



RECREATION AND PARKS

Informal Bid Request

Project:

Auditorium Renovation
Jaycee Park
Greenville, NC

Scope of Work:

Provide material and labor to renovate the auditorium and refinish cabinets in the administration building at Jaycee 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.

A mandatory pre-bid meeting will be held Tuesday, November 9, 2021 at 9:00 AM.

Work Location:

Jaycee Park Admin Building
2000 Cedar Lane
Greenville, NC

Bid Submittal deadline:

Tuesday, November 23, 2021 @ 2:00 PM

Via email to: mwatson@greenvillenc.gov

INVITATION FOR INFORMAL BID ON

AUDITORIUM RENOVATIONS

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, Auditorium Renovations 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.

All bids shall be submitted using Attachment A and shall include the required responses and 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No bid may be changed or withdrawn after the time of the opening.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.

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, November 9, 2021 at 9:00 AM. COVID precautions will be used (six feet distance and masks for unvaccinated required).

Site is located at:

Jaycee Park Admin Building
2000 Cedar Lane
Greenville, NC

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

Auditorium Renovation

Scope of Work

Scope

Provide labor and material to renovate the auditorium at the Jaycee Park admin building. The work will include painting the walls, doors and trim, refinishing hardwood floor stage, and ceiling tile replacement. Work will also include refinishing and existing wood cabinet and replacement of a vanity in a restroom. All of the work shall be to industry standards. This will be a time sensitive project and must be completed in the time allotted.

Demolition

Any debris associated with the renovation and repair shall be removed and properly disposed of offsite.

Instructions

1. Contractor is responsible for all measurements.
2. Plastic laminate style to be picked from samples provided by the contractor.
3. Contractor shall take care not to damage any portion of the existing building including the terrazzo floor, landscaping, sidewalks, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.
4. No work shall start prior to 7:30AM. Building will remain open to the public and staff. All areas of work shall be cleaned up daily.
5. This is a time sensitive project. **All work must start the week of January 3, 2022 and must be completed by Wednesday, January 19, 2022. Liquidated Damages will apply to this project.**

Attachments

- A. Required bid forms
- B. Paint Schedule

Warranty

Provide a standard manufacturer's warranty on all material and a minimum two (2) year labor warranty.

BID FORMS

ATTACHMENT A

Area	Line	Description	Bid Amount
Auditorium	1	Contractor shall paint all the walls, wood doors, baseboard, trim, etc. The rear wall behind the stage shall be an accent wall. Sand and prep all stained wood to receive paint. Paint both sides of the metal doors and jamb. Paint the wood doors and jambs inside of the auditorium. Paint shall be Sherwin Williams or approved equal. See attached paint schedule for type of paint and color.	\$ _____
	2	Replace missing baseboard. Match the existing style. Paint as required.	\$ _____
	3	Remove the existing coat hangers and prep the wood to be painted. Install new chrome coat hangers spaced at 10" apart.	\$ _____
	4	Prep and paint the existing black cubbies.	\$ _____
	5	Sand and refinished the floor and steps of the stage. Include the front of the storage area under the stage.	\$ _____
	6	Replace all ceiling tiles with new.	\$ _____
	7	Open and clean all 2x4 light fixtures. Replace the broken lens to match at 1 fixture.	\$ _____
	8	Replace all ceiling fans with new white fans. Size to match existing.	\$ _____

Area	Line	Description	Bid Amount
Director's Office	9	Refinish the outside of the existing wood cabinet. Replace all cabinet pulls and hinges with new (provide three samples of each). Remove all items on the doors for a smooth finish. Replace the countertop with a new laminate countertop with square edges. Reinstall the outlet that matches the new laminate color.	\$ _____
	10	Install a recessed electrical outlet with cable access on the north wall. Outlet to be equal to Legrand 2 gang plastic wall electrical box (Lowes). Electrical wiring shall be inside the wall accessed from the ceiling. Run cable for TV and hook into the existing TV cable.	\$ _____
Main Restrooms	11	Replace the entire vanity in the men's restroom. Length and width shall match the existing. ADA section of the vanity shall be 34" max height with 27" min. knee space. Reuse the existing sinks, faucets, and plumbing. New plastic laminate shall be picked from samples provided by the contractor.	\$ _____
	12	Replace the laminate on the women's restroom vanity. Reuse the existing sinks, faucets, and plumbing. New plastic laminate shall be picked from samples provided by the contractor.	\$ _____

TOTAL BID	\$ _____
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Product Submittal

Jaycee Park Auditorium

Presented By:
Michael Weimar
SALES- Sales Representative PC Multi-Segment

(252) 378-5461
michael.p.weimar@sherwin.com

SHERWIN-WILLIAMS
303 E ARLINGTON BLVD
GREENVILLE, NC 27858 5017
(252) 756-6108

October 22, 2021

Interior Finishes

Brick

Primer: B51W00620 - PrepRite® ProBlock® Interior/Exterior Latex Primer/Sealer White

First Coat: A97W01251 - Duration Home® Interior Latex Satin Extra White

Notes: Color: Olympus White SW 6253

Second Coat: A97W01251 - Duration Home® Interior Latex Satin Extra White

Notes: Color: Olympus White SW 6253

Steel Doors

Finish: B34T00254 - ProMar® 200 Interior Alkyd Semi-Gloss Ultradeep

Notes: Color: Black

Drywall

Finish: A97W01251 - Duration Home® Interior Latex Satin Extra White

*Notes: Color: Accent Wall: Serious Gray
SW 6256*

Wood - Interior (Baseboards and Trim)

Primer: B49W00600 - Extreme Block Alkyd Primer

First Coat: A98T01254 - Duration Home® Interior Latex Semi-Gloss Ultradeep

Notes: Color: Black

Second Coat: A98T01254 - Duration Home® Interior Latex Semi-Gloss Ultradeep

Notes: Color: Black

**SHERWIN-WILLIAMS.**

Data Pages
available upon request