

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

Project:

Fence Repair & Replacement
Various Park Locations
Greenville, NC

Scope of Work:

Provide labor and material to repair the damaged fence at Elm St Park along Greenway, Elm St Park near Lawn Games Area, Elm St Common Ground Playground and Mathew Lewis Park at West Meadowbrook adjacent to parking lot.

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 Visits on Tuesday, January 31, 2017 @1:00 pm.

Work Locations:

Elm St Park and Mathew Lewis Park at West Meadowbrook
1058 S Elm St and 900 Legion St
Greenville, NC 27835

Bid submittal deadline: **February 7, 2017 @ 2:00 pm**
Facility Management
101 Hooker Rd
Greenville, NC 27835

Fence Repair & Replacement:

Contractor Name and Address:

Phone Number: _____

Date: _____

Bid Amounts:

Approx. 110' of 4' galvanized chain link \$ _____

Approx. 256' of 4' galvanized chain link \$ _____

Approx. 278' of 4' galvanized chain link \$ _____

Approx. 200' of 4' black vinyl chain link \$ _____

TOTAL \$ _____

Addenda Received: _____

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.**

**FENCE REPAIR & REPLACEMENT
Various Park Locations
INSTRUCTIONS TO BIDDERS**

The person firm or corporation making a proposal shall submit in a sealed envelope to *Stephen L Warner, Parks Facility Manager*, at the Facility Management offices located at 101 Hooker Rd, Greenville N.C., 27835, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, Fence Repair* 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 *Stephen L Warner, Parks Facility Manager*.

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 Stephen Warner, City of Greenville Recreation and Parks Department, 101 Hooker Rd., Greenville, N.C., 27834, swarner@greenvillenc.gov, 252-329-4554.

A mandatory site visit will be held on Tuesday, January 31, 2017 at 1:00 PM at the following location:

*Elm St. Park
1058 S. Elm St
Greenville NC 27835*

Stephen L Warner
Parks Facility Manager
Recreation & Parks Department
City of Greenville, N. C.
swarner@greenvillenc.gov

**FENCE REPAIR & REPLACEMENT
Various Park Locations**

Scope of Work

Scope

Provide labor and material to repair damaged fence sections. Replace the existing fence fabric, posts, top rails, tension wires and hardware associated with pre flood recovery conditions.

Demolition

Remove the existing damaged fence fabric, posts, top rails, and tension wires, concrete footings, hardware as directed and dispose of properly offsite.

Material/Installation

1. Contractor is responsible for verifying all measurements.
2. Furnish and install approximately 644' of 4' high fence fabric. Fabric shall be 9 gauge galvanized with 2" mesh.
3. Furnish and install approximately 200' of 4' black vinyl fence fabric. Fabric shall be 11 gauge core with 2" mesh.
4. Furnish and install all required top rails, line posts and terminal posts schedule 40 to match existing sizes and layouts in accordance to industry standards.
5. Tension wire (6 gauge) shall be installed at the bottom of all fence fabric.
6. Fence shall be knuckled at the top and bottom.
7. Contractor shall be responsible for providing a safe work site at all times.
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. The work is scheduled to begin the first week of March or sooner and shall be completed by the end of March.

Warranty

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

****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****