

BID TABULATION SHEET
City of Greenville, North Carolina
Public Works Department

Greenville Convention Center HVAC Replacement			
Vendor Name			Total
Frigi-Temp			\$252,276.01
Comfort Master			\$279,000.00
Eneco East			\$303,190.00
Piedmont			\$310,961.00
Schneider Electric			\$349,853.00
Mechanical Maintenance			\$357,809.38

Certified by: 
Ross Peterson, Building & Grounds Supervisor

8.0 CONTRACTOR INFORMATION

Contractor must provide the information below with the bid sheet.

CITY OF GREENVILLE
NORTH CAROLINA
PROSPECTIVE CONTRACTOR DATA FORM

Company Name: Comfort Master Mechanical Associates, Inc

Address: 1734 Union St. Greenville NC 27834

Phone Number: 252-752-1779 Mobile Phone Number: 252-531-7304

Email: robin@comfortmastermech.com Business Fax Number: 252-752-4758

Tax ID# 11-3687123

NC General Contractors License# N/A NC HVAC License # 14585 / NC Electrical License # 13465-L

Corporation or Partnership: Corporation

Number of Years in Business: 17 years

CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
REQUEST FOR BIDS

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.

Description

HVAC Replacement – Greenville Convention Center:

Lump Sum Bid Total

\$ 279,000.00

Bid reviewed, prepared and submitted by-

Company Name: Comfort Master Mechanical Assoc. Inc. Addenda Received: 0

Signed: Kenneth Robin Bowen

Print Name: Kenneth Robin Bowen

Date: January 7, 2020

activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.

- 5.3 It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

6.0 ADDENDUM

- 6.1 Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect.
- 6.2 Amendment: The contract may be amended from time to time through written agreement by both parties.

7.0 REFERENCE INFORMATION

All bidders must provide a list of three (3) client references of similar work. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Contractor must provide the information below with their bid sheet. Contractor must be experienced in projects of similar construction.

1. Company name: Custom Building Company
Contact person: Pete West
Title: President Phone No. 252-752-4220
2. Company name: C.A. Lewis Inc.
Contact person: Ross Woodall
Title: Project Mgr. Phone No. 252-757-3536
3. Company name: Vidant@ Roanoke Chewan Hospital
Contact person: Kimzy Myers
Title: Maintenance Phone No. 252-209-5564
Foreman

City of Greenville --AFFIDAVIT B-- Intent to Perform

Contract with Own Workforce.

County of Pitt

Affidavit of Comfort+Master Mechanical Associates Inc.

I hereby certify that it is our intent to perform 100% of the work required for the _____
(Name of Bidder)

HVAC Replacement - Greenville Convention Center contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

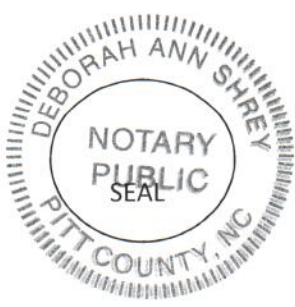
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: 1/7/2020 Name of Authorized Officer: Kenneth Robin Bowen

Signature: Kenneth Robin Bowen

Title: President



State of North Carolina, County of Pitt
Subscribed and sworn to before me this 7th day of January 2020
Notary Public Deborah Ann Shrey
My commission expires 9/14/2022

STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF GREENVILLE

I, Kenneth Robin Bowen (the individual attesting below), being duly authorized by and on behalf of Comfort Master Mechanical Assoc. Inc. (the entity bidding on project hereinafter "Employer") after first being duly

sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES , or
 - b. NO
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This 7th day of January, 2020.

Kenneth Robin Bowen
Signature of Affiant
Print or Type Name: Kenneth Robin Bowen

State of North Carolina City of Greenville

Signed and sworn to (or affirmed) before me, this the 7th
day of January, 2020.

My Commission Expires:

9/14/2022

Deborah Ann Shrey
Notary Public

(Affix Official/Notarial Seal)



INVITATION TO BID
Informal Bid
HVAC REPLACEMENT – Greenville Convention Center
CITY OF GREENVILLE
NORTH CAROLINA



Find yourself in good company

PRE-BID MEETING: TUESDAY, DECEMBER 10, 2019 @ 2:00 PM
GREENVILLE CONVENTION CENTER
303 SW GREENVILLE BLVD., GREENVILLE, NC

BIDS DUE: TUESDAY, JANUARY 7, 2020 @ 2:00 PM
PUBLIC WORKS
1500 BEATTY STREET, GREENVILLE, NC 27834

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:

Ms. Denisha Harris
Purchasing Manager
Telephone: (252) 329-4862
Email: dharris@greenvillenc.gov

QUESTIONS REGARDING THE SPECIFICATIONS:

Mr. Ross Peterson
Building and Grounds Supervisor
Telephone: (252) 329-4921
Email: rpeterson@greenvillenc.gov

**CITY OF GREENVILLE
ADVERTISEMENT FOR PROPOSALS
“HVAC Replacement – Greenville Convention Center”**

The City of Greenville, NC is requesting proposals for the “HVAC Replacement – Greenville Convention Center” located at the Greenville Convention Center, 303 SW Greenville Blvd.. The scope of work shall include but is not limited to the removal of the existing rooftop units, installation of new rooftop units, all electrical and other associated items.

This is a turn-key project.

A mandatory pre-bid meeting and site visit will be held at the Greenville Convention Center located at 303 SW Greenville Blvd., Greenville, NC on Tuesday, December 10, 2019 @ 2:00 PM.

A site visit is mandatory that will be available following the pre-bid meeting and the alternate date for those that attend mandatory pre-bid will be Thursday, December 12, 2019 @ 2:00 PM, by emailing Ross Peterson at rpeterson@greenvillenc.gov.

Sealed proposals will be received by the City of Greenville until Tuesday, January 7, 2020 by 2:00 PM at the Public Works Reception Desk located at 1500 Beatty Street, Greenville, NC 27834.

Mailed bids must be delivered to 1500 Beatty Street, Greenville, NC 27834 on or before Tuesday January 7, 2020 @ 2:00 PM and addressed to Mr. Ross Peterson, Building and Grounds Supervisor, with the words *Bid Enclosed, HVAC Replacement – Greenville Convention Center* on the outside of the mail carrier envelope. Bids received after the deadline will not be opened.

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 open and reviewed by city staff. A bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

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 Manager, 201 W. 5th Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

INSTRUCTIONS TO BIDDERS

**Proposal to Provide
HVAC Replacement – Greenville Convention Center
303 SW Greenville Blvd., Greenville, NC 27834**

1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.
2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a purchase order will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.
3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.
4. 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.
5. Questions regarding any procedure for submission of a proposal for the HVAC Replacement shall be directed by email to Ross Peterson, Building and Grounds Supervisor, @ rpeterson@greenvillenc.gov. Questions shall be submitted by 5:00 PM, Tuesday, December 17, 2019. Answers will be provided in an addendum and email to those that signed in at the pre-bid by 5:00 PM, Friday, December 20, 2019. If an addendum is provided it must be indicated by initialing on bid form. Addendums will be available on city web page.
6. If the Contractor is unable to provide a proposal for any reason, please send an email with an explanation to rpeterson@greenvillenc.gov.
7. By submitting a proposal for HVAC REPLACEMENT – Greenville Convention Center, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees, while on City property performing their duties.
8. Contractor must comply with all OSHA requirements associated with the work within this contract.
9. It is expected that work would begin sometime in March/April. However, such starting date is subject to change based on time needed to finalize contract documents.
10. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.
11. Parking and staging areas for equipment and materials can be arranged on site during the pre-construction meeting conducted prior to the work starting.
12. Work on this project will have to be performed so as to not disrupt operations of the buildings and grounds. Any work that the contractor feels that will be disruptive should be planned to be done after hours. This includes any closing of any streets around the buildings.
13. All work must be performed Monday – Saturday from 7:00 AM to 7:00 PM. Other hours will have to be approved in advance.
14. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.

SPECIFICATIONS

1.0 SCOPE:

The scope of work shall include, but is not limited to:

- 1.1 The Contractor shall provide all labor, equipment, crane, materials and insurance necessary to remove and replace the rooftop HVAC units [(7 units), six 27.5 ton packaged and one 6 ton package] and all necessary work to complete installation per the attached equipment specifications and drawings document, labeled as Exhibit "B".
- 1.2 New rooftop units shall be manufactured by Trane. No other manufacture will be accepted.
- 1.3 Include extended warranty of 10 years for compressor and heat exchanger parts as well as a 5 year parts, refrigerant and labor warranty.
- 1.4 Start up and commissioning shall be performed by Trane authorized representative.
- 1.5 The new 27.5 ton units will be placed on the existing curb with a new gasket provided by contractor. Visual inspection by the city and contractor of duct shall be performed prior to setting units in place. If any work is deemed necessary by the City than a change order will be created.
- 1.6 The new 6 ton unit will require an adapter to the existing curb with a new gasket provided by contractor. Visual inspection by the city and contractor of duct shall be performed prior to setting units in place. If any work is deemed necessary by the City than a change order will be created.
- 1.5 Install all new electrical service disconnects with watertight conduit from service disconnect to units.
- 1.6 All electrical and duct connections shall be included.
- 1.7 Installation of all programmable zone sensors.
- 1.8 All low voltage wiring shall be disconnected and reconnected by contractor.
- 1.9 Obtain all permits from the City of Greenville at no cost.
- 1.10 All areas of work shall be scheduled at least one (1) week in advance and be scheduled through the Building & Grounds Supervisor.
- 1.11 Cleanup and removal of all replacement units and debris at work site.

2.0 PAYMENT AND BID:

- 2.1 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.
- 2.2 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

2.3 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.

2.3 **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.

Refer to Exhibit "C" for all Minority and/or Woman Business Enterprise (MWBE) requirements.

Questions regarding the City's M/WBE Program should be directed to Ferdinand Rouse in the M/WBE Office at (252) 329-4462.

2.5 The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.

2.6 **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.

2.7 **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.

2.8 **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.

activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.

5.3 It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

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1. Company name: _____

Contact person: _____

Title: _____ Phone No. _____

2. Company name: _____

Contact person: _____

Title: _____ Phone No. _____

3. Company name: _____

Contact person: _____

Title: _____ Phone No. _____

8.0 CONTRACTOR INFORMATION

Contractor must provide the information below with the bid sheet.

**CITY OF GREENVILLE
NORTH CAROLINA
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: _____

Address: _____

Phone Number: _____ Mobile Phone Number: _____

Email: _____ Business Fax Number: _____

Tax ID# _____

NC General Contractors License# _____

Corporation or Partnership: _____

Number of Years in Business: _____

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
REQUEST FOR BIDS**

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.

Description

HVAC Replacement – Greenville Convention Center:

Lump Sum Bid Total

\$ _____

Bid reviewed, prepared and submitted by-

Company Name: _____

Addenda Received: _____

Signed: _____

Print Name: _____

Date: _____