



RECREATION AND PARKS

**Informal Bid Request**

#23-24-17

**Project:**

Roof Replacement  
Perkins Complex  
Greenville, NC

**Scope of Work:**

In the base bid, provide material, equipment, and labor to remove the existing roof covering and install new shingles at the Perkins Complex building. Alternate #1 will be for the replacement of the dugout roofs.

**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 at the site on September 28, 2023 at 10AM.*

**Site Location:**

Perkins Complex  
1703 E. 14<sup>th</sup> Street  
Greenville, NC

**Bid Submittal Deadline:**

**Thursday October 12, 2023 @ 2:00 PM**

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

**INVITATION FOR INFORMAL BID ON**  
**ROOF REPLACEMENT – PERKINS COMPLEX**

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**INSTRUCTIONS FOR BIDDERS**

The person, firm or corporation making a proposal 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 or 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, Perkins – Roof Replacement 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 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No bid may be changed or withdrawn after the time of the opening.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.

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

**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 <http://www.greenvillenc.gov/government/financial-services/purchasing>.

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.

## Roof Replacement – Perkins Complex

### Scope of Work

#### Scope

Under the base bid, provide equipment, material, and labor to replace the existing shingled roof on the building at the Perkins Complex. Work shall be to replace any damaged sheathing, installing new shingles, felt paper, pipe boots, ridge vent, flashing, and drip edge. Replacement of the dugout roofs will be bid as alternate #1. Provide daily clean up and water tightening. Any and all work associated with the installation of the new roof covering shall be included. All work shall be to industry standards and installed per NC Building Code.

#### Debris / Demolition

Remove the existing shingles, felt, flashing, ridge vent, pipe boots, and drip edge. Remove any damaged or sagging sheathing. Contractor shall clean up all debris daily and sweep with a magnet to remove all nails on the ground from around the building and dugouts. All material shall be disposed of properly off site.

#### Material/Installation

1. Contractor shall be responsible for all measurements.
2. Replace all damaged and sagging sheathing. New sheathing shall match the existing in style and size. Contractor shall include in the base bid the cost to replace 64 sq. ft. of sheathing and 32 sq. ft. in alternate #1.
3. Install new felt paper, flashing, drip edge, new ridge vents (where needed), and new 30 year AR shingles to all manufacturer's instructions. Color of the shingles shall be from manufacturer's standard colors. Shingles shall be by Owens Corning, GAF, or CertainTeed.
4. Replace all pipe boots and restroom exhaust fan vent caps. Seal as required. Paint all vent pipes and the existing round vent hood black.
5. Contractor shall be responsible for providing a safe work site at all times.
6. No work shall start prior to 7:00 AM. 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.
7. 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.
8. ***Work shall start after December 1, 2023 and must be completed by February 15, 2024. However, once work starts Contractor shall continue working onsite until completion and, weather permitting, all work shall be completed within 30 days. Liquidated damages will apply if not completed on time.***

#### 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**

Roof Replacement – Perkins Complex:

<b>Contractor Name and Address:</b>  _____  _____  _____	
<b>Phone Number:</b> _____	<b>Date:</b> _____
<i>Base Bid Amount:</i> <i>Main building</i>	\$ _____
<i>Alternate #1 Bid Amount:</i> <i>Four dugouts</i>	\$ _____
<b>Addenda:</b> _____	
<b>Submitted by:</b> _____	
<b>Signature:</b> _____	

***BIDS ARE DUE BY 2:00 PM THURSDAY, OCTOBER 12, 2023***