



RECREATION AND PARKS

## Informal Bid Request Form

### Project:

Pressure Wash Pedestrian Bridge  
Town Common Park  
Greenville, NC

#### Scope of Work:

Provide labor and equipment to pressure wash the pedestrian bridge at Town Common 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.

***There will be no scheduled pre-bid meeting. Contractors are encouraged to visit the site before placing a bid.***

#### Work Location:

Town Common Park  
100 E. 1<sup>st</sup> Street  
Greenville, NC

#### Bid submittal deadline:

**Thursday, June 23, 2022 @ 2:00 pm**

Via email to: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

## INVITATION FOR INFORMAL BID ON

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### PRESSURE WASH PEDESTRIAN BRIDGE – TOWN COMMON

#### 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](mailto:mwatson@greenvillenc.gov). The bid may also be mailed to the address above but must be received prior to the submittal deadline time and date stated and shall have the words *Bid Enclosed, Pressure Wash Bridge. Attn: Mike Watson* along with the company name on the outside of the sealed envelope.

All bids 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No bid may be changed or withdrawn after the time of the opening.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 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.**

**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 the 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](http://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.

If your firm is unable to submit a bid for any reason, please send an email or letter of explanation.

Questions regarding any part of this proposal shall be directed via email to Mike Watson, Parks Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

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

There will be no pre-bid meeting but a site visit is recommended prior to submitting a bid.

Site is located at:  
Town Common Park  
100 E. 1<sup>st</sup> Street  
Greenville, NC

Mike Watson  
Parks Coordinator  
Recreation & Parks Department  
2000 Cedar Lane  
City of Greenville, N. C. 27835  
[mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

## **Pressure Wash Pedestrian Bridge Town Common Park**

### **Scope of Work**

#### **Scope**

Provide labor and equipment to clean the pedestrian bridge by pressure washing all components of the bridge that is located at located at Town Common Park, 100 E. 1<sup>st</sup> Street. The work shall include but is not limited to the cleaning of the rails, trusses, and concrete decking. Include pressure washing two concrete information markers at each end of the bridge.

#### **Demolition**

Any debris that may occur during the scope of work shall be disposed of properly offsite.

#### **Material/Installation**

1. Contractor is responsible for all measurements. See Attachment B for the area of work.
2. The qualified Contractor shall have the equipment, materials, and labor necessary to clean all metal and concrete associated with the bridge including two concrete markers at the each end of the bridge.
3. There is a water source at each end of the bridge that the Contractor will be allowed to use.
4. The use of chemicals or cleaning agents is prohibited. Pressure wash using only water is allowed.
5. Take care not to remove any paint from the bridge. Any removed areas will need to be repainted to match the existing paint style and color.
6. Do not direct spray any light fixtures, electrical outlets, switches, cameras, etc. that may cause damage.
7. Proper personal protection equipment must be worn by all employees and supervisors at all times as required by OSHA or other regulations.
8. Contractor must ensure no trip hazards exist for employees or the public while utilizing water hoses.
9. Do not operate any equipment around or near vehicles or pedestrians.
10. Heavy equipment is not allowed on the concrete decking. Scissor lifts can be used.
11. The bridge will be closed during the day to allow the work to be done. It shall be the contractor's responsibility to supply barricades and signage at both ends of the bridge stating the bridge is closed.
12. Work shall be performed during the hours of 7:00 AM to 6:00 PM. The bridge will open up to pedestrian traffic at 6:00 PM. Contractor shall remove the barricades, equipment, hoses, etc. to allow pedestrian use.

13. The work shall be completed in four (4) consecutive days, weather permitting. The work shall start on a Monday morning and be completed by Thursday evening. All work shall be completed by August 18<sup>th</sup>. Liquidated Damage will apply to this project.
14. Bidders shall have completed similar projects and shall provide references and contact information on the Reference Information sheet included with their bids. All required forms must be included with the bid and shall be filled out correctly. Failure to provide the required information may result in a unresponsive bid.
15. Contractor shall be responsible for providing a safe work site at all times.
16. Contractor shall take caution to protect all concrete, asphalt, landscaping, railings, lights, electrical, etc. Any damaged area shall be prepared before final payment is issued.

**Warranty**

Provide a minimum two (2) year warranty for any items that shall need to repaired or replaced by the Contractor.

Portion intentionally left blank.

**Bid Form**

Pressure Wash Pedestrian Bridge – Town Common Park.

<b>Contractor Name and Address:</b> _____ _____ _____	
<b>Phone Number:</b> _____	<b>Date:</b> _____
<b>Bid Amount:</b>	\$ _____
<b>Addenda Received:</b> _____	
<b>Submitted by:</b> _____	
<b>Signature:</b> _____	

***BIDS ARE DUE BY 2:00 PM, THURSDAY, JUNE 23, 2022***

**REFERENCE SHEET**  
*(Must Accompany Bid Sheet)*

1. Project: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

2. Project: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

3. Project: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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



Areas of Work

