

**INVITATION TO BID
Informal Bid
Police-Fire/Rescue Interior Paint
CITY OF GREENVILLE
NORTH CAROLINA**



Find yourself in good company

**PRE-BID MEETING: TUESDAY, NOVEMBER 16, 2021 @ 2:00 PM
POLICE-FIRE/RESCUE
500 S. GREENE ST., GREENVILLE, NC**

**BIDS DUE: TUESDAY, DECEMBER 7, 2021 @ 2:00 PM
PUBLIC WORKS
500 S. GREENE ST., GREENVILLE, NC**

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:

*Mrs. Angelene Brinkley
Interim Financial Services Manager
Telephone: (252) 329-4862
Email: AEBrinkley@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:
Police-Fire/Rescue Interior Paint
Greenville, NC**

Summary of Work: Provide labor, equipment and materials to paint the specified areas of the interior of the Police-Fire/Rescue Building.

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 16, 2021 @ 2:00 PM

A second site visit will be available on Thursday, November 18, 2021 @ 2:00 p.m. only for attendees of the mandatory pre-bid site visit.

Work Location:

Police-Fire/Rescue Headquarters
500 S. Greene St.
Greenville, NC 27834

Bid submittal deadline:

Tuesday, December 7, 2021 @ 2:00 PM
Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

Police-Fire/Rescue Restroom Renovations

500 S. Greene St.
Greenville, NC 27834

Contractor: _____

Address: _____

Phone Number: _____

BASE BID: Area indicated by red line. **Total:** \$ _____

Add Alternate 1: Epoxy Paint for Fire/Rescue Office hallway. Area indicated by blue dashed lines on Page 9. **Add Alternate 1 Total:** \$ _____

Add Alternate 2: Paint Fire/Rescue sleeping quarters and officers/female quarters restrooms. Area indicated by blue line on Page 10.

Add Alternate 2 Total: \$ _____

Add Alternate 3: Paint outer walls of offices indicated by yellow line on Pages 10 & 11.

Add Alternate 3 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

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, Police-Fire/Rescue Interior Paint* 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 tax 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/vss/Vendors/default.aspx>

The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance must be maintained during the duration of the contract.

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.

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.

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 16 , 2021 at 2:00 PM at the following location:

City of Greenville, Police-Fire/Rescue Headquarters -1st Floor Conference Rooms A&B
500 S. Greene St.
Greenville, NC 27834

A second site visit will be available, only to attendees of mandatory pre-bid meeting, on November 18, 2020 @ 2:00 p.m.

Questions regarding scope of work shall be emailed to Aaron Lewis at alewis@greenvillenc.gov by 5:00 PM Monday, November 29, 2021 @ 5:00 PM.

Answers to all questions will be sent and posted as an addendum by 5:00 PM Thursday, December 2, 2021.

Bid submittal deadline is Tuesday, December 7, 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

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 Public Works Department
Informal Bid Request Form**

**Project:
Police-Fire/Rescue Interior Paint
500 S. Greene St.
Greenville, NC 27858**

Scope of Work: Provide labor, equipment and materials to paint/refinish the specified areas of the City of Greenville, NC Police-Fire/Rescue Headquarters.

Schedule:

Work is to begin 60 days after issuance of Purchase Order and be completed within 60 calendar days. Purchase order may cancelled if work does not begin within the specified time. Liquidated damages may apply if schedule is adhered to.

Materials and Installation:

1. Remove all loose or flaking paint from all surfaces to be painted.
2. Any holes, sheetrock damage shall be repaired before painting to achieve a Level 4 finish. All corner guards are to be removed, holes filled and replaced with new clear, plastic corner guards.
3. It is the Contractor's responsibility to protect all unpainted surfaces, fixtures, equipment, floors, staff and all City property from drips, spills and/or splatters and damage from work performed. The Contractor is responsible for damage caused during the completion of the scope work.
4. It is the Contractor's responsibility to clean and secure the worksite daily and complete the scope of work in way that does not interfere with daily operations.
5. It is the Contractor's responsibility to move and replace all furnishings, wall hangings, cover plates, equipment, shelving or any other items that will have to be moved to complete the scope. Items will be replaced to the satisfaction of City of Greenville, NC staff.
6. All currently painted doors and frames are to be completely painted (See paint schedule).
7. All wooden doors are be sanded to achieve proper adhesion and have two coats of polyurethane applied (See paint schedule).

8. All wood trim in the main entrance lobby is to be sanded to achieve proper adhesion and have two coats of polyurethane applied (See paint schedule).
9. All coatings should of consistent coverage and be free of defects that include runs, sags, variation in color, brush/roller marks or holidays.
10. Colors shall match existing colors unless specified by PW Buildings Facilities Coordinator. All colors and paint specifications must be approved by PW Buildings Facilities Coordinator before application.
11. Two coats of paint are to be applied to all areas specified.
12. All painted surfaces in all stairwells are to be recoated. This includes the hand rails, stair step faces, roof access ladder and entry doors. Two-part epoxy paint will be used on all stairwell wall surfaces below 5 feet (See paint schedule).
13. All work is to be completed between the hours of 6:00 p.m. and 6:00 a.m. Monday – Friday, except alternate 2. Alternate 2 should be performed between 8:00 a.m. and 5:00 p.m. Sleeping quarters must be able to be used by 6:00 p.m. each day.
14. Wall paper is to be removed from Fire/Rescue Conference Room #125, with all adhesive removed and walls finished to Level 4 finish. Apply one coat of primer and 2 coats of paint (See paint schedule).
15. All staff/laborers shall remain in the area of work during the completion of the scope of work, except for ingress/egress to the work location.
16. Scheduling will be approved by City of Greenville staff.
17. Contractor is to provide all signage/flagging to protect newly painted surfaces.
18. All debris/ trash is to be properly disposed of offsite. Cleaning of brushes, equipment and materials is to occur offsite.
19. Completion of work is to be determined by City of Greenville, NC staff.

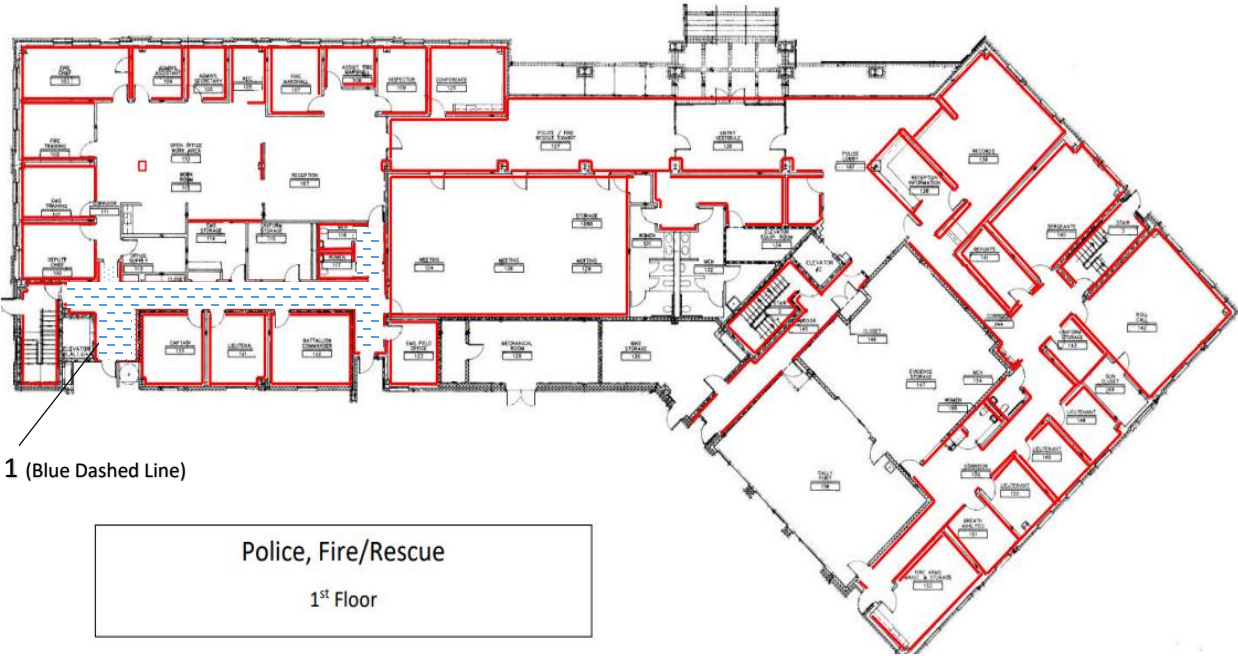
Special Conditions:

- Contractor must comply with OSHA regulations.
- Contractor is responsible for all work associated within the scope of work.

Warranty:

Provide a 2 year warranty on all labor and materials.

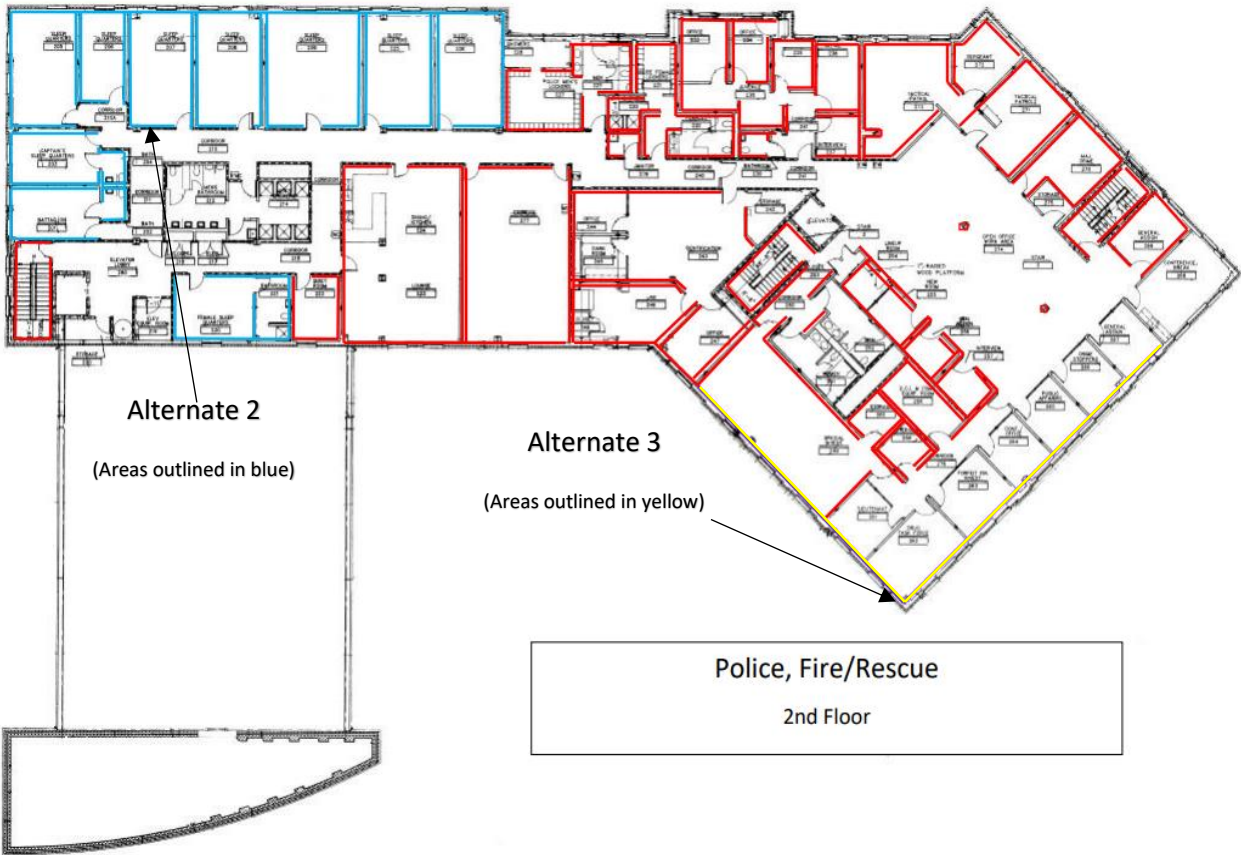
Police-Fire/Rescue Interior Paint



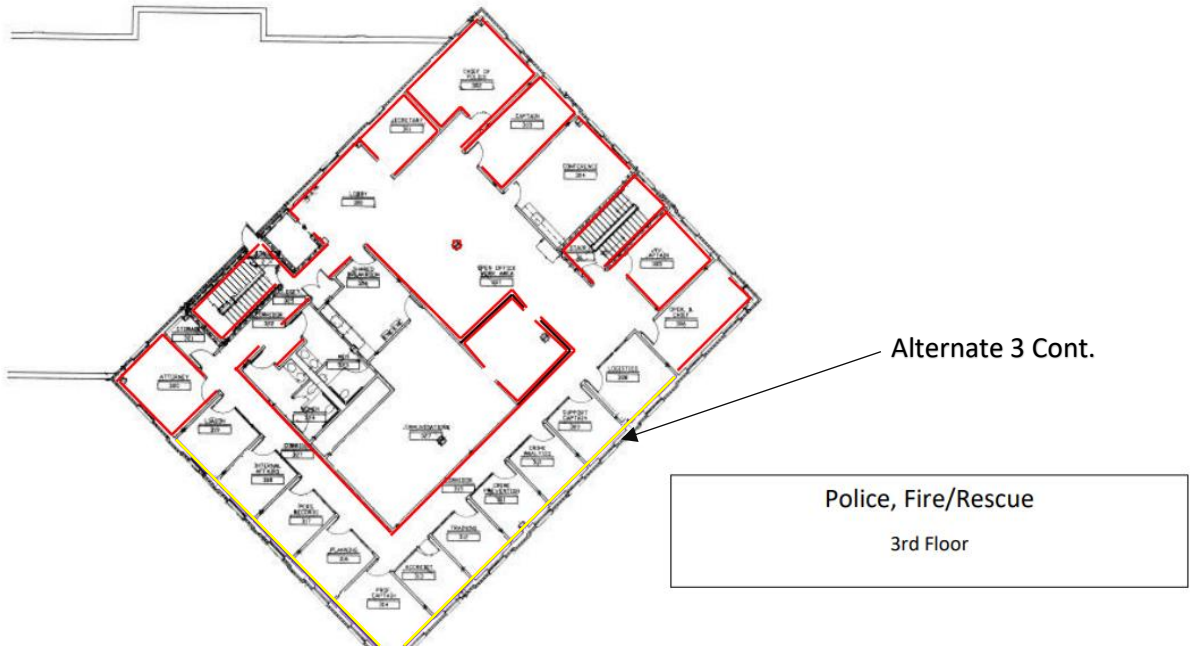
Alternate 1 (Blue Dashed Line)

Police, Fire/Rescue
1st Floor

Police-Fire/Rescue Interior Paint



Police-Fire/Rescue Interior Paint



Alternate 3 Cont.

Police, Fire/Rescue
3rd Floor

Paint Schedule

Drywall:

Primer: PrepRite ProBlock Latex Primer/Sealer

First Coat: Sherwin Williams Duration Acrylic Latex Matte

Second Coat: Sherwin Williams Duration Acrylic Latex Matte

Restrooms:

First Coat: Sherwin Williams Pro Industrial Pre-Catalyzed Water-Based Epoxy Eggshell

Second Coat: Sherwin Williams Pro Industrial Pre-Catalyzed Water-Based Epoxy Eggshell

Stairwells (Walls Below 5'):

First Coat: Sherwin Williams Pro Industrial High Performance 2-Part Epoxy

Second Coat: Sherwin Williams Pro Industrial High Performance 2-Part Epoxy

Stairwells: (Railings, Step Faces,)

First Coat: Sherwin Williams Duration Acrylic Latex Semi-Gloss

Second Coat: Sherwin Williams Duration Acrylic Latex Semi-Gloss

Wood: (Doors and Lobby Trim):

First Coat: Minwax Fast-Drying Polyurethane 350 VOC Oil-Based Semi-Gloss

Second Coat: Minwax Fast-Drying Polyurethane 350 VOC Oil-Based Semi-Gloss