



RECREATION AND PARKS

Informal Bid Request

#23-24-27

Project:

Office Renovation
Jaycee Park
Greenville, NC

Scope of Work:

Provide material, equipment, and labor to renovate two existing spaces into a new conference room and into offices at Jaycee Park.

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.

There will be an optional pre-bid meeting on Nov. 28, 2023 at 10:00AM at the site.

Site Location:

Jaycee Park
2000 Cedar Lane
Greenville, NC

Bid Submittal Deadline:

Thursday December 7, 2023 @ 2:00 PM

Via email to: mwatson@greenvillenc.gov

INVITATION FOR INFORMAL BID ON OFFICE RENOVATION – JAYCEE PARK

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. 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, Office Renovation - JCP 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No bid may be changed or withdrawn after the time of the opening.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 sixty (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 M/WBE 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 U.S.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.

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

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.

Questions regarding any part of this proposal shall be directed via email to Mike Watson, Parks Coordinator, at mwatson@greenvillenc.gov.

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

Office Renovation Jaycee Park

Scope of Work

Scope

Project will consist of renovating two existing open spaces in the Administration Building at Jaycee Park. An existing copy room will be renovated into a new conference room that will consist of prepping and painting of walls, repairing an existing door and providing a new entry door with sidelight. The second space will require for new walls to be built complete with sheetrock, insulation, painting and new doors. New IT and TV data outlets will also be installed in each room.

Debris / Demolition

All debris associated with the renovation and repair shall be removed and properly disposed of offsite.

General Requirements

1. Contractor is responsible for all measurements.
2. Include a price for each line item and provide the total bid on the bid submittal form.
3. Contractor shall be responsible for providing a safe work site at all times.
4. The building will remain open for the duration of the project. All daily operations, activities, ingress and egress of all doors must not be hindered.
5. Contractor shall take caution to protect all areas associated with the work. Any damaged area shall be repaired to meet existing conditions before final payment is issued.
6. Contractor shall comply with all OSHA requirements and safety guidelines associated with the work within the scope of work.
7. ***Work shall start work 10 days after the date of the Purchase Order and must be completed by January 31, 2024. Liquidated damages may 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 FORMS – OFFICE RENOVATION - JAYCEE PARK

ATTACHMENT A

Area	Line	Description	Bid Amount
Conference Room	1	Remove three bulletin boards and one interoffice mailbox. Repair all holes in wall for painting. Save the mailbox for it to be relocated by others.	\$
	2	Remove the ceiling fan and extension rod. Cap off the electrical lines above the ceiling.	\$
	3	Remove the existing closet door and fill in all holes and repair as needed and sand the door. Refinish and seal the door and rehang using the existing hardware.	\$
	4	Remove two window blinds. Repair and fill in holes. Touch up area with stain to match.	\$
	5	Replace all existing fluorescent light bulbs and replace with LED. There are a total of 16 bulbs. Clean the light fixtures.	\$
	6	Replace all ceiling tiles with Armstrong Sahara 24 x 24 drop in tiles or equal.	\$
	7	Repair, prep and paint all walls. Room is 17'6" x 16'6". Ceiling height is 11'3". Use latex interior eggshell paint by Sherwin Williams or equal. Color shall be standard manufactured colors.	\$
	8	Clean all wood trim and reseal. Approximately 68' of "crown" molding and 58' of base board. Include the casing and jambs of the closet door and window.	\$
	9	Remove and dispose of the existing double dutch doors. Save three hinges (to be reinstalled on new door) and the deadbolt and cylinder for use in the future.	\$
	10	Install a new wood door frame and sidelight with ¼" tempered glass. New frame and sidelight shall fill in the existing opening. See sketch for more info.	\$
	11	Provide a new 3068 plain sliced solid core red oak wood door with a 3 x 33 wood narrow lite kit. Right hand door swing and prepped for 4 ½" hinges and cylindrical lock prep. Door shall be stained to match. Provide ¼" tempered glass for the lite kit.	\$

Area	Line	Description	Bid Amount
Conference Room	12	Reuse three hinges from the existing door to hang the new door. Provide and install a door lock equal to 9K 3 7 AB 15D STK 626 less core by Best. Include three stick on door silencers.	\$
	13	Install a recessed electrical outlet with cable access on the north wall. Outlet to be equal to Legrand 2 gang plastic wall electrical box (Lowe's). Electrical wiring shall be inside the wall accessed from the ceiling. Run cable for TV and hook into the existing TV cable. Install a HDMI cable and port in the wall 18" above floor and behind the TV.	\$
New Office	14	Remove the existing cabinet and store onsite for future use. Remove the carpet and cove base.	\$
	15	Build new walls using wood studs and 5/8" sheetrock. See the Attachment B for layout. Walls shall be 8' high and attach and anchor walls as needed. Install insulation in the walls. Install two 3068 paintable pre-hung solid core flush wood doors. Both doors to be right hand. Finish the sheetrock for painting. Provide and install two locks equal to Best 7KC 2 7 AB 15D STK 626 less core and two wall stops.	\$
	16	Prep and paint the new and existing walls. Remove the outlet and fill in the area where the TV was located. Use latex interior eggshell paint by Sherwin Williams or equal. Color shall be standard manufactured colors. Existing room size is 17'6" x 16'3" x 11'0"	\$
	17	Install new blinds in the windows. Quantity of three window sizes of 47 1/4" x 87" and three 47 1/4" x 37". Blinds shall have narrow metal slats and be dark bronze color.	\$
	18	Install new recessed Ethernet outlet boxes in the existing wall in areas as shown in sketch. Cat6 cable and connections will be installed by others.	\$

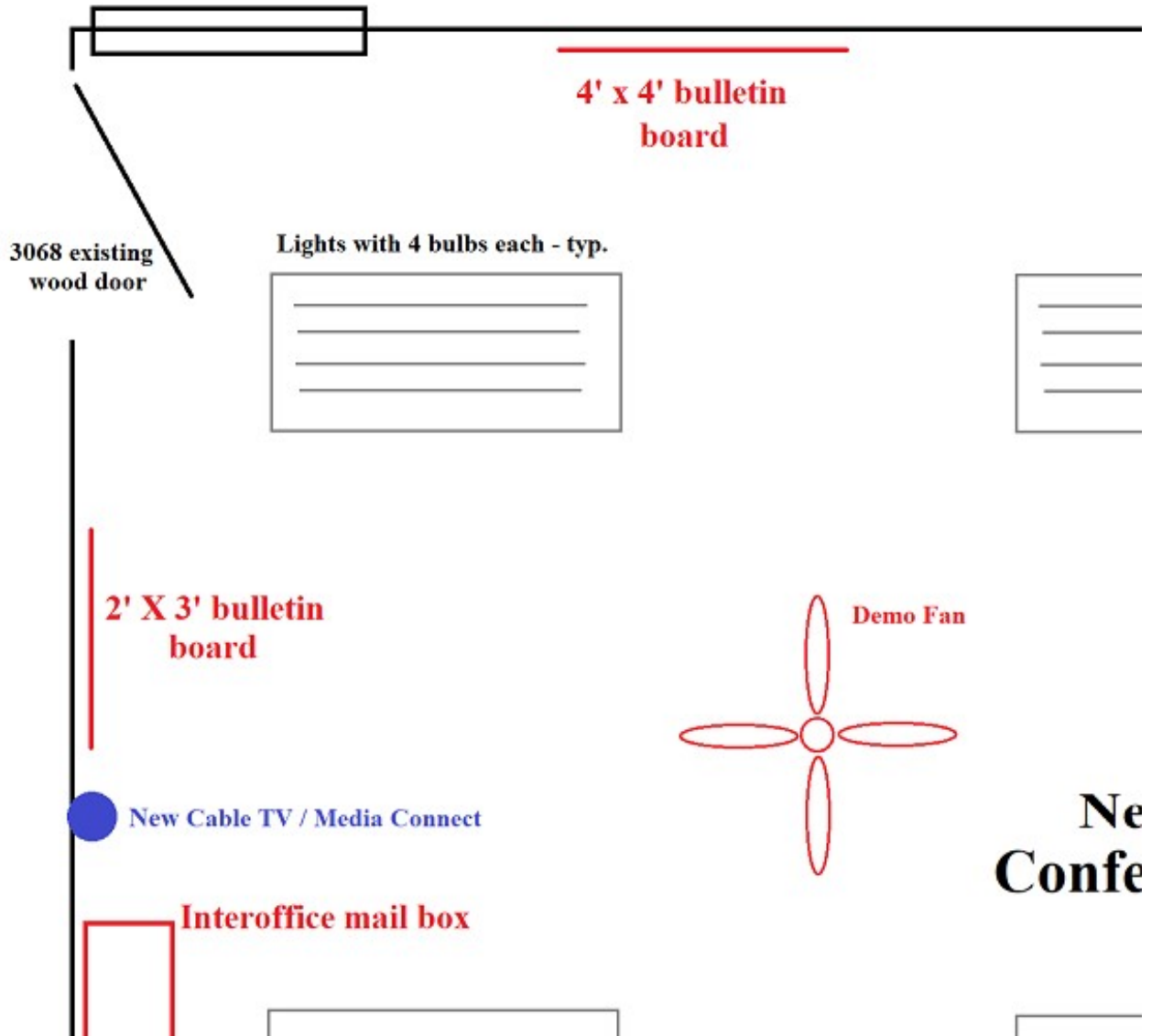
Contractor: _____

Email: _____ Phone: _____

Date: _____

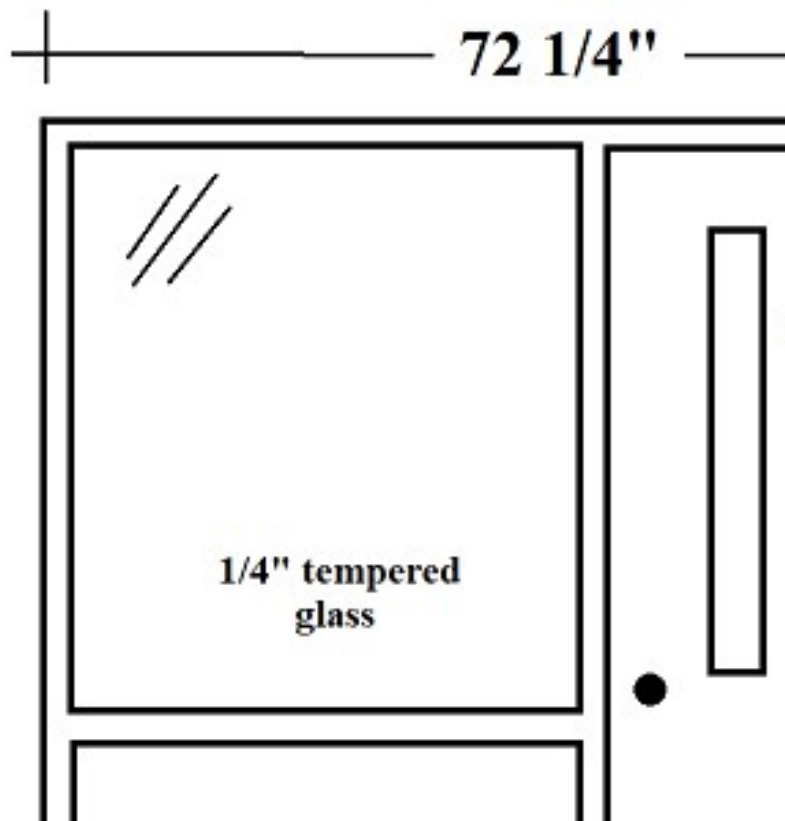
Signature: _____

TOTAL BID \$ _____

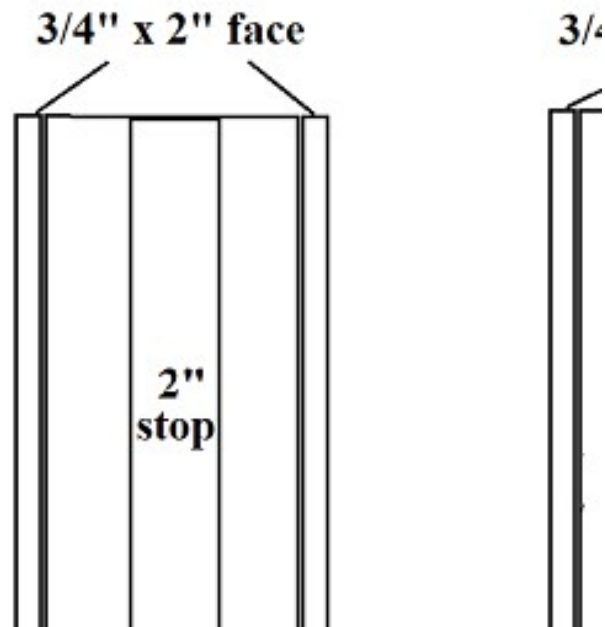


New Conference Room Renovation

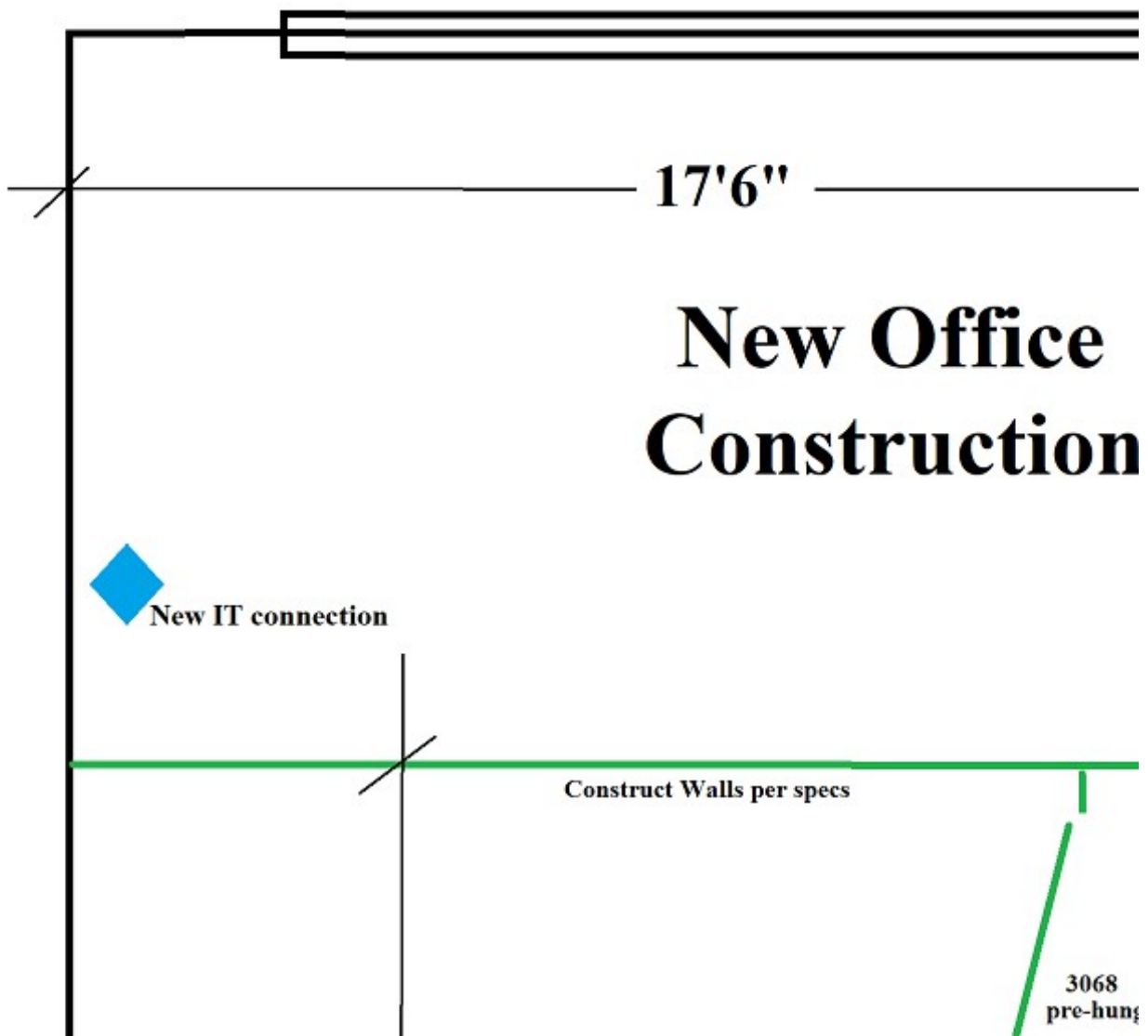
17'6" x 16'6" x 11'3"



New Conference Room Door with Sidelight



Existing Door & Window Jamb Details



New Office Renovation

**Existing Room
17'6" x 16'3" x 11'0"**