

**INVITATION TO BID
RFP # 21-22-39
Informal Bid
Uptown Parking Deck Caulk
CITY OF GREENVILLE
NORTH CAROLINA**



Find yourself in good company

**PRE-BID MEETING: WEDNESDAY, MARCH 23, 2022 @ 1:00 P.M.
UPTOWN PARKING DECK
120 E. 4TH ST., GREENVILLE, NC 27858**

**BIDS DUE: MONDAY, MARCH 28, 2022 @ 2:00 P.M.
PUBLIC WORKS
500 S. GREENE ST., GREENVILLE, NC**

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:

*Mrs. Angelene Brinkley
Interim Purchasing 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:
Uptown Parking Deck Caulk
Greenville, NC**

Summary of Work: Remove all existing caulk from all vertical and horizontal control/expansion joints, prepare and caulk all vertical and horizontal control/expansion joints at the City of Greenville, NC – Uptown Parking Deck.

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: Wednesday, March 23, 2022 @ 1:00 PM

Work Location:

Uptown Parking Deck
120 E. 4th St
Greenville, NC 27858

Bid submittal deadline:

Monday, March 28, 2022 @ 2:00 PM
Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834
alewis@greenvillenc.gov

Uptown Parking Deck Caulk

120 E. 4th St.

Greenville, NC 27858

Contractor: _____

Address: _____

Phone Number: _____

BASE BID: Area indicated by red line. **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
City of Greenville, NC – Uptown Parking Deck Caulk

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, Uptown Parking Deck Caulk* 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. Emailed bid submissions will accepted by the specified time at: alewis@greenvillenc.gov

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) 329-4462.

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/MSS/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 Wednesday, March 23, 2022 at 1:00 PM at the following location:

City of Greenville, NC - Uptown Parking Deck
120 E. 4th St.
Greenville, NC 27858

Questions regarding scope of work shall be emailed to Aaron Lewis at alewis@greenvillenc.gov by 5:00 PM, Thursday, March 24th, 2022

Answers to all questions will be sent and posted as an addendum by 5:00 PM Friday, March 25, 2022.

Bid submittal deadline is 2:00 PM Monday, March 28th, 2022. 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:

**City of Greenville, NC
Uptown Parking Deck Caulk
120 E. 4th St.
Greenville, NC 27858**

Scope of Work:

Remove existing caulk, bond-breaker tape and backer rod at all vertical and horizontal control/expansion joints. Prepare surface and apply caulk to all vertical and horizontal control/expansion joints.

Schedule:

The Uptown Parking Deck will be closed for caulk repairs from **8:00 a.m. Monday, July 11, 2022 to 7:00 a.m. Monday, July 18, 2022**. Work must be complete and site cleaned and ready for vehicle and pedestrian traffic at 7:00 a.m. July 18, 2022.

Materials and Installation:

1. Surface Preparation

- a. Remove existing sealant, backer rod from all existing caulk joints.
- b. Remove from substrate foreign material that could interfere with adhesion of sealant, including dirt, dust, existing sealant or oil/grease.
- c. Clean substrate by brushing, grinding, mechanical-abrading or a combination of methods to provide a working surface prepared to sealant manufacturer's specifications. Wipe with solvent prior to sealant application.
- d. Apply masking tape, as needed, to protect adjacent surfaces. Remove immediately, after tooling, without disturbing sealant.

2. Installation

- a. Provide and install properly sized backer and/or bond-breaker to manufacturer's specification to prevent 3-sided adhesion of sealant. Backer should be installed to allow for uniform shape and depth of sealant with no gaps between ends of backers.
- b. Mix sealant as required by manufacturer.
- c. Apply DynaTrol®II to all vertical and horizontal control/expansion joints per manufacturer's requirements for the width and depth of each joint. Surface must dry before application
- d. Immediately tool sealant after application to form a uniform, smooth bead; to remove air pockets and to ensure contact and adhesion of sealant with sides of joint.
- e. If tooling agent is required, mineral spirits is acceptable.
- f. Remove excess sealant from surfaces adjacent to joints.
- g. If newly installed sealant is damaged during the completion of the scope of work, sealant must be repaired to be indistinguishable from original work.
- f. Colors will be chosen by Owner from standard colors offered by manufacturer.

3. Cleaning

- a. Worksite must be cleaned daily. Materials should be secured at the end of the work day. Limited material storage is available onsite. Materials stored must not present a risk of fire or damage to the property.
- b. No onsite disposal is available. All generated debris must be removed from the site and disposed of properly.
- c. At the completion of work, the site should be cleaned and all materials and debris removed from site.

4. Protection

- a. Protect sealant during cure time from damage from contact with contaminating substances and damage. The City of Greenville will provide closure of facility and limited on-site support.
- b. Vendor is responsible for protecting City property, citizens and their property from damage/injury during the completion of the scope of work.

5. All materials should be purchased and available for use before work begins.

6. Work is to be completed in the time specified above. After-business hours work is acceptable.

7. Contractor is responsible for all damages caused during the completion of the scope of work.

8. Contractor is responsible for all measurements

9. Contractor is to provide SDS sheets and specification data sheets for materials used.

10. Contractor must be certified and licensed to install Pecora Corporation DynaTrol®II.

11. Completion of work is to be determined by City of Greenville, NC staff. On-going inspections by City of Greenville will be performed, with noted deficiencies to be corrected before work is considered to be complete. Completion will be determined by City of Greenville staff after deficiencies are corrected.

Special Conditions:

- Contractor must comply with OSHA regulations.
- Contractor is responsible for all work associated within the scope of work.
- Contractor must comply with Schedule (see above).

Warranty: Provide a 5 year warranty on labor and materials.

