

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

Project:

ADA Routes of Travel
Various Parks
Greenville, NC

Scope of Work:

Provide material and labor to install ADA compliant sidewalks at H. Boyd Lee Park, Perkins Complex, and 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 Meeting & Site Visit will be held on June 19, 2018 at 10:00 AM

Work Location:

H. Boyd Lee Park
5184 Corey Rd.
Greenville, NC

Perkins Complex
1703 E. 14th St.
Greenville, NC

Jaycee Park
2000 Cedar Lane
Greenville, NC

Bid Submittal deadline:

Tuesday, June 26, 2018 @ 10:00 AM

Jaycee Park Admin Building
2000 Cedar Lane
Greenville, NC 27835

INVITATION FOR INFORMAL BID ON

ADA ROUTES OF TRAVEL – VARIOUS PARKS

INSTRUCTIONS FOR BIDDERS

The person firm or corporation making a proposal shall 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, ADA Routes of Travel* and the name *Mike Watson* along with the company name 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. The bids will be opened and evaluated and a tabulation sheet will be available upon request once the contract is awarded to the successful bidder.

The bidder shall include the required responses and supply all the information as indicated on the Bid Form, Attachment A. 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No bid may be changed or withdrawn after the time of the opening.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 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 proposer 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.

All work 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 Coordinator 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 submit a 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 pre-bid meeting and work site visit will be held on Tuesday, June 19, 2018 at 10:00 AM at the following location:

H. Boyd Lee Park
5184 Corey Road
Greenville, NC

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

ADA Routes of Travel – Various Parks

Scope of Work

Scope

Provide labor and material for the grading, preparation, and installation of new ADA compliant sidewalks. All of the work shall be to specifications and to industry standards.

Demolition

Any debris/soil associated with the grading and preparation shall be removed and properly disposed of offsite.

Material/Installation

1. Installation of ADA compliant sidewalks per proposed layout, notes and specifications.
2. Contractor shall determine and be responsible for accurate measurements associated with installation.
3. Sidewalks shall be 4' wide and installed equal to grade.
4. The slope of the sidewalks shall be a maximum of 1:12 or 8.33%
5. Location and layout of the sidewalks and sidewalk details (see Attachment B)
6. Grading shall be performed according to the specifications provided by GRPD (see Attachment C).
7. Concrete forms shall adhere to the specifications provided by GRPD (see Attachment D).
8. Concrete shall adhere to the specification provided by GRPD (see Attachment E).
9. Contractor shall be responsible for maintaining a safe worksite for park patrons.
10. Contractor shall take care not to damage any concrete, landscaping etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.
11. Contractor shall be responsible to watch over any wet concrete.
12. 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.
13. ***Work shall start the first week of August and shall be completed by September 14, 2018.***

Warranty

Provide a 2 year warranty on all labor and material.

Bid Form

ADA Routes of Travel:

Contractor Name and Address: _____ _____ _____	
Phone Number: _____	Date: _____
<i>H. Boyd Lee Park:</i>	\$ _____
<i>Perkins Complex:</i>	\$ _____
<i>Jaycee Park:</i>	\$ _____
<i>Total Bid Amount:</i>	\$ _____
<i>(Project will be awarded based on lowest total amount)</i>	
Submitted by: _____	
Signature: _____	

BIDS ARE DUE BY 10:00 AM TUESDAY, JUNE 26, 2018

Proposed Layouts & Notes

Jaycee Park:



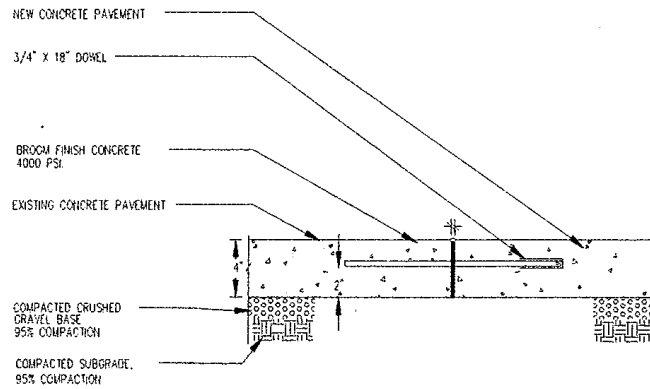
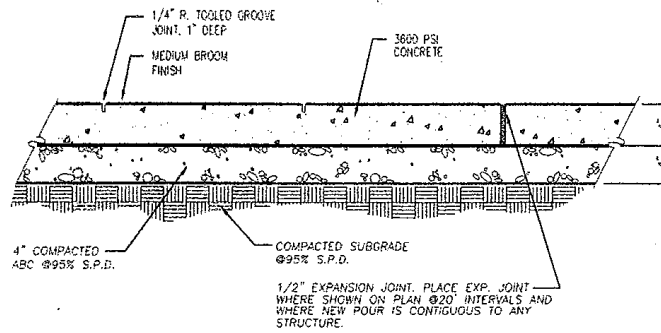
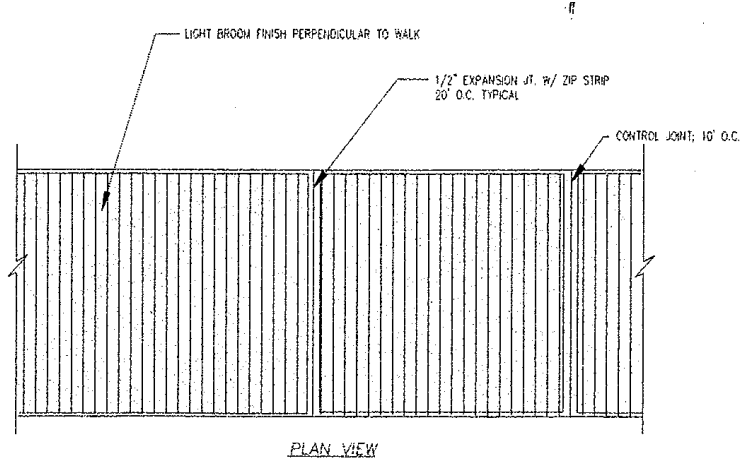
Perkins Complex:



H. Boyd Lee Park:



Details:



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BROOM FINISH CONCRETE

NTS

Notes:

1. CONTRACTOR SHALL BE FAMILIAR WITH EXISTING SITE CONDITIONS AND CONDITIONS AND FAMILIARIZE THEMSELVES WITH THE SITE PRIOR TO CONSTRUCTION. NO ADJUSTMENT IN THE CONTRACT WILL BE CONSIDERED AFTER BID ACCEPTED.
2. THE SITE LAYOUT SHALL BE BASED ON THE DIMENSIONS AND OTHER INFORMATION SHOWN. MINOR ADJUSTMENTS TO LAYOUT APPROVED BY THE PROJECT MANAGER MAY BE NEEDED IN THE FIELD TO ACHIEVE THE DESIRED ALIGNMENT WITH EXISTING FEATURES TO REMAIN.
3. CONTRACTOR SHALL BE FAMILIAR WITH THE SITE AND CHECK ALL FINAL DIMENSIONS ON THE GROUND PRIOR TO CONSTRUCTION ACTIVITIES. NOTIFY THE CITY IMMEDIATELY OF DISCREPANCIES FROM THE PLANS.
4. THE EXACT LOCATION OF ALL EXISTING UTILITIES SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR. CARE SHALL BE TAKEN TO PROTECT ANY UTILITIES THAT ARE TO REMAIN AND ALL CONSTRUCTION SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY/AGENCY. ANY DAMAGE OR RELOCATION SHALL BE DONE BY LOCAL STANDARDS AT THE CONTRACTOR'S EXPENSE. CONTRACTOR SHALL HAVE ALL UTILITIES LOCATED PRIOR TO ANY CONSTRUCTION ACTIVITY TAKING PLACE.
5. THE CONTRACTOR SHALL CONTACT RECREATION AND PARKS 48 HOURS BEFORE EXCAVATION TO ALLOW PARK STAFF TO LOCATE IRRIGATION LINES, HEADS AND ELECTRICAL CONTROL LINES. ALL DAMAGES TO IRRIGATION SYSTEM WILL BE REPAIRED AT NO COST TO THE CITY. THE CONTRACTOR SHALL NOTIFY THE CITY OF ANY REPAIR TO IRRIGATION LINES AND GET APPROVAL BEFORE BACKFILLING.
6. MINIMUM CROSS SLOPE ON ALL WALKS SHALL ALSO BE 1%. MAXIMUM CROSS SLOPE SHALL BE 2 % ALL WALKS SHALL SLOPE TO CREATE POSITIVE DRAINAGE.
7. TRANSITION BETWEEN EXISTING PAVEMENT AND PROPOSED PAVEMENTS SHALL BE SMOOTH IN BOTH HORIZONTAL AND VERTICAL ALIGNMENT. FIELD ADJUSTMENT MAY BE NECESSARY.
8. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS AS TO PROTECT THE EXISTING ELEMENTS AND AMENITIES TO REMAIN.
9. CONTRACTOR SHALL PROTECT ALL ADJACENT PROPERTY AND MAKE NECESSARY REPAIRS FOR ANY DAMAGE AT NO EXPENSE TO THE OWNER.
10. EXISTING UTILITY SERVICE MUST BE MAINTAINED TO ALL SITE FEATURES.
11. CONTRACTOR SHALL SEED AND STRAW ALL DISTURBED AREAS.
12. THE LAYOUT PLAN IS SCHEMATIC IN NATURE; THE DRAWING HAS BEEN PROVIDED AS A COURTESY TO CONVEY THE DESIGN INTENT. MINOR FIELD ADJUSTMENTS MAY BE NEEDED. THE CONTRACTOR SHALL STAKE THE CENTERLINE OF THE PROPOSED WALKS FOR FINAL APPROVAL BY THE GREENVILLE RECREATION AND PARKS DEPARTMENT.

■ LAYOUT NOTES