



RECREATION AND PARKS

Informal Bid Request

Project:

Flooring Replacement
Drew Steele Center
Greenville, NC

Scope of Work:

Provide material and labor to remove the existing floor coverings and install new vinyl composite tiles and cove base at the Drew Steele Center.

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.

Mandatory Pre-bid Meeting & Site Visit will be held on August 3, 2021 at 10:00 AM

Work Location:

Drew Steele Center
1058 S. Elm St.
Greenville, NC

Bid Submittal deadline:

Tuesday, August 17, 2021 @ 2:00 PM

Via email to: mwatson@greenvillenc.gov

INVITATION FOR INFORMAL BID ON

DREW STEELE CENTER FLOORING REPLACEMENT

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, Drew Steele Flooring Replacement*** ***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.

The bidder shall include the required responses and supply all the information as indicated on the Bid Form, Attachment A. 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No bid may be changed or withdrawn after the time of the opening.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.

LIQUIDATED DAMAGES: If the Contractor fails to complete the work within the time specified in the bid package, the Contractor shall pay liquidated damages to the City of Greenville in the amount of \$100.00 for each calendar day of delay until the work is completed or accepted.

If your firm is unable to submit a bid for any reason, please send an email or letter of explanation.

Questions regarding any part of this proposal shall be directed via email to Mike Watson, Parks Coordinator, at mwatson@greenvillenc.gov

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 Tuesday, August 3, 2021 at 10:00 AM.

Site is located at:

Drew Steele Center
1058 S. Elm St.
Greenville, NC

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

Drew Steele Center Flooring Replacement

Scope of Work

Scope

Provide labor and material to install new floor covering in the lobby and hall areas. All associated work for the installation of the vinyl composite tile (VCT) shall be included. Provide samples of VCT and cove base from a full range of manufacturer's colors and patterns. The operation of the Center will remain open while the work is ongoing so all work will need to be coordinated with staff.

Demolition

Remove all existing carpet in the areas of work and all other associated materials. Removal of all existing adhesives shall be per manufacturer's requirements for proper bond of new adhesives. There will be no dumpster for use by the contractor. All material shall be disposed of properly off site.

Schedule

All work shall be completed by the end of the day on Friday, October 8, 2021.

Material/Installation

1. Contractor is responsible of all measurement.
2. **Base Bid VCT – Lobby & Hall Areas:** Provide and install VCT by Armstrong, Standard Excelon or approved equal. New VCT shall match the existing tile in the multipurpose room as close as possible. Install per manufacturer's recommendations. Strip and apply a minimum of two coats of wax after installation.
3. **Alternate #1 VCT – Office Area:** Provide and install VCT by Armstrong, Standard Excelon or approved equal. New VCT shall match the existing tile in the multipurpose room as close as possible. Install per manufacturer's recommendations. Strip and apply a minimum of two coats of wax after installation.
4. **Alternate #2 Carpet – Office Area:** Provide and install Patcraft Product's carpet tile; Surface Striation or Inclusion design in the Gemscape collection or approved equal. Install per manufacturer's recommendations.
5. Prior to the installation of the new floor covering, perform an InSitu RH moisture testing to insure slab moisture content is within manufacturer's required RH level.
6. Contractor shall coordinate with staff to move furniture, equipment, etc. as needed for the removal of and installation of the new floor covering.
7. Remove the existing cove base and install new continuous 4" Standard TP rubber cove base. Color to be selected from a full range of manufacturer's selections.

8. Provide an additional 10 percent for each floor covering and cove base installed.
9. Contractor shall take care not to damage any doors, furniture, walls, fixtures, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.
10. No work shall start prior to 8:00 AM. All areas of work shall be cleaned up and any material will need to be out of the way after work is completed for the day.

Warranty

Provide a standard manufacturer's warranty on all material and a minimum two (2) year labor warranty. Provide close out documentation and warranty information prior to submitting final invoice.

Bid Form

Drew Steele Center Flooring Replacement:

Contractor Name and Address: _____ _____ _____	
Phone Number: _____	Date: _____
<i>Base Bid Amount:</i>	\$ _____
<i>Alternate #1 Amount:</i>	\$ _____
<i>Alternate #2 Amount:</i>	\$ _____
Addenda: _____	
Submitted by: _____	
Signature: _____	

BIDS ARE DUE BY 2:00 PM TUESDAY, AUGUST 17, 2021