



RECREATION AND PARKS

Informal Bid Request

Project:

Concrete Shelter Floor
Wildwood Park
Greenville, NC

Scope of Work:

Provide material and labor to prep, form and install new concrete flooring under one shelter located at Wildwood Park.

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.

A mandatory pre-bid meeting will be held Wednesday, February 10, 2021 at 10:00 AM.

Work Location:

Wildwood Park
3450 Blue Heron Drive
Greenville, NC

Bid Submittal deadline:

Wednesday, February 17, 2021 @ 2:00 PM

Via email to: mwatson@greenvillenc.gov

INVITATION FOR INFORMAL BID ON

CONCRETE SHELTER FLOOR – WILDWOOD PARK

INSTRUCTIONS FOR BIDDERS

The person, firm or corporation making a proposal shall submit a bid 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 preferred method of delivery of the bid is by email to mwatson@greenvillenc.gov. The bid may also be mailed to the address above in a sealed envelope but must be received prior to the submittal deadline time and date stated and shall have the words *Bid Enclosed, Concrete Flooring – Wildwood Park.* *Attn: Mike Watson* along with the company name on the outside of the sealed envelope.

All mailed bids received in the office 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.

All bids shall be submitted using Attachment A and shall include the required responses and 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No bid may be changed or withdrawn after the time of the opening.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/Purchasing Manager 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 with the City of Greenville's online portal, Vendor Self Service.

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.

All emailed and mailed bids shall be submitted on the attached bid submittal form, Attachment A.

A mandatory pre-bid meeting will be held on Wednesday, February 10, 2021 at 10:00 AM. Meeting will take place outside and COVID precautions will be used (six feet distance and mask). Site is located at:

Wildwood Park (entrance gate)
3450 Blue Heron Drive
Greenville, NC

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

Concrete Shelter Floor – Wildwood Park

Scope of Work

Scope

Provide labor and material for the preparation, forming and installation of new concrete flooring under an existing shelter at Wildwood Park. The new concrete will be poured over an existing sand base and between existing concrete boarders. The concrete pad shall have a broom finish. All of the work shall be to industry standards and requirements of local and NC State building codes.

Demolition

Any debris associated with the installation of the new concrete pad shall be removed and properly disposed of offsite.

Material/Installation

1. Contractor is responsible for all measurements.
2. At the designated shelter install new concrete flooring. Concrete shall be a minimum of 3000 psi with fiberglass reinforcing and be 4” thick with a broom finish and expansion joints.
3. Install expansion joints next to the existing concrete boarders.
4. Install a vapor barrier prior to installing the new concrete.
5. Prep and fill/remove as needed the area to receive the new concrete. Remove any vegetation growing as needed.
6. Form and pour to industry standards. The new concrete shall be level with the existing concrete boarders.
7. Contractor is responsible for supplying any water or electricity needed to install the new concrete. There are no utilities at the site.
8. Contractor shall take care not to damage any concrete, shelters, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project. Any deep ruts/holes caused by any vehicles or equipment shall be the responsibility of the contractor to fill in or repair.

Attachments

- A. Required bid form
- B. Existing shelter
- C. Site map of shelters

Warranty

Provide a 2 year labor warranty on all labor and material.

Bid Form

Concrete Shelter Floor – Wildwood Park:

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

BIDS ARE DUE BY 2:00 PM WEDNESDAY, FEBRUARY 17, 2021

ATTACHMENT B



