

**City of Greenville Recreation and Parks Department  
Informal Bid Request Form**

**Project: Road Improvements Thomas Foreman Park**

**Scope of Work:**

Provide all materials and labor to install concrete maintenance drive way entrance at Thomas Foreman Park per Exhibit B.

**Special Conditions:**

Work must comply with all OSHA safety guidelines.

Contractor responsible for all needed paper work to obtain required permits.

Contractor responsible for all work associated within the scope of work.

Staff is responsible for relocating essential items

Site visit optional

Vendors are responsible to verify all measurements

Construction dates: March 19<sup>th</sup> – March 31<sup>st</sup>

**Work Location:**

Thomas Foreman Park  
400 Nash St.  
Greenville NC 27834

**Bid submittal deadline:**

**February 25, 2015 @ 3:00 PM**

Recreation and Parks Administration Building  
Jaycee Park  
2000 Cedar Ln  
Greenville, NC 27858

Road improvements:

**Contractor Name and Address:**

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**Firm Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total Lump Sum Bid for work:** \_\_\_\_\_

**Bid submitted by:** \_\_\_\_\_

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

**Notes:**

- 1. Please attach breakdown of lump sum bid**
- 2. Bid will be considered valid for a period of 60 days after submittal**

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## INVITATION FOR INFORMAL BID ON

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### Road improvements SCOPE OF WORK

The person, firm, or corporation making a proposal shall submit it in a sealed envelope to *Stephen L. Warner, Parks Facility Manager*, at the Recreation and Parks Administration Building 2000 Cedar Ln, Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, Road Improvements* and the name *Stephen L. Warner* should appear on the outside of the sealed envelope. The estimate may also be mailed but must be received prior to the time and date stated on the attached bid request form.

All bids will be marked with the date and time they are received by staff. Bids will be opened and evaluated and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The bidder shall insert the required responses and supply all the information as indicated on the Bid Form. 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 bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request in writing is made to *Stephen L. Warner, Parks Facility Manager*.

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 bid 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 bidder 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.

Each proposal shall specify delivery or date to begin work.  
Bid 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.**

**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 the MWBE Office at (252) 329-4862.**

**Equal Employment Opportunity Clause:**

**The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.**

**Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.**

**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.**

**Vendors must hold a current City of Greenville business licenses.**

**New vendors must complete a City of Greenville vendor application.**

**Vendors must maintain workers compensation, general liability and vehicle insurance for duration of the project that comply with City of Greenville minimum limits.**

**A W9, copy of insurance certificates, copy of business license and new vendor application must be submitted once contract is awarded.**

**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 will pertain to this project. For more information please see the City of Greenville's webpage at [www.greenvillenc.gov/financialservices/purchasingdivision](http://www.greenvillenc.gov/financialservices/purchasingdivision).**

**If your firm is unable to bid for any reason, please send a letter of explanation.**

**Questions regarding any part of this bid shall be directed to Stephen Warner, P. O. Box 7207, Greenville N. C. 27835, telephone (252) 329-4554.**

**A work site visit is optional. Job site is available to the public during daylight hours. Vendors are responsible to verify all measurements.**

**Stephen L. Warner  
Parks Facility Manager  
Recreation & Parks  
City of Greenville, N. C. 27835**

## **Road Improvements Thomas Foreman Park**

### **Specifications**

#### **Permit**

Vendor is required to submit a scale drawing to Public Works Engineering prior to permitting. Vendor shall be responsible for notifying the Engineering Division prior to pouring concrete so that location forms and sub base can be inspected for compliance. A minimum of 24-hour's notice is required.

#### **Demolition**

Cut out and grade slope to accommodate concrete driveway between existing metal swing gate.

#### **Installation**

Provide labor and the following. Install concrete 3000 psi 6" thick, wire mesh, 16' X 130' driveway, with radius 22' and curb per City of Greenville driveway standards. All concrete edges shall be back filled with top soil, seed and straw.

#### **Warranty**

The warranty will consist of a one year service for cracking and crumbling.