

**INVITATION TO BID
BID # 22-23-30**

**CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT
BUILDING AND GROUNDS DIVISION
JANITORIAL SERVICES
CITY OF GREENVILLE, NORTH CAROLINA**



Find yourself in good company

Mandatory

**Pre-Bid Meeting: Thursday, February 16, 2023 at 10:00 am
Room 337 of City Hall
200 W. 5th Street, Greenville, NC**

**Bid Due Date: Friday, March 10, 2023 at 2:00 pm
Public Works Department
1500 Beatty Street, Greenville, NC**

Contact Persons:

Questions regarding the bid package:

**Wanda House
Financial Services Manager
Telephone: 252-329-4862
Fax: 252-329-4464
Email: whouse@greenvillenc.gov**

Questions regarding the specifications:

**Michael Turner
Building Facilities Coordinator
Telephone: 252-329-4921
Fax: 252-329-4844
Email: mturner@greenvillenc.gov**

**CITY OF GREENVILLE
ADVERTISEMENT FOR BIDS
"CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT BUILDING AND GROUNDS
DIVISION JANITORIAL SERVICES"**

The City of Greenville, NC is requesting proposals for "Public Works Department Building and Grounds Division Janitorial Services" as listed below. The scope of work will include litter removal, general and specialized cleaning and restocking.

Janitorial Services for: (Monday, Wednesday, Friday)

- Greenville City Hall (200 W. 5th Street)
- Municipal Building (201 W. 5th Street)
- Public Works Complex (1500 Beatty Street)
- Greenville Employee Health Clinic (1400 Brownlea Drive)

Sealed proposals will be received by the City of Greenville until Friday, March 10, 2023 at 2:00 pm at the Public Works Department located at 1500 Beatty Street, Greenville, NC 27835-7207 with the Company Name, Attention: Michael Turner, Building Facilities Coordinator, and the words City of Greenville Public Works Department Janitorial Services Bid written 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 at this time but will be reviewed and contracts will be awarded at a later date.

A Mandatory Pre-bid meeting will be held at in Room 337 of City Hall located at 200 W. 5th Street on Thursday, February 16, 2023 at 10:00 am. Site visits to follow the pre-bid meeting. An additional site visit for pre-bid attendees will be available by appointment at 9:00AM on Tuesday, February 21, 2023. Please contact Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov to schedule this appointment. The City of Greenville reserves the right to reject any or all bids, waive any informality, and award contracts that appear to be in the City's best interest. The right is reserved to hold any or all bids for a period of ninety (90) days from the bid opening thereof.

From the date of this advertisement until the date and time the proposals are due, the specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are, and will continue to be on file, in the office of the City of Greenville Financial Services Manager, 201 W. Fifth Street, Greenville, NC, or at the Public Works Department located at 1500 Beatty Street, Greenville N.C., during regular business hours, and available to prospective bidders. Inquiries regarding the bidding process or documents should be directed to the Financial Services Manager at whouse@greenvillenc.gov or by telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

Wanda House, Financial Services Manager
City of Greenville
P O Box 7207
Greenville, NC 27835-7207

INSTRUCTIONS TO CONTRACTORS

**Proposal to Provide
Building and Grounds Division Janitorial Service
Location: Greenville N.C.**

- 1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage prior to beginning work on this contract.**
- 2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract or purchase order will be required to be executed, and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.**
- 4. 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.**
- 5. Questions regarding the specifications or areas for City of Greenville Public Works Department Building and Grounds Division Janitorial Services Contract shall be directed by email to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov**
- 6. By submitting a proposal for the Contractor to provide City of Greenville Public Works Department Janitorial Services, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Further, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees while on City property performing their duties.**
- 7. Contractor must comply with all local, state, federal laws, and ordinances governing said work including the current Occupational, Safety, and Health regulations.**
- 8. It is expected that this contract will begin around July 1, 2023. However, such starting date is subject to change based on time needed to finalize the contract, or the approval/signature process, or other reasons.**
- 9. No work will be performed at any time without proper supervision. Supervisors name and direct contact information must be provided to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov**

- 10. All City of Greenville Public Works Department Building and Grounds Division janitorial services must be performed between the hours of 5pm and 11pm.**
- 11. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.**
- 12. The City reserves the right to add or delete similar items/services specified in the proposal as requirements change during the period of the contract. Prices for items/services to be added or deleted from contract will be mutually agreed upon by the City of Greenville and the Contractor. A contract amendment will be issued for each addition or deletion.**
- 13. The Contractor shall not have the right to subcontract any part of its obligations and service requirements without the prior written authorization of the City. This authorization may be given by the Director of Public Works or designee. If any part of this work under this agreement is sublet, the subcontractor shall be required to meet all insurance requirements set forth in the Agreement. The parties stipulate that the Company will maintain each type of insurance set forth in the Agreement at a coverage equal to the amount set forth for each type of insurance. However, nothing contained herein shall relieve the Company from meeting all insurance requirements or otherwise being responsible for the subcontractor.**
- 14. The Contractor shall maintain a copy, and provide the City a copy, of SDS sheets for all chemicals used in this janitorial contract. An updated copy shall also be provided at all locations. All bottles with cleaning products are to be properly labeled and cleaning equipment shall be maintained properly.**
- 15. The use of smoking materials and tobacco products is prohibited in City of Greenville buildings.**
- 16. The Contractor shall be responsible for any lost keys, card keys and inherent damages (ex. Re-keying of facility). This cost shall be withheld from payment(s).**
- 17. The Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, assistants or any other person unless said person is an authorized working Contractor employee.**
- 18. The Contractor shall furnish all labor, cleaning supplies, rags and equipment necessary to perform the services. The City will provide materials for the City's use to include toilet paper, paper towels, trash can liners and soap for the dispensers.**
- 19. The Contractor shall not prop any exterior doors open while inside cleaning and must maintain security at all times.**

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
SPECIFICATIONS FOR
CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT JANITORIAL SERVICES**

1.0 SCOPE:

- 1.1 The scope of work shall include litter removal, general and specialized cleaning and restocking for this contract. Floor plans for these areas are listed as Exhibit "B".**
- 1.2 The total bid amount per building shall be included on the Request for Bid sheet as indicated.**

2.0 GENERAL:

- 2.1 Areas of work are to be started and completed within a week period (Monday-Friday). Areas are to be serviced on Monday, Wednesday and Friday from 5pm to 11pm.**
- 2.2 All janitorial services shall be completed in a professional manner and shall conform to these specifications. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.**
- 2.3 Failure of the contractor to meet or perform work to these specifications as determined by the Public Works Department shall warrant written notice to the contractor specifying areas of nonperformance or unacceptable performance and the contractor shall have ten (10) days to rectify. Immediate cancellation of the contract or purchase order may occur if performance is not rectified in ten (10) days.**
- 2.4 Within seven (7) days of notice to proceed, the contractor must be prepared to begin work on the awarded sites.**

3.0 JANITORIAL SERVICES: AT ALL LOCATIONS

Each Service day (Monday, Wednesday, Friday):

- 3.1 Trash and recycle containers will be emptied and returned to their original locations. Plastic liners will be installed at least once per week. All trash will be taken to the dumpsters located at the rear of City Hall and the rear of Public Works respectively.**
- 3.2 Sweep and/or dust mop all floor surfaces**
- 3.3 Vacuum all carpeted areas**
- 3.4 Dust telephones, desks, chairs, tables, counters, file cabinets and other office furniture**
- 3.5 Dust all ledges and other flat surfaces nine (9) feet in height and lower**
- 3.6 Remove fingerprints from woodwork, walls, entrance doors and partitions**
- 3.7 Clean restrooms, shower fixtures and disinfect all sinks, toilets, urinals, floors, fixtures, mirrors, baby changing stations and privacy partitions within each restroom**
- 3.8 Clean and refill all restroom dispensers from stock**
- 3.9 Wash restroom walls and scrub floors around urinals to remove stains from the tile and grout**
- 3.10 Wash and disinfect all drinking fountains**
- 3.11 Sweep and/or dust stairs, landings, handrails and baseboards**
- 3.12 Sweep or vacuum elevator floors**
- 3.13 Clean exterior entrances, lobbies and entrance mats**
- 3.14 Wash exterior and interior of entrance glass doors**
- 3.15 Keep janitor closets clean and orderly**
- 3.16 Leave only designated night lights on**
- 3.17 Check windows and doors upon completion of work. Make sure buildings are secure before leaving the premises. *Do not prop exterior doors open at any time for any reason(s).***
- 3.18 Spot clean carpet as necessary**
- 3.19 Clean and disinfect all kitchen and break room sinks and fixtures**
- 3.20 Clean all microwaves, counters and tables in break rooms**
- 3.21 Clean all elevator doors**
- 3.22 Clean all exterior walkways and porches at Greenville Employee Health Clinic**
- 3.23 Sanitize and disinfect exercise equipment and mats in Room #332 at City Hall**

One Service day per week:

- 3.24 Clean and sanitize all indoor furniture**
- 3.25 Wash all door frames**
- 3.26 Dust all metal hardware throughout the offices**
- 3.27 All stair and horizontal handrails on stairways must be wiped down, disinfected and polished**
- 3.28 Clean pictures, diploma frames and glass coverings**
- 3.29 Clean and polish all bright metal**
- 3.30 Dust computer monitors and keyboards**
- 3.31 Disinfect all chair arms and table surfaces in Council Chambers and conference rooms**
- 3.32 Clean interior glass windows at all offices and inside of exterior glass**

One Service day per month:

- 3.33 Clean and sanitize all wastebasket containers**
- 3.34 Dust or vacuum air grills**
- 3.35 Vacuum all upholstered chairs**
- 3.36 Clean inside of exterior glass in atrium area at City Hall that is within nine (9) feet and lower**
- 3.37 Deep clean all sinks to remove hard water stains**
- 3.38 Dust the top of all partitions in all offices**
- 3.39 Clean all baseboards throughout each building**

Note: The Contractor shall be required to submit a maintenance plan in writing via email to Michael Turner at mturner@greenvillnc.gov by the 20th of each month for the upcoming month. The City will respond with any questions, comments or concerns prior to the end of the month the maintenance plan is submitted. The maintenance plan must have the following components at a minimum:

- Daily, Weekly, and Monthly tasks, as well as, the previous month's completed tasks**

4.0 PAYMENT AND BID:

- 4.1** The attached bid sheet details the bid entries required. Each contract bid sheet line item shall be filled in as directed.
- 4.2** The contract period will be from approximately July 1, 2023 to June 30, 2024. The City reserves the right to extend the contract annually for up to a total of two (2) additional years if the City and contractor agree in writing. Upon successful completion of year one (1) of this contract, per specifications and directives, and at the written request by the Contractor at least 30 days prior to the renewal date of this contract, the Contractor may be eligible for a 3% annual increase for year two (2) and year three (3). Each request **MUST** be in writing and submitted at least 30 days prior to the contract renewal date for each year of the request in order to receive the 3% increase. This request for increase will be reviewed and approved by the Director of Public Works (or their Designee) and the Contractor will be notified in writing of these changes.
- 4.3** Payment will be made by the City to the contractor on a monthly basis for the work completed within the previous month. The invoice is expected prior to the 10th of each month. The City will render payment within thirty days of receipt of an approved invoice.
- 4.4** Bidders will comply with all local, state, federal laws, and any ordinances governing said work including the current Occupational Safety and Health regulations.
- 4.5** By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
- 4.6** The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to insure equality of opportunity in all aspects of employment.
- 4.7** Minority and/or Women Business Enterprise (M/WBE) 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 purchase, 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 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project.

All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to Tish Williams, M/WBE Coordinator, at (252) 329-4462 or tfwilliams@greenvillenc.gov.

4.8 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. 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.

- 4.9** The City of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all bids/proposals, and to award or not award a contract based on this proposal.

- 4.10** Contractor must complete a new Vendor self-service profile, or update existing Vendor profile, and any other associated documents as required upon acceptance of this janitorial contract.

5.0 WORKERS COMPENSATION AND INSURANCE:

- 5.1** The Contractor shall maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.
- 5.2** 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 prior to beginning work, a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. Certificate of insurance must be emailed to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov and be maintained on file during the contract period. All insurance must be maintained during the duration of the contract.

- 5.3 The Contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.
- 5.4 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent by registered mail.
- 5.5 The Contractor shall furnish the Owner with satisfactory proof of insurance required before beginning work on this contract. Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

Michael Turner
 Building Facilities Coordinator
 City of Greenville
 Public Works Department
 1500 Beatty Street
 Greenville, N.C. 27834
 Email: mturner@greenvillenc.gov

6.0 DAMAGE TO CONTRACTORS PROPERTY:

- 6.1 Should fire, theft, vandalism or other casualty, damage or destroy the equipment or property belonging to the Contractor while on City property, the City shall be under no obligation to replace or in any way compensate the contractor for said property.
- 6.2 The successful bidder agrees to indemnify or hold harmless the City from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge City and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.

- 6.3** It is understood and agreed by the parties that City will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tool or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein.

7.0 AMENDMENTS, ADDENDA, OR QUESTIONS:

- 7.1** Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect. Any issued addenda will be posted on the City's bid advertisement site. The prospective contractor must acknowledge reading each addenda on the bid sheet.
- 7.2** Amendment: The contract may be amended from time to time through written agreement by both parties.
- 7.3** Any questions regarding these bid specifications must be sent by email to mturner@greenvillenc.gov.
- 7.4** Schedule for questions and addenda:

Last date to submit a question: Friday, February 24, 2023 by 5 p.m.
 Questions will be answered via addenda posted on the City's website by:
 Friday, March 3, 2023 by 5 p.m.

8.0 LOCAL PREFERENCE AND SERVICE POLICIES:

- 8.1** 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 will pertain to this project. For more information, please see www.greenvillenc.gov/government/financial-services/purchasing on the City of Greenville's webpage.

9.0 E-VERIFY COMPLIANCE:

- 9.1** 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.
- 9.2** BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor

and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

10.0 IRAN DIVESTMENT ACT:

10.1 Vendor 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 vendor will not utilize on the contract any subcontractor that is listed on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

11.0 NON-DISCRIMINATION:

11.1 The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.

12.0 NON-COLLUSION:

12.1 Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

13.0 FEDERAL LAW:

13.1 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.

14.0 WITHDRAWAL OF PROPOSALS:

14.1 No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.

15.0 REFERENCE INFORMATION:

- 15.1 All bidders must provide a list of three (3) client references of similar facilities cleaned or other related janitorial projects. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Please provide the information on the "Contractor Reference Information" sheet and attach with the bid sheet.**

16.0 CONTRACTOR INFORMATION:

- 16.1 Please provide the information on the "Contractor Data Form" and attach with the bid sheet. All information should be accurate and detailed in description.**

17.0 APPROXIMATE SQUARE FOOTAGE OF FLOOR COVERING AT EACH LOCATION:

Building	Carpet	LVT	VCT	Ceramic Tile	Terrazo
City Hall	30,000	---	6,800	4,500	---
Municipal Building	20,480	---	2,621	3,637	---
PWD Building A	4,567	2,650	---	864	4,971
PWD Building B	---	---	---	349	---
PWD Building C	1,217	15	793	50	---
PWD Building D	---	---	312	---	---
PWD Building E	---	63	---	---	---
Health Clinic	784	---	1,064	168	---

***Note: These are approximate square footages and are in no way reflective of any actual measurements. Contractor is responsible for their own measurements when entering a bid price for this contract.**

***Note: All VCT floors will receive only damp mop and water when mopping floors. No chemicals are to be used on any VCT floor at any location.**



Contractor Reference Information

1. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

2. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

3. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

****Include with bid package****



Contractor Data Form

Company Name: _____

Address: _____

Phone Number: _____ **Mobile Phone Number:** _____

Company Owner: _____ **Company Owner Phone Number:** _____

Authorized Company Representative submitting bid: _____

Title: _____

Phone Number of Authorized Representative: _____

Email: _____

Description of equipment and performance plan you plan to utilize to perform this contract. Also include the number of employees you plan to utilize to complete this contract. Attach additional sheet or continue on back if needed.

****Include with bid package***



REQUEST FOR BIDS

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment and labor as provided in the above mentioned specifications.

<u>Description</u>	<u>Bid</u>
A. Greenville City Hall bid per Month	_____
B. Municipal Building bid per Month	_____
C. Public Works Complex bid per Month	_____
D. Employee Health Clinic bid per Month	_____
E. Total Bid per Month (See Calculation below)	_____

Addendum Acknowledgement:

Please record each Addendum Number Received: _____

***Note: Calculation for Total Bid per Month (A + B + C + D = E)**

Please provide a breakout price for:

- 1. All non-carpeted floors are to be machine scrubbed and appropriate wax or floor treatment reapplied**

Company Name: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

****Include with bid package****

STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF GREENVILLE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
 - a. YES _____, or
 - b. NO _____
 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.
- This ____ day of _____, 20__.

 Signature of Affiant
 Print or Type Name: _____

State of North Carolina City of Greenville

Signed and sworn to (or affirmed) before me, this the ____

Day of _____, 20__.

My Commission Expires:

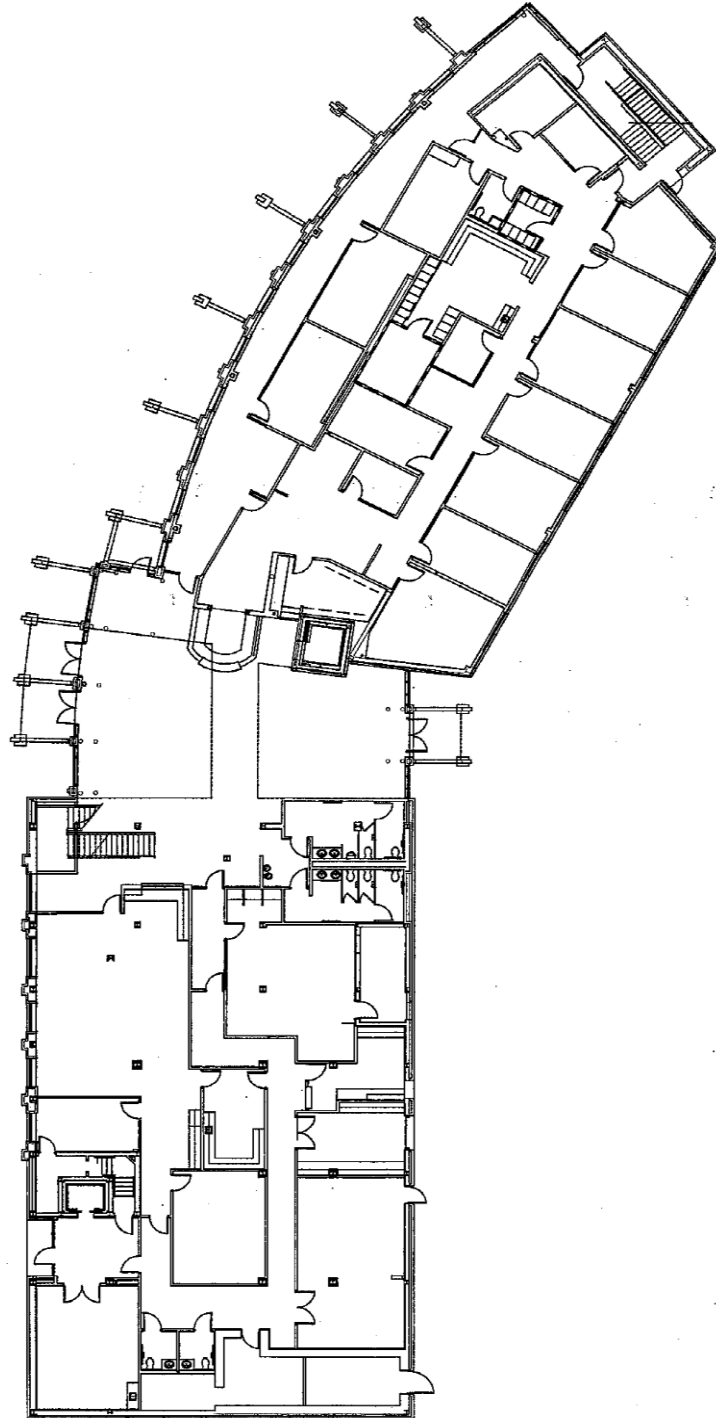
Notary Public

(Affix Official/Notarial Seal)

****Include with bid package****

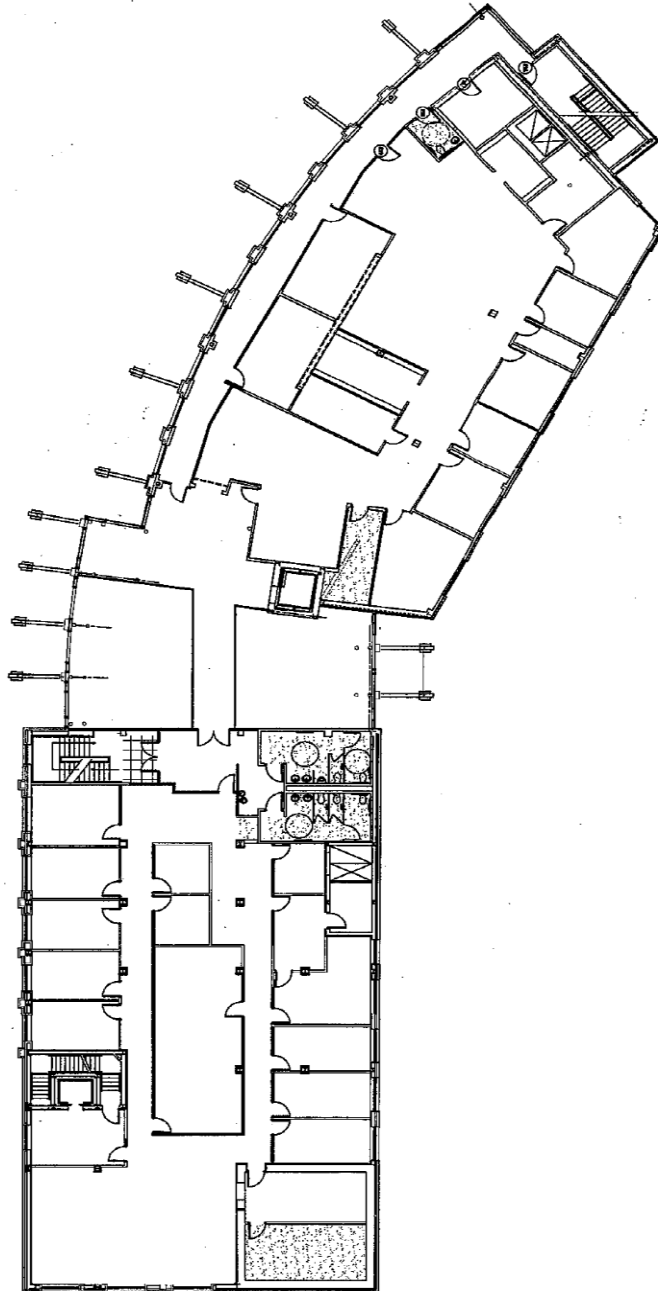
City Hall (1st Floor)

Layout not exact
Not to Scale



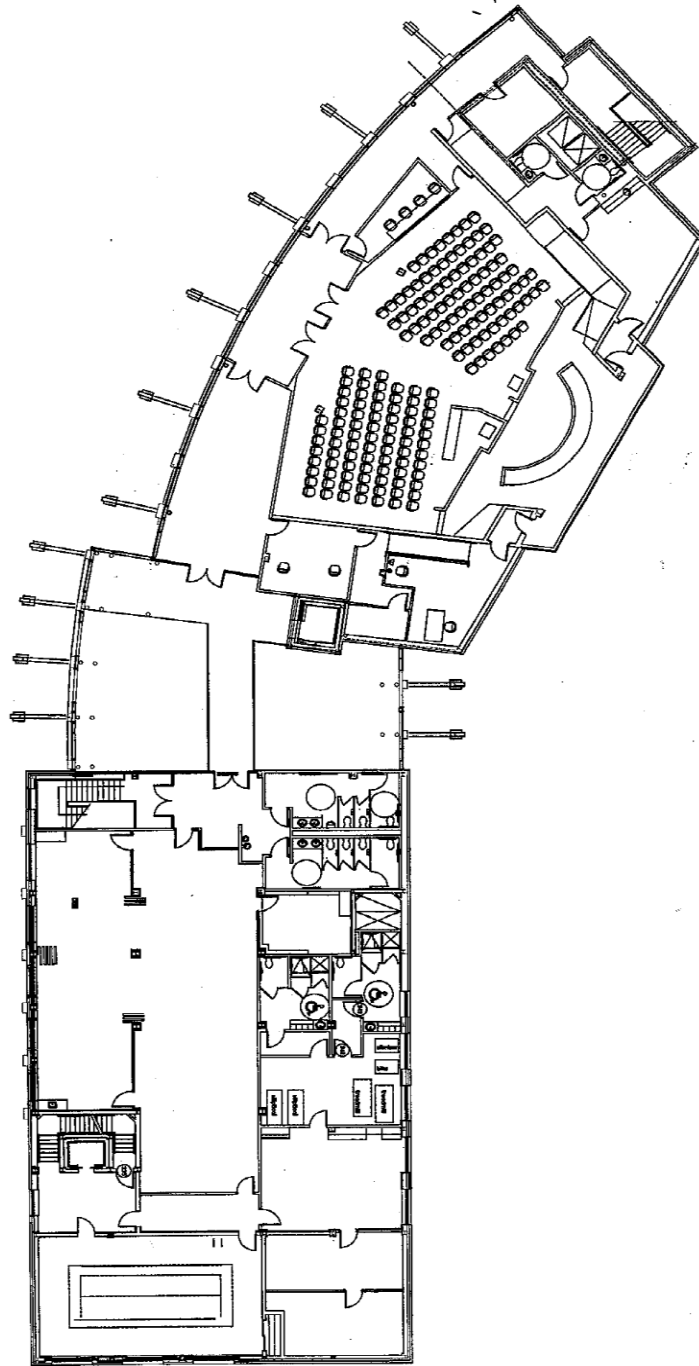
City Hall (2nd Floor)

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Not to Scale



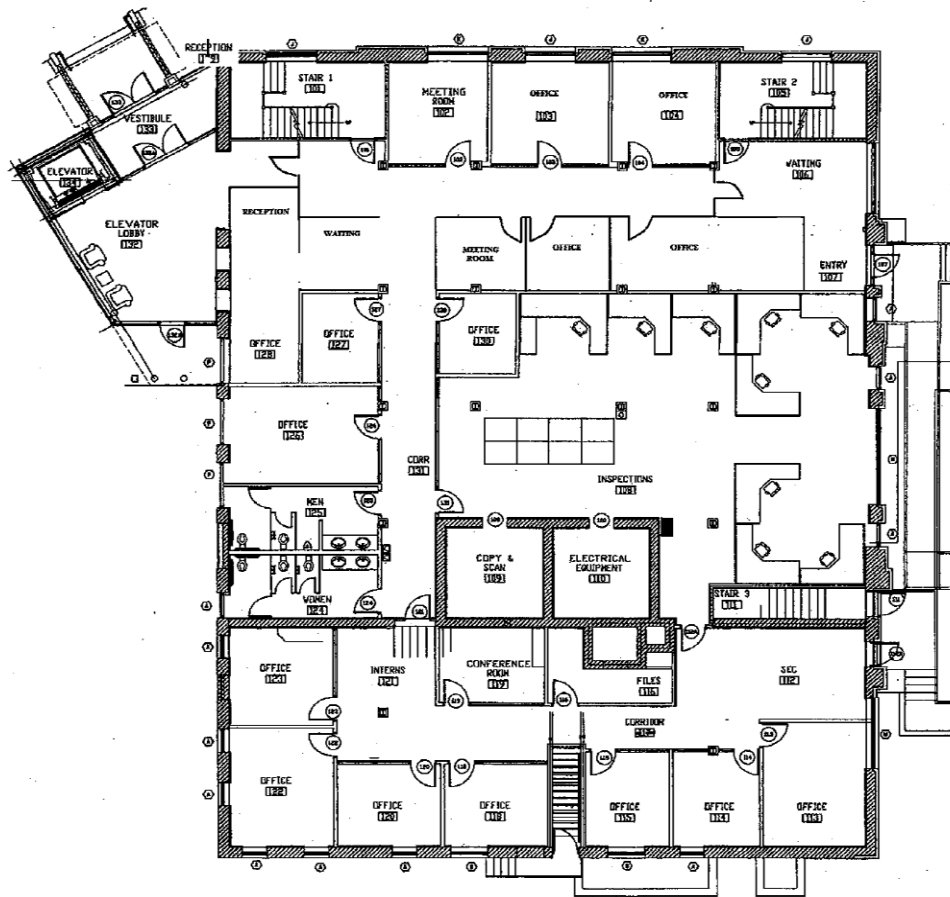
City Hall (3rd Floor)

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Not to Scale



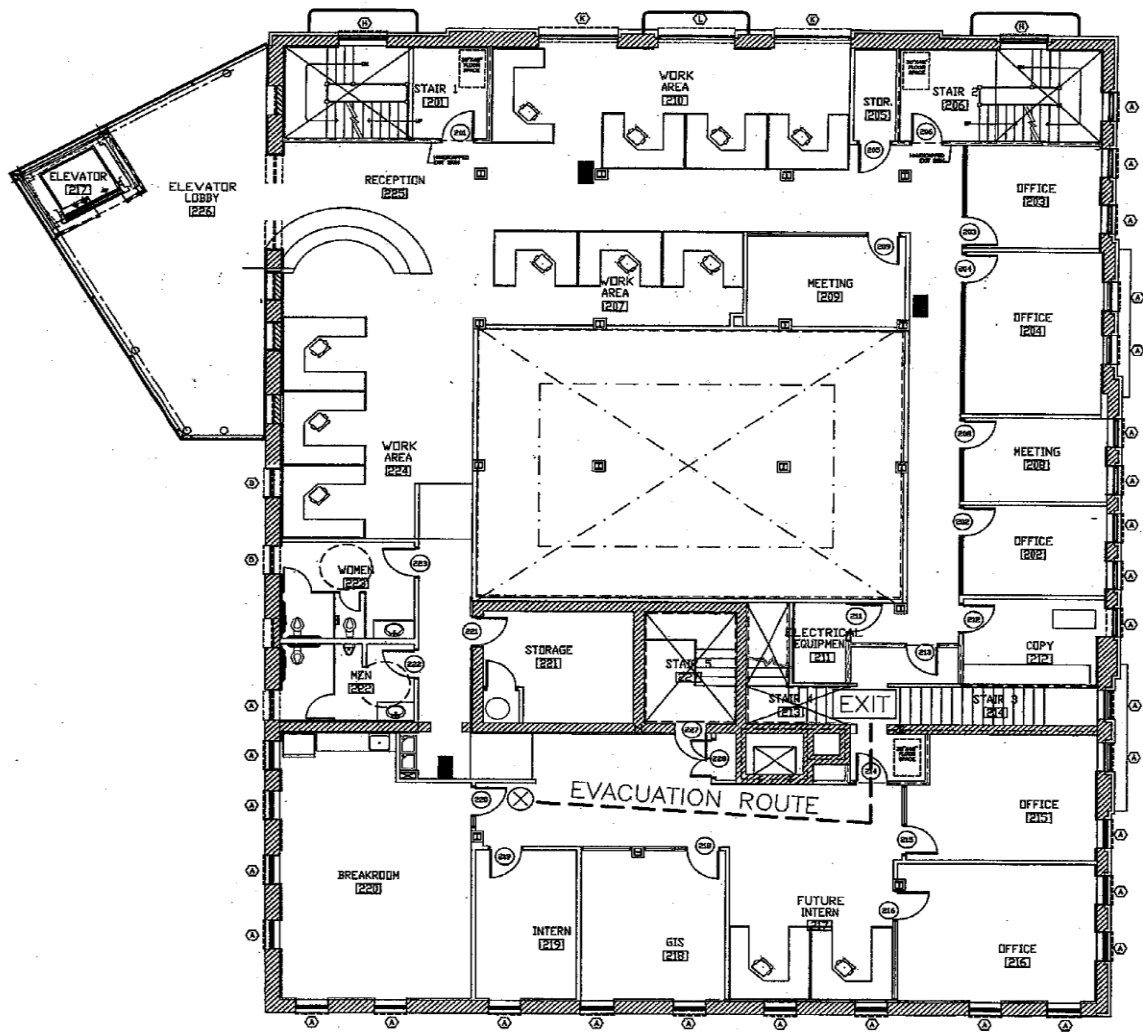
Municipal Building (1st Floor)

Layout not exact
Not to Scale

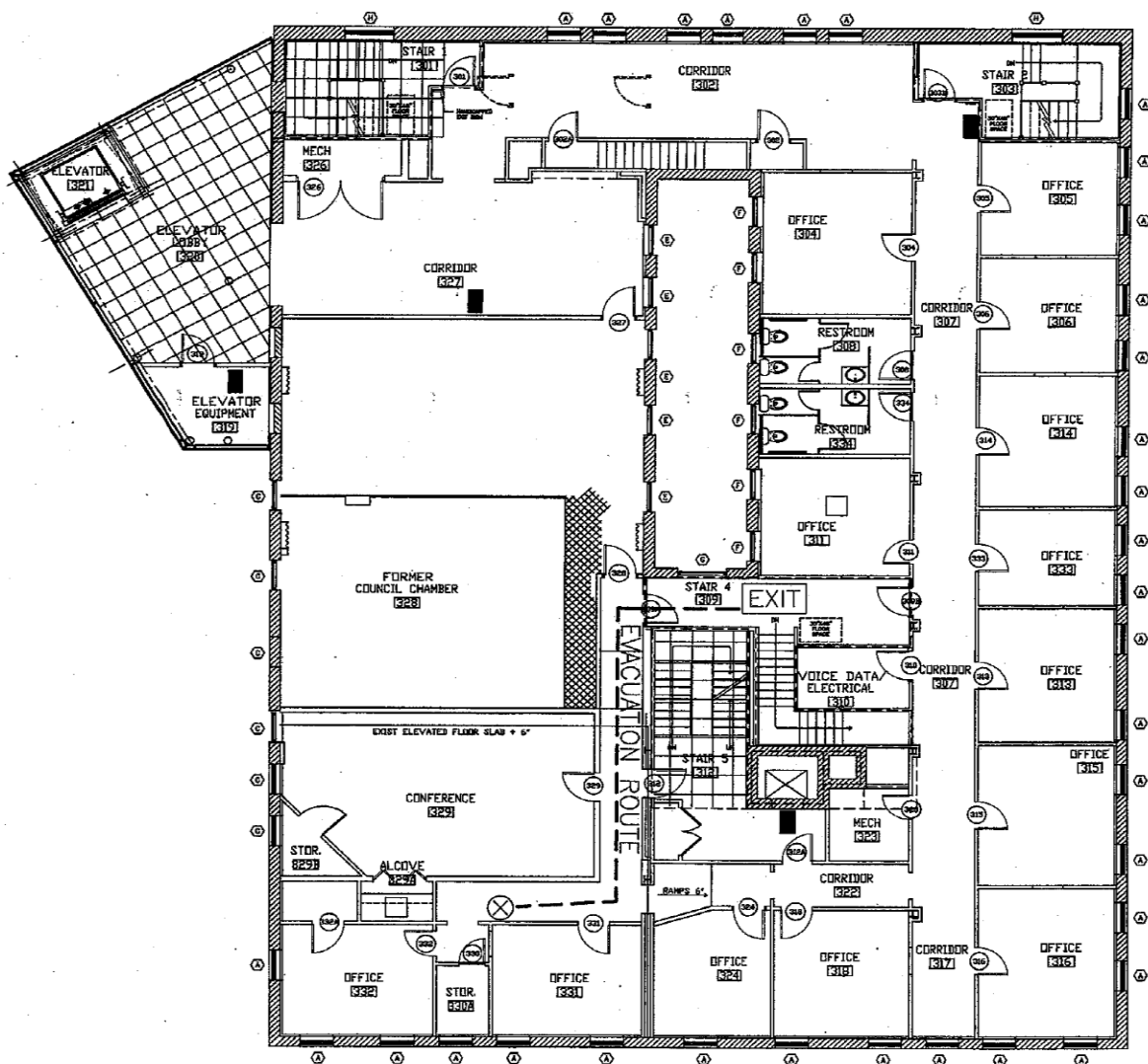


Municipal Building (2nd Floor)

Layout not exact
Not to Scale



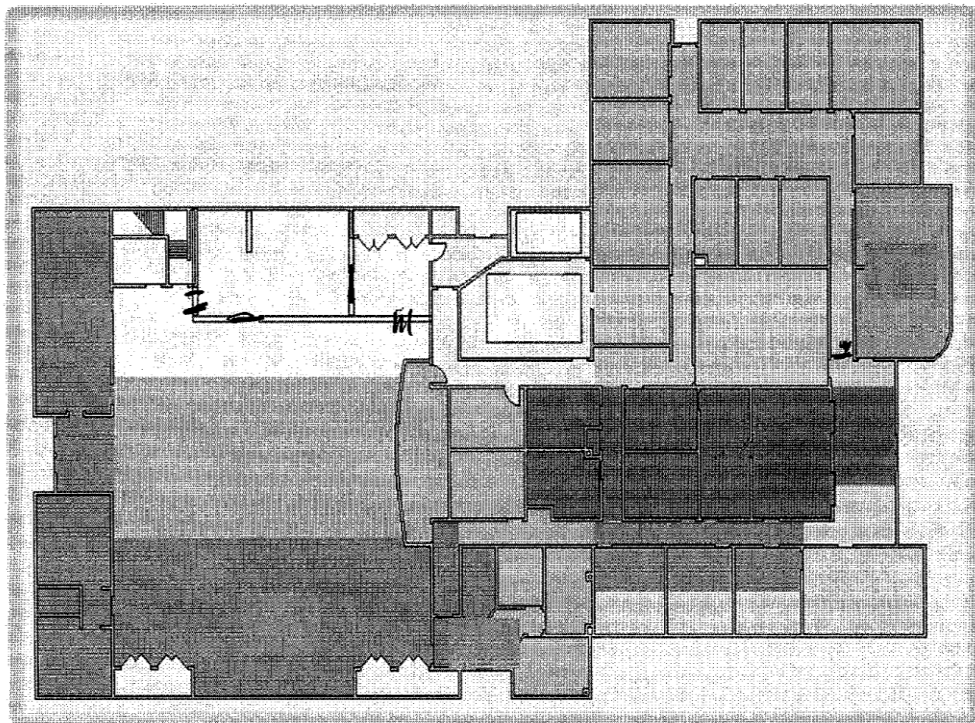
Layout not exact
Not to Scale



Public Works Building A

Layout not exact
Not to Scale

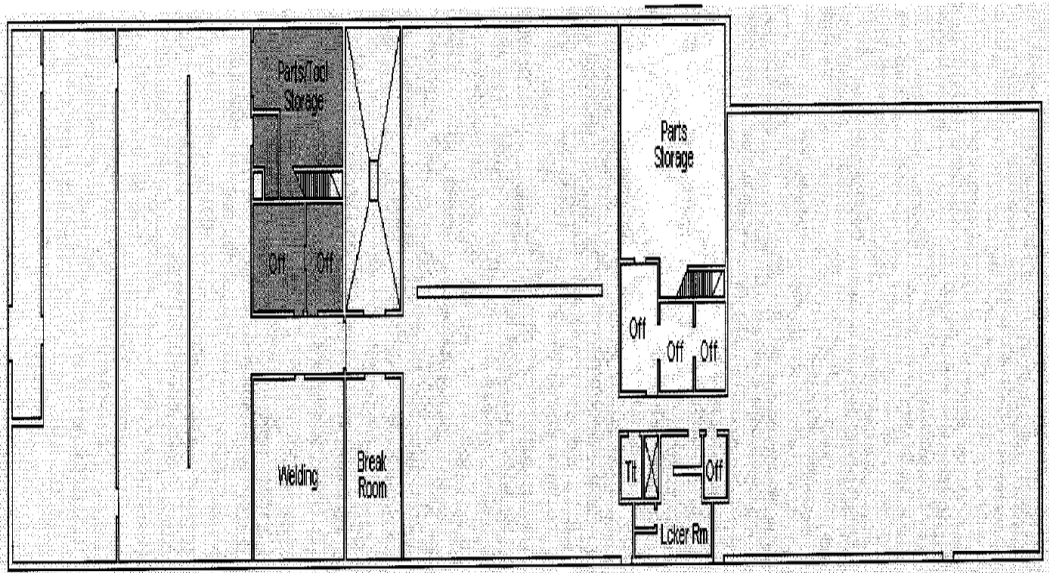
Public Works Administration – Building A



Public Works Building B

Layout not exact
Not to Scale

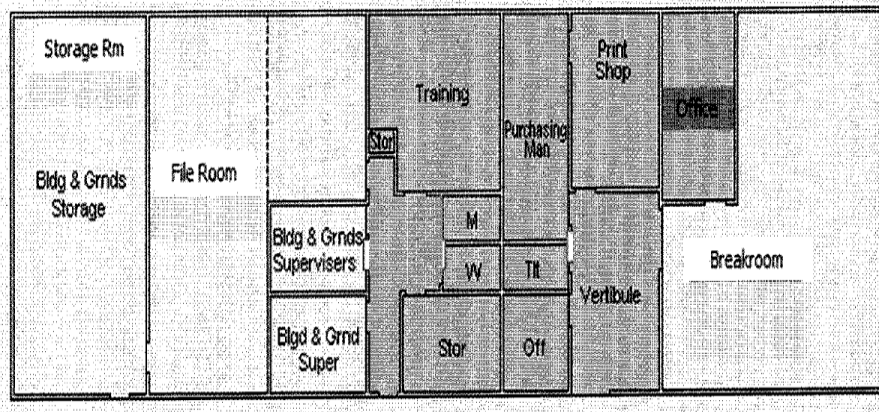
Public Works Fleet Maintenance – Building B



Public Works Building C

Layout not exact
Not to Scale

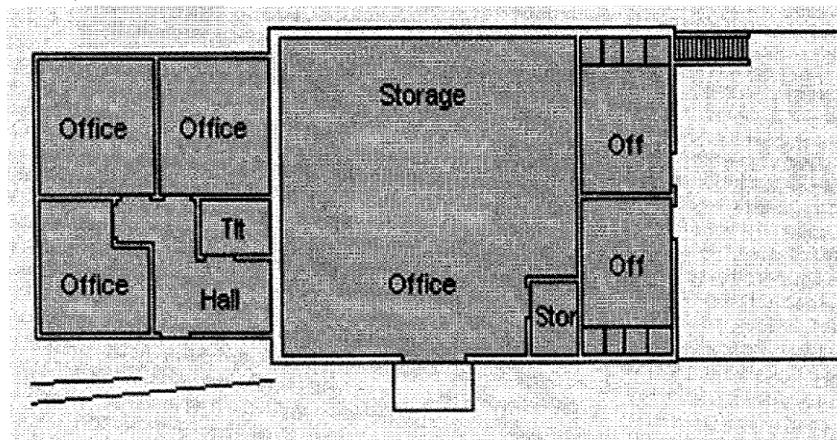
Public Works Building and Grounds – Building C



Public Works Building D

Layout not exact
Not to Scale

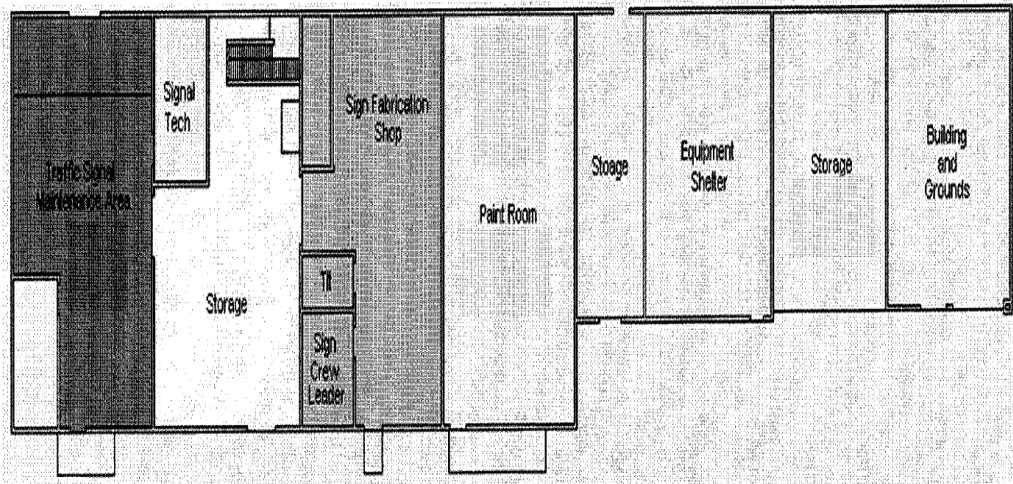
Public Works Streets Maintenance – Building D



Public Works Building E

Layout not exact
Not to Scale

Public Works Traffic Services – Building E



City of Greenville Employee Health Clinic

Layout not exact
Not to Scale

