



PROJECT MANAGEMENT

**Informal Bid Request**

**Project:**

#24-25-14

Seal Coat & Stripe Parking Lots  
Drew Steele Center & Elm Street Park  
Greenville, NC

**Scope of Work:**

Provide material, equipment, and labor to seal coat and stripe the asphalt parking lots and associated areas per industry standards at the Drew Steele Center and Elm St. Park.

**Special Conditions:**

Work must comply with all OSHA safety guidelines.

Contractor responsible for all needed paperwork to obtain required permits. All permits must be posted prior to the commencement of work.

***A site visit is recommended but is not required to submit a bid.***

**Site Location:**

Drew Steele Center  
1058 S. Elm St.  
Greenville, NC

Elm Street Park  
1055 S. Elm St.  
Greenville, NC

**Bid Submittal Deadline:**

**Thursday, October 10, 2024 @ 2:00 PM**

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

## INVITATION FOR INFORMAL BID ON

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### SEAL COAT & STRIPE PARKING LOTS DREW STEELE CENTER & ELM STREET PARK

#### INSTRUCTIONS FOR BIDDERS

The person, firm or corporation making a proposal shall submit a bid to *Mike Watson, Project 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, DS/ES, Parking Lots 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No bid may be changed or withdrawn after the time of the opening.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, Project 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 web address: <https://selfservice.greenvillenc.gov/vss/Vendors/default.aspx>.

**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 Wanda House, Financial Services Manager, at (252) 329-4862.

**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 Requirements:**

The following insurance coverages and limits are standard insurance requirements for City contracts. At times the scope of the contracted work may require additional or unique coverages and increased limits.

The name of the contracting party must agree to purchase at its own expense insurance coverages to satisfy the following minimum requirements. A certificate reflecting the following minimum coverages shall be required and accompany the Contract:

1. **Workers' Compensation Insurance:**

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.

No sub-contractor may exclude executive officers. Workers Compensation must include **all employees**.

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. 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

The City of Greenville must be added as an Additional Insured to the Commercial General Liability policy.

3. **Commercial Automobile Liability:** (If Applicable)

**Limits:**

Combined single limit \$1,000,000

The City of Greenville must be added as an Additional Insured on the Commercial Auto Liability policy.

4. **Professional Liability:** (If Applicable)

Limits:

Each Claim Made: \$1,000,000  
Aggregate: \$2,000,000

5. **Builders Risk Coverage:** (If Applicable)

Limit:

Minimum limit in the amount of total bid price.

The Builder Risk policy must be endorsed to increase the limit of insurance for all change orders.

Policy Form:

Builder Risk coverage must be on a direct physical loss basis and contain no exclusion for theft, collapse or damage to foundations or underground structures, pipes or conduits.

6. **Named Insured:**

The named Insured shall be The City of Greenville, P.O. Box 7207, Greenville NC 27835, the Contractor and all sub-contractors with a contractual assumption of responsibility for damage to the project.

All insurance companies must be admitted doing business in North Carolina and be acceptable to the City of Greenville's Safety Risk Manager. If the insurance company(s) is a permitted surplus lines insurer, the insurance company name, and NAIC number must be submitted to the Safety Risk Manager for approval before commencing work. Contractor shall be required to provide the City no less than thirty (30) days' notice of cancellation, or any material change, to any insurance coverage required by this Contract.

A Certificate of Insurance (COI) must be issued by an authorized representative of the insurance carrier(s). Certificates of Insurance must have the Insurance Company name and NAIC number clearly identified. The Certificate of Insurance must identify the Contract and contract work, including location, to be completed in the description section.

The City of Greenville's review or acceptance of Certificates of Insurance shall not relieve contractor of any requirement to provide the specific insurance coverages set forth in the Contract. Nor shall the City of Greenville's review or acceptance of Certificates of Insurance constitute a waiver of the specific insurance coverage requirements set forth in the Contract or acknowledgement that all insurance coverage requirements set forth in the Contract have been met.

**Hold Harmless and Indemnity Agreement:**

To the fullest extent permitted by law, the **Contractor** shall indemnify and hold harmless the City of Greenville, its employees, agents and consultants against any liability arising out of or in connection with any of the operations or obligations of the **Contractor**, including but not limited to any said operations or obligations subcontracted or assigned to a different person or entity from claims, damages, losses, and expenses, including but not limited to attorneys' fees, which is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, caused by acts or omissions of the **Contractor** or anyone directly or indirectly employed by them or anyone for whose acts the **Contractor** may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligation of indemnity which would otherwise exist as to a party or person described in this paragraph.

**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 \$250.00 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 <https://www.greenvillenc.gov/government/financial-services/purchasing>.

Questions regarding any part of this proposal shall be directed via email to Mike Watson, Project Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

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



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## PROJECT MANAGEMENT

**Seal Coat & Stripe Parking Lots  
Drew Steele Center & Elm Street Park**

**Specifications**

1. **Description**

Preparation, repair, sealcoating, striping, and numbering of parking spaces to the existing asphalt parking lots, entrances and associated areas at Drew Steele Center and Elm Street Park. The Contractor shall furnish at its own expense, all labor, vehicles, equipment, barricades, tools, fuel, facilities, and any other items necessary to accomplish the work required for this project.

The Contractor shall repair areas as needed and provide and apply two applications of pavement sealer over the existing asphalt surfaces and stripe and number the parking spaces. (See Attachment C for area of work).

2. **Site Conditions**

- A. Apply coating when pavement temperature is at least fifty-five (55) degrees and air temperature is the same and rising.
- B. Apply coating during dry weather and when rain is not anticipated.

3. **Preparation**

- A. Where required, spray all vegetation at pavement edges with applicable chemical to kill weeds, and grasses prior to job start date.
- B. Prime oil spots. Heat and scrape excess oil off pavement and apply oil spot primer to promote adhesion of sealer.
- C. Prior to seal coating, clean all applicable asphalt surfaces and remove all loose debris from the job site and discard.

4. **Crack Repair**

- A. Use cold applied crack filling material and methods to repair existing cracks. Include in the bid price 400 linear feet at each lot for repairing cracks. On the bid sheet include a price per linear foot to repair cracks. Contractor is to coordinate with the Owner prior to repairing any cracks.
- B. Clean cracks of all dirt, debris and vegetation prior to applying crack filler
- C. For cracks up to ½" apply appropriate material. Sealant may be applied directly from the container, pour pot, crack banding equipment or mechanized pumping equipment. Allow to dry before sealcoating.
- D. For cracks larger than ½" wide and up to 1" wide, apply trowel grade crack filler or other suitable patching material. Apply with trowel, squeegee or straightedge. Allow to dry before sealcoating.



E. All crack filling material shall be applied per manufacturer's instructions and product data sheets.

5. **Surface Repair**

- A. Remove damaged areas in the asphalt such as but not limited to depressions, upheaval, broken sections, etc.
- B. Repair and re-compact the subgrade.
- C. Pour a full depth patch prior to recoating installation.

6. **Application**

- A. Allow each coat to cure sufficiently between coats.
- B. Allow final coat to dry overnight under good drying conditions before allowing traffic.
- C. Application rate must be in accordance with manufacturer's specification with a minimum of one (1) coat per fifty (50) square feet to the gallon.

7. **Striping/Numbering**

- A. All striping of lines and any other markings on pavement shall be re-applied to match the existing locations and layout. Include any markings on existing concrete. Contractor to verify with owner prior to installation of striping.
- B. Paint shall be applied by approved commercial striping equipment at the manufacturer's suggested application rate.
- C. All paint shall be acrylic polymer water base fast drying traffic paint in white. It shall conform to NCDOT standards. All lines shall be 4" wide.

8. **Protection**

- A. Barricade as needed to protect the areas of work.
- B. All barricades will be supplied by the contractor and set up prior to commencement of work and removed from job site after completion of project.

9. **Notes/Information**

- A. Contractor is responsible to verify all measurements.
- B. Contractor shall fill out and submit with their bids the attached Reference Information Sheet (Attachment B). Failure to submit this information may result in the bid being deemed nonresponsive.
- C. All required handicapped markings shall meet federal, state and local code requirements.
- D. Contractor will be able to use the facility's electrical and water to complete the work.
- E. The laydown area, parking, time of work, access to the building, etc. will be discussed at a pre-construction meeting with the awarded contractor.

- F. Contractor shall take care not to damage any concrete, fencing, landscaping, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.
- G. The Contractor shall submit a plan that will allow access to the park prior to the start of work and shall coordinate with the City of Greenville prior to any work taking place.
- H. Work shall start on the Drew Steele parking lot first and must be completed before work can begin on the Elm Street Park Parking Lot.
- I. ***Weather permitting, the work can start the week of December 2<sup>nd</sup> and must be completed by December 20<sup>th</sup>. Liquidated damages will apply to this project. Contractor shall give a minimum of two weeks' notice prior to starting the work.***

### **Facility Notes**

#### **Drew Steele Center (Approx. 25,500 sf):**

- a) The facility will remain open to the public. The Contractor shall submit a plan that will allow access to the facility prior to the start of work and shall coordinate with the City of Greenville prior to any work taking place.
- b) Replace three "Staff Parking Only" signs and provide one Van Accessible sign.
- c) Work shall start at this site and must be completed before moving to the Elm Street parking lot.

#### **Elm Street Park (Approx. 40,000 sf):**

- a) The actual spaces are more than what is shown on the layout in Attachment C. Contractor shall verify amount prior to submitting a bid.
- b) The lower parking lot and the lane leading to it is included.
- c) All non-handicapped spaces shall be numbered to match the existing numbers of each space. Color shall match the stripes. See Attachment C for more information on the numbers.
- d) Complete all work at the Drew Steele parking lot prior to starting on this site. Weather permitting, all work must be completed by December 20<sup>th</sup>.

### **10. Warranty**

Contractor shall provide a standard manufacturer's warranty on all products used and a minimum of a one (1) year warranty on workmanship and labor.

**Bid Form**

Seal Coat & Stripe Parking Lots – Drew Steele Center & Elm Street Park

**Contractor Name and Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Facility	Bid Amount	Crack Repair per linear foot
Drew Steele Center		\$ _____ lf.
Elm Street Park		
Total Bid*		

***\*Note: Project award will be based on lowest total bid amount.***

**Reference Information Sheet Attached:** \_\_\_\_\_

**Addenda:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

***BIDS ARE DUE BY 2:00 PM THURSDAY, OCTOBER 10, 2024.***

**REFERENCE INFORMATION SHEET**

Vendor must provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their proposal sheet. Contractor shall be experienced in projects of similar construction.

Contractor Name: \_\_\_\_\_

Number of years company has been in business: \_\_\_\_\_

1. **Company name:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

2. **Company name:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

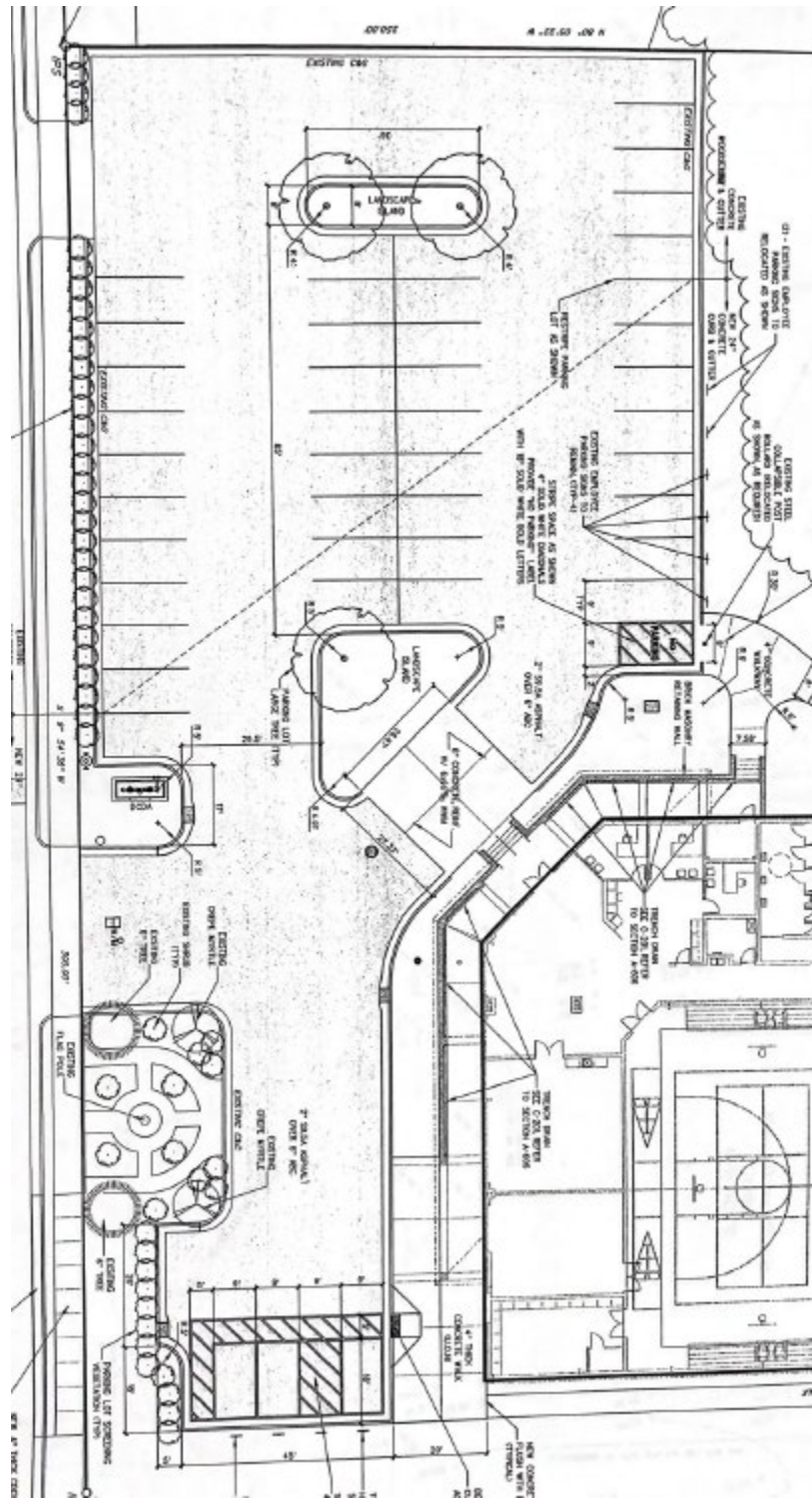
**Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

3. **Company name:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

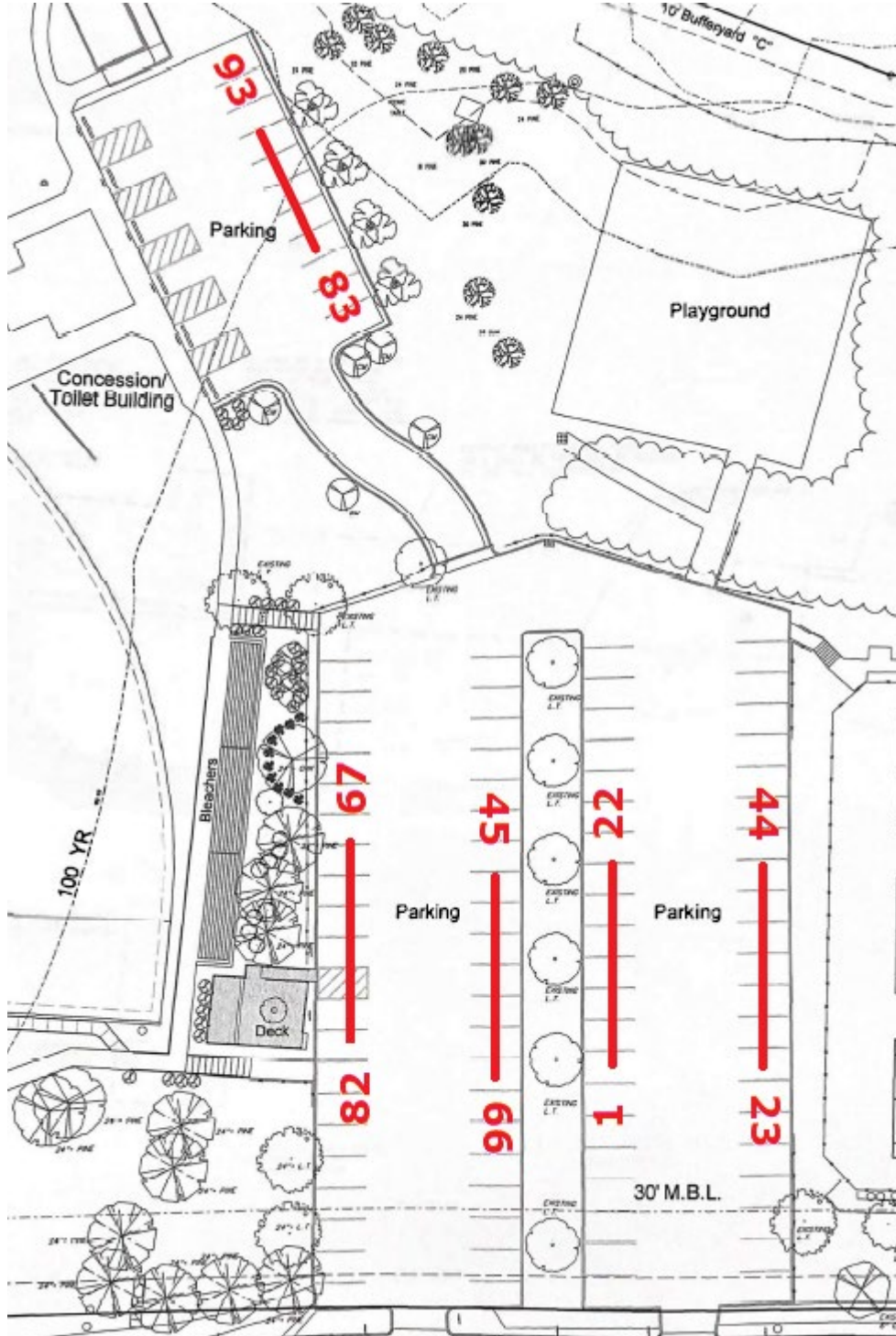
**Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

Drew Steele Center Parking Lot



Note: No number of spaces required at this site.

# Elm Street Park Parking Lot



**Note:** See Facility Notes, Elm Street Park, note “a” on page 10 concerning quantity of spaces.

Spaces in the area of 67 – 82 have been reconfigured. Contractor to verify with the owner prior to repainting stipes and numbers.

Space Numbering Example



**Note:** Numbers shown on the parking lot layout are for reference. New numbers should match the existing numbers at each space.