

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

Project:

Reseal Asphalt Parking Lots
Jaycee Park
Greenville, NC

Scope of Work:

Provide labor and material to reseal and stripe two (2) parking lots per industry standards, remove and install new sidewalks and install a dumpster enclosure at Jaycee Park.

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 Visit on Thursday, November 9, 2017 @ 9:00 AM.

Work Location:

Jaycee Park
2000 Cedar Lane
Greenville, NC

Bid submittal deadline: **Thursday, November 16, 2017 @ 10:00 am**
Jaycee Park Administration Building
2000 Cedar Lane
Greenville, NC 27835

INVITATION FOR INFORMAL BID ON

RESEAL PARKING LOTS – JAYCEE PARK

INSTRUCTIONS FOR BIDDERS

The person, firm or corporation making a proposal shall be submit it in a sealed envelope to *Mike Watson, Parks Coordinator*, at the Jaycee Park Administrative office located at 2000 Cedar Lane, Greenville N.C., 27835, on or before the hour and day stated on the attached bid request form. The words *Bid Enclosed, Reseal Parking Lots – Jaycee Park* and the name *Mike Watson* should appear on the outside of the sealed envelope. The bid may also be mailed but must be received prior to the submittal deadline time and date stated.

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No bid may be changed or withdrawn after the time of the bid opening.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 *Mike Watson, Parks 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, 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 may 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 NC State treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any actions causing it to appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

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 Mike Watson, 2000 Cedar Lane, Greenville N. C. 27835, and telephone (252) 329-4539.

A mandatory work site visit will be held on Thursday, November 9, 2017 at 9:00 AM at the following location:

*Jaycee Park
(parking lot by the ballfield)
2000 Cedar Lane
Greenville, NC*

Mike Watson
Parks Coordinator
Recreation & Parks Department
City of Greenville, N. C.
mwatson@greenvillenc.gov

Reseal Asphalt Parking Lots Jaycee Park

Scope of Work

Scope

Provide labor and material to include the resealing and striping of two (2) existing asphalt parking lots. Work will include the removal of an existing dumpster area and the construction of a new one in a different location. The removal and replacement of an existing sidewalk and concrete ramp and handicapped parking signs is also included. All work and materials shall comply with all City of Greenville specifications and applicable Federal and State codes and standards.

Demolition

Remove the existing dumpster area including all grass, dirt, and concrete. Remove the existing sidewalk, h/c signs and concrete ramp as instructed. Any excavated pavement, debris and other waste materials shall be disposed of properly off site.

Material/Installation

1. Contractor is responsible for all measurements.
2. After removal of the existing dumpster area, install new asphalt to industry standards level with the existing parking lot.
3. After removal of the existing sidewalk and concrete ramp, install new sidewalk to building codes including a new ramps as required. See Attachment B and C for more information.
4. Install a new dumpster pad per the attached information. The location of the new pad shall be as directed. Install a treated wood dog eared fence at a minimum of 6' high around three sides leaving the front open. See Attachment B and D for more information.
5. Any exiting parking bumpers shall be removed and stored on site to be reinstalled after the resealing and striping of the parking lots.
6. The resealing of the parking lots shall be to industry standards.
7. Re-striping shall include the use of acceptable materials and all standard parking stalls, ADA HC parking stall(s), and any other required markings per industry standard and/or local codes. It shall be the responsibility of the contractor to layout the parking stalls and to include the maximum number of parking stalls per all applicable codes. Contractor shall submit a layout for approval prior to re-striping.

8. The work in the large parking lot will be done in phases so a portion of it will be accessible for the public and staff to park.
9. 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.
10. Work shall begin December 1, 2017 and shall be completed by December 31, 2017, weather permitting.

Warranty

Provide minimum one year warranty for all material and workmanship.

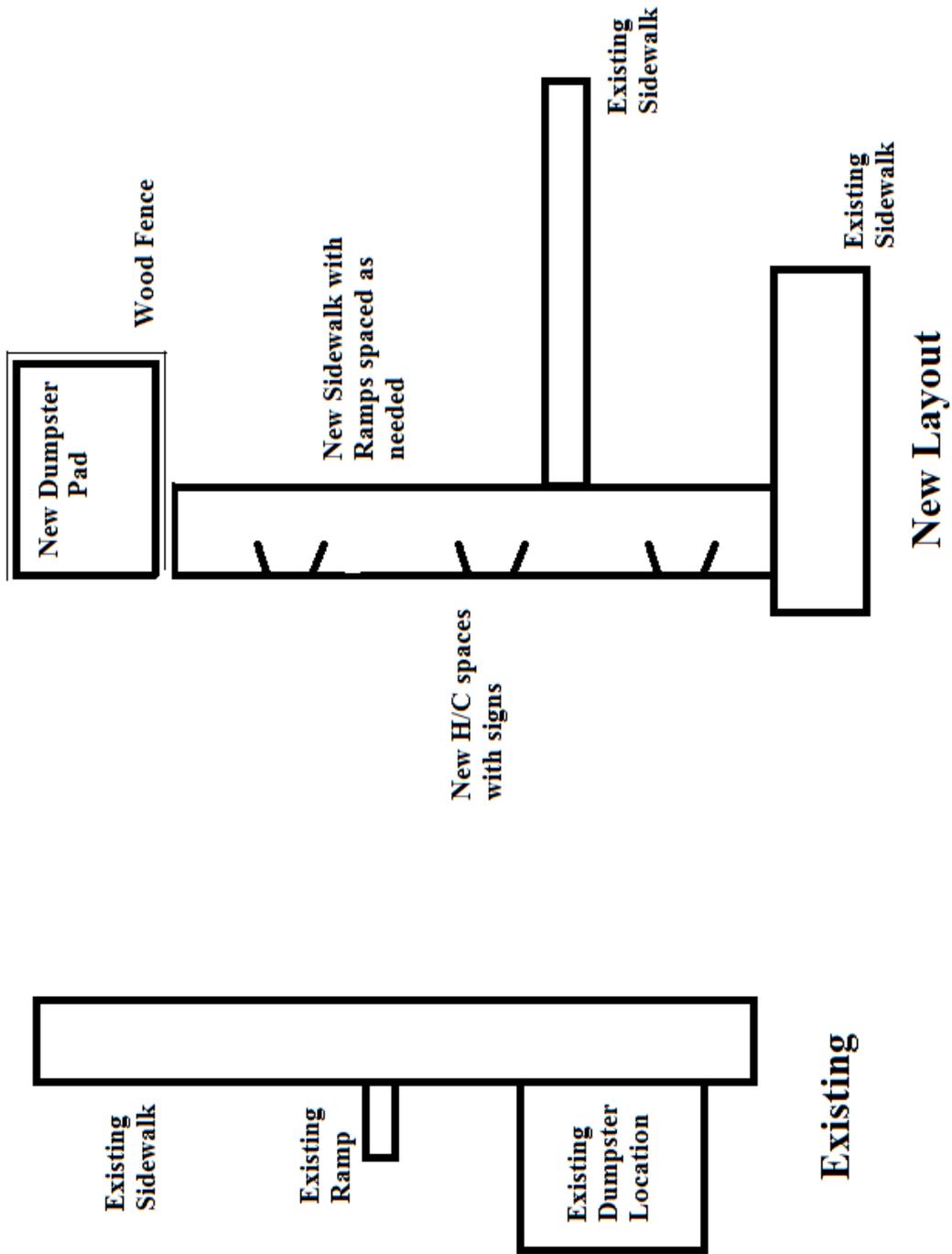
Bid Form

Reseal Parking Lots – Jaycee Park:

Contractor Name and Address:	

Phone Number: _____	
Firm Owner: _____	
Date: _____	
Bid Amount:	\$ _____
Submitted by: _____	
Signature: _____	

BIDS ARE DUE BY 10:00 AM, THURSDAY, NOVEMBER 16, 2017



NOTES:

1. Construct the walking surface of the detectable domes with slip resistance and a 70% contrasting color to the sidewalk.
2. Crosswalk widths and configuration vary but must conform to traffic design standards.
3. Provide curb ramps at locations as shown on the plans or as directed by the engineer. Locate curb ramps as directed by the engineer where existing light poles, fire hydrants, drop inlets, etc. affect placement. Where two ramps are installed place not less than 2 feet of full height curb between the ramps. Place dual ramps as near perpendicular to the travel lane being crossed as possible.
4. Do not exceed 0.08 ft./ft. (12:1) slope on the curb ramp in relationship to the grade of the street.
5. Construct curb ramps a minimum of 48" wide (4'-0"); Greater for dual ramps.
6. Use class "B" concrete with a sidewalk finish in order to obtain a rough non-skid type surface.
7. Place a 1/2" expansion joint where the concrete curb ramp joins the curb.
8. Place the inside pedestrian crosswalk lines no closer in the intersection than would be established by bisecting the intersection radii, with an allowance of a 4'x4' maneuvering space (2003 ICC/ANSI a17 Commentary, Fig. C406.6 & 406.10) in the vehicular travel way when one ramp is installed.
9. Coordinate the curb cut and the pedestrian crosswalk lines so the floor of the curb ramp will fall within the pedestrian crosswalk lines. Place diagonal ramps with flared sides so 24" of the full height curb falls within the crosswalk markings on each side of the flares.
10. Construct the pedestrian crosswalk a minimum width of 6 feet. A crosswalk width of 10 feet or greater is required for all thoroughfares.
11. Use stop lines, normally perpendicular to the lane lines, where it is important to indicate the point behind which vehicles are required to stop in compliance with a traffic signal, stop sign or other legal requirement. An unusual approach skew may require the placement of the stop line to be parallel to the intersecting roadway.
12. Place all pavement markings in accordance with the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration and the North Carolina Supplement to the MUTCD.
13. Other detectable warning materials may be considered from that shown, but require City Engineer's written approval prior to installation.



PUBLIC WORKS DEPARTMENT
1500 Beatty Street
Greenville, North Carolina 27834

CITY OF GREENVILLE, N.C.
USE WITH THE CITY OF GREENVILLE, N.C. STANDARD SPECIFICATIONS ONLY

www.greenvillemc.gov

No.	Date	Description
1	9/18/11	APPROVAL

STANDARD CROSSWALK & CURB RAMP NOTES

Scale:	Sheet #	Detail #
not to scale	1 of 2	413.01

