

**INVITATION TO BID
Informal Bid
Public Works Administration and Fleet Buildings Restroom
Renovation
CITY OF GREENVILLE
NORTH CAROLINA**



Find yourself in good company

**PRE-BID MEETING: TUESDAY, NOVEMBER 24TH, 2020 @ 11:00 A.M.
PUBLIC WORKS
1500 BEATTY STREET, GREENVILLE, NC**

**BIDS DUE: TUESDAY, DECEMBER 15TH, 2020 @ 2:00 P.M.
PUBLIC WORKS
1500 BEATTY STREET, GREENVILLE, NC
alewis@greenvillenc.gov**

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. Aaron Lewis
Building Facilities Coordinator
Telephone: (252) 329-4919
Email: alewis@greenvillenc.gov*

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

Project:

**Public Works Administration and Fleet Buildings Restroom Renovation
Greenville, NC**

Summary of Work: Upgrade the restrooms at the City of Greenville – Public Works Administration and Fleet Buildings to promote hands-free operation and efficiency. The scope of work will encompass counter tops, plumbing fixtures, partitions, lighting upgrades and other items as listed.

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.

Contractor is responsible for all measurements.

Mandatory Pre-Bid Site Visit: Tuesday, November 24th, 2020 @ 11:00 a.m.

A second site visit will be available on Monday, November 30th, 2020 @ 2:00 p.m. only for attendees of the mandatory pre-bid site visit.

Work Location:

City of Greenville, NC – Public Works Buildings A & B

1500 Beatty St.

Greenville, NC 27834

Bid submittal deadline:

Tuesday, December 15th, 2020 @ 2:00 p.m.

Public Works Administration Building

1500 Beatty Street

Greenville, NC 27834

**Public Works Administration and Fleet Buildings Restroom Renovation
1500 Beatty St.
Greenville, NC 27834**

Contractor: _____

Address: _____

Phone Number: _____

BASE BID: _____ **Total: \$** _____

Addendum Acknowledgement _____

Please record each Addendum item received _____

Bid submitted by: _____

Signature: _____ **Date:** _____

Notes:

- 1. Bid will be considered valid for a period of 60 days after submittal**
- 2. City has the right to accept or reject any or all parts of the bids.**

**Aaron Lewis
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
alewis@greenvillenc.gov**

INVITATION FOR INFORMAL BID ON

INSTRUCTIONS TO BIDDERS

Each bid submitted must be clearly marked “Public Works Administration and Fleet Buildings Restroom Renovation” along with Bidder’s name and address. Bids may be submitted via mail, hand delivery, or email only. **NO BIDS WILL BE ACCEPTED BY FAX. PLEASE NOTE: IT IS THE BIDDER’S RESPONSIBILITY TO ENSURE THAT BIDS ARE RECEIVED BY Aaron Lewis, Buildings Facilities Coordinator (alewis@greenvillenc.gov) BY THE STATED DATE/TIME.** No late bids will be accepted. 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.

Bids submitted by mail or in person 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 *Aaron Lewis, Building Facilities 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 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.

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) 329-4862.

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 register online at the City of Greenville Vendor Self Service portal: <https://selfservice.greenvillenc.gov/MSS/Vendors/default.aspx>

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.

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.

A mandatory pre-bid meeting and site visit will be held on Tuesday, November 24th, 2020 at 11:00 a.m. at the following location:

City of Greenville, NC Public Works
1500 Beatty St.
Greenville, NC 27834

A second site visit will be available, only to attendees of mandatory pre-bid meeting, on November 30th, 2020 @ 2:00 p.m.

CDC guidelines, regarding COVID-19, are to be followed during both site visits.

Questions regarding scope of work shall be emailed to Aaron Lewis at alewis@greenvillenc.gov by Friday, December 4th @ 5:00 PM.

Answers to all questions will be sent and posted as an addendum by 5:00 PM Wednesday, December 9th, 2020.

Regardless of method, bid submittal deadline is Tuesday, December 15th, 2020 @ 2:00 p.m. to Aaron Lewis, Building Facilities Coordinator (alewis@greenvillenc.gov) Public Works Administration Building 1500 Beatty Street, Greenville, NC 27834.

Aaron Lewis
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
alewis@greenvillenc.gov

References

All bidders shall provide a list of three (3) client references of similar work. Include all reference information requested. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

1. Project Name: _____

Completion Date: _____

Company Name: _____

Contact Person: _____

Title: _____ Phone #: _____

2. Project Name: _____

Completion Date: _____

Company Name: _____

Contact Person: _____

Title: _____ Phone #: _____

3. Project Name: _____

Completion Date: _____

Company Name: _____

Contact Person: _____

Title: _____ Phone #: _____

City of Greenville, NC – Public Works

Public Works Buildings A & B – Restroom Renovation

Scope of Work

Upgrade the restrooms at the City of Greenville – Public Works Administration and Fleet Buildings to promote hands-free operation and efficiency.

Materials & Installation

1. Building A - Administration Office Women's Restroom

- a. Install solid surface counter tops with 45° return under and 2 - undermount sinks with Sloan SF-2250 Electronic Goose Neck Faucets.
- b. Remove existing mirror and install 2-24" x 36" stainless steel channel frame mirrors.
- c. Replace existing cabinet, color TBD.
- d. Replace partition walls, partition doors, hardware and ADA grab bars.
- e. Replace existing light fixtures with 5000k, 50 W LED troffer fixtures of the same size. Replace existing light switches with motion-sensing automatic switches.

2. Building A - Administration Men's Restroom

- a. Replace 2 stand-alone sinks with solid surface counter top 45° with return under and 2 - undermount sinks with Sloan SF-2250 Electronic Goose Neck Faucets.
- b. Remove existing mirror and install 2-18" x 36" stainless steel channel frame mirrors.
- c. Install new Sloan G2 8180 automatic flush valves on existing urinals.
- d. Replace partition walls, partition doors, hardware and ADA grab bars.
- e. Replace existing light fixtures with 5000k, 50 W LED troffer fixtures of the same size. Replace existing light switches with motion-sensing automatic switches.

3. Building A - Assembly Room Men's Restroom

- a. Install solid surface counter tops with 3 - stainless steel undermount sinks and Sloan SF-2250 Electronic Goose Neck Faucets.
- b. Install new Sloan G2 8180 automatic flush valves on existing urinals.
- c. Replace partition walls, partition doors and hardware.
- d. Remove existing mirror and replace with 3-24" x 36" stainless steel channel frame mirrors.

- e. Remove existing paper towel/soap dispensers and fill void with block for a finish to match existing block.
- f. Replace existing light fixtures with 5000K, 50 W LED troffer fixtures of the same size. Replace existing light switches with motion-sensing automatic switches.

5. Building A - Assembly Room Women's Restroom

- a. Install solid surface counter top with 2- stainless steel undermount sinks and 2 - Sloan SF-2250 Electronic Goose Neck Faucets.
- b. Remove existing mirror and install 2 - 24" x 36" stainless steel channel frame mirrors.
- c. Replace partition walls, partition doors and hardware.
- d. Replace existing light fixtures with 5000k, 50 W LED troffer fixtures of the same size. Replace existing light switches with motion-sensing automatic switches.
- e. Remove existing metal paper towel/soap dispensers and fill void with block for a finish match to existing block.
- f. Remove existing wall light and cover electrical box with stainless steel cover.

6. Building B - Light-side Men's Restroom

- a. Replace existing hand washing station with 48" 2 - faucet stainless steel, foot operated hand washing basin.
- b. Install new Sloan G2 8180 automatic flush valves on existing urinals.
- c. Replace partition walls, partition doors and hardware.
- d. Replace existing sink with stainless steel wash basin and Sloan SF-2250 Electronic Goose Neck Faucet, with 24" x 36" mirror over.
- e. Remove existing trash receptacle (beside hand washing station) and fill void with wood and cover wall with white FRP panels.
- f. Remove existing clothes hanger and install new 6' stainless steel or aluminum, wall-mount clothes hanger with shelf.
- g. Replace existing light fixtures with 5000k, 50 W LED troffer fixtures of the same size. Replace existing light switches with motion-sensing automatic switches.

7. Building B - Light-side Women's Restroom

- a. Replace existing vanity with solid surface vanity, undermount sink and Sloan SF-2250 Electronic Goose Neck Faucet.
- b. Remove existing mirror and install 1 - 24" x 36" stainless steel channel frame mirror.
- c. Remove existing wall light and cover electrical box with stainless steel cover.

d. Replace existing light fixtures with 5000k, 50 W LED fixture of the same size. Replace existing light switches with motion-sensing automatic switches.

e. Remove existing toilet and replace with comfort-height, pressure assist toilet.

8. Building B - Heavy-side Restroom

a. Remove existing partition.

b. Replace existing sink with ADA-compliant stainless steel wash basin and Sloan SF-2250 Electronic Goose Neck Faucet.

c. Remove existing mirror and install 1 - 24" x 36" stainless steel channel frame mirror. Add full length-mirror if ADA height cannot be achieved with the above mirror.

d. Install new door pulls on both sides of door and ADA-compliant bathroom privacy mortise lock. Remove existing deadbolt and cover hole with appropriate cover plate.

e. Replace existing light fixtures with 5000k, 50 W LED fixture of similar design. Replace existing light switches with motion-sensing automatic switches.

9. Patch all holes and paint all walls in all work areas.

10. Colors will be determined by owner prior to construction.

11. Contractor is to provide itemized pricing.

12. Work is to be completed during normal business hours. All areas of work are to be cleaned up daily by the contractor.

13. Contractor is to provide a list of subcontractors intended to be used to complete the scope of work.

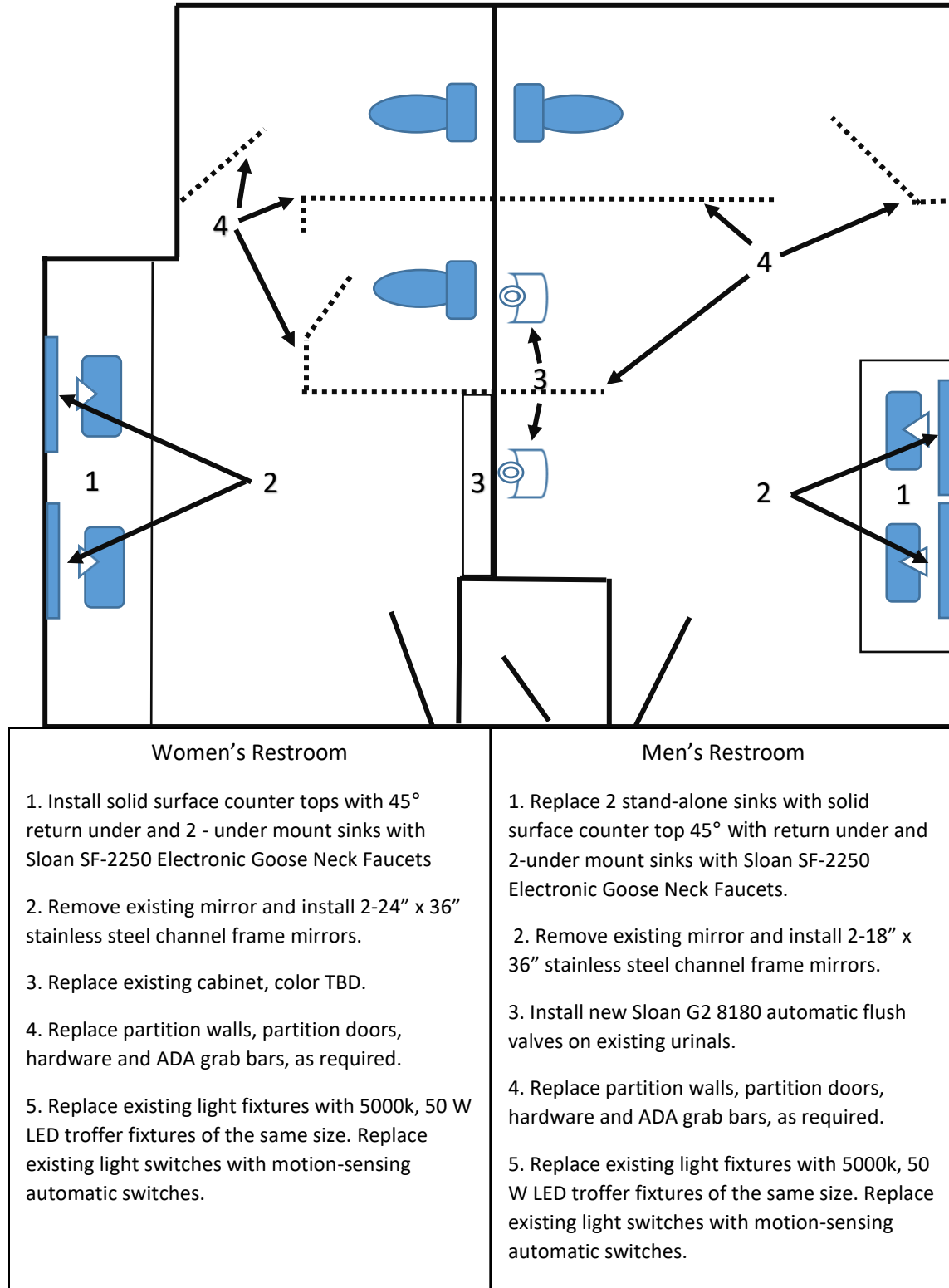
13. Contractor is responsible for all damages caused during completion of scope of work.

14. Contractor is to provide operation/installation manuals and manufacturer warranty information as part of close out documents.

14. Completion of work will be determined by final inspection to the satisfaction of a City of Greenville, NC Public Works designee.

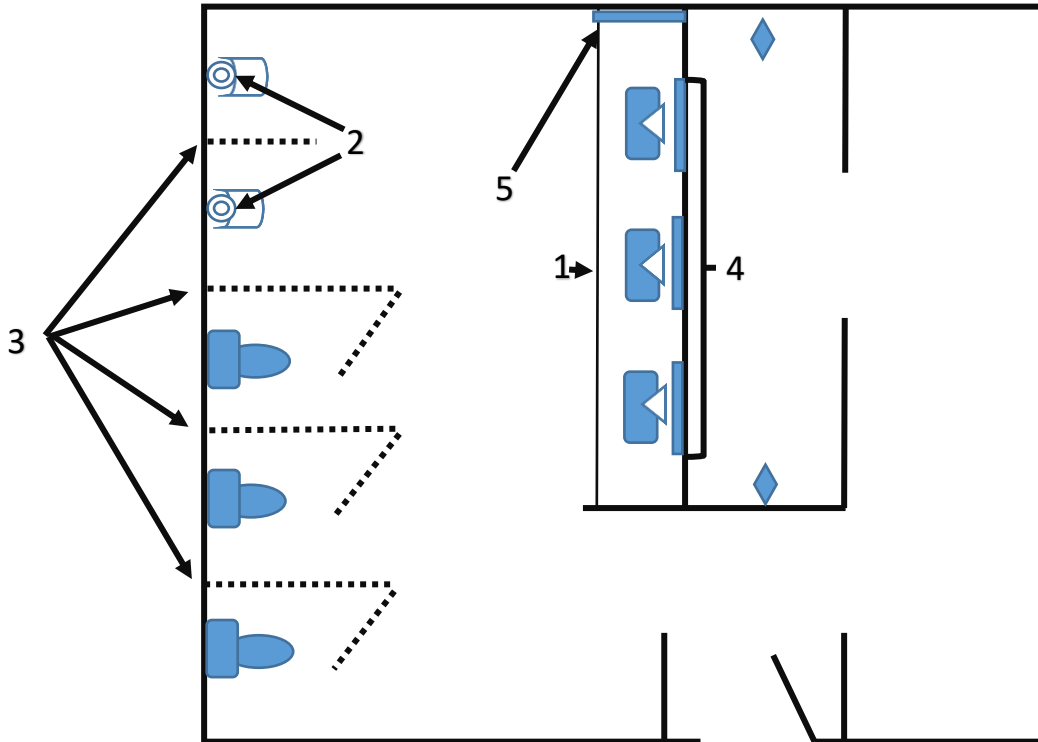
Public Works – Administration

Exhibit A



Public Works Assembly Room Men's Restroom

Exhibit A

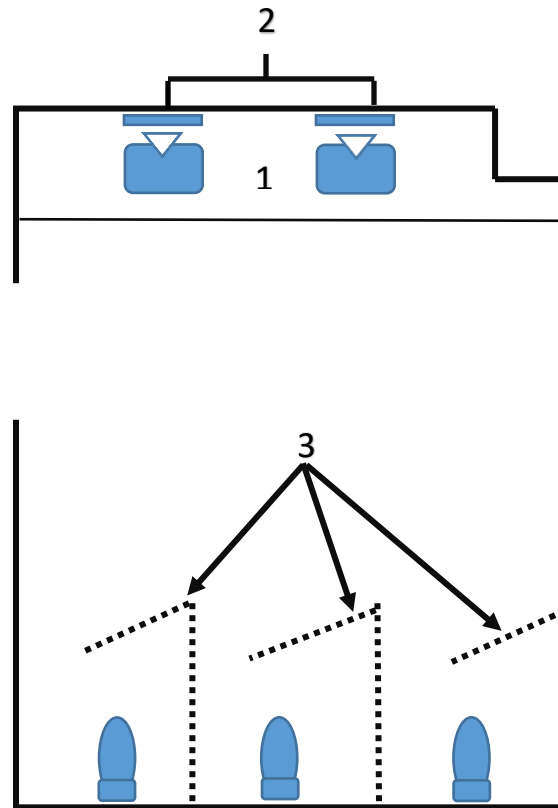


Men's Restroom

1. Install solid surface counter tops with 3 stainless steel under-mount sinks and Sloan SF-2250 Electronic Goose Neck Faucets.
2. Install new Sloan G2 8180 automatic flush valves on existing urinals.
3. Replace partition walls, partition doors and hardware.
4. Remove existing mirror and replace with 3-24" x 36" stainless steel channel frame mirrors.
5. Remove existing paper towel/soap dispensers and fill void with block for a finish to match existing block.
6. Replace existing light fixtures with 5000K, 50 W LED troffer fixtures of the same size. Replace existing light switches with motion-sensing automatic switches.

Public Works Assembly Room Women's Restroom

Exhibit A

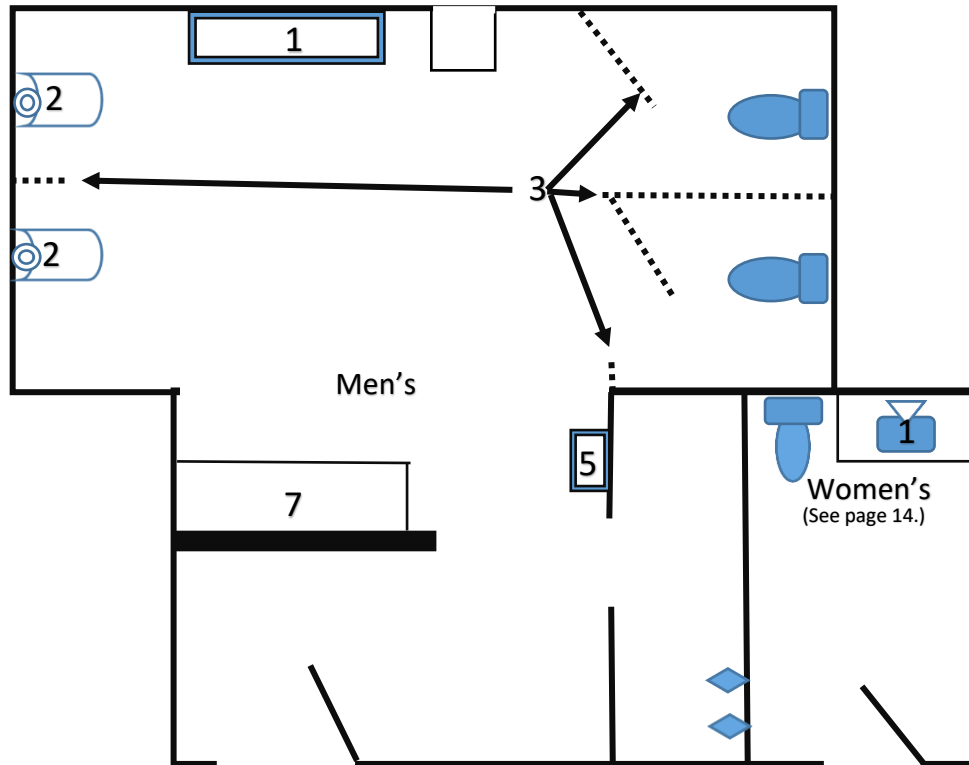


Women's Restroom

1. Install solid surface counter top with 2- stainless steel under-mount sinks and 2- Sloan SF-2250 Electronic Goose Neck Faucets.
2. Remove existing mirror and install 2-24" x 36" stainless steel channel frame mirrors.
3. Replace partition walls, partition doors and hardware.
4. Replace existing light fixtures with 5000k, 50 W LED troffer fixtures of the same size. Replace existing light switches with motion-sensing automatic switches.
5. Remove existing paper towel/soap dispensers and fill void with block for a finish to match existing block.

Public Works Building B “Light Side” Restrooms

Exhibit A



Men's Restroom

1. Replace existing hand washing station with 48" 2-faucet stainless steel, foot operated hand washing basin.
2. Install new Sloan G2 8180 automatic flush valves on existing urinals.
3. Replace partition walls, partition doors and hardware. Add 18" x 24" partition between urinals.
4. Replace existing sink with stainless steel wash basin and Sloan SF-2250 Electronic Goose Neck Faucet, with 24" x 36" mirror over.
6. Remove existing trash receptacle (beside hand washing station) and fill void with wood and cover wall with white FRP panels.
7. Remove existing clothes hanger and install new 6' stainless steel or aluminum, wall-mount clothes hanger with shelf.
8. Replace existing light fixtures with 5000k, 50 W LED troffer fixtures of the same size. Replace existing light switches with motion-sensing automatic switches.

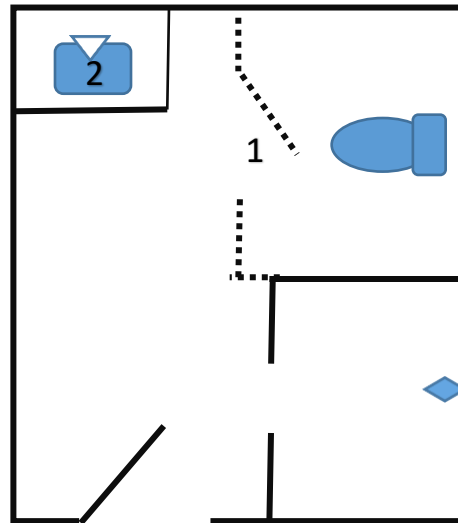
Women's Restroom

(See page 13.)

1. Replace existing vanity with solid surface vanity, under-mount sink and Sloan SF-2250 Electronic Goose Neck Faucet.
2. Remove existing mirror and install 1-24" x 36" stainless steel channel frame mirror.
3. Remove existing wall light.
4. Replace existing light fixtures with 5000k, 50 W LED fixture of the same size. Replace existing light switches with motion-sensing automatic switches.
5. Remove existing toilet and replace with comfort-height, pressure assist toilet.

Public Works Building B “Heavy Side”

Exhibit A



1. Remove existing partitions.
2. Replace existing sink with ADA-compliant stainless steel wash basin and Sloan SF-2250 Electronic Goose Neck Faucet.
3. Remove existing mirror and install 1-24" x 36" stainless steel channel frame mirror. Add full length-mirror if ADA height cannot be achieved with the above mirror.
4. Install new door pulls on both sides of door and ADA-compliant bathroom privacy mortise lock. Remove existing deadbolt and cover existing deadbolt hole with appropriate cover plate.
5. Replace existing light fixtures with 5000k, 50 W LED fixture of same size.