

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

Project:

Fire Stations #4, #5 & #2 Floor Covering
Greenville, NC 27834

Scope of Work:

Provide labor and material to prep and install new VCT, carpet tiles and cove base for the three Fire Stations. **Fire Station #2 will be an alternate.**

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. Contractors will be responsible for moving all furniture.

Contractor is responsible for all measurements.

A mandatory site visit is required.

A Pre-Bid & Site Visit on September 27, 2016 at 9:00am beginning with Fire Station 4.

Alternative site visits will be held on September 29th and 30th at 1:00pm by appointment only.

Questions must be submitted by 5:00pm October 3rd 2016.

Responses will be given by 5:00pm October 6th 2016

Work Location:

Fire Station #2
2490 Hemby Lane
Greenville, NC

Fire Station #4
200 Staton Rd
Greenville, NC

Fire Station #5
255 Rollins Dr
Greenville, NC

Bid submittal deadline:

October 17th, 2016 at 9:00am

Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

Fire Stations #2, 4, & 5 - Floor Covering:

Contractor Name and Address:

Phone Number: _____

Base Bid Amounts:	Station #4	\$ _____
	Station #5	\$ _____
	Bid Total	\$ _____
	Alternate Station 2	\$ _____
	Bid Total + Alternate	\$ _____

Bid submitted by:

Print: _____

Signature: _____ **Date:** _____

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 bids.**

Ross Peterson
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
rpeterson@greenvillenc.gov

INVITATION FOR INFORMAL BID ON

FIRE STATIONS #4, #5 & #2 FLOOR COVERING

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, Fire Stations Floor Covering* and the name *Ross Peterson* 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 contract will be awarded to the lowest responsive, responsible 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 4% Minority Business Enterprise (MBE) and 4% 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 must be provided prior to contract being 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 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.

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Questions must be submitted by 5:00pm October 3rd 2016.

Responses will be given by 5:00pm October 6th 2016

*Fire Station #4
200 Staton Road
Greenville, NC 27834*

**Ross Peterson
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
rpeterson@greenvillenc.gov**

Fire Stations #4, #5 & #2 Floor Covering

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 vinyl tiles from a full range of manufacturer's colors and patterns. The work will need to be coordinated with staff prior to the work commencement. **Base Bid:** Provide and install VCT, carpet tiles and cove base in areas as directed. **Alternate #1:** Provide and install VCT, carpet tiles and cove base in areas as directed.

Demolition

In the base bid and alternate remove all existing floor covering, cove base and all associated materials and existing adhesives. All material shall be disposed of properly off site by the contractor. No city site dumpster may be used for disposal.

Material/Installation

1. **VCT** - Provide and install Armstrong or approved equal. Size to be 12" x 12" x 1/8" with a light reflectivity of 25-29%.
2. **Carpet** – Provide and install Lee carpet tile; “Mind Over Matter” collection; “Forward Vision” carpet tile or approved equal. Size shall be 24" x 24". Remove the existing carpet prior to installation.
3. **Rubber Cove Base** – Provide and install Johnsonite or approved equal. Base shall be 6" x .125" thick. Color to be selected from a full range of manufacturer's selections.
4. Provide an additional 5(five) percent for each floor covering installed.
5. Contractor will be responsible to verify all measurements.
6. City staff will be responsible for moving any computers, copiers, etc. prior to the start of the project.
7. Contractor will be responsible for moving all furniture. Use caution when doing so.
8. The work will be done during standard business days Monday-Friday starting at 8:00 AM till 6:00 PM. All areas of work must be cleaned and all material must be cleared/stored out of walk ways after work is completed for the day.

Warranty

Provide a 10 year manufacturer's warranty on all material and adhesive with a minimum two (2) year labor warranty. Provide two (2) bound sets of close out documentation and warranty information for each station.

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.
147-86.59(a)**

Name of Contractor, Vendor or Bidder: _____

The contractor, vendor, or bidder listed above hereby certifies that it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The contractor, vendor, or bidder listed above will not utilize on the contract with the City Of Greenville any subcontractor that is listed on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

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. 147-86.59(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. 147-86.59(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.