

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

**Project:**

Public Works Administration Renovation  
Greenville, NC

**Scope of Work:**

Provide labor and material to renovate conference room, reception/office space, lobby and front entrance. The work will be done in two phases. Demolition work will be required to be performed after normal business hours. This includes demolition of walls, cabinetry, countertops, carpet, cove base, ceiling tile, duct work, light fixtures and other associated materials. After demolition is complete installing new walls, cabinetry, countertops, carpet, cover base, ceiling tile, duct work, aluminum store fronts, new doors with push button handicap automatic doors, light fixtures and other associated items to complete renovation for a turnkey project.

**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.  
Contractor is responsible for all measurements.  
A mandatory site visit is required.  
**A Pre-Bid & Site Visit: September 26, 2016 at 9:00am**  
Alternative site visits will be held on September 29<sup>th</sup> and 30<sup>th</sup> at 9:00am by appointment only.  
Questions must be submitted by 5:00pm October 3<sup>rd</sup> 2016  
Responses will be given by 5:00pm October 5<sup>th</sup> 2016

**Work Location:**

Public Works Administration Building  
1500 Beatty Street  
Greenville, NC

**Bid submittal deadline:**      **October 12th, 2016 at 9:00am**  
Public Works Administration Building  
1500 Beatty Street  
Greenville, NC 27834

Public Works Administration Reception Area:

**Contractor Name and Address:**

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**Phone Number:** \_\_\_\_\_

**Firm Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BASE BID:**

**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.**

**Ross Peterson**  
**Building Facilities Coordinator**  
**Public Works Department**  
**City of Greenville, N. C. 27834**  
**[rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov)**

## INVITATION FOR INFORMAL BID ON

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### PUBLIC WORKS ADMINISTRATION RENOVATION

#### INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Ross Peterson, Building Facilities Coordinator*, at the Public Works Administrative offices located at 1500 Beatty Street, Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Bid Enclosed, Public Works Admin Renovation* and the name *Ross Peterson* shall 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 contract will be awarded to the lowest responsive, responsible, qualified Bidder, considering quality, performance, and the time specified for performance.

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 *Ross Peterson, Building Facilities 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, NC.**

**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 will be required 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](http://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 included 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 Ross Peterson, Building Facilities Coordinator at [rpeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov).

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Questions must be submitted by 5:00pm October 3rd, 2016  
Responses will be given 5:00pm October 5<sup>th</sup>, 2016

**Pre-bid / Site visit will be held at:**  
*Public Works Administration Building*  
*1500 Beatty Street*  
*Greenville, NC 27834*

**Ross Peterson**  
**Building Facilities Coordinator**  
**Public Works Department**  
**City of Greenville, N. C. 27834**  
**[repeterson@greenvillenc.gov](mailto:repeterson@greenvillenc.gov)**

# **Public Works Administration Renovation**

## **Scope of Work**

### **Scope**

Provide labor and material to remodel the existing Public Works Administration Reception Area per the specifications and attached layout. Provide labor to remove the existing walls including the wallpaper. Build new walls and finish complete and install new cabinets and countertop. Install new door, frame and hardware to match existing. Repair and reroute existing HVAC supply and returns. A trench will need to be cut into the existing concrete floor with PVC conduit for data connection cables. Lighting and electrical outlets and data connections in other areas are to be installed. Reconfigure existing ceiling grids and install new lay-in ceiling tiles. Install new carpet in the renovated areas and other designated offices as instructed. Install new aluminum storefront system per the specifications and attached layout. The new and existing doors shall have panic devices and open automatically with a push button control mounted in compliance with ADA regulations. Install a new aluminum window at the reception desk with and sliding window with lock. All work is to meet current NC Building Code. Submittals for approval will be required for this project. Any other associated work to complete the project shall be included. Demolition work will be performed after normal business hours. The reception area will remain open for business while the construction is ongoing. Construction area needs to be isolated from normal business operations.

### **Phase 1, Conference Room**

#### **Demolition (After normal business hours)**

Remove the carpet and bulletin boards (bulletin board to be re-installed) in the Conference Room. Remove cabinets and delivered to designate city building. Cut a 4' wide and 12' long trench in the Conference Room floor for new data cables. Remove a portion of the wall as directed to receive conduit for the data cables. Removal and installation of light fixtures and receptacles need to be done in a matter not to affect adjacent offices lights during normal business hours. Dispose of all material and debris properly offsite.

#### **Material/Installation**

1. All materials shall be onsite prior to beginning work.
2. Cutting in the trench shall be done after regular business hours. Remove a portion of the wall as needed to install two (2) 2" PVC conduits. Run the conduits up the interior of the wall and turn up the conduit at the end of the trench.

3. Remove all existing lights and install new T8 prismatic lens light fixtures.
4. Remove all existing ceiling tiles and replace with new revealed edge ceiling tiles.
5. Install new electrical outlets as directed. Install new raceways and boxes to receive phone and data cables as directed. Update all existing receptacles and data jacks.
6. The drywall is to have a Level 4 finish and ready to receive finish paint. Use Sherwin Williams' latex paint with a low VOC or approved equal. The sheen for the walls shall be eggshell. The paint color will be selected from manufacturers standard paint colors.
7. Provide and install Mohawk Product's carpet tile; Bending Earth II collection or approved equal after preparing the subfloor. Color and pattern to be selected from manufacturer's collection. Provide 5 percent overstock of carpet.
8. Install new 6" rubber cove base, .125" thick by Johnsonite or approved equal. Color to be selected from the full range of manufacturer's selections. Provide 5 percent overstock.
9. City staff will be responsible for moving any computers, copiers, televisions, etc. prior to the start of the project.
10. Contractor is responsible for all measurements.
11. Contractor is responsible for all permits.
12. Demolition work will be performed after normal business hours. All other work will be done during standard business days from 7:00 AM to 5:00 PM. Offices will be open for business during those hours. Barriers or false wall may need to be constructed to keep construction separated from normal business operations. Contractor shall clean up all areas of work including vacuuming/sweeping and wiping down all areas as needed each day prior to leaving for the day. All material and tools left on site will need to be out of the way after work is completed for the day.
13. Once all work is completed a professional cleaning is required.
14. Phase 1 project shall start on October 21st and be completed by November 7<sup>th</sup> working consecutive days if needed.

## **Phase 2, Lobby/Reception/Offices**

### **Demolition (After normal business hours)**

Protect any furniture or items left in area with plastic prior to demolition. Remove all carpet, bulletin boards, wallpaper and any other items necessary. . Removal and installation of light fixtures and receptacles need to be done in a matter not to affect adjacent offices lights during normal business hours. Remove the front wall and cabinets at the reception area along with the existing HVAC returns. Remove the walls and glass at the existing Mail Room. Save the casing from around the door frame from the Mail Room to be reused. Cut in new door opening from the Hall to the Mail Room. Dispose of all material and debris properly offsite.

## **Material/Installation**

1. All materials shall be onsite prior to beginning work.
2. City staff will be responsible for moving any computers, copiers, televisions, etc. prior to the start of the project.
3. Contractor will be responsible for moving all desks, file cabinets, book shelves, etc. Use caution when doing so and protect with appropriate material while prepping and painting.
4. After demolition of the existing walls and carpet, build new walls at the front counter and new mail room area. Use either wood or metal studs with insulation for sound proofing. The new walls will extend above the ceiling grid. Install new 5/8" sheetrock on each side. The drywall is to have a Level 5 finish and ready to receive finish paint. Use Sherwin Williams' latex paint with a low VOC or approved equal. The sheen for the walls shall be eggshell. The paint color will be selected from manufacturers standard paint colors.
5. Modify the ceiling grid as needed at the renovated areas and install new ceiling tiles with revealed edges throughout.
6. Rework or add to the existing HVAC to include duct work, supply and return vents to all renovated areas. Install new supply and return registers. Install new thermostat. Run new duct work to the area at the front entrance between the aluminum curtain walls. Relocate the return in the Hall to the existing ceiling grid.
7. Remove all existing lights and install new T8 prismatic lens light fixtures.
8. Install new electrical outlets as directed. Install new raceways and boxes to receive phone and data cables as directed. Update all existing receptacles and data jacks.
9. After removing the existing wallpaper, finish the existing drywall to a Level 5 finish to receive the finish paint. Use Sherwin Williams' latex paint with a low VOC or approved equal. The sheen for the walls shall be eggshell. The paint color will be selected from manufacturers standard paint colors.
10. Provide and install new 15" deep commercial grade cabinets with doors, drawers and solid surface countertops. Finish the cabinets as directed. The countertop height shall be 36" high. See the attached elevation of the cabinets for layout.
11. Provide and install new mailbox cubicles and cabinets per the elevation on the attached layout and finish as directed.
12. From the Hall into the new Mail Room, install a new door with a 6" x 60" narrow lite and wood jamb sized and finished to match the existing doors and frames. Install the casing from the existing Mail Room door frame around the new installed frame. Install new hardware and keyed to match the existing.
13. Provide and install Mohawk Product's carpet tile; Bending Earth II collection or approved equal after preparing the subfloor. Carpet is to be installed in the renovated areas and in select offices per the attached layout. Color and pattern to be selected from manufacturer's collection. Provide 5 percent overstock of carpet.



14. Install new 6” rubber cove base, .125” thick by Johnsonite or approved equal. Color to be selected from the full range of manufacturer’s selections. Provide 5 percent overstock.
15. Provide and install walk off tile by Mohawk Product’s Step in Style Tile; Tuff Stuff collection or approved equal after preparing the subfloor. Color and pattern to be selected from manufacturer’s collection. Include 6” cove base in areas required. Provide 5 percent overstock of carpet and cove base.
16. Install new exterior aluminum storefront and glazing per the attached layout to match the existing storefront color with a 6” base.
17. The new aluminum doors to the exterior shall have panic devices with pull handles and new cylinders. Doors shall operate via automatic door operators to meet ADA compliance.
18. Install new push button control for the automatic door operators to meet ADA compliance. Push button control can be mounted on a matching aluminum post if needed.
19. New aluminum doors shall be installed at the two “interior” locations as shown on the plans. Doors are to have pull handle with Adams Rite style of lock and new cylinders with closers.
20. Modify the existing storefront so to accept the new walls that will tie into it.
21. Modify the existing aluminum doors to accept panic devices with pull handles and automatic door operators to meet ADA compliance.
22. Install a new aluminum window to match the storefront at the reception desk with sliding glass window and lock. See the attached layout.
23. Contractor is responsible for all measurements.
24. Contractor is responsible for all permits.
25. Protect all carpet, walls, concrete, etc. while installing the new storefront and windows. Contractor will be responsible to repair and damages.
26. Demolition work will be performed after normal business hours. All other work will be done during standard business days from 7:00 AM to 5:00 PM. The office will be open for business during those hours. Barriers or false wall may need to be constructed to keep construction separated from normal business operations Contractor shall clean up all areas of work including vacuuming/sweeping and wiping down all areas as needed each day prior to leaving for the day. All material and tools left on site will need to be out of the way after work is completed for the day.
27. Once all work is completed a professional cleaning is required
28. Phase 2 project shall start approximately 2 weeks (November 18<sup>th</sup>) after phase 1 is completed to allow transfer of staff from Phase 2 location to completed Phase 1 location. Work shall be completed by December 20<sup>th</sup>. Walk through will take place December 21<sup>st</sup> and all discrepancies must be completed by January 9<sup>th</sup>.

**Warranty**

Provide a standard manufacturer’s warranty on all material and a minimum two (2) year labor warranty.

