



RECREATION AND PARKS

Informal Bid Request

Project:

Seal Coat and Stripe Parking Lot
H. Boyd Lee Park
Greenville, NC

Scope of Work:

Provide labor and material to seal coat and stripe the asphalt parking lot and associated areas per industry standards 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.
A site visit is recommended but is not required to submit a bid.

Work Location:

H. Boyd Lee Park
5184 Corey Road
Greenville, NC

Bid Submittal deadline:

Wednesday, February 23, 2022 @ 2:00 PM
Via email to: mwatson@greenvillenc.gov

INVITATION FOR INFORMAL BID ON

SEAL COAT AND STRIPE PARKING LOT – H. BOYD LEE PARK

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, Seal Coat Parking Lot - HBLP 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No bid may be changed or withdrawn after the time of the opening.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.

Questions regarding any part of this proposal shall be directed via email to Mike Watson, Parks Coordinator, at mwatson@greenvillenc.gov The last day to submit questions is Wednesday, February 16, 2022 by 10:00 AM.

All emailed and mailed bids shall be submitted on the attached bid submittal form, Attachment A.

There will be no pre-bid meeting for this project. It will be the responsibility of the contractor to visit the site prior to the bid. Site is located at:

H. Boyd Lee Park
5184 Corey Road
Greenville, NC

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

Seal Coat & Stripe Parking Lot H. Boyd Lee Park

Specifications

1. **Description**

Preparation, repair, sealcoating and striping of parking space to the existing asphalt parking lots, entrances and associated lanes at H. Boyd Lee Park. The Contractor shall furnish at its own expense, all labor, vehicles, equipment, barricades, tools, fuel, facilities, and any other items necessary to accomplish the work required for this project.

The Contractor shall provide and apply two applications of pavement sealer over the existing asphalt surfaces and stripe the parking spaces. (See Attachment B for area of work - approximately 61,000 SF)

2. **Site Conditions**

- A. Apply coating when pavement temperature is at least fifty five (55) degrees and air temperature is the same and rising.
- B. Apply coating during dry weather and when rain is not anticipated.

3. **Preparation**

- A. Where required, spray all vegetation at pavement edges with applicable chemical to kill weeds, and grasses prior to job start date.
- B. Prime oil spots. Heat and scrape excess oil off pavement and apply oil spot primer to promote adhesion of sealer.
- C. Prior to seal coating, clean all applicable asphalt surfaces and remove all loose debris from the job site and discard.

4. **Crack Repair**

- A. Use cold applied crack filling material and methods to repair existing cracks. Include in the bid price 1600 linear feet for repairing cracks. On the bid sheet include a price per linear foot to repair cracks. Contractor is to coordinate with the Owner prior to repairing any cracks.
- B. Clean cracks of all dirt, debris and vegetation prior to applying crack filler
- C. For cracks up to ½” apply appropriate material. Sealant may be applied directly from the container, pour pot, crack banding equipment or mechanized pumping equipment. Allow to dry before sealcoating.
- D. For cracks larger than ½” wide and up to 1” wide, apply trowel grade crack filler or other suitable patching material. Apply with trowel, squeegee or straightedge. Allow to dry before sealcoating.
- E. All crack filling material shall be applied per manufacturer’s instructions and product data sheets.

5. **Application**
 - A. Allow each coat to cure sufficiently between coats.
 - B. Allow final coat to dry overnight under good drying conditions before allowing traffic.
 - C. Application rate must be in accordance with manufacturer's specification with a minimum of one (1) coat per fifty (50) square feet to the gallon.

6. **Striping**
 - A. All striping of lines and any other marking on pavement shall be re-applied to match the existing locations and layout.
 - B. Paint shall be applied by approved commercial striping equipment at the manufacturer's suggested application rate.
 - C. All paint shall be acrylic polymer water base fast drying traffic paint in white. It shall conform to NCDOT standards. All lines shall be 4" wide.

7. **Protection**
 - A. Barricade as needed to protect the areas of work.
 - B. All barricades will be supplied and set up prior to commencement of work and removed from job site after completion of project.

8. **Notes/Information**
 - A. Contractor is responsible to verify all measurements.
 - B. Contractor shall take care not to damage any asphalt, fencing, landscaping, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.
 - C. The Contractor shall submit a plan that will allow access to the park prior to the start of work and shall coordinate with the City of Greenville prior to any work taking place.
 - D. *All work shall be completed by April 29, 2022. Liquidated Damages will apply to this project. Contractor shall give two weeks' notice prior to starting any work.*

9. **Warranty**
 - A. Contractor shall provide a standard manufacturer's warranty on all products used and a minimum of a one (1) year warranty on workmanship and labor.

Bid Form

Seal Coat and Stripe Parking Lot – H. Boyd Lee Park:

| | |
|--|--------------------|
| Contractor Name and Address: _____ _____ _____ | |
| Phone Number: _____ | Date: _____ |
| <i>Bid Amount:</i> | \$ _____ |
| <i>Crack Repair per linear foot:</i> | \$ _____ lf |
| Addenda: _____ | |
| Submitted by: _____ | |
| Signature: _____ | |

BIDS ARE DUE BY 2:00 PM WEDNESDAY, FEBRUARY 23, 2022

