

**ADDENDUM NUMBER ONE**

Date: July 28, 2023

From: City of Greenville, McAdams

Re: **Greenville Gateway Signage**  
**ITB# 23-24-03**

**NOTICE TO BIDDERS:**

Bidder is hereby notified that this Addendum shall become a part of the Contract Documents and shall be attached to the Project Manual for the Project.

The following items are intended to revise and clarify the Drawings and the Project Manual.

The bidder shall ensure that his Sub-Bidders are in full receipt of the information contained herein.

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**ADDENDA ITEMS:**

PROJECT MANUAL	(1) ITEMS
DRAWINGS	(0) ITEMS
MISCELLANEOUS	(1) ITEMS
MISCELLANEOUS RFI's	(1) ITEMS

END OF TITLE PAGE

**PROJECT MANUAL**

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1. The contact information for scheduling a site visit has been changed.

**DRAWINGS**

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-None

**MISCELLANEOUS**

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1. Pre-Bid Meeting Minutes + Sign-in Sheet

**MISCELLANEOUS**      **RFIs**

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1. Are we required to use the mentioned KM sheet metal and gutter supply in the drawings for the Cupola?

**ANSWER: No. Contractor may use any fabricator that is capable of creating the Cupola as drawn and described in the plans.**

Date: July 27, 2023

From: City of Greenville

Re: **Greenville Gateway Sign**  
**ITB# 23-24-03**

**ITEMS DISCUSSED ARE NOTED IN BLUE**

1. Introduction

- A. Sign-in – Add your name, company and email address to the meeting chat.
- B. Introductions –
  - Owner Introductions – City of Greenville
  - Designer Introductions – McAdams Company/Jason Galloway

2. General Project Information

- A. General Scope of work includes: The fabrication and installation of gateway sign as detailed in the plans. Scope includes, but is not limited to, fabrication and installation of the sign, site grading, erosion control, electrical, lighting and landscaping.
  - 1. No Underground Facilities or Hazardous Material Contamination are known to be onsite.
  - 2. The contents of the plan set and scope were reviewed.
- B. Project construction will be a lump sum bid with alternate.
  - 1. Unit Prices for work not included in the Base bid but typical to site construction are requested on the bid form.
- C. Site Access – A site availability visit may be scheduled for July 31<sup>st</sup> at 2:00 PM by appointment only. Please email Michael Turner, Building Facilities Coordinator at [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov).
- D. **Bids Due:** **August 10 at 2:00 PM.** – Bids packages should be directed Devin Thompson; City of Greenville Building and Grounds Superintendent and submitted via drop box or to the address below:

1500 Beatty St  
Greenville NC 27834

Bids will be reviewed and awarded at a later date.

E. Performance Period

1. Base Bid - 180 Calendar Days with an anticipated start of Early Fall 2023.
  - F. Liquidated Damages are set at \$500/Day.
  - G. NCDOT Encroachment requirements.
    1. Emphasized that the contents of the encroachment agreement included in the bid documents need to be thoroughly reviewed and contractor is required to meet all requirements included in the document
  - H. MWBE participation goals. 10% MBE Goal and 6% WBE Goal. Contractors to take care to thoroughly read the requirements and submit the correct forms with the bid proposal. If incorrect documents are submitted in the bid proposal, the bid may be disqualified.
  - I. E-Verify Compliance – Include affidavit in bid proposal
  - J. Bid Bond of 5% are required for this bid.
3. Questions and Answers
- A. *Is this project intended to be completed by a sign company, rather than a contractor? With the amount of detail and specifics in the plans, clearly there has been substantial input by a sign company.*

**ANSWER: This project is intended to be completed by a general contractor with other trades subcontracted under the general contract. The working drawings have been completed by a design consultant; a sign company has not been consulted.**
  - B. *Is there a General Contractor that is in Charge of the project or is the Awarded Company considered to be the contractor and handle all aspects of the project including - Landscaping, Electrical & Traffic Control?*

**ANSWER: The awarded company will be considered to be the contractor and will be responsible for complete delivery of the project as indicated in the project documents.**
  - C. *Can we bid the entire project without a GC license?*

**ANSWER: No, only licensed general contractors are eligible to bid.**



Greenville Gateway Sign  
 ITB# 23-24-03  
 Project Pre-Bid Meeting Sign-In Sheet  
 Date: 07/27/2023 @ 2:00PM

	Name	Company	Phone	Email
1	Jason Galloway	McAdams	919-616-4672	<a href="mailto:galloway@mcadamsco.com">galloway@mcadamsco.com</a>
2	Jordan Boughner	McAdams	919-361-5000	<a href="mailto:boughner@mcadamsco.com">boughner@mcadamsco.com</a>
3	Kevin Mulligan	City of Greenville	252-329-4522	<a href="mailto:kmulligan@greenvillenc.gov">kmulligan@greenvillenc.gov</a>
4	Devin Thompson	City of Greenville	252-329-4931	<a href="mailto:dthompson@greenvillenc.gov">dthompson@greenvillenc.gov</a>
5	Kevin Heifferon	City of Greenville	252-329-4521	<a href="mailto:kheifferon@greenvillenc.gov">kheifferon@greenvillenc.gov</a>
6	Tish Williams	City of Greenville		<a href="mailto:twilliams@greenvillenc.gov">twilliams@greenvillenc.gov</a>
7	Aaron Lewis	City of Greenville	252-414-7866	<a href="mailto:alewis@greenvillenc.gov">alewis@greenvillenc.gov</a>
8	Wanda House	City of Greenville	252-329-4862	<a href="mailto:whouse@greenvillenc.gov">whouse@greenvillenc.gov</a>
9	Richard Sherman	Pitt Electric		
10	Renaë Hartsell	Rite Lite Signs		
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**CITY OF GREENVILLE  
ADVERTISEMENT FOR BIDS  
ITB # 23-24-03  
GREENVILLE GATEWAY SIGN**

The City of Greenville is soliciting **Sealed Proposals** from qualified contractors to construct the **Greenville Gateway Sign - ITB # 23-24-03**. Bids will be received at the location listed below until the date and time listed:

**CITY OF GREENVILLE**  
Devin Thompson  
Buildings and Grounds Superintendent  
1500 Beatty St  
Greenville NC 27834  
[dthompson@greenvillenc.gov](mailto:dthompson@greenvillenc.gov)  
Office 252-329-4931

**DUE DATE: 2:00 PM, THURSDAY, AUGUST 10<sup>TH</sup>, 2023**

All bids must be submitted in a sealed envelope and plainly labeled on the outermost package **“Greenville Gateway Sign, ITB # 23-24-03.”** **The inside and outside package shall include the Contractor’s License Number. Bids will be accepted at the address listed above or via Dropbox** <https://www.dropbox.com/request/YDOewfzJfRUsdre8J6R>. Proposals submitted after the deadline or to any location other than those listed above will not be considered.

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.

Project Documents can be downloaded from the City website at:  
<https://www.greenvillenc.gov/government/financial-services/current-bid-opportunities>.

A pre-bid meeting will be held Thursday July 27<sup>th</sup> at 2:00 PM. The pre-bid meeting will be held online only through the Microsoft Teams link below. **Attendance at the pre-bid meeting is highly encouraged but not mandatory.**

Web address: <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>  
Meeting ID: 214 416 288 683  
Passcode: gy2Dr8

A site visit may be scheduled for July 31<sup>st</sup> at 2:00 PM. Please email Jason Galloway, Design Team Project Manager, at [galloway@mcadamsco.com](mailto:galloway@mcadamsco.com) to schedule the appointment.

Bid security shall be furnished in accordance with the Bid Form.

E-mail all questions regarding plan requirements to Jason Galloway at [galloway@mcadamsco.com](mailto:galloway@mcadamsco.com). E-mail clarification of the bid process to Devin Thompson. All questions are due by 5:00 PM on August 1st to the persons above. An addendum will be issued on or before August 7th. Proposers are not to contact any City employee other than the one listed above. PROSPECTIVE BIDDERS SHALL CHECK THE CITY WEBSITE PRIOR TO PLACING BID FOR ANY ADDENDA.

The City of Greenville reserves the right to reject all bids, to waive informalities and technicalities, and to cancel the Bid Process at any time. Bidders shall submit proof of qualifications to perform the work as described in the Bid Form.