

INVITATION TO BID
Informal Bid
Public Safety Annex Façade/EIFS Repairs
CITY OF GREENVILLE
NORTH CAROLINA



BIDS DUE: FRIDAY, MARCH 24, 2023 @ 2:00 PM
CITY OF GREENVILLE, NC - PUBLIC WORKS
1500 BEATTY ST., GREENVILLE, NC 27834

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:

Wanda House
Purchasing Manager
Telephone: (252) 329-4862
Email: whouse@greenvillenc.gov

QUESTIONS REGARDING THE SPECIFICATIONS:

Aaron Lewis
Buildings & Grounds Supervisor
Telephone: (252) 329-4919
Email: alewis@greenvillenc.gov

**City of Greenville Public Works Department
Informal Bid Request Form**

**Project:
Public Safety Annex Façade/EIFS Repairs
Greenville, NC**

Summary of Work: Provide labor, equipment and materials to repair the failed areas EFIS at the Public Safety Annex, 5300 Northland Dr., Greenville, NC 27834.

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.

Work Location:

City of Greenville, NC – Public Safety Annex
5300 Northland Dr.
Greenville, NC 27834

Bid submittal deadline:

Friday, March 24, 2023 @ 2:00 PM
Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

Public Safety Annex Façade/EIFS Repairs

5300 Northland Dr.
Greenville, NC 27834

Contractor: _____

Address: _____

Phone Number: _____

BASE BID: **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 90 days after submittal**
- 2. City has the right to accept or reject any or all parts of the bids.**

Aaron Lewis
Building & Grounds Supervisor
Public Works Department
City of Greenville, N. C. 27834
alewis@greenvillenc.gov

INVITATION FOR INFORMAL BID ON

Public Safety Annex Façade/EIFS Repairs

INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Aaron Lewis, Building & Grounds Supervisor*, 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, Public Safety Annex Façade/EIFS Repairs* and the name *Aaron Lewis, Buildings & Grounds Supervisor* appear on the outside of the sealed envelope. The bid may also be emailed to alewis@greenvillenc.gov but must be received prior to the time and date stated on the attached bid request form.

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, Buildings & Grounds Supervisor*.

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 90 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. 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.

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.

Questions regarding scope of work shall be emailed to Aaron Lewis at alewis@greenvillenc.gov no later than 5:00 PM Thursday, March 16, 2023.

Answers to all questions will be sent and posted as an addendum by 5:00 PM Tuesday, March 21, 2023.

Bid submittal deadline is Friday, March 24, 2023 no later than 2:00 PM. Public Works Administration Building 1500 Beatty Street, Greenville, NC 27834 or alewis@greenvillenc.gov .

Aaron Lewis
Building & Grounds Supervisor
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:
Public Safety Annex Façade EIFS Repairs
5300 Northland Dr. 27834
Greenville, NC 27858**

Scope of Work: Provide labor, equipment and materials to refinish the failed areas of EIFS at the City of Greenville, NC Public Safety Annex.

Schedule:

Work is to begin 30 days after issuance of Purchase Order and be completed within 30 calendar days. Purchase order may cancelled if work does not begin within the specified time.

Materials and Installation:

1. Pressure wash all areas of building clad in EFIS to remove dirt, mold/mildew, foreign materials.
2. It is the contractors responsibility to identify all areas of failed EFIS. There will be no pre-bid meeting. The Contractor is accountable for all measurements and understanding of all areas to be repaired. All site visits must be arranged with and escorted by a City of Greenville, NC – Public Works Department designee.
3. All areas of existing, failed or loose EFIS material are to be removed to manufacturer's specification.
4. Dryvit - Prymit bonding agent is to be rolled on all areas of repair to ensure bond between existing and new materials, to manufacturer's specification.
5. Dryvit – Primus base coat and reinforcing mesh are to be use in areas of penetration and others as needed and installed to manufacturer's specification.
6. Dryvit – Primus base to be applied to all areas to receive new finish coat.
7. Prepare walls for finish coat.
8. Apply Dryvit 100% acrylic finish coat to match the existing colors to the satisfaction of City of Greenville, NC – Public Works designee.
9. All areas to receive finish coat are to be prepared to manufacturer's specification.
10. All materials are to be in possession of Contractor and available for use before any work can begin.

11. The Contractor must have completed the following Tremco CPG Inc. training modules and agree to comply with all recommendations, per curriculum:
 - a. Module 1 Outsulation System
 - b. Module 2 Outsulation RMD System
 - c. Module 3 Outsulation Plus MD System
 - d. Module 4 Outsulation Plus (CA)
 - e. Module 5 Outsulation MD System
 - f. Module 6 Outsulation X System
 - g. Module 7 Outsulation PD System (CA)
 - h. Module 8 Reflectit
 - i. Module 9 Restoration & Dryvit Care
 - j. Module 10 Outsulation MVS
 - k. Module F Dryvit EFIS
12. Contractor must provide documentation of completion of all training modules listed in Item 11 above and provide their up-to-date systems listing number as provided by Tremco CPG Inc.
13. All staff/laborers shall remain in the area of work during the completion of the scope of work.
14. Scheduling is to be approved by City of Greenville staff.
15. Contractor is to provide all signage/flagging to protect newly coated surfaces.
16. All debris/ trash is to be properly disposed of offsite. Work site is to be cleaned daily.
17. Completion of work is to be determined by City of Greenville, NC staff.

Special Conditions:

- Contractor must comply with OSHA regulations.
- Contractor is responsible for all work associated within the scope of work.

Warranty:

Provide a 2 year warranty on all labor and standard manufacturer's warranty on materials.