

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



*Find yourself in good company*

**PRE-BID MEETING: TUESDAY, NOVEMBER 16, 2021 @ 10:00 AM  
POLICE-FIRE/RESCUE  
500 S. GREENE ST., GREENVILLE, NC**

**BIDS DUE: THURSDAY, DECEMBER 9, 2021 @ 2:00 PM  
PUBLIC WORKS  
1500 BEATTY 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](mailto:AEBrinkley@greenvillenc.gov)*

**QUESTIONS REGARDING THE SPECIFICATIONS:**

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

**City of Greenville Public Works Department  
Informal Bid Request Form**

**Project:**

**Police-Fire/Rescue Restroom Renovations  
Greenville, NC**

**Summary of Work:** Provide labor, equipment and materials to upgrade restrooms at the City of Greenville, NC – Police-Fire/Rescue Building. The scope of work will encompass counter tops, fixtures, partitions, lighting and other items as listed.

**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 @ 10:00 AM**

A second site visit will be available on November 18, 2021 @ 10:00 a.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:**

Thursday, December 9, 2021 @ 2:00 PM  
Public Works Administration Building  
1500 Beatty Street  
Greenville, NC 27834

Police-Fire/Rescue Interior Restroom Renovations

**500 S. Greene St.  
Greenville, NC 27834**

**Contractor:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**BASE BID:** \_\_\_\_\_ **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](mailto:alewis@greenvillenc.gov)

# INVITATION FOR INFORMAL BID ON

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## 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 *Police-Fire/Rescue Restroom Renovations* 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/vss/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.

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 web page 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.

**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:

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

A second site visit will be available, only to attendees of mandatory pre-bid meeting, on Thursday, November 18, 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 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 Thursday, December 9, 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 #: \_\_\_\_\_

# City of Greenville, NC

## Police-Fire/Rescue

### Restroom Renovation

#### **Scope of Work**

Provide labor, equipment and materials to upgrade the restrooms in the Police-Fire/Rescue Building.

#### **Schedule:**

Work is to begin 60 days after issuance of Purchase Order and be completed within 60 days of start date. Work will be completed in stages determined by Owner. Purchase Order may be cancelled if work does not begin within the specified time. Liquidated damages may apply if schedule is not adhered to.

#### **Materials & Installation**

##### **1. First Floor Lobby Restrooms**

- a. Remove existing countertops and replace with solid surface countertop with return and (4) under-mount sinks with (4) Sloan SF-2250 Electronic Goose Neck Faucets. Provide framing and 45° degree return to conceal plumbing.
- b. Remove existing flush valves and replace with Sloan G2 8110 (water closets) and Sloan G2 8180 (urinals).
- c. Remove wallpaper and adhesive, patch all holes and finish drywall to level 4 finish. Apply 2 coats of Sherwin Williams Pro Industrial Pre-Catalyzed Water-Based Epoxy Eggshell over compatible primer.
- d. Replace existing light fixtures with 5000k LED panels of the same size.
- d. Remove existing partitions and replace with solid plastic partitions of the dimensions.
- e. Remove existing mirrors and replace with (2) 24" x 36" stainless steel channel frame mirrors.
- f. Remove flaking paint and/or rust, prime and paint HVAC diffusers. Replace ceiling tiles with Certainteed BET 157 ceiling tiles or equivalent approved by Owner
- g. Remove existing ADA grab bars and replace with new items of the same dimensions.



## **2. Police 2<sup>nd</sup> Floor Restrooms**

- a. Remove existing countertop and replace with solid surface countertop with return and (2) under-mount sinks with (2) Sloan SF-2250 Electronic Goose Neck Faucets. Provide framing and 45° degree return to conceal plumbing.
- b. Remove existing flush valves and replace with (3) Sloan G2 8110 (water closets) and (1) Sloan G2 8180 (urinals).
- c. Remove all wallpaper and adhesive, patch all holes and finish drywall to level 4 finish. Apply 2 coats of Sherwin Williams Pro Industrial Pre-Catalyzed Water-Based Epoxy Eggshell over compatible primer.
- d. Replace existing light fixtures with 5000k LED panels of the same size.
- d. Remove existing partitions and replace with solid plastic partitions of the dimensions.
- e. Remove existing mirrors and replace with (2) 24" x 36" stainless steel channel frame mirrors.
- f. Remove flaking paint and/or rust, prime and paint HVAC diffusers. Replace ceiling tiles with Certainteed BET 157 ceiling tiles or equivalent approved by Owner
- g. Remove existing ADA grab bars and replace with new items of the same dimensions.

## **3. Fire/Rescue 2<sup>nd</sup> Floor Staff Restroom**

- a. Remove existing sinks and replace with solid surface countertop with return and (4) under-mount sinks with (4) Sloan SF-2250 Electronic Goose Neck Faucets. Provide framing and 45° degree return to conceal plumbing.
- b. b. Remove existing flush valves and replace with (2) Sloan G2 8110 (water closets) and (2) Sloan G2 8180 (urinals).
- c. Patch all holes and finish drywall to level 4 finish. Apply 2 coats of Sherwin Williams Pro Industrial Pre-Catalyzed Water-Based Epoxy Eggshell over compatible primer. Caulk around shower stalls with silicone caulk.
- d. Replace existing light fixtures with 5000k LED panels of the same size.
- e. Remove existing partitions and replace with solid plastic partitions of the dimensions.
- f. Remove existing mirrors and replace with (2) 24" x 36" stainless steel channel frame mirrors.
- g. Remove flaking paint and/or rust, prime and paint HVAC diffusers. Replace ceiling tiles with Certainteed BET 157 ceiling tiles or equivalent approved by Owner.
- h. Remove existing ADA grab bars and replace with new items of the same dimensions

#### **4. Police 3<sup>rd</sup> Floor Restrooms**

- a. Remove existing countertop and replace with solid surface countertop with return and (2) under-mount sinks with (2) Sloan SF-2250 Electronic Goose Neck Faucets. Provide framing and 45° degree return to conceal plumbing.
  - b. Remove existing flush valves and replace with (3) Sloan G2 8110 (water closets) and (1) Sloan G2 8180 (urinals).
  - c. Remove all wallpaper and adhesive, patch all holes and finish drywall to level 4 finish. Apply 2 coats of Sherwin Williams Pro Industrial Pre-Catalyzed Water-Based Epoxy Eggshell over compatible primer.
  - d. Replace existing light fixtures with 5000k LED panels of the same size.
  - d. Remove existing partitions and replace with solid plastic partitions of the dimensions.
  - e. Remove existing mirrors and replace with (2) 24" x 36" stainless steel channel frame mirrors.
  - f. Remove flaking paint and/or rust, prime and paint HVAC diffusers. Replace ceiling tiles with Certainteed BET 157 ceiling tiles or equivalent approved by Owner
  - g. Remove existing ADA grab bars and replace with new items of the same dimensions.
5. Colors will be determined by Owner prior to construction.
  6. Paint is to be Sherwin Williams Pro Industrial Pre-Catalyzed Water-Based Epoxy Eggshell with compatible primer or equivalent approved by Owner.
  7. Vendor is to provide itemized pricing by trade.
  8. Work is to be completed during normal business hours.
  9. Vendor is responsible for all damages caused during completion of scope of work.
  10. While onsite, the Contractor and all subcontractors will maintain appropriate person conduct. No foul language, excessive noise, horseplay, smoking, etc..... will be allowed onsite.
  11. Contractor is to provide a list of subcontractors intended to be used to complete the scope of work.
  12. Submittals for all materials must be provided by the Contractor and approved by Owner before work can begin.
  13. All materials must be delivered and available for use before work can begin.
  14. Contractor is to provide operation/installation manuals and manufacturer warranty information as part of close-out documents.
  15. Completion of work is to be determined by City of Greenville, NC Public Works Dept. designee. All deficient items must be corrected before work is considered complete.

