

# INVITATION TO BID

## EPPEs RECREATION CENTER ROOF REPLACEMENT – SECTIONS B & C CITY OF GREENVILLE NORTH CAROLINA



**PRE-BID MEETING: TUESDAY, JUNE 20, 2017 @ 10:30 AM**  
**EPPEs REC. CENTER MULTI-PURPOSE ROOM**  
**400 NASH STREET, GREENVILLE, NC**

**BID-OPENING: FRIDAY, JUNE 30, 2017 @ 10:00 AM**  
**JAYCEE PARK ADMINISTRATION BUILDING**  
**2000 CEDAR LANE, GREENVILLE, NC**

### CONTACT PERSONS:

**QUESTIONS REGARDING THE BID PACKAGE:**

*Mrs. Denisha Harris*

*Purchasing Manager*

*Telephone: (252) 329-4862*

*Fax: (252) 329-4464*

*Email: [dharris@greenvillenc.gov](mailto:dharris@greenvillenc.gov)*

**QUESTIONS REGARDING THE SPECIFICATIONS:**

*Mr. Mike Watson*

*Parks Coordinator*

*Telephone: (252) 329-4539*

*Fax: (252) 329-4062*

*Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

**CITY OF GREENVILLE  
ADVERTISEMENT FOR PROPOSALS  
“EPPEs RECREATION CENTER – ROOF REPLACEMENT SECTIONS B & C”**

The City of Greenville, NC is requesting proposals for the replacement of sections of the roof at the Eppes Recreation Center with the Greenville Recreation & Parks Department. The scope of work shall include but is not limited to the disposal of any demolition debris, inspection, and the installation of a black 60 mil EPDM roof system and accessories.

This is a turn-key project.

A mandatory pre-bid meeting and site visit will be held at the Eppes Recreation Center located at 400 Nash Street, Greenville, NC on Tuesday, June 20, 2017 @ 10:30 AM. A site visit will follow the pre-bid meeting.

Sealed proposals will be received by the City of Greenville until Friday, June 30, 2017 @ 10:00 AM at the Recreation & Parks Office located in the Jaycee Park Administration Building, 2000 Cedar Lane, Greenville, NC 27835. Mailed bids shall be delivered to 2000 Cedar Lane, Greenville, NC 27835 on or before Friday, June 30, 2017 @ 10:00 AM and addressed to Mr. Mike Watson, Parks Coordinator.

All sealed bids shall have the words Attn: Mike Watson - Bid Enclosed, Eppes Recreation Center – Roof Replacement B & C on the outside of the bid package and mail carrier envelope.

All bids will be marked with the date and time they are received by reception staff. There will not be a public bid opening. Bids will be opened and evaluated by staff and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Manager, 201 West Fifth Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

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*Denisha Harris, Purchasing Manager  
City of Greenville  
201 W. 5<sup>th</sup> Street  
Greenville, NC 27834*

## INSTRUCTIONS TO BIDDERS

**Proposal to Provide  
“Eppes Recreation Center – Roof Replacement Sections B & C”  
400 Nash Street, Greenville, NC 27834**

1. Contractor is to provide verification to the City that the company’s employees are covered under worker’s compensation insurance coverage.
2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract or purchase order will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.
3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.
4. 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.
5. If the Contractor is unable to provide a proposal for any reason, please send an email of explanation to [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov).
6. Questions regarding any procedure for submission of a proposal shall be directed by email to Mike Watson, Parks Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov). The last date to submit questions will be Friday, June 23, 2017 by 2:00 PM.
7. By submitting a proposal for the EPPES RECREATION CENTER – ROOF REPLACEMENT SECTIONS B & C, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm’s employees, while on City property performing their duties.
8. Contractor shall comply with all OSHA requirements associated with the work within this contract. Follow all safety guidelines when concerning skylights while work is in progress.
9. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.
10. Contractor must procure and post the required roofing permit prior to the commencement of work. Contractor must provide, place and maintain sanitary services on site prior to the commencement of work.
11. Staging areas for equipment and materials can be arranged on site during a pre-construction meeting.
12. All work shall be performed Monday – Saturday during approved hours. Hours of operation shall be 7:00 AM to 7:00 PM. All daily operations, activities, traffic flow, ingress and egress of all doors must not be hindered.
13. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance shall be corrected immediately.

**CITY OF GREENVILLE  
RECREATION & PARKS DEPARTMENT  
SPECIFICATIONS FOR  
“EPPE RECREATION CENTER – ROOF REPLACEMENT SECTIONS B & C”**

**1.0 SCOPE:**

The scope of work must include, but is not limited to:

- 1.1 Demolish and remove existing roof covering, insulation and other material as needed. Provide dumpsters for proper disposal of all materials. Provide daily site cleaning and daily water tightening.**
- 1.2 At roof sections B & C, furnish and install new fully adhered 60 mil EPDM roof system to include but not limited to the preparation of roofing substrates, flat or tapered insulation adhered to the roof deck to meet the current energy code requirement, and all other associated products to complete the installation. All products are to be installed per manufacturer’s recommendations. Products by Mule Hide Products or equal.**
- 1.3 The roof system shall be designed and installed to meet the current wind zone requirements and the warranty shall cover damage due to winds in excess of 55 mph.**
- 1.4 Field or shop fabricated metal roof edges will be acceptable as long as they match the existing color and profile.**
- 1.5 If needed, the contractor shall be responsible for raising any existing gas line, electrical wiring conduit, etc.**
- 1.6 Remove all wood pipe blocking and replace with new rubber base supports with galvanized steel channel with extensions or bridges as needed. Replace all rusted, missing or damaged pipe brackets.**
- 1.7 Prep and repaint all existing gas lines yellow.**
- 1.8 Provide tapered insulation around drains to provide smooth transition from roof surface to drain. Use specified pre-manufactured tapered insulation with facer or suitable bonding surface with slope not to exceed manufacturer’s recommendations. Replace all roof drain domes with new cast iron domes manufactured by Josam or equal. Include clamping ring and bolts.**
- 1.9 Warranty: 20 year warranty covering membrane, roof insulation and membrane accessories. No dollar limit liability and the warranty shall cover damage due to winds of excess of 55 mph, ordinary wear and tear of the elements, defect in materials, and defective workmanship used to install material.**
- 1.10 Any damage to the buildings, concrete, landscaping, etc. shall be repaired by the contractor.**
- 1.11 Refer to “Exhibit B” for pictures of the roof, layout, approximate sizes and core sample information. The contractor shall be responsible for all measurements.**

## **2.0 PAYMENT AND BID:**

- 2.1 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.**
- 2.2 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.**
- 2.3 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.**
- 2.4 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 purchase, 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 M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.**
- Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4462.**
- 2.5 The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.**
- 2.6 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.**
- 2.7 If needed, the contractor shall complete a new vendor application and any associated documents as required upon acceptance of this contract.**
- 2.8 The contractor will develop a lump sum bid; that will include, but is not limited to all work, equipment, parts, and labor specified herein.**

### **3.0 WORKERS COMPENSATION AND INSURANCE:**

- 3.1** The contractor shall maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.
- 3.2** The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance shall be maintained during the duration of the contract.
- 3.3 OTHER INSURANCE:**

The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

### **4.0 CANCELLATION:**

- 4.1** Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.
- 4.2** The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner.
- 4.3** Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

*Mike Watson, Parks Coordinator  
City of Greenville  
2000 Cedar Lane  
Greenville, N.C. 27835  
Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

### **5.0 DAMAGE TO CONTRACTORS PROPERTY:**

- 5.1** The City of Greenville shall be under no obligation to replace or in any way compensate the contractor for fire, theft, vandalism or any other casualty, injury or damage to equipment or property belonging to the contractor while on City property.
- 5.2** The successful bidder agrees to indemnify or hold harmless the City of Greenville from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.

**5.3** It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

## **6.0 ADDENDUM**

**6.1** Addendum/Amendment: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect. The contract may be amended from time to time through written agreement by both parties.

## **7.0 LOCAL PREFERENCE POLICY**

**7.1** 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).

## **8.0 E-VERIFY COMPLIANCE**

**8.1** 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.

## **9.0 IRAN DIVESTMENT ACT**

**9.1** 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.

**9.2** 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.

**10.0 REFERENCE INFORMATION**

All bidders shall provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

- 1. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_
- 2. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_
- 3. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

**11.0 CONTRACTOR INFORMATION**

Contractor shall provide the information below with the bid sheet.

**CITY OF GREENVILLE  
NORTH CAROLINA  
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_  
Tax ID# \_\_\_\_\_  
Corporation or Partnership: \_\_\_\_\_  
Number of Years in Business: \_\_\_\_\_



**CITY OF GREENVILLE  
RECREATION & PARKS DEPARTMENT  
REQUEST FOR BIDS**

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.

**BID:**

**EPPEs RECREATION CENTER – ROOF REPLACEMENT SECTIONS B & C**

**Lump Sum Bid Amount**

\$ \_\_\_\_\_

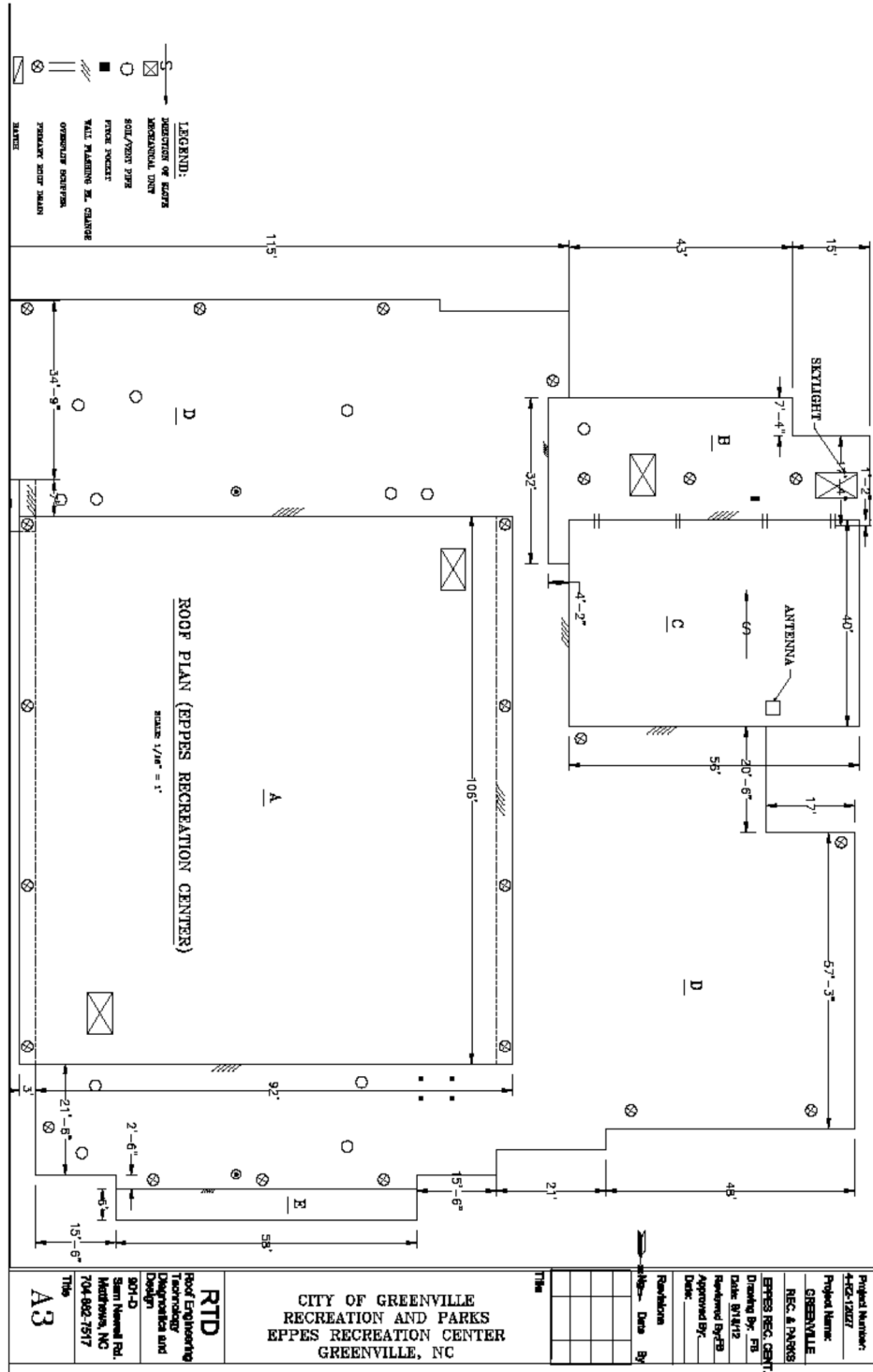
**Addenda Received:** \_\_\_\_\_

**Bid reviewed, prepared and submitted by:**

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**CITY OF GREENVILLE  
RECREATION & PARKS DEPARTMENT  
"Roof Replacement – Eppes Recreation Center"**





**Overview of Roof**

**BUILDING:** Eppes Recreation Center  
**PROJECT:** 4-R2-12027

**INSPECTOR:** Burns  
**DATE:** August 29, 2012

**FACILITY DESCRIPTION**

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<b>ROOF AREA:</b>	B
<b>ROOF AREA (SF):</b>	Approximately 1,400
<b>AGE OF ROOF:</b>	10 years
<b>ROOF WARRANTY:</b>	No
<b>TYPE OF ROOF:</b>	Modified Bitumen
<b>INSULATION TYPE:</b>	Unknown
<b>DECK TYPE:</b>	Concrete
<b>SLOPE OF ROOF:</b>	¼" V over 12" H
<b>DRAINAGE TYPE/SIZE:</b>	Internal 3" Drains
<b>EXPANSION JOINT TYPE:</b>	8"
<b>EQUIPMENT FLASHING TYPE/HT.:</b>	8"
<b>EDGE FLASHING TYPE/HT.:</b>	N/A
<b>WALL COPING TYPE/WIDTH:</b>	N/A
<b>BUILDING USE:</b>	Recreation
<b>BUILDING AGE:</b>	33 Years
<b>NUMBER OF STORIES:</b>	1
<b>EXTERIOR WALL:</b>	Brick
<b>FUEL TYPE:</b>	Gas



**BUILDING:** Eppes Recreation Center  
**PROJECT:** 4-R2-12027

**INSPECTOR:** Burns  
**DATE:** August 29, 2012

**FACILITY DESCRIPTION**

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<b>ROOF AREA:</b>	C
<b>ROOF AREA (SF):</b>	Approximately 2,240
<b>AGE OF ROOF:</b>	10 years
<b>ROOF WARRANTY:</b>	No
<b>TYPE OF ROOF:</b>	Modified Bitumen
<b>INSULATION TYPE:</b>	Unknown
<b>DECK TYPE:</b>	Concrete
<b>SLOPE OF ROOF:</b>	¼" V over 12" H
<b>DRAINAGE TYPE/SIZE:</b>	Internal 3" Drains
<b>EXPANSION JOINT TYPE:</b>	8"
<b>EQUIPMENT FLASHING TYPE/HT.:</b>	8"
<b>EDGE FLASHING TYPE/HT.:</b>	N/A
<b>WALL COPING TYPE/WIDTH:</b>	N/A
<b>BUILDING USE:</b>	Recreation
<b>BUILDING AGE:</b>	33 Years
<b>NUMBER OF STORIES:</b>	2
<b>EXTERIOR WALL:</b>	Brick
<b>FUEL TYPE:</b>	Gas



**\*\*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](http://www.nctreasurer.com/Iran) and will be updated every 180 days.

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