

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

**A TIME FOR SCIENCE  
Metal Roof Retrofit to EPDM**

729 Dickinson Avenue  
Greenville, NC 27834

**Summary of Work:**

Sealed Bids will be received by the City of Greenville NC, Public Works Department, located at 1500 Beatty Street, 27834, on or before Thursday, August 22, 2019 at 2:00 PM. Bids will be collected at this time and a bid tabulation will be made available upon request once the successful bid is awarded. No immediate decision will be rendered. The project base bid includes a 4,400 sqft Metal Roof Retrofit to EPDM with an ADD Alternate bid for an additional 2,600 sqft Metal Roof Retrofit to EPDM.

**Special Conditions:**

Work must comply with all OSHA safety guidelines.  
Contractor responsible for all paper work needed to obtain required permits. All permits must be posted on the job site prior to the commencement of work.  
Contractor responsible for all work associated within the scope of work.  
Contractor is responsible for all measurements.  
Site Visit: Wednesday, August 14, 2019 @ 10:00 AM.  
Proposal Due Date: Thursday, August 22, 2019 @ 2 pm.

**Work Location:**

A Time for Science  
729 Dickinson Avenue  
Greenville, NC 27834

**Bid submittal deadline:**     **Thursday, August 22, 2019 @ 2:00 PM.**  
Public Works Administration Building  
1500 Beatty Street  
Greenville, NC 27834

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**BASE BID: 4,400 sqft Storage Area roof** \$ \_\_\_\_\_

**Add Alternate: 2,600 sqft Garage Bay Area roof** \$ \_\_\_\_\_

**Addendum Acknowledgement** \_\_\_\_\_

**Please record each Addendum item received** \_\_\_\_\_

**Bid submitted by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Notes:

- 1. Bid will be considered valid for a period of 90 days after submittal**
- 2. City has the right to accept or reject any or all parts of the bids.**

**Devin Thompson**  
**Buildings and Grounds Superintendent**  
**Public Works Department**  
**City of Greenville, N. C. 27834**  
**252-329-4931**  
[dthompson@greenvillenc.gov](mailto:dthompson@greenvillenc.gov)

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## INVITATION FOR INFORMAL BID ON

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### A Time for Science Metal Roof Retrofit to EPDM

#### INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Devin Thompson, Buildings and Grounds Superintendent*, at the Public Works Administrative office 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 *Bids Enclosed, A Time For Science Roofing Project* and the name *Devin Thompson, Buildings and Grounds Superintendent*, 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 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 *Devin Thompson, Buildings and Grounds Superintendent*.

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 90 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 if requested 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](http://www.greenvillenc.gov/financialservices/purchasingdivision).

**Iran Divestment Act Certification:**

The CONTRACTOR hereby certifies that, it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The CONTRACTOR shall not utilize in the performance of the Agreement any subcontractor that is identified on the Iran Final Divestment List.

**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. The CONTRACTOR represents that the CONTRACTOR and its subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

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 via email to Devin Thompson, Buildings and Grounds Superintendent @ [dthompson@greenvillenc.gov](mailto:dthompson@greenvillenc.gov).

A pre-bid meeting and walk thru will be held on Wednesday August 14, 2019 at 10:00 AM at the following location:

A Time for Science  
729 Dickinson Avenue  
Greenville, NC 27834

Devin Thompson  
Buildings and Grounds Superintendent  
Public Works Department  
Greenville, NC 27834  
[dthompson@greenvillenc.gov](mailto:dthompson@greenvillenc.gov)

# **A Time for Science**

## **Metal Roof Retrofit to EPDM**

### **Scope of Work**

#### **Scope**

The intent of this scope of work is to ensure all required permits, safety, project materials, labor and daily site cleanliness are provided to retrofit the existing metal roof with a 60-mil EPDM roof membrane. Contractor shall utilize and submit for review an acceptable approved manufacturer such as Carlisle or other that offers a Metal Roof Retrofit design to achieve a manufacturer's warranty of no less than 20 years. The following items shall be included but not limited to the design:

- Design shall comply with ALL Manufacture's specifications
- Permit (Fee waived by City)
- Design plans to meet Building code, insulation R value for occupied space, and wind zone requirements
- Submittals for review
- Safety Plan
- Demolition- of all existing perimeter metals as needed
- Removal without damaging and reinstallation of existing gutters and downspouts
- Installation – of all wood nailers as needed
- New perimeter metal flashings and edge metals fabricated from 24 ga. Galvalume with factory applied color finish. Color to be chosen by owner's representative.
- HVAC curb flashings
- Tie in to existing roof membrane
- Daily site cleanup
- Coordination of final inspection by Manufacture's representative with City Staff

#### **Material/Installation**

1. Contractor is responsible for all measurements
2. Install new flashing/boots around any extruding pipes.
3. Install new perimeter drip edge
4. It is the responsibility of roofing contractor to protect working area from damage. Roofing contractor is responsible for repairs from any damage.
5. The work will be completed during normal business hours. All areas of work shall be cleaned up daily and any material will need to be secured after daily work is completed.
6. After completion of work the entire work site must be cleaned and free of any debris and materials from work performed.

#### **Warranty**

Provide a manufacturer's warranty no less than 20 years on all materials and labor