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**Invitation to Bid
Formal Bid #18-19-02**

**Item: Public Works Department/Fleet Division
Production & Installation of Decals Per Specifications**

Bid Due Date: Tuesday, August 28th 2018 @ 3:00 P. M.

Pre-Bid Meeting: “Non-Mandatory”

Wednesday, August 8, 2018 @ 11:00 A.M.

**Location: City of Greenville/Municipal Building
Financial Services Department/Purchasing Division**

Attention: Denisha Harris

**201 West 5th Street
Greenville, NC 27834**

“Mandatory” Site Visit:

Thursday, August 9, 2018 between the hours of 1:00 p.m. – 3:00 p.m.

Location: Public Works Department/Fleet Division

1500 Beatty Street, Greenville, NC 27858

Contact Angel Maldonado @ 252.258.9639

Contact Persons:

Questions regarding Bid Package:

Denisha Harris

Purchasing Manager

Telephone: 252.329.4862

Email:dharris@greenvillenc.gov

Questions regarding Specifications

Angel Maldonado

Fleet Superintendent

Telephone: 252.258.9639

Email:amaldonado@greenvillenc.gov

Issue Date:

August 2, 2018

**INVITATION TO BID
FORMAL BID 18-19-02**

ADVERTISEMENT FOR INVITATION FOR FORMAL BIDS

Pursuant to General Statutes of North Carolina, Section 143-129 as amended, sealed proposals are invited and will be received by The City of Greenville, N. C. until **3:00 p.m., on Tuesday the 28th day of August, 2018** at which time in the Purchasing Office located at 201 West 5th Street Greenville, N. C., the sealed proposals will be publicly opened for the provision of the following:

Item: Production & Installation of Decals per Specifications

Formal Bid #18-19-02

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Office, 201 West 5th Street, P. O. Box 7207, Greenville, N. C. 27835-7207, during regular business hours, and will be posted on the City's website at www.greenvillenc.gov and available to prospective bidders. Inquiries should be directed to the Purchasing Division at the above address Telephone (252) 329-4862. Minority/Women owned businesses are encouraged to submit proposals.

The City Council of the City of Greenville reserves the right to accept or reject any or all proposals, waive informalities, and to make the award/purchase which is in the best interest of the City.

The bidder to whom contract may be awarded must comply with requirements of G. S. Section 143-129, as amended.

This 2nd day of August 2018.

THE CITY OF GREENVILLE, N. C.

Denisha Harris, MPA, CPSD, CLGPO

Purchasing Manager

Publication Date: Thursday, August 2nd, 2018 on City of Greenville website-Current Bid Opportunities

**INVITATION FOR FORMAL BIDS ON
Production & Installation of Decals
Per Specifications**

_____Formal Bid# 18-19-02_____

BID DUE DATE: Tuesday, August 28, 2018 @ 3:00 P.M.

INSTRUCTIONS TO BIDDERS

1. The person, firm, or corporation submitting a proposal shall submit it in a sealed envelope to the Purchasing Manager or her duly designated representative at one of the following:

Hand Delivered and/or Carrier:

City Of Greenville
Attention: Denisha Harris, Purchasing Manager
201 W. Fifth Street
Greenville, NC 27835

Postal Mail:

City of Greenville
Attention: Denisha Harris,
Purchasing Manager
P.O. Box 7207
Greenville, NC 27835

2. This is a Formal Bid and therefore bids should be received and opened publicly at stated time. Bids will be reviewed and evaluated by staff at a later time and an award will be made at the earliest possible date. As stated in such notice, proposals will be received until 3:00 pm local time on Tuesday, August 28th, and at that time, publicly opened and read aloud in the Purchasing Office located at 201 West 5th Fifth Street. No late bids will be accepted and at stated day/time.

The last day to ask questions about the bid is Monday, August 13, 2018 at 4:00 pm.

3. Award of Bid: Bids shall be awarded to the lowest, responsive, responsive bidder taking into quality, performance, and the time specified in the proposal for the performance of the contract.

Each bid must be submitted in a sealed envelope by date/time stated above.

Envelope should be marked on the outside as "Production & Installation of Decals #18-19-02 along with Bidder's name and address.

Bids may be submitted via mail or hand delivery. NO BIDS WILL BE ACCEPTED BY EMAIL OR FAX. PLEASE NOTE: All submittals should be on the attached BID FORMS, regardless to the

method of delivery. Any bids/quotes not submitted on the attached bid form will be considered non-responsive.

4. All bids must be signed by an authorized official of the firm. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities.

5. 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 the factors whatsoever. Any bids not submitted on such forms provided will be considered non-responsive.

6. 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 is made in writing to the Purchasing Manager.

7. The City of Greenville reserves the right to reject any and all bids, to waive informalities, 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 date of the bid opening.

8. The specifications attached represent the minimum general size, capacity and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair responses or to eliminate competition, but they are intended for the protection of each and every bidder and to insure, if possible, that all bids submitted shall be upon a fair and comparable basis.

9. It is expressly understood by the bidders that written notice of award by the City will constitute an agreement by the City to consummate the transaction and will serve together with the proposal, advertisement, these instructions, and the detailed specifications, as the entire form of contract between the parties except in cases where formal contracts are warranted.

10. Each proposal shall specify delivery time. Time of delivery to Greenville, N.C. will be a factor along with quality, cost, etc. in awarding the bids.

11. Bid shall be FOB, Greenville, N. C. with delivery to be to the Purchasing Division, Municipal Building located at 201 West 5th Street, Greenville, NC 27834.

12. Technical questions regarding the specifications of this bid should be directed to Angel Maldonado, Fleet Superintendent at 252.258.9639; email: amaldonado@greenvillenc.gov. All other questions regarding the bid shall be directed to Denisha Harris, Purchasing Manager, telephone 252.329.4862; email: dharris@greenvillenc.gov.

GENERAL TERMS AND CONDITIONS

1. **NON-DISCRIMINATION:** The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs, or goods to the City are expected to fully comply with the City's non-discrimination policy.

2. **NON-COLLUSION:** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any lawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

3. **PAYMENT TERMS:** The City agrees to pay all approved invoices net thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.

4. **GOVERNING LAW:** Any agreement, contract or purchase order resulting from this invitation to bid, request proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.

5. **ACCEPTANCE/REJECTION OF PROPOSALS:** The City Of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all bids/proposals, and to award or not award a contract based on this proposal.

6. **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.

7. **IRAN DIVESTMENT ACT:** Vendor certifies that: (i) it is not on the Iran Final Divestment listed created by the N.C. 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.

8. **CONFLICT OF INTEREST:** Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason or personal gain.

9. **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** The City Of Greenville has adopted Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion sex, national origin or ancestry. A copy of this clause may be obtained from the Purchasing Division. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

10. **MWBE PROGRAM: 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 purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) Plan subsequent program, outlining verifiable goals.

The City has established a 2% Minority Business Enterprise (MBE) and 2% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned supplies and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at 252.329.4462.

11. **FEDERAL LAW:** Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal a vendor is attesting to its policy of nondiscrimination regarding the handicapped.

12. **TAXES:** 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.

13. **WITHDRAWAL OF PROPOSALS:** No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for sixty (60) days after the date of submittal.

14. **SERVICES PERFORMED:** All services rendered under this agreement will be performed at the Seller's risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

15. **INDEPENDENT CONTRACTOR:** It is mutually understood and agreed the Seller is an Independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employee shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension or retirement benefits.

16. **VERBAL AGREEMENT:** The City will not be bound by any verbal agreements.

17. **INSURANCE REQUIREMENTS:** Contractor shall maintain at its own expenses.
(a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per Occurance for bodily injury or property damage; City Of Greenville, 200 W. Fifth Street Greenville, NC 27834 shall be named as additional insured.

(b) **Professional Liability** insurance in an amount not less than \$1,000,000 per occurrence if-providing professional services;

(c) **Workers Compensation Insurance** as required by the General Statutes of the State of North Carolina and Employer's Liability not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.

(d) **Commercial Automobile Insurance** applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

BID SPECIFICATIONS

FOR THE PRODUCTION & INSTALLATION OF DECALS

Purpose:

The City of Greenville Public Works Department Fleet Division is accepting bids for the production of decals and installation of decals on several different types of equipment and vehicles.

Background Information:

Currently, the Fleet Division consists of approximately 650 pieces of equipment and vehicles. The City of Greenville has a replacement program established and every year several new pieces of equipment and vehicles are replaced. For example during Fiscal Year 2018, we replaced about 35 police vehicles and about 15 other vehicles, plus several pieces of equipment.

General Guidelines:

These points are to be included in your pricing.

- City of Greenville colors must be consistent. Each decal must be specifically matched to colors in existing fleet. The City of Greenville has record of some of the colors, others will need to be matched.
- Supplier must do on-site color matching of all colors. All lettering must match existing lettering on all decals.
- Prior to any production Supplier must provide the City of Greenville printed samples using actual inks & films for approval.
- Supplier must visit the City of Greenville Fleet Division to take needed measurements and gather information for sizing and coloring during the mandatory site visit and as needed. The City Of Greenville Fleet Division will have several pieces of equipment and vehicles on site for bidder to view and take measurements.

- All graphics will be warrantied for a (5)-year period and must be permanent in nature but have a removable characteristic to facilitate removal at end of use.
- Supplier must provide documentation of all warranties.
- In addition to complete decal sets, supplier must have the capability to show pricing and availability of replacement panels in the event of accident damage.
- Supplier must provide installation services on repairs within 48 hours of receipt of replacement decals or as required by Transit System staff.
- Within five (5) days of order, the bidder must be ready to begin work on new vehicle purchases and must continue work until all new vehicles are completed.

***Special Sanitation Project**. Once a year we wrap one of our sanitation trucks with a drawing. This also needs to be part of the bidder scope of work.

Production & Installation of Decals Per Specifications

SCOPE OF WORK

Materials

- Police & Animal Protective Services – 3MIJ180cv3 Digital Vinyl/ 3M 8518 Laminate.
- Fire Rescue – 3MIJ180cv3 Digital Vinyl/3M 8518 Laminate
- City of Greenville – 3MIJ35 Digital Vinyl/3M 8508 Laminate
- Sanitation – 3MIJ35 Digital Vinyl/3M 8508 Laminate & 3MIJ80cv3 Digital Vinyl/3M 8518 Laminate.

Colors

- Police & Animal Control Services – PMS 654C (blue) PMS 445 (Gray).
***Need to pay special attention to the coloring on the word “Police” on both sides of the vehicle. “Police” lettering has a gradient shade of blue. This needs to match exiting decals.**
- Fire/EMS vehicle need to have inspection and color match.
- City of Greenville Door decals – PMS554C (dark green) PMS 376C (light green).
- Sanitation – PMS 554C (dark green) PMS 376C (light green) & PMS 654C (blue) PMS 314C (light blue).

Vehicle or Equipment Expected Completion Time:

- Police & Animal Protective Services – (1) day per vehicle.
- Fire/EMS – (2) days per vehicle.
- City of Greenville – front door decals (2) days per vehicle.

- Sanitation Vehicle – (4) days for a complete truck (include side panels, rear, front doors)

Procedure:

- The Fleet Division will deliver vehicles or equipment to the installer. The installer must not drive vehicle or equipment on the street. If anything needs to be moved, the installer must call Fleet.
- Car Prep
 - Wash vehicle with mild detergent soap.
 - Car must be Prep-sol and isopropyl. **A mandatory cleaning agent** to remove any wax, debris, tar, bugs or adhesive.
 - Apply 3M primer to appropriate areas.
- Align vinyl to designated areas and secure for installation. If any modification or change needs to be made due to change in vehicle, it must be approved by the Fleet Division before installation is complete.
- Trim all edges and roll and tuck. Must be a clean finish.
- Must make sure vinyl is securely bonded to vehicle or equipment using proper method which may include heating vinyl.

Please provide at least three (3) references for which your company has provided goods or services of substantially the same feature and quantity to those solicited herein.

The City of Greenville may contact references to determine the goods provided are substantially similar to those bid herein and the Vendor's performance has been satisfactory. Such information may be considered in the evaluation of the bid.

END OF SPECIFICATONS

Attachment A— Bid Form

*****MUST BE ATTACHED TO BID*****

The City of Greenville, North Carolina
PURCHASING OFFICE

Date _____

Production & Installation of Decals Per Specifications

Formal Bid#18-19-02

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, bids and proposals subject to the conditions and specifications herein, are invited for furnishing the following equipment, materials, services, or repair work. **All bids must be received by the City of Greenville’s Purchasing Manager by 3:00 PM on Tuesday, August 28, 2018.**

Terms: Net 30 _____

SHIP: FOB DESTINATION
CITY OF GREENVILLE

Delivery Date _____

By: **Denisha Harris, Purchasing Manager**

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM
NOTICE TO BIDDERS: All Tax imposed upon any article on which you are bidding shall be shown as separate items and in no case included with price bid. Failure to comply with these conditions will be considered grounds for rejection.

ITEM #	DESCRIPTION	MEASUREMENTS	UNIT PRICE
1	Police SUV:		
2	Fire/Rescue Department SUV:		
3	Sanitation Side Loader		
4	Sanitation Front Loader		

ITEM #	DESCRIPTION	MEASUREMENTS	UNIT PRICE
5	Regular City Vehicle		
6	Police Motorcycle		
	TOTAL LUMP SUM BID:		
	NO SUBSTITUTIONS ALLOWED		
	Sales Taxes may be listed separately and not included in Lump Sum Bid Total.		

Attachment B—Reference Form

*****MUST BE ATTACHED TO BID*****

**City of Greenville
Financial Services Department/Purchasing Division**

Formal Bid#18-19-02

Production & Installation of Decals/City of Greenville Public Works Department

Please provide at least three (3) references for which your company has provided goods or services of substantially the same feature and quantity to those solicited herein.

Name of Firm	Address	Contact Person	Phone Number & Email

The City of Greenville may contact references to determine the goods provided are substantially similar to those bid herein and the Vendor's performance has been satisfactory. Such information may be considered in the evaluation of the bid.

Attachment C—Signature Form

*****MUST BE ATTACHED TO BID*****

**City of Greenville
Financial Services Department/Purchasing Division**

Formal Bid#18-19-02

Production & Installation of Decals/City of Greenville Public Works Department

A. Please complete Attachments A-B and submit along with this bid signature form. Sales Taxes may be listed, but list as a separate line item. All items bid are bid FOB Greenville NC, with shipping location as City of Greenville Public Works Dept. Attn: Angel Maldonado, Fleet Superintendent.

B. List any exceptions taken to specifications:

Non-Collusion Compliance:

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to the City of Greenville in accordance with the bid documents, including this Bid Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this bid for the bidder.

Date _____

OFFICIAL LEGAL NAME OF COMPANY

ADDRESS

CITY STATE ZIP CODE

AUTHORIZED SIGNATURE

PRINT NAME TITLE

() ()

TELEPHONE NO FAX NO.

FEDERAL I.D. NUMBER

EMAIL/WEB SITE ADDRESS