

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

Project:

Public Works Administration Renovation
Greenville, NC

Scope of Work:

Provide labor and material to renovate conference room, reception/office space, lobby and front entrance. The work will be done in two phases. Demolition work will be required to be performed after normal business hours. This includes demolition of walls, cabinetry, countertops, carpet, cove base, ceiling tile, duct work, light fixtures and other associated materials. After demolition is complete installing new walls, cabinetry, countertops, carpet, cover base, ceiling tile, duct work, aluminum store fronts, new doors with push button handicap automatic doors, light fixtures and other associated items to complete renovation for a turnkey project.

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.

Contractor is responsible for all measurements.

A Mandatory Pre-Bid & Site Visit: Thursday, February 1, 2018 at 10:00am

Additional site visits will be held on Tuesday, February 6 and Wednesday February 7 at 10:00am by appointment only for those who did attend the mandatory pre-bid & site visit.

Questions must be submitted by 5:00pm Thursday, February 9, 2018

Responses will be given by 5:00pm Monday, February 12, 2018

Work Location:

Public Works Administration Building
1500 Beatty Street
Greenville, NC

Bid submittal deadline: February 15, 2018 by 2:00pm

Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

Public Works Administration Reception Area:

Contractor Name and Address:

Phone Number: _____

Firm Owner: _____ **Date:** _____

BASE BID: \$ _____

Add Alternate 1 \$ _____

Add Alternate 2 \$ _____

Addendum Acknowledgement: _____

Please record each addenda item 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.

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

INVITATION FOR INFORMAL BID ON

PUBLIC WORKS ADMINISTRATION RENOVATION

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, Public Works Admin Renovation* and the name *Ross Peterson* shall 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, qualified 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 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) 329-4462.

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 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 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.

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.

A mandatory pre-bid / site visit will be held on February 1, 2018 at 10:00am
Additional site visits will be held on February 6 and 7, 2018 at 10:00am by appointment only for those who did attend the mandatory pre-bid / site visit.

Questions must be submitted by 5:00pm February 9, 2018

Responses will be given 5:00pm February 12, 2018

Bid submittals are due by 2:00pm February 15, 2018

Pre-bid / Site visit will be held at:

Public Works Administration Building

1500 Beatty Street

Greenville, NC 27834

Ross Peterson
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
[repeterson@greenvillenc.gov](mailto:rpeterson@greenvillenc.gov)

Public Works Administration Renovation

Scope of Work

Scope

Provide labor and material to remodel the existing Public Works Administration Reception Area and Conference Room per the specifications and attached layout. Remove the existing walls including the wallpaper. Build new walls and finish complete and install new cabinets and countertop. Install new door, frame and hardware to match existing. Repair and reroute existing HVAC supply and returns. A trench will need to be cut into the existing concrete floor with PVC conduit for data connection cables. Lighting and electrical outlets and data connections in other areas are to be installed. Reconfigure existing ceiling grids and install new lay-in ceiling tiles. Install new carpet in the renovated areas. Install new aluminum storefront system per the specifications and attached layout. The new and existing doors shall have panic devices and open automatically with a push button control mounted in compliance with ADA regulations. Install a new aluminum window at the reception desk with and sliding window with lock. All work is to meet current NC Building Code. Submittals for approval will be required for this project. Any other associated work to complete the project shall be included. Demolition work will be performed after normal business hours. The reception area will remain open for business while the construction is ongoing. Construction area needs to be isolated from normal business operations.

Phase 1, Conference Room

Demolition (After normal business hours)

Remove the carpet and bulletin boards in the Conference Room. Remove cabinets and delivered to designate city building. Cut a 2' wide and 20' long trench in the Conference Room floor for new data cables. Remove a portion of the wall as directed to receive conduit for the data cables. Removal and installation of light fixtures and receptacles need to be done in a matter not to affect adjacent offices lights during normal business hours. Dispose of all material and debris properly offsite.

Material/Installation

1. All materials shall be onsite prior to beginning work.
2. Cutting in the trench shall be done after regular business hours. Remove a portion of the wall as needed to install two (3) 1" PVC conduits. Run the conduits up the interior of the wall and turn up the conduit at the end of the trench.
3. Remove all existing lights and install (12) 2'x4' (4) tube new T8 prismatic lens light fixtures with inboard/outboard switch
4. Remove all existing ceiling tiles and replace with new revealed edge ceiling tiles.
5. Remove glass wall.
6. Construct a new wall to extend above ceiling grid out of metal studs, insulated for sound proofing, 5/8" sheet rock with a level 4 finish for a 3-0/6-0 door to enter into new conference room
7. Modify the existing storefront wall to accept the new wall that will tie into it.
8. Install a new 3-0/6-0 door to enter conference room from lobby.
9. Remove and enclose sliding window and frame in Engineering hallway to match existing wall.
10. Remove existing door, door frame and wall in Engineering hallway
11. Repair wall and ceiling from door removal to match existing walls.
12. Take door and frame removed from Engineering hall and install in new constructed wall for new Engineering hallway.

13. Remove carpet from new Engineering hallway and replace with new VCT tile to match current VCT tile in Engineering area.
14. Install new electrical outlets as directed. Install new raceways and boxes to receive phone and data cables as directed. Update all existing receptacles and data jacks.
15. Install new HVAC supply and return registers
16. The drywall is to have a Level 4 finish and ready to receive finish paint. Use Sherwin Williams' latex paint with a low VOC or approved equal. The sheen for the walls shall be eggshell. The paint color will be selected from manufacturers standard paint colors.
17. Provide and install Mohawk Product's carpet tile; Bending Earth II collection or approved equal after preparing the subfloor. Color and pattern to be selected from manufacturer's collection. Provide 5 percent overstock of carpet.
18. Install new 6" rubber cove base, .125" thick by Johnsonite or approved equal. Color to be selected from the full range of manufacturer's selections. Provide 5 percent overstock.
19. Construct new wall in plotter room to divide into conference and copy rooms. New 6" wall shall be constructed out of metal studs, insulated with 6" batt insulation, 5/8" sheet rock, level 4 finish, painted with Sherwin Williams's latex low VOC paint or equal value to match existing color.
20. Install two new electrical and data drops and extend 6" above ceiling tile in new wall on both sides.
21. Install new 3-0/6-0 door from hall into new copy room to match existing door and casing color.
22. Install new light switch for lights in copy room.
23. Install carpet and 6" cove base in new engineering conference room after new divider wall is built to separate copy room from new conference room.
24. Reconfigure HVAC returns to accommodate new copy and conference rooms.
25. City staff will be responsible for moving any computers, copiers, televisions, etc. prior to the start of the project.
26. Contractor is responsible for all measurements.
27. Contractor is responsible for all permits.
28. Demolition work will be performed after normal business hours. All other work will be done during standard business days from 7:00 AM to 5:00 PM. Offices will be open for business during those hours. Barriers or false wall may need to be constructed to keep construction separated from normal business operations. Contractor shall clean up all areas of work including vacuuming/sweeping and wiping down all areas as needed each day prior to leaving for the day. All material and tools left on site will need to be out of the way after work is completed for the day.
29. Once all work is completed a professional cleaning is required.
30. Phase 1 project shall start on March 12, 2018 and be completed by April 9, 2018 working consecutive days if needed. Walk through will take place April 4, 2018 and all discrepancies must be completed by April 9, 2018.

Phase 2, Lobby/Reception/Offices

Demolition (After normal business hours)

Protect any furniture or items left in area with plastic prior to demolition. Remove all carpet, bulletin boards, wallpaper and any other items necessary. Removal and installation of light fixtures and receptacles need to be done in a manner not to affect adjacent offices lights during normal business hours. Remove the front wall and cabinets at the reception area along with the existing HVAC returns. Remove the walls and glass at the existing Mail Room. Save the casing from around the door frame from the Mail Room to be reused. Cut in new door opening from the Hall to the Mail Room. Dispose of all material and debris properly offsite.

Material/Installation

1. All materials shall be onsite prior to beginning work.
2. City staff will be responsible for moving any computers, copiers, televisions, etc. prior to the start of the project.
3. Contractor will be responsible for moving all desks, file cabinets, book shelves, etc. Use caution when doing so and protect with appropriate material while prepping and painting.
4. After demolition of the existing walls and carpet, build new walls at the front counter and new mail room area. Use metal studs with insulation for sound proofing. The new walls will extend above the ceiling grid. Install new 5/8" sheetrock on each side. The drywall is to have a Level 4 finish and ready to receive finish paint. Use Sherwin Williams' latex paint with a low VOC or approved equal. The sheen for the walls shall be eggshell. The paint color will be selected from manufacturers standard paint colors.
5. Modify the ceiling grid as needed at the renovated areas and install new ceiling tiles with revealed edges throughout.
6. Reconfigure or add to the existing HVAC to include duct work, supply and return vents to all renovated areas (lobby, reception, hall and mail room). Install new supply and return registers. Relocate the return in the Hall to the existing ceiling grid.
7. Current thermostat will stay and be relocated if necessary by City of Greenville.
8. Remove all existing lights and install (14) 2'x4' (4) tube new T8 prismatic lens light fixtures with inboard/outboard switch. (2) fixtures for mail room, (8) fixtures for reception/office and (4) fixtures for lobby.
9. Install new electrical outlets as directed. Install new raceways and boxes to receive phone and data cables as directed. Update all existing receptacles and data jacks.
10. After removing the existing wallpaper, finish the existing drywall to a Level 4 finish to receive the finish paint. Use Sherwin Williams' latex paint with a low VOC or approved equal. The sheen for the walls shall be eggshell. The paint color will be selected from manufacturers standard paint colors.
11. Provide and install new 15" deep commercial grade cabinets with doors, drawers and solid surface countertops. Finish the cabinets as directed. The countertop height shall be 36" high. See the attached elevation of the cabinets for layout.
12. Wilsonart Solid Surface or approved equal will be used for new countertop. Standard color will be selected by owner.
13. Provide and install new mailbox cubicles and cabinets per the elevation on the attached layout and finish as directed.
14. From the Hall into the new Mail Room, install a new door with a 6" x 60" narrow lite and wood jamb sized and finished to match the existing doors and frames. Install the casing from the existing Mail Room door frame around the new installed frame. Install new hardware and keyed to match the existing.
15. Provide and install Mohawk Product's carpet tile; Bending Earth II collection or approved equal after preparing the subfloor. Carpet is to be installed in the renovated areas and in select offices per the attached layout. Color and pattern to be selected from manufacturer's collection. Provide 5 percent overstock of carpet.
16. Install new 6" rubber cove base, .125" thick by Johnsonite or approved equal. Color to be selected from the full range of manufacturer's selections. Provide 5 percent overstock.
17. Modify the existing aluminum doors to accept panic devices with pull handles and automatic door operators to meet ADA compliance.
18. Install new push button control for the automatic door operators to meet ADA compliance. Push button control can be mounted on a matching aluminum post if needed.
19. Stanley ADA hardware shall be used or approved equal.

20. Install a new aluminum window to match the storefront at the reception desk with a sliding glass window and lock. See the attached layout.
21. Contractor is responsible for all measurements.
22. Contractor is responsible for all permits.
23. Protect all carpet, walls, concrete, etc. while installing the new storefront and windows. Contractor will be responsible to repair and damages.
24. Demolition work will be performed after normal business hours. All other work will be done during standard business days from 7:00 AM to 5:00 PM. The office will be open for business during those hours. Barriers or false wall may need to be constructed to keep construction separated from normal business operations Contractor shall clean up all areas of work including vacuuming/sweeping and wiping down all areas as needed each day prior to leaving for the day. All material and tools left on site will need to be out of the way after work is completed for the day.
25. Once all work is completed a professional cleaning is required
26. Phase 2 project shall start approximately 2 weeks (April 23, 2018) after phase 1 is completed to allow transfer of staff from Phase 2 location to completed Phase 1 location. Phase 2 work shall be completed by June 4, 2018. Walk through will take place May 30, 2018 and all discrepancies must be completed by June 4, 2018.

Add Alternate 1

Allow a \$5,000 allowance for accent wall in main conference room.

Add Alternate 2

1. Create a new vestibule by installing new exterior aluminum storefront and glazing per the attached layout to match the existing storefront color with a 6" base.
2. The new aluminum doors to the exterior shall have panic devices with pull handles and new cylinders. Doors shall operate via automatic door operators to meet ADA compliance.
3. Install new push button control for the automatic door operators to meet ADA compliance. Push button control can be mounted on a matching aluminum post if needed.
4. Existing aluminum doors shall operate in conjunction with new aluminum doors for push button control.
5. Modify the existing and new storefront walls to accept the new wall that will separate new drop off room for deliveries.
6. Construct a new wall to extend above ceiling out of metal studs, insulated for sound proofing, 5/8" sheet rock with a level 4 finish.
7. Install a new 3-0/6-0 store front door with hardware to enter into new storage area from lobby.
8. Adjust current lighting to accommodate new storage area in vestibule.
9. Run new supply and return duct work from existing system to new vestibule with new registers
10. Provide and install walk off tile by Mohawk Product's Step in Style Tile; Tuff Stuff collection or approved equal after preparing the subfloor. Color and pattern to be selected from manufacturer's collection. Include 6" cove base in areas required. Provide 5 percent overstock of carpet and cove base.
11. All other work will be done during standard business days from 7:00 AM to 5:00 PM. The office will be open for business during those hours. Barriers or false wall may need to be constructed to keep construction separated from normal business operations Contractor shall clean up all areas of work including vacuuming/sweeping and wiping down all areas as needed each day prior to leaving for the day. All material and tools left on site will need to be out of the way after work is completed for the day.

Warranty

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

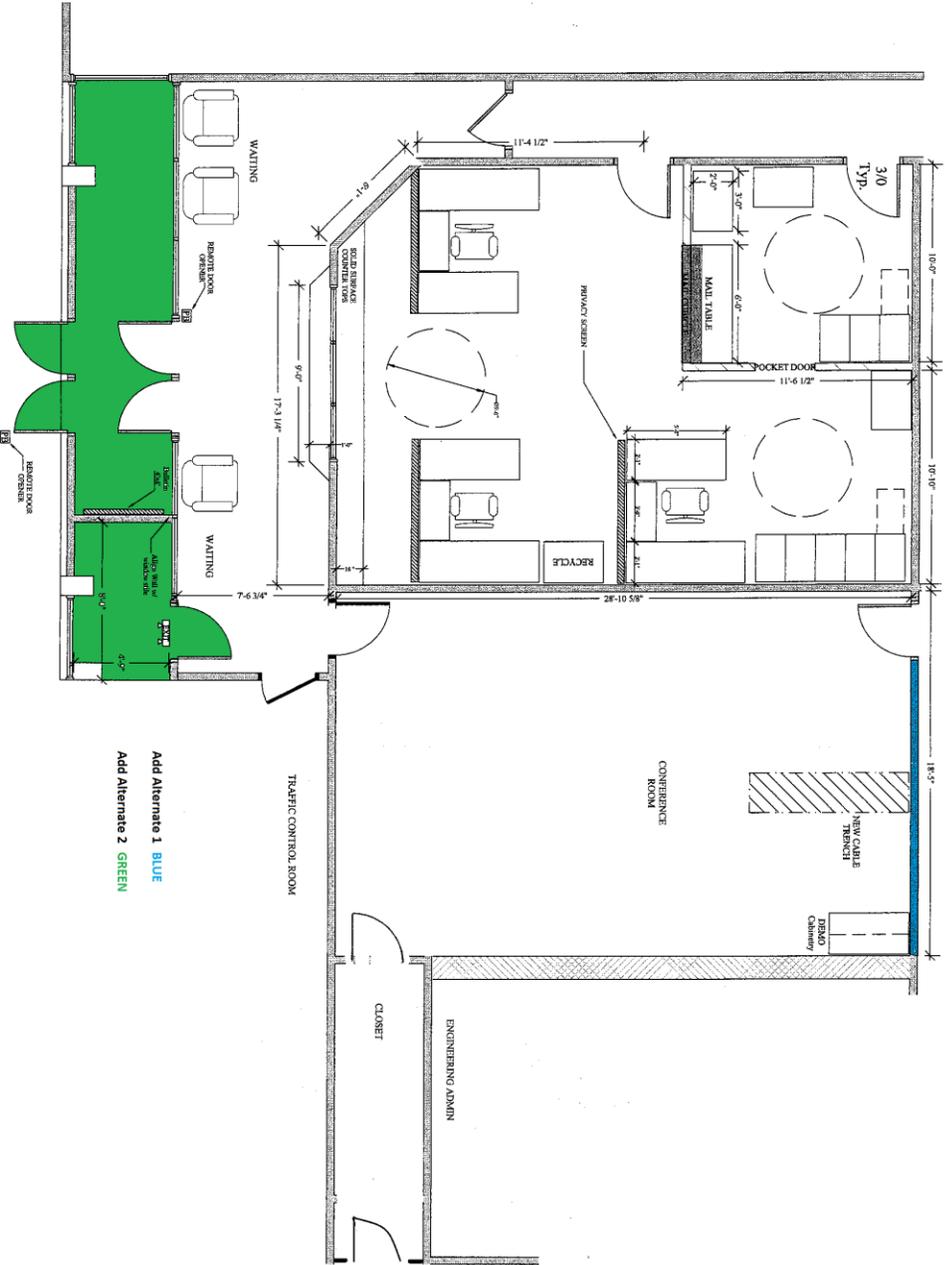
Existing Floor Plan
Areas of construction high lighted



PUBLIC WORKS ADMINISTRATION

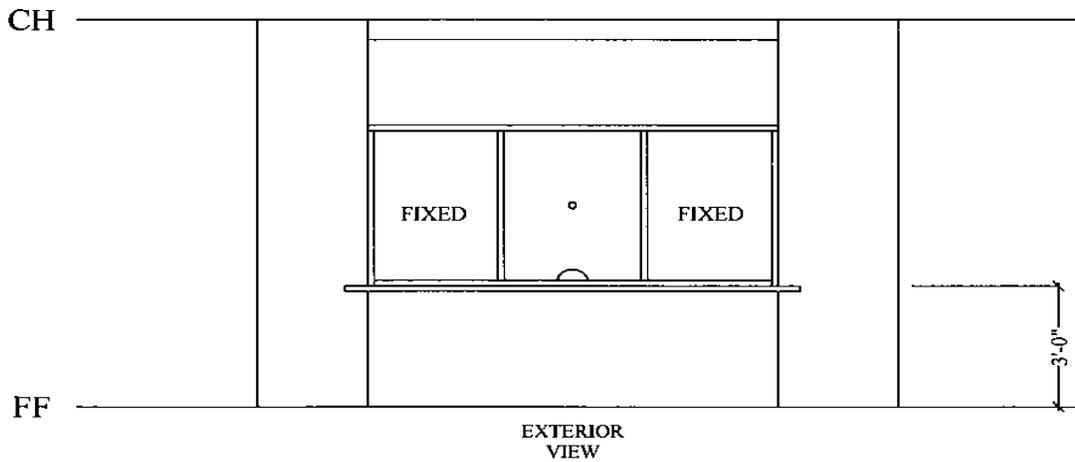
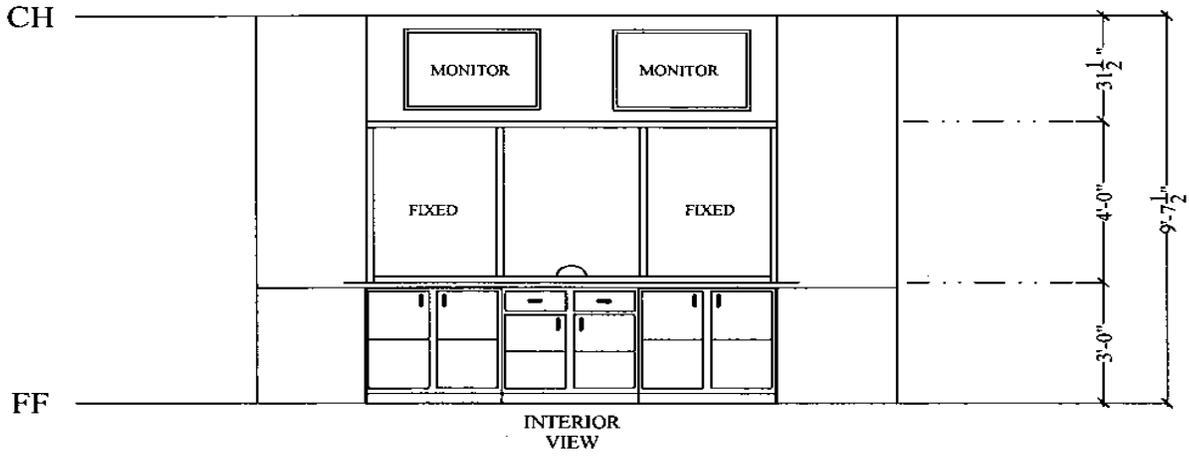
NOT TO SCALE

New Floor Plan
 Add Alternate 1 Blue
 Add Alternate 2 Green



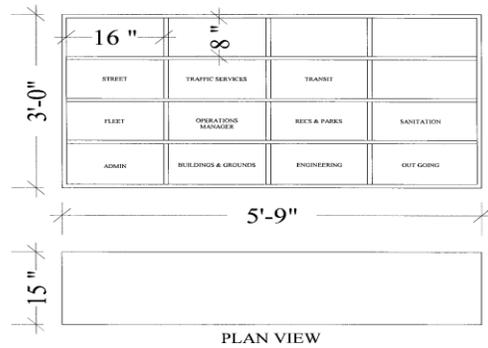
Add Alternate 1 BLUE
 Add Alternate 2 GREEN

9/2016 For Bid	PUBLIC WORKS ADMINISTRATION RECEPTION AREA 1500 BEATTY STREET GREENVILLE, NC 27835	A12 PROPOSED FLOOR PLAN SCALE: 3/16"=1'-0"
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MAIL CUBICLE

INTERIOR ELEVATION



**City of Greenville/Greenville Utilities Commission
Minority and Women Business Enterprise (MWBE) Program**

**City of Greenville
Construction Guidelines and Affidavits
\$100,000 and above**

These instructions shall be included with each bid solicitation.

City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

\$100,000 and Construction Guidelines for MWBE Participants

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Bidders responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspiration goals for participation.

	CITY	
	MBE	WBE
Construction This goal includes Construction Manager at Risk.	10%	6%

Bidders shall submit MWBE information with their bids on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). Those firms who are certified as both a "WBE" and "MBE" may only satisfy the "MBE" requirement. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.** A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>. An internal database of firms who have expressed interest to do business with the City and GUC is available at www.greenvillenc.gov. However, the HUB status of these firms must be verified by the HUB database. The City shall accept NCDOT certified firms on federally funded projects only. **Please note: A contractor may utilize any firm desired. However, for participation purposes, all MWBE vendors who wish to do business as a minority or female must be certified by NC HUB.**

The Bidder shall make good faith efforts to encourage participation of MWBEs prior to submission of bids in order to be considered as a responsive bidder. Bidders are cautioned that even though their submittal indicates they will meet the MWBE goal, they should document their good faith efforts and be prepared to submit this information, if requested.

The MWBE's listed by the Contractor on the **Identification of Minority/Women Business Participation** which are determined by the City to be certified shall perform the work and supply the materials for which they are listed unless the Contractors receive prior authorization from the City to perform the work with other forces or to obtain materials from other sources. If a contractor is proposing to perform all elements of the work with his own forces, he must be prepared to document evidence satisfactory to the owner of similar government contracts where he has self-performed.

The Contractor shall enter into and supply copies of fully executed subcontracts with each MWBE or supply signed Letter(s) of Intent to the Project Manager after award of contract and prior to Notice to Proceed. Any amendments to subcontracts shall be submitted to the Project Manager prior to execution.

Instructions

The Bidder shall provide with the bid the following documentation:

- Identification of Minority/Women Business Participation
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)
- Affidavit A (if subcontracting)

OR

- Identification of Minority/Women Business Participation
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)
- Affidavit B (if self-performing; must attest that bidder does not customarily subcontract work on this type of project—includes supplies and materials)

Within 72 hours or 3 business days after notification of being the apparent low bidder who is subcontracting anything must provide the following information:

- Affidavit C (if aspirational goals are met or are exceeded)

OR

- Affidavit D (if aspirational goals are not met)

After award of contract and prior to issuance of notice to proceed:

- Letter(s) of Intent or Executed Contracts

****With each pay request, the prime contractors will submit the Proof of Payment Certification, listing payments made to MWBE subcontractors.**

*****If a change is needed in MWBE Participation, submit a Request to Change MWBE Participation Form. Good Faith Efforts to substitute with another MWBE contractor must be demonstrated.**

Minimum Compliance Requirements:

All written statements, affidavits, or intentions made by the Bidder shall become a part of the agreement between the Contractor and the City for performance of contracts. Failure to comply with any of these statements, affidavits or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a contractor has made Good Faith Efforts, the CITY will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts.

City of Greenville **AFFIDAVIT A – Listing of Good Faith Efforts**

County of _____

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the

Identification of Minority/Women Business Participation schedule conditional upon scope of contract to be

executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to

abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority/women business commitment

and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

**City of Greenville --AFFIDAVIT B-- Intent to Perform
Contract with Own Workforce.**

County of _____

Affidavit of _____

_____ (Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____



Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

City of Greenville - AFFIDAVIT C - Portion of the Work to be Performed by MWBE Firms

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by MWBE businesses as defined in GS143-128.2(g) and the COG/CITY MWBE Plan sec. III is equal to or greater than 16% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the _____
(Name of Bidder)

(Project Name)

Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises and a minimum of _____% of the total dollar amount of the contract with women business enterprises. Minority/women businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Phone Number	*MWBE Category	Work description	Dollar Value

*Minority categories: Black, African American (B), Hispanic or Latino (L), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (S) Disabled (D)

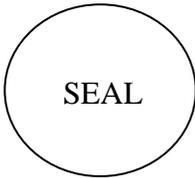
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

City of Greenville **AFFIDAVIT D – Good Faith Efforts**

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 16% participation by minority/women business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the
 (Name of Bidder)

(Project Name)

Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____ % of the total dollar amount of the contract with minority business enterprises and a minimum of _____ % of the total dollar amount of the contract with women business enterprises. Minority/women businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*MWBE Category	Work description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Examples of documentation required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Public _____

My commission expires _____

**LETTER OF INTENT
MWBE Subcontractor Performance**

Please submit this form or executed subcontracts with MWBE firms after award of contract and prior to issuance of notice to proceed.

PROJECT: _____
(Project Name)

TO: _____
(Name of Prime Bidder/Architect)

The undersigned intends to perform work in connection with the above project as a:

____ Minority Business Enterprise ____ Women Business Enterprise

The MWBE status of the undersigned is certified the NC Office of Historically Underutilized Businesses (required). ____ Yes ____ No

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project at the following dollar amount:

Work/Materials/Service Provided	Dollar Amount of Contract	Projected Start Date	Projected End Date

(Date)

(Address)

(Name & Phone No. of MWBE Firm)

(Name & Title of Authorized Representative of MWBE)

(Signature of Authorized Representative of MWBE)

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if notified as apparent lowest bidder, continuing through project completion)

Project: _____

Bidder or Prime Contractor: _____

Name & Title of Authorized Representative: _____

Address: _____ **Phone #:** _____

_____ **Email Address:** _____

Total Contract Amount (including approved change orders or amendments): \$ _____

Name of subcontractor: _____

Good or service provided: _____

Proposed Action:

Replace subcontractor

Perform work with own forces

For the above actions, you must provide one of the following reasons (Please check applicable reason):

The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

The listed MBE/WBE is bankrupt or insolvent.

The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

The work performed by the listed subcontractor is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subcontractor is substantially delaying or disrupting the progress of the work.

If replacing subcontractor:

Name of replacement subcontractor: _____

The MWBE status of the contractor is certified by the NC Office of Historically Underutilized Businesses (required). Yes No

Dollar amount of original contract \$ _____

Dollar amount of amended contract \$ _____

Other Proposed Action:

Increase total dollar amount of work

Add additional subcontractor

Decrease total dollar amount of work

Other

Please describe reason for requested action: _____

If adding additional subcontractor:*

The MWBE status of the contractor is certified by the NC Office of Historically Underutilized Businesses (required). ___ Yes ___ No

**Please attach Letter of Intent or executed contract document*

Dollar amount of original contract \$ _____

Dollar amount of amended contract \$ _____

Interoffice Use Only:

Approval __Y__N

Date _____

Signature _____

Pay Application No. _____

Purchase Order No. _____

Proof of Payment Certification

MWBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Contractor: _____

Current Contract Amount (including change orders): \$_____

Requested Payment Amount for this Period: \$_____

Is this the final payment? ___Yes ___No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount (including changes)	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

Certified By: _____

Name

Title

Signature