



RECREATION AND PARKS

**Informal Bid Request**

#23-24-41

**Project:**

Replace Amphitheater Sign  
Town Common Park  
Greenville, NC

**Scope of Work:**

Provide material, equipment, and labor to remove and replace the sign on the amphitheater in Town Common 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.

**Site Location:**

Town Common Park  
105 East 1<sup>st</sup> Street  
Greenville, NC

**Bid Submittal Deadline:**

**2:00 PM, Monday, March 4, 2024**

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

**INVITATION FOR INFORMAL BID ON**  
**REPLACE AMPHITHEATER SIGN – TOWN COMMON PARK**

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**INSTRUCTIONS FOR BIDDERS**

The person, firm or corporation making a proposal shall submit a bid to *Dennis Vestal, Recreation and Parks Superintendent* 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 [dvestal@greenvillenc.gov](mailto:dvestal@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, Town Common Sign Replacement Attn: Dennis Vestal* 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No bid may be changed or withdrawn after the time of the opening.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 *Dennis Vestal, Recreation and Parks Superintendent*.

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

Questions regarding any part of this proposal shall be directed via email to Dennis Vestal, Recreation and Parks Superintendent, [dvestal@greenvillenc.gov](mailto:dvestal@greenvillenc.gov)

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

**EXHIBIT B**

# Replace Amphitheater Sign TOWN COMMON PARK

## Scope of Work

### Scope

Contractor shall supply all labor, equipment and material to remove existing sign and install new sign with LED backlighting sign with the ability to change colors. Contractor shall protect the amphitheater, grounds and other items from damage. All OSHA requirements and other safety guidelines associated with the work shall be followed.

1 Set(s) of Reverse Back Lit Raceway reading GREENVILLE TOYOTA AMPHITHEATER with LED lighting D Letter Copy 1: 18 in Letters: GREENVILLE TOYOTA AMPHITHEATER

- Faces: Aluminum - .080 Mill Finish 60 x 120
- 3 in return Aluminum - .063 Return Mill Finish 60 x 120
- Paint: Exterior - SW Satin Black, Interior - SW.White High Reflective VOC
- Polycarbonate Backs: Polycarbonate - Clear .118 x 76 x 120
- LEDs: 1 Row of LED- Sloan - RGBW 701269-RGBW3MI-MB - 1.5 mod/ft
- Mounting I: Arched Fabricated Raceway Aluminum - .100 Mill Finish 60 x 120: 641.67 in (L)- TBD SW Satin
- Power Supply: LED Pwr Supply-Principal P-OH060-12-EC 90-305VAC, LED Principal SLOAN RGB Remote PS-R2819 or equal
- Other Electrical Parts: 2 - LED- Principal SLOAN Amplifier PL-PS-RGBW-AMP, I - LED- Principal SLOAN Controller PS-CI009, 1 - Electrical Toggle Switch- I SA, 120V or equal
- Prewired with 5 ft Leads, Snap in Bushings
- Mount Type: Raceway
- Mounting Hardware: Reverse Channel 1/4" Nutsert-260GZ, 1/4" x 1.5" Spacer-aluminum, 1/4" x 6" All Thread-aluminum
- Pattern: Paper Pattern
- Outdoor UL Listed
- Provide dedicated 120v circuit to service lighting

### Debris / Demolition

All debris associated with this project shall be removed and properly disposed of offsite.

### General Requirements

1. Contractor is responsible for all measurements.
2. Contractor shall be responsible for providing a safe work site at all times.
3. 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.
4. Contractor shall comply with all OSHA requirements and safety guidelines associated with the work within the scope of work.
5. Shop drawings shall be provided for approval prior to fabrication.
6. Work shall be completed by April 18, 2024

**Warranty**

Provide a standard manufacturer's warranty on all material and a 1 year warranty from the contractor on all labor.

**Bid Form**

Replace Amphitheater Sign – Town Common Park:

<b>Contractor Name and Address:</b>  _____  _____  _____	
<b>Phone Number:</b> _____	<b>Date:</b> _____
<b>Bid Amount:</b>	\$ _____
<b>Addenda:</b> _____	
<b>Submitted by:</b> _____	
<b>Signature:</b> _____	

***BIDS ARE DUE BY 2:00 PM MONDAY, MARCH 4, 2024.***



