



**Informal Bid Request**  
24-25-19

**Project:**  
Paint Interior Restrooms  
Perkins Complex  
Greenville, NC

**Scope of Work:**

Provide material, equipment, and labor to preparation and paint the interior restrooms located at the Perkins Complex.

**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 9:00 AM at the site.***

**Site Location:**

Perkins Complex (behind Sports Connection)  
1703 E. 14<sup>th</sup> Street  
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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### PAINT INTERIOR RESTROOMS – PERKINS COMPLEX

#### 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, Paint Restrooms - Perkins. 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No bid may be changed or withdrawn after the time of the opening.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 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 (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
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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 exists 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.



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## PROJECT MANAGEMENT

## **Paint Interior Restrooms Perkins Complex**

### **Scope of Work**

#### **Scope**

Under the Base Bid, the contractor shall prep and paint the interior walls, ceilings, floors, and wood partitions and provide and install some door hardware, signs and mirror. Providing and installing new solid plastic toilet partitions will be Alternate #1. 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. All surfaces must be cleaned and prepped to receive finish paint. Preparation of all surfaces shall be done to industry standards and to paint manufacturer's instructions.
3. Apply two coats of paint on all interior surfaces that currently have an existing painted finish: walls, doors, jambs, ceilings, partitions, floors, and trim.
4. Paint shall be Promar 200 by Sherwin Williams or equal. All walls, doors, jambs, trim and partitions shall have a semi-gloss sheen. The ceiling shall have an eggshell sheen.
5. Prep the floors as required by the manufactured instructions and apply two coats of Sherwin Williams ArmorSeal 1000 HS Epoxy (Part A).
6. All paint colors will be selected from the manufacturer's standard colors.
7. Remove and replace the metal push and pulls on the restroom doors. Replace with new 4" x 16" push plate and a through bolted 4" x 16" pull plate both in stainless steel.
8. Provide and install a 18" x 24" stainless steel framed mirror over the sink in the Men's room.
9. Install a sign on the Women's door that indicates that there is a baby changing station located inside.
10. Remove and reinstall the sink in the Men's room. Replace the faucet knobs with levers.
11. Install white p-trap covers under each sink.
12. Clean the existing vent fan covers.
13. 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.

14. Contractor shall comply with all OSHA requirements and safety guidelines associated with the work within the scope of work.
15. ***Work can start any time after the project is awarded but shall be completed by the end of the day of February 14, 2025. Liquidated damages will apply if not completed on time.***

**Alternate #1:**

1. Delete the partition painting under the base bid and price to remove the existing plywood toilet partitions and supply and install new overhead braced solid plastic partitions with continuous wall brackets. Provide two urinal screens with continuous wall brackets.

**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.

Since the facility will be closed to the public for the duration of the work, once work starts the contractor shall work diligently to complete the project in a timely manner.

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**

Paint Interior Restroom – Perkins Complex

**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.***