



RECREATION AND PARKS

**Informal Bid Request**

#24-25-18

**Project:**

Repair & Paint Restroom Building  
Evans Park  
Greenville, NC

**Scope of Work:**

Provide material, equipment, and labor to repair, preparation and paint the exterior of the building, installation of new exterior doors, repairing interior walls and installation of new toilet partitions at the restroom building located at Evans 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.  
*There will be a mandatory pre-bid meeting on October 31, 2024, at 10:00 AM at the site.*

**Site Location:**

Evans Park  
625 W. Arlington Blvd  
Greenville, NC

**Bid Submittal Deadline:**

**Thursday, November 14, 2024 @ 2:00 PM**

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

## INVITATION FOR INFORMAL BID ON

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### REPAIR & PAINT RESTROOM BUILDING – EVANS 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, Evans Restroom Bldg. 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No bid may be changed or withdrawn after the time of the opening.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/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 (MWBE) 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 \$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 <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.



## PROJECT MANAGEMENT

## **Repair & Paint Restroom Building Evans Park**

### **Scope of Work**

#### **Scope**

Contractor shall supply all labor, equipment and material to pressure wash, remove and replace the door units, replacement of all broken and busted siding, and preparation and painting of the exterior. In the interior, remove and replace the wood strips on the walls, remove and replace the toilet partitions, cleaning and preparation and painting of the baseboards. All work shall be to industry standards. All OSHA requirements and other safety guidelines associated with the work shall be followed.

#### **Debris**

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

#### **General Requirements**

##### **Base Bid:**

1. Contractor is responsible for all measurements.
2. Remove and replace the exterior door units. Save and reuse the existing deadbolts and locks including the magnetic locks and wiring. Install new push and pull plates, sweeps, thresholds and closers. The magnetic locks shall be working properly after reinstalling. Adjust the exterior siding, if needed, once the new door units are installed.
3. Remove the damaged siding on the exterior. Replace with new siding to match.
4. Remove all old caulk on the exterior. Clean and re-caulk the areas prior to painting.
5. Pressure wash the entire exterior, including the roof, prior to painting. Contractor can use water from the facility.
6. Preparation of all surfaces shall be done to industry standards and to manufacturer's instructions. Paint the exterior surfaces with two coats of an acrylic latex exterior paint with an eggshell finish. Paint shall be by Sherwin Williams or approved equal.
7. Replace the existing vent covers with new louvered covers.
8. Replace the two exterior light fixtures with Halo Outdoor FE Series Entry Lights by Cooper Lighting - Model # FE08A40FDW or equal.
9. Replace the restroom signs and install. Match the existing color.
10. On the interior walls and ceilings, replace the existing strips at the seams of the FRP boards. Install 1 ½" white PVC lattice molding and white PVC corner molding to cover all seams.

11. Remove the existing toilet partitions and replace with new solid plastic overhead braced partitions and screens. Color shall be from standard manufacturer's colors.
12. Center the mirror over the sink in the men's room.
13. Install a steel white grille, approximately 10" x 10", over the fan in the wall in the men's room.
14. Clean all walls, fixtures, and floors once all work has been completed in each restroom.
15. Prep and paint the baseboards and door trim with semi-gloss latex paint. Apply two coats.
16. Contractor shall take care not to damage any concrete, landscaping, fencing, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project.
17. Contractor shall comply with all OSHA requirements and safety guidelines associated with the work within the scope of work.
- 18. *Work can start any time after the project is awarded but shall be completed by the end of the day of January 31, 2025. Liquidated damages will apply if not completed on time.***

**Alternate #1:**

1. Remove the existing exterior water fountain and save for City staff. Supply and install an Elkay LK4408BF outdoor ex H2O wall mounted drinking fountain with bottle filler. Color to be Evergreen. Note: No electrical connection is required.

**Warranty**

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

**Notes**

Contractor will be able to use the facility's electrical, water, and restrooms to complete the work.

The facility will be closed to the public for the duration of the work.

At the end of each day, the building shall be secured prior to the Contractor leaving the site.

The laydown area, parking, time of work, etc. will be discussed at a pre-construction meeting with the awarded contractor.

**Bid Form**

Repair & Paint Restroom Building – Evans Park

**Contractor Name and Address:**

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

*Base Bid Amount:*                      \$ \_\_\_\_\_

*Alternate #1 Bid:*                      \$ \_\_\_\_\_

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

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

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

***BIDS ARE DUE BY 2:00 PM THURSDAY, NOVEMBER 14, 2024.***