



RECREATION AND PARKS

**Informal Bid Request**

**Project:**

Volleyball Court Electrical Service  
H. Boyd Lee Park  
Greenville, NC

**Scope of Work:**

Provide material and labor to install a new electrical panel and subpanel for the volleyball courts located at H. Boyd Lee 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.

***Mandatory Pre-bid Meeting & Site Visit will be held on August 17, 2021 at 10:00 AM***

**Work Location:**

H. Boyd Lee Park (Volleyball Courts)  
5184 Corey Road  
Greenville, NC

**Bid Submittal deadline:**

**Tuesday, August 31, 2021 @ 2:00 PM**

Via email to: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

## INVITATION FOR INFORMAL BID ON

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### VOLLEYBALL COURT ELECTRICAL SERVICE - HBLP

#### 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](mailto: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, HBLP Volleyball Electrical Service* *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No bid may be changed or withdrawn after the time of the opening.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](http://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](mailto: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 17, 2021 at 10:00 AM. Site is located at:

H. Boyd Lee Park (Volleyball Courts)  
5184 Corey Road  
Greenville, NC

Mike Watson  
Parks Coordinator  
Recreation & Parks Department  
2000 Cedar Lane  
City of Greenville, N. C. 27835  
[mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

## **Volleyball Court Electrical Service - HBLP**

### **Scope of Work**

#### **Scope**

Provide labor and material to install a 200 amp meter/panel combo and a 200 amp Nema 3R subpanel for the volleyball courts at H. Boyd Lee Park. All associated work for the installation of the new service shall be included. All of the work shall be to industry standards and requirements of local and NC State Electrical codes. Permits (no cost) and inspections are required.

#### **Demolition**

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

#### **Material/Installation**

1. Contractor is responsible for any and all measurements.
2. Install a new 200amp 240V 3 phase meter/panel combo. Mount on PVC coated black metal poles and channel. Install top caps on the poles and end caps on the channels. (see Attachment B for general area of installation)
3. Install a 200 amp 3 phase Nema 3R subpanel at the designated area (to be determined) at the volleyball court. Mount on PVC coated black metal poles and channel. Install top caps on the poles and end caps on the channels.
4. Install one outlet and covering required by code at the location of the subpanel.
5. Wire from the main panel to the subpanel shall be installed underground via direct burial. Be aware of an existing water line in the area (see Attachment B).
6. All underground conduit shall be PVC schedule 80. Use rigid steel conduit coming from the ground to the panel(s).
7. Install underground conduit from the new meter to the incoming electrical service. Coordinate requirements with Greenville Utilities.
8. Install ¾" conduit underground from the new subpanel to the existing irrigation control panel.
9. Contractor shall be responsible to submit any forms, drawings, etc. to obtain the electrical permit. All permits will be at no cost due to City owned property.
10. Any damage caused by the contractor shall be repaired prior to the completion of the project.
11. 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 one (1) year labor warranty.

**Bid Form**

Volleyball Court Electrical Service:

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

***BIDS ARE DUE BY 2:00 PM TUESDAY, AUGUST 31, 2021***

Existing Water Line

