lot Eppes Recreation Center

Scope of Work

Scope

Provide labor and material to include the repairing of the cracks and broken sections of the existing asphalt so to receive a new asphalt surface, seal coat and re-stripping of the rear parking lot at Eppes Recreation Center. All work and materials shall comply with all City of Greenville specifications and applicable Federal and State codes and standards.

Demolition

Any excavated pavement, debris and other waste materials shall be disposed of properly off site.

Material/Installation

Base Bid:

1. Contractor is responsible for all measurements. Approximately 13,000 sqft.
2. The exiting parking bumpers shall be removed and stored on site to be reinstalled after the resurfacing of the parking lot.
3. Repair all cracks and deteriorated and broken sections of the existing asphalt prior to resurfacing per industry standards.
4. The installation of the new surface shall include preparing the existing pavement per industry standards, leveling when necessary, adjusting for drainage when ponding issues exist and applying appropriate binder coat. Minimum thickness shall be 1.5 inches.
5. The new surface shall meet the existing walk-way. The transition shall be smooth and level so to allow wheelchair accessibility.
6. Seal coat per industry standard.
7. Re-stripping shall include the use of acceptable materials and all standard parking stalls, ADA HC parking stall(s), directional markings and any other required markings per industry standard and/or local codes. It shall be the responsibility of the contractor to layout the parking stalls to include the maximum number of parking stalls per all applicable codes. Contractor shall submit a layout for approval prior to re-stripping.
8. 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.
9. Work shall begin October 24, 2016 and shall be completed by November 17, 2016.

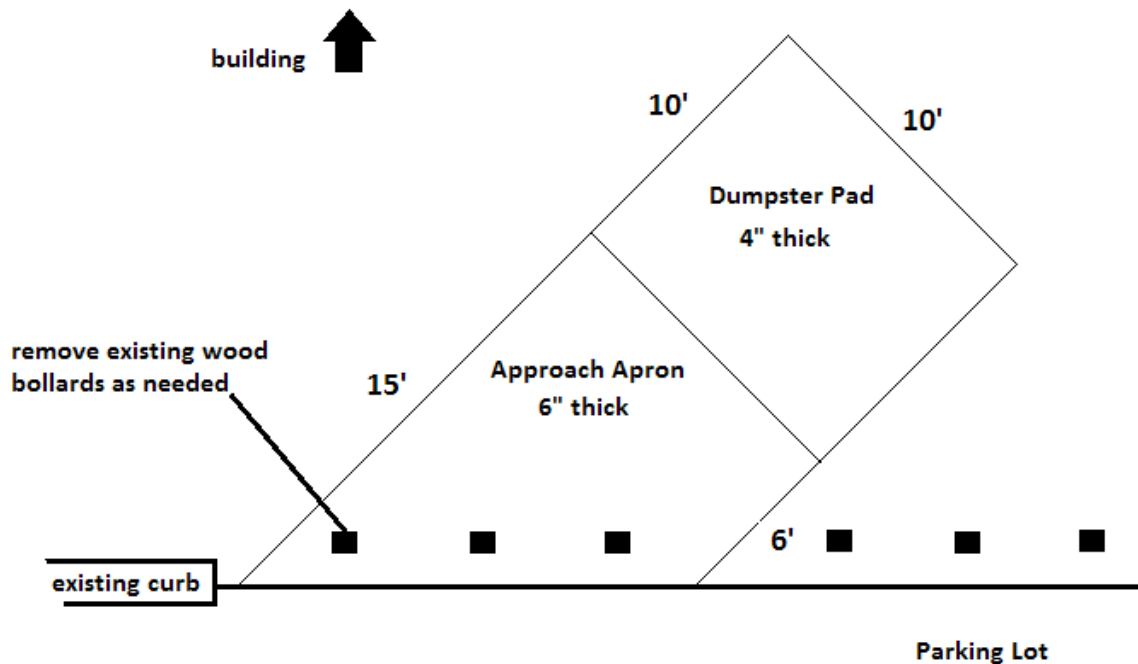
10. Provide minimum one year warranty for all material and workmanship.

Alternate #1:

1. Include a price to re-strip the existing parking lot in front of the Eppes Recreation Center using the existing parking layout.
2. Contractor is to provide a layout of the parking stalls prior to painting.
3. Materials shall match the paint used in the base bid.

Alternate #2:

1. Include a price to install new dumpster pad with approach apron.
2. Remove the existing wood bollards as needed and install the pad per the layout.
3. The apron and pad shall be level and constructed of 3000 psi concrete and have a broom finish. The approach apron shall be a minimum of 6" thick and the dumpster pad a minimum of 4" thick.
4. Contractor is to verify all measurements prior to installation.



****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****

