

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

Project:

Elm Street Center Roof Replacement
Greenville, NC

Scope of Work:

Provide labor and material to remove the existing roof covering and to install a standing seam metal roof with flashing and ridge cap at the Elm Street Center.

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 meeting & site visit on **Thursday, June 7, 2018 @ 10:00 AM.**

Work Location:

Elm Street Park
1058 S. Elm Street
Greenville, NC

Bid submittal deadline:

Thursday, June 21, 2018 @ 10:00 am

Jaycee Park Admin Building
2000 Cedar Lane
Greenville, NC 27835

INVITATION FOR INFORMAL BID ON

ELM STREET CENTER ROOF REPLACEMENT

INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted 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 *Bids Enclosed, Elm Street Center Roof Replacement* and the name *Mike Watson* along with the company name 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No bid may be changed or withdrawn after the time of the bid opening.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 *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) 329-4462.

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.

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 proposal shall be directed via email to Mike Watson, Parks Coordinator, at mwatson@greenvillenc.gov

All bids shall be submitted on the attached bid submittal form, Attachment A.

A mandatory site visit will be held on Thursday, June 7, 2018 at 10:00 AM at the following location:

*Elm Street Center
1058 S. Elm St
Greenville, NC*

Mike Watson
Parks Coordinator
Recreation & Parks Department
2000 Cedar Lane
City of Greenville, N. C. 27835
mwatson@greenvillenc.gov

Elm Street Center Roof Replacement

Scope of Work

Scope

Provide labor and material to replace the existing shingled roof. Provide labor to remove the existing roofing materials including any rotten or damaged wood that is associated with the roof. Replace any damaged sheathing or other associated wood. Install new standing seam metal roof with flashing and ridge cap. Provide daily clean up and water tightening. Any and all work associated with the installation of the new roof covering shall be included. All work shall be to industry standards and installed per NC Building Code. The base bid will be for the work on the Elm Street Center and Alternate #1 will be for the replacement of the roof at Marvin's Minimart. The same specifications and scope of work shall be required for the alternate.

Demolition

Remove the existing shingles, felt, flashing, ridge vent, pipe boots, and drip edge. Remove any damaged or sagging sheathing. Contractor shall clean up all debris daily and sweep with a magnet to remove all nails on the ground from around the building. All material shall be disposed of properly off site.

Material/Installation

1. After removing the existing roofing material, replace all damaged and sagging sheathing. New sheathing shall match the existing in style and size.
2. Replace any damaged or rotten wood associated with the roof. Paint any replaced wood to match if needed. Size to match the existing.
3. Install 30# felt.
4. Install new 24 gauge standing seam metal roof with no exposed fasteners with flashing and ridge cap manufactured by Berridge or equal
5. Color shall be Forest Green.
6. Install new pipe boots and seal as required.
7. Contractor will be responsible to verify all measurements.
8. Contractor shall take care not to damage any concrete, landscaping, fencing, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.
9. No work shall start prior to 7:00 AM. 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.

Warranty

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

