



## Informal Bid Request #23-24-04

### Project:

Parking Lot Improvements  
River Birch Tennis Center  
Greenville, NC

#### Scope of Work:

Provide material, equipment, and labor to clean and stripe the rear parking lot, repair the existing chain link fence, and replace damaged sections of the asphalt drive at the River Birch Tennis Center.

#### 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.

***A Mandatory Pre-bid Meeting will be held on July 25, 2023 at 10:00 AM at the site.***

#### Site Location:

River Birch Tennis Center  
625 W. Arlington Blvd (at the rear parking lot)  
Greenville, NC

#### Bid Submittal Deadline:

**Thursday, August 3, 2023 @ 2:00 PM**

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

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**INVITATION FOR INFORMAL BID ON  
PARKING LOT IMPROVEMENTS – RIVER BIRCH TENNIS CTR**

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**INSTRUCTIONS FOR BIDDERS**

The person, firm or corporation making a bid shall submit a bid to *Mike Watson, Parks Coordinator*, 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 hand delivered to the Jaycee Park Administrative office located at 2000 Cedar Lane, Greenville, N.C. 27835 and must be received prior to the submittal deadline time and date stated and shall have the words *Bid Enclosed, RBTC - Parking Lot Attn: Mike Watson* along with the company name on the outside of the envelope.

All mailed or hand delivered 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 nonresponsive.

No bid may be changed or withdrawn after the time of the opening.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

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 at the following link: [Vendor Self Service \(greenvillenc.gov\)](http://greenvillenc.gov)

**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 Tish Williams, MWBE Coordinator, at (252) 329-4462.

**Equal Employment Opportunity Clause:**

The City of Greenville, NC is an equal opportunity employer and strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, color, religion, age, gender, disability, national origin, genetic information, sexual orientation, gender identity/reassignment or expression, military or veteran status, marital status, or any characteristic protected by applicable law.

**TITLE VI NONDISCRIMINATION NOTIFICATION:**

The City of Greenville, NC in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby 1178814- v4 7 notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be

afforded full and fair opportunity to submit bids in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**INSURANCE:** The Contractor agrees to purchase at its own expense insurance coverages to satisfy the following minimum requirements. Work under this contract shall not commence until all insurance required as listed has been obtained. Insurance required shall remain in effect through the life of this contract.

1. **Workers' Compensation Insurance:** No contractor or subcontractor may exclude executive officers. Workers Compensation must include all employees

Limits: Workers Compensation: Statutory for the State of North Carolina.

Employers Liability: Bodily Injury by Accident \$1,000,000 each accident.

Bodily Injury by Disease \$1,000,000 policy limit.

Bodily Injury by Disease \$1,000,000 each employee.

2. **Commercial General Liability:**

Limits: Each Occurrence: \$1,000,000

Personal and Advertising Injury \$1,000,000

General Aggregate Limit \$2,000,000

Products and Completed Operations Aggregate \$2,000,000

The aggregate limit must apply per project. The form of coverage must be the ISO CG 00 01 policy as approved by the State of North Carolina Department of Insurance. If a form of coverage other than the CG 00 01 is used it must be approved **Contractor**. Any endorsed exclusions or limitations from the standard policy must be clearly stated in writing and attached to the Certificate of Insurance. Completed Operations coverage must be maintained for the period of the applicable statute of limitations. Additionally, the **Contractor** must be added as an Additional Insured to the Commercial General Liability policy.

3. **Commercial Automobile Liability:**

Limits: \$1,000,000 combined single limit.

4. **Cancellation:**

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 registered mail.

5. **Proof of Carriages:**

- A. The **Contractor** shall provide the City with insurance industry standard ACCORD form Certificate(s) of Insurance on all policies of insurance and renewals thereof in a form(s) acceptable to the City prior to the commencement of services. Said policies shall provide that the City be an additional named insured.
- B. The City shall be notified in writing of any reduction, cancellation, or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action.
- C. All insurance policies shall be issued by responsible companies who are acceptable to the City and licensed and authorized to do business under the laws of North Carolina
- D. **Contractor is required to include a copy of a Certificate of Insurance when submitting their bid.** Failure to include the required documents may deem the submitted bid nonresponsive.

**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.

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).

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 bids shall be submitted on the attached bid submittal form, Attachment A.

## Parking Lot Improvements – River Birch Tennis Center

### Scope of Work

#### Scope

Provide equipment, material, and labor to remove debris, clean, and stripe the rear asphalt parking lot. Additional work at the parking lot will be to reconfigure the accessible parking space and to repair the chain link fence. Damaged sections of the asphalt drive leading to the rear parking lot will also be removed, repaired and replaced. All work shall be to industry standards.

#### Debris / Demolition

Any debris associated with the work shall be removed and properly disposed of offsite.

#### Material/Installation

##### General Information:

1. Contractor shall be responsible for all measurements.
2. Contractor shall be responsible for providing a safe work site at all times.
3. All areas of work shall be cleaned up and any material will need to be out of the way after work is completed for the day.
4. Contractor shall provide a 7 day notice before starting any work.
5. Contractor shall provide barricades to close off the drive and parking lot. Barricades shall be in place the evening before any work starts.
6. Contractor shall take caution to protect all areas associated with the work. Any damaged area shall be prepared before final payment is issued. All ruts in the ground caused during the work shall be backfilled and leveled.
7. ***Work shall be completed within 45 days from the date of the purchase order. Once work starts Contractor shall continue working onsite until completion. Liquidated damages will apply if not completed on time.***

##### Parking Lot Improvements:

8. Clean up all loose debris and trash from the parking lot and the adjacent areas.
9. Remove any soil and/or vegetation from the edge of the parking lot.
10. Pressure wash the parking lot, bumpers, HC sign, and the concrete sidewalks to the shelter and the crossing bridge.
11. Reconfigure the HC Accessibility parking space per layout in Attachment B. Move the parking bumper and sign as directed. Stripe the areas as indicated and paint the required HC symbol per N.C. requirements.

12. Stripe parking spaces to match the existing locations and layout. Paint shall be applied by commercial striping equipment at the manufacturer's suggested application rate. All paint shall be acrylic polymer water based fast drying traffic paint in white and shall conform to NCDOT standards. All lines shall be 4" wide.
13. Straighten and secure all parking bumpers. Replace two broken bumpers with new ones.

**Fence Repair:**

14. The area of work will generally be behind the 8 parking spaces at the rear of the parking lot (approx. 40'). Additional areas of work may be addressed during the mandatory pre-bid meeting.
15. Remove all vegetation from the fence fabric. Remove vegetation and limbs that are overhanging the fence and parking lot to the height of the light pole (approx. 230'). No work shall be done behind the existing fence.
16. Replace any missing posts and straighten all existing posts as close to level as possible.
17. Reuse and reinstall loose top rails if can. Provide and install new rails as needed.
18. Tighten the fence fabric and attach to poles and rails with new fence ties.
19. Provide all new hardware to match the existing as needed to repair the fence.
20. Finish and size of poles and rails shall match the existing.
21. Provide and install a 6' high closed mesh polypropylene windscreen to the fence (approx. 125'). Screen shall be mildew and insect resistant and have grommets on all 4 sides spaced at 12" apart. Attach with black zip ties with excess trimmed. Product shall be equal to one distributed by BSN Sports, sku# GRP20535. Local representative is Bobby Pennington and his email is [bpennington@bsnsports.com](mailto:bpennington@bsnsports.com)

**Asphalt Drive:**

22. Remove two damaged sections of the asphalt drive in the areas as directed. One section is approximately 36' x 10' and the other is 82' x 10'. The full depth of the asphalt shall be removed.
23. After removing the damaged asphalt, cutback all roots as needed and remove.
24. Install and compact sub-base material to fill in all voids as needed. Maintain a uniform surface on the base course until placement of asphalt is complete.
25. Install up to 4" of asphalt over the base to match the depth and cross slope of the existing. Provide a smooth transition with the adjoining asphalt.

**Warranty**

Provide a standard manufacturer's warranty on all material and a 2-year warranty from the contractor on all labor and material.

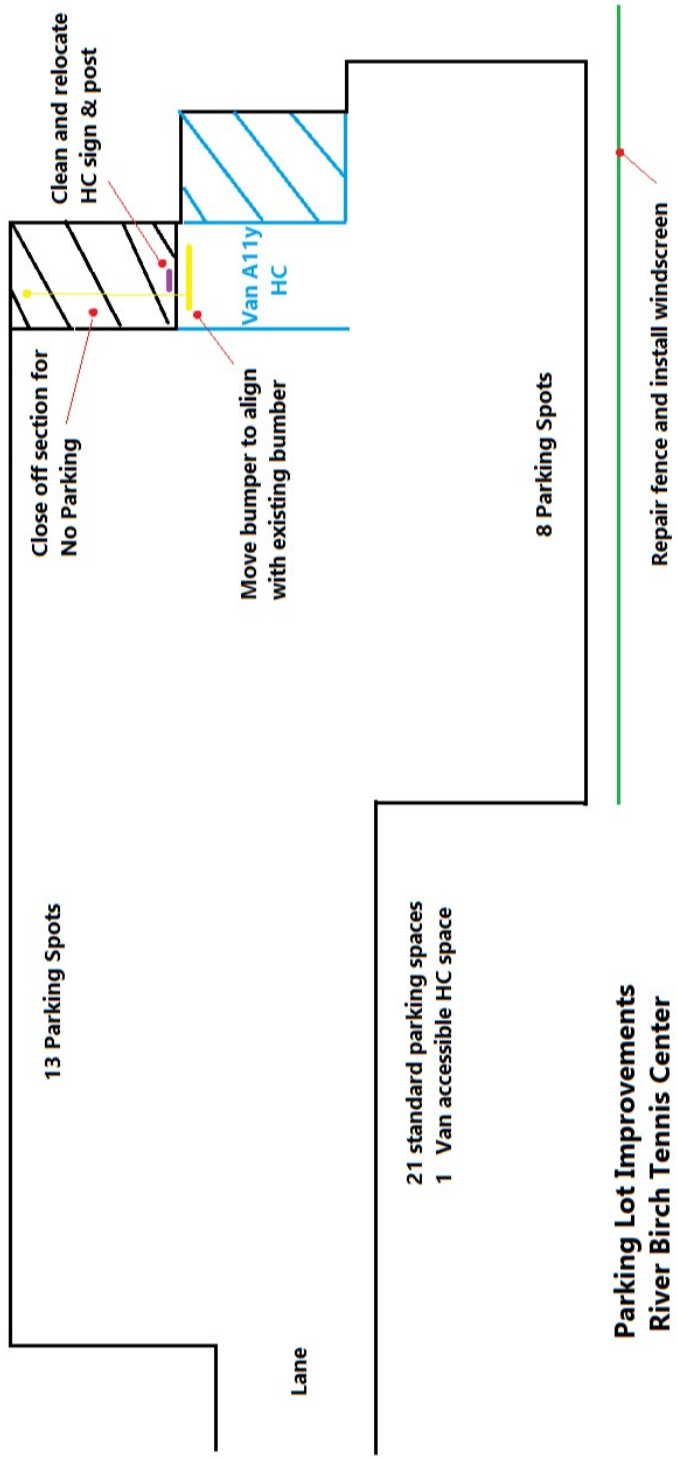


**Bid Form**

Parking Lot Improvements – River Birch Tennis Center:

<b>Contractor Name and Address:</b>  _____  _____  _____	
<b>Phone Number:</b> _____	<b>Date:</b> _____
<b>Base Bid Amount:</b>	\$ _____
<b>Alternate #1 Bid Amount:</b>	\$ _____
<b>Addenda:</b> _____	
<b>Submitted by:</b> _____	
<b>Signature:</b> _____	
<b>Certificate of Insurance included:</b> _____	

***BIDS ARE DUE BY 2:00 PM THURSDAY, AUGUST 3, 2023***



**Parking Lot Improvements  
River Birch Tennis Center**

PHOTOS

