

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

Project:

Public Works Administration and Fleet Painting
1500 Beatty Street
Greenville, NC 27834

Scope of Work:

Provide labor and material to prep and paint the designated areas such as walls, stairwells, halls, bathrooms and offices at the Public Works Administration and Fleet building.

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.
Mandatory Site Visit on Thursday, October 19, 2017 @ 10:00 AM.

Work Location:

Public Works Administration
1500 Beatty Street
Greenville, NC 27834

Bid submittal deadline: **Thursday, November 2, 2017 @ 2:00 pm**
Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

Public Works Administration and Fleet

Date: _____

Contractor Name and Address:

Phone Number: _____

Base Bid Amount: (Yellow) \$ _____

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.**

Alternate #1: (Blue) Prep, prime and apply two coats of finish to wash bay and oil room.

ADD \$ _____

Alternate #2 (Green) Prep, Prime and apply two coats of finish to designated areas.

ADD \$ _____

Alternate #3: Stain/Seal all previous stained doors and jambs. Touch up stain where needed and apply two coats of Polyurethane Satin.

ADD \$ _____

INVITATION FOR INFORMAL BID ON

PUBLIC WORKS ADMINISTRATION AND FLEET PAINTING

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 *Bids Enclosed, Public Works Administration and Fleet Painting* and the name *Ross Peterson, Building Facilities Coordinator* 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 *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) 329-4462.

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 if requested once contract is awarded.

Iran Divestment Act Certification:

The CONTRACTOR 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 shall not utilize in the performance of the Agreement any subcontractor that is identified on the Iran Final Divestment List.

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. The CONTRACTOR represents that the CONTRACTOR and its subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

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, 101 Hooker Road, Greenville N. C. 27834, and telephone (252) 329-4921.

A mandatory pre-bid meeting and walk thru will be held on Tuesday, October 19th, 2017 at 10:00 AM at the following location in the first floor lobby:

*Public Works Administration
1500 Beatty Street
Greenville, NC 27834*

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

Public Works Administration and Fleet Painting

Scope of Work

Scope

Provide labor and material to prep and paint the designated walls, stairwells, halls bathrooms and offices. The work will include properly cleaning surfaces, prepping of concrete, drywall, steel and wood, using residential and industrial primers and finishes while working around equipment and furniture. The work will need to be coordinated with staff prior to the work starting. See the attachment for areas being painted in the base bid.

Material/Installation

1. Remove all loose and flaking paint from previous painted ceilings, walls, trim, frames, doors, handrails, poles, etc.
2. Clean surfaces as needed to remove any oils or contaminants that would cause improper adhesive of primer/paint.
3. Glossy surfaces shall be dull before repainting
4. All nicks, holes and cracks shall be address with proper material to fill and smooth area.
5. All sheetrock walls shall have a level 4 finish.
6. Primer shall be used where surfaces are down to original substrate. (Bare sheetrock or block)
7. Fleet service and office areas will be two tone with the a height of (5') five feet for the bottom color
8. Administration stain doors and jambs shall be cleaned, sanded and applied with a coat of satin clear enamel varnish. Any nicks in doors and jambs shall be touch up with a matching stain before varnish is applied.
9. Use Sherwin Williams or approved equal. See Exhibit "C" for the paint and primer finish schedule.
10. Use low VOC paint for Public Works Administration office area.
11. See Exhibit "D" for the areas of the building that will be included in the base and alternate bids.
12. Contractor will be responsible for all measurements.
13. Contractor will be responsible for moving desk, bookcases, cabinets, etc.
14. Protect all flooring, carpet, furniture, fixtures, etc. with appropriate material while prepping and painting.
15. The work will be done between the hours of 5:00 PM and 7:00 AM and/or weekends. All areas of work shall be cleaned up and any material will need to be out of the way so not to disrupt work during normal business hours. Work shall be completed within 45 days from the Order to Proceed date.

Warranty

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

EXHIBIT “C”

Public Works Administration and Fleet Painting

Interior Finish Schedule

Sherwin Williams is used as the base for information. Other manufacturers will be considered with prior approval.

Fleet Building

Services Bays and Office Walls

Concrete (CMU)

Spot Prime: B25W25- Preprite Block Filler.

First Coat: K46W0010 – Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy

Second Coat: K46W00101– Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy

Steel (Beams)

First Coat: K46W00101 – Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy

Second Coat: K46W00101– Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy

Wood

First Coat: K46W00101 – Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy

Second Coat: K46W00101– Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy

Steel (Interior Doors and Jambs)

First Coat: B54W00101 – Industrial Enamel

Second Coat: B54W00101 – Industrial Enamel

Wash Bay and Oil Room

Concrete (CMU)

Spot Prime: B42W00400- Kem Cati-Coat HS Epoxy Filler/Sealer

First Coat: B58W00610- Macropoxy 646 Fast Cure Epoxy Part A Mill

Second Coat: B58W00610- Macropoxy 646 Fast Cure Epoxy Part A Mill

Garage Door Frames

First Coat: B66W01151- Pro Industrial DTM Acrylic Semi-Gloss

Second Coat: B66W01151- Pro Industrial DTM Acrylic Semi-Gloss

Administration Building

Drywall

Primer: B51W00620 – PrepRite ProBlock Interior/Exterior Latex Primer/Sealer

First Coat: B05W01051 – Harmony IAQ Interior Acrylic Flat

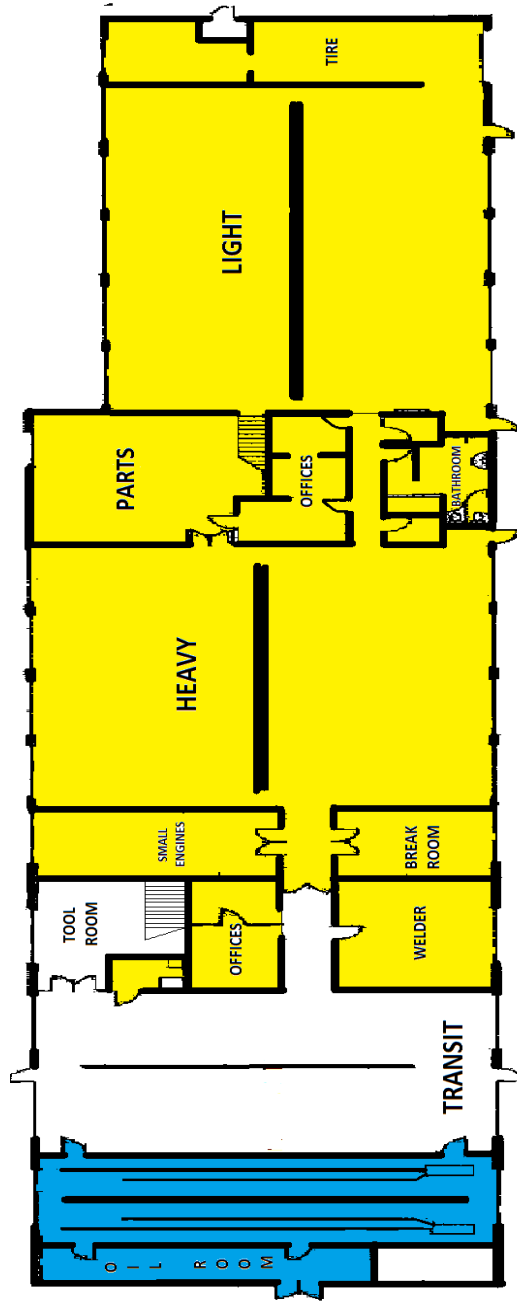
Second Coat: B05W01051 – Harmony IAQ Interior Acrylic Flat

Stain Wood

First Coat: A67F1 – Wood Classics Polyurethane Satin

Steel (Door Frames)

First Coat: B54W00101 – Industrial Enamel



PUBLIC WORKS FLEET

Base Bid
Option 1 Yellow
Blue

NOT TO SCALE



PUBLIC WORKS ADMINISTRATION

Base Bid Yellow
 Option 2 Green
 Option 3 Stain Doors and Jamb

NOT TO SCALE