

**INVITATION TO BID**  
**Informal Bid**  
**City Hall West Wing Roof Coating**  
**CITY OF GREENVILLE**  
**NORTH CAROLINA**



*Find yourself in good company*

**PRE-BID MEETING: TUESDAY, JUNE 8<sup>TH</sup> , 2021 @ 2:00 PM**  
**CITY HALL, CONFERENCE ROOM 337**  
**200 W. 5<sup>TH</sup> ST., GREENVILLE, NC**

**BIDS DUE: TUESDAY, JUNE 22<sup>ND</sup>, 2021 @ 2:00 PM**  
**PUBLIC WORKS**  
**1500 BEATTY STREET, GREENVILLE, NC**

**CONTACT PERSONS:**

**QUESTIONS REGARDING THE BID PACKAGE:**

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

**QUESTIONS REGARDING THE SPECIFICATIONS:**

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

**Informal Bid Request Form**  
**Project:**  
**City of Greenville, NC**  
**City Hall West Wing Roof Coating**  
**Greenville, NC 27858**

**Scope of Work:**

Provide labor and materials to coat the existing 60 mil Verisco TPO roof membrane of the City Hall West Wing with a fluid applied, high silicone coating compatible with system to manufacturer's specifications.

**Materials and Installation:**

1. Replace any deteriorated or wet insulation per Owner provided, third-party thermal scan. Price as separate line item, per board foot.
2. Clean specified roof surface with a minimum 3000 psi pressure washer to remove all grease/oils, mold/mildew, dirt/dust and foreign objects that would prevent proper adhesion of applied coating. Remaining debris shall be removed broom or vacuum. Any chemicals used shall be compatible with the existing Verisco TPO membrane and be approved by owner before use.
3. Perform adhesion test to manufacturer's specification.
4. Make necessary repairs to the existing roof membrane as required by the manufacturer.
5. Prepare all seams, flashings, penetrations and transitions to manufacturer's specifications.
6. Seal fresh air intakes into the building with traps or heavy plastic sheeting prior to application of roof coating. Coordinate with Owner for location of intakes and scheduling. Building should be assumed to be occupied at all times.
7. Protect all surfaces not to be coated. All spills, splatters, drips, etc. shall be cleaned up immediately.
8. Furnish and apply a fluid applied, high solid silicone roof coating the specified surface by means of roller application to manufacturer's specification during correct weather conditions.
9. Work will be completed between the hours of 7:00 AM and 5:00 PM Monday – Friday.
10. Contractor is responsible all damages causing during performance of scope of work.
11. All areas of work shall maintain a safe working zone and cleaned up daily. All generated debris shall be removed from worksite and disposed of properly upon completion.
12. Upon receiving Purchase Order work shall be completed within 60 days.

**Special Conditions:**

Contractor must comply with OSHA regulations.

Contractor must supply SDS forms for materials used.

Contractor is responsible for all work associated within the scope of work.

**Warranty**

Provide a fifteen (15 year) manufacturer's system warranty on material and two (2) year labor warranty.

**Informal Bid Request Form**  
**City of Greenville, NC**  
City Hall West Wing Roof Coating  
200 E. 5<sup>th</sup> St.  
Greenville, NC 27858

**Company:** \_\_\_\_\_

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

\_\_\_\_\_

**Total Bid:** \$ \_\_\_\_\_

**Alternate 1:** Insulation Replacement, per Sq. Ft. \$ \_\_\_\_\_

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

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

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.**

**Contact:**

Aaron Lewis  
Building Facilities Coordinator  
Public Works Department  
City of Greenville, N. C. 27834  
[alewis@greenvillenc.gov](mailto:alewis@greenvillenc.gov)

# INVITATION FOR INFORMAL BID ON

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## City Hall West Wing Roof Coating

### INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Aaron Lewis, Building Facilities Coordinator*, at the Public Works Administrative offices 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, City Hall West Wing Roof Coating* and the name *Aaron Lewis, Building Facilities Coordinator* should 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 *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 will 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.

A mandatory pre-bid meeting and site visit will be held on Tuesday, June 8th, 2021 at 2:00 PM at the following location:

Greenville City Hall, Conference Room 337  
200 w. 5<sup>th</sup> St.  
Greenville, NC 27858

A second site visit will be available, only to attendees of mandatory pre-bid meeting, on June 10th, 2021 @ 2:00 p.m.

Questions regarding scope of work shall be emailed to Aaron Lewis at [alewis@greenvillenc.gov](mailto:alewis@greenvillenc.gov) by 5:00 PM Tuesday, June 15<sup>th</sup> @ 5:00 PM.

Answers to all questions will be sent and posted as an addendum by 5:00 PM Friday, June 18th, 2020.

Bid submittal deadline is Tuesday, June 22<sup>nd</sup>, 2021 @ 2:00 PM. 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](mailto: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 #: \_\_\_\_\_