

**City of Greenville Public Works Department  
Informal Bid Request Form**

**Project:**

Concrete for  
Live United Courtyard  
Greenville, NC 27834

**Scope of Work:**

The work shall include the labor and material needed for the excavation of the site, pouring and finishing of concrete per the scope of work, approved plans and specifications.

**Special Conditions:**

Work must comply with all OSHA safety guidelines.  
The City of Greenville will act as the General Contractor for this project.  
Contractor is responsible for all needed paper work to obtain required permits. All permits must be posted prior to the commencement of work. Any permits will be at no cost to the Contractor.  
Contractor responsible for all work associated within the scope of work.

**Work Location:**

Live United Courtyard  
4<sup>th</sup> Street  
Greenville, NC 27834

**Bid submittal deadline:**     **Friday, May 29, 2015 @ 2:00 pm**  
Public Works Administration Building  
1500 Beatty Street  
Greenville, NC 27834

Live United Courtyard – Concrete:

**Contractor Name and Address:**

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

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

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

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

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

Notes:

- 1. Bid will be considered valid for a period of 60 days after submittal**
- 2. City has the right to accept or reject any or all parts of the bids.**

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## INVITATION FOR INFORMAL BID ON

### CONCRETE for LIVE UNITED COURTYARD

#### INSTRUCTIONS TO BIDDERS

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Mike Watson, Building Facilities Coordinator*, at the Public Works Administrative offices located at 1500 Beatty Street, Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, Concrete – Live United Courtyard* and the name *Mike Watson* 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 reception staff. Bids will not be opened and read aloud. 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 *Mike Watson, Building Facilities 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 of 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.

**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.**

**Insurance certificates and/or a copy of business license will be required if requested 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 an email or letter of explanation.**

**Questions regarding any part of this bid shall be directed to Mike Watson, 101 Hooker Road, Greenville N. C. 27834, and telephone (252) 329-4921.**

**A work site visit will be the responsibility of the contractor.**

**Please call Mike Watson at 252-329-4921 to set up a time to pick up plans for the project. Plans can be picked up at:**

***Public Works Department  
Facilities Management Building  
101 Hooker Road  
Greenville, NC 27834***

**Mike Watson  
Building Facilities Coordinator  
Public Works Department  
City of Greenville, N. C. 27834  
[mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)**

## **Concrete for Live United Courtyard**

### **Scope of Work**

#### **Scope**

The work shall include the labor and material needed for the excavation of the site, installing concrete per the scope of work, approved plans and specifications. The City of Greenville will act as the General Contractor on this project. The coloring of the concrete is not a part of this bid. Pour the concrete per the plan layout. The concrete pad is to be stained by others.

#### **Excavation**

The Contractor shall be responsible for the excavation of the area that will be concrete and haul off site all refuse and dispose of properly. Site shall then be prepped for the installation of the concrete per the plans and written notes on them. It shall also be the responsibility of the Contractor to have any utilities located prior to any excavation.

#### **Material/Installation**

1. **Concrete** - Include the material and labor to form and pour the concrete and per layout on the plans as designed. *Trowel finish* (not broom finish per the detail) and prepare the concrete for staining by others. Soft cut per the plans.
2. **Pavers** – The pavers will be supplied and installed by the City of Greenville. Include the material and labor needed for the base for installation of the pavers per the plans.
3. **Notes:**
  - a. All parking for the contractors will be located at the 4<sup>th</sup> and Pitt Street parking lot.
  - b. If 4<sup>th</sup> Street is to be closed during the course of the work then the contractors shall follow the procedure for approval and provide a schedule of the times it will need to be closed as well as to coordinate with the City of Greenville's Traffic Engineer.

#### **Warranty**

Provide a two (2) year warranty on all material installed and a minimum two (2) year labor warranty. Provide two (2) sets close out documentation with warranty information