

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

Project:

Exterior Painting
River Birch Tennis Center
Greenville, NC

Scope of Work:

Provide material and labor to prep and paint the exterior of the clubhouse located at River Birch Tennis 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 will be held on July 12, 2018 at 10:00 AM

Work Location:

River Birch Tennis Center
625 W. Arlington Blvd
Greenville, NC

Bid Submittal deadline:

Thursday, July 19, 2018 @ 10:00 AM

Jaycee Park Admin Building
2000 Cedar Lane
Greenville, NC 27835

INVITATION FOR INFORMAL BID ON

RIVER BIRCH TENNIS CENTER EXTERIOR PAINTING

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, River Birch Exterior Painting* 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No bid may be changed or withdrawn after the time of the opening.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 Thursday, July 12, 2018 at 10:00 AM at the following location:

River Birch Tennis Center
625 W. Arlington Blvd
Greenville, NC

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

River Birch Tennis Center Exterior Painting

Scope of Work

Scope

Provide labor and material for the preparation, repair, and painting of all exterior surfaces at River Birch Tennis Center clubhouse. Replace any rotten or damaged wood with like material. Install caulking as needed. All of the work, including preparation, shall be to industry standards.

Demolition

Any debris associated with the repair and painting shall be removed and properly disposed of offsite. Contractor is responsible for removing all paint chips from the site.

Material/Installation

1. Paint all existing painted exterior surfaces of the clubhouse including all doors, columns, handrails, etc.
2. Preparation of all surfaces shall be done to industry standards and to paint manufacturer's instructions.
3. Replace all damaged or rotten wood with like material.
4. Install new caulk around all windows, doors, and any penetrations in the exterior wall before painting.
5. The color and sheen of the paint shall match the existing of the surface being painted.
6. Apply two coats of finish paint.
7. Contractor will be responsible for all measurements.
8. Contractor shall take care not to damage any concrete, fencing, landscaping etc. Any damage caused by the contractor shall be repaired prior to the completion of the project. Contractor shall also be responsible for all damages that may arise from applying the new paint such as, but limited to: overspray, dropped paint on non-painted surfaces, etc.
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.
10. *Work shall start the first week of September and shall be completed by October 5, 2018. The clubhouse will remain open to the public during the work.*

Warranty

Provide a standard manufacturer's warranty on all paint and a 2 year labor warranty from the contractor on all labor and material.

Bid Form

River Birch Tennis Center Exterior Painting:

Contractor Name and Address: _____ _____ _____	
Phone Number: _____	Date: _____
<i>Bid Amount:</i>	\$ _____
Submitted by: _____	
Signature: _____	

BIDS ARE DUE BY 10:00 AM THURSDAY, JULY 19, 2018