

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

**Project:**

Fire Training Tower Roof Replacement  
Greenville, NC

**Scope of Work:**

Provide labor and material to remove the existing roof, handrails and damaged sheathing and replace with new shingles, flashing and sheathing.

**Special Conditions:**

Work must comply with all OSHA safety guidelines.  
Contractor responsible for all needed paper work to obtain required permits. All permits must be posted prior to the commencement of work.  
Contractor responsible for all work associated within the scope of work.  
Site Visit on Tuesday, July 28, 2015 @ 10:00 AM.

**Work Location:**

Fire Station #6  
3375 E. 10<sup>th</sup> Street  
Greenville, NC

**Bid submittal deadline:**

**Tuesday, August 4, 2015 @ 2:00 pm**  
Public Works Administration Building  
1500 Beatty Street  
Greenville, NC 27834



## INVITATION FOR INFORMAL BID ON

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### FIRE TRAINING TOWER ROOF REPLACEMENT

#### 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, Fire Training Tower Roof Replacement* 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No bid may be changed or withdrawn after the time of the bid opening.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 4% Minority Business Enterprise (MBE) and 4% 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 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 held on Tuesday, July 28, 2015 at 10:00 AM behind the Fire Station and the EOC Building at the Training Tower at the following location:**

*Fire Station #6  
3375 E. 10<sup>th</sup> Street  
Greenville, NC 27834*

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

## **Fire Training Tower Roof Replacement**

### **Scope of Work**

#### **Scope**

Provide labor and material to replace the shingled roof. Provide labor to remove the existing shingles, felt, hand rails and damaged sheathing. After replacing any damaged sheathing, install flashing at the edge of the roof where it meets the tower wall. Install new roof assembly with water proof membrane per manufactured specifications and to the NC Building Code. Submittals for approval will be required for this project. All associated work shall be included.

#### **Demolition**

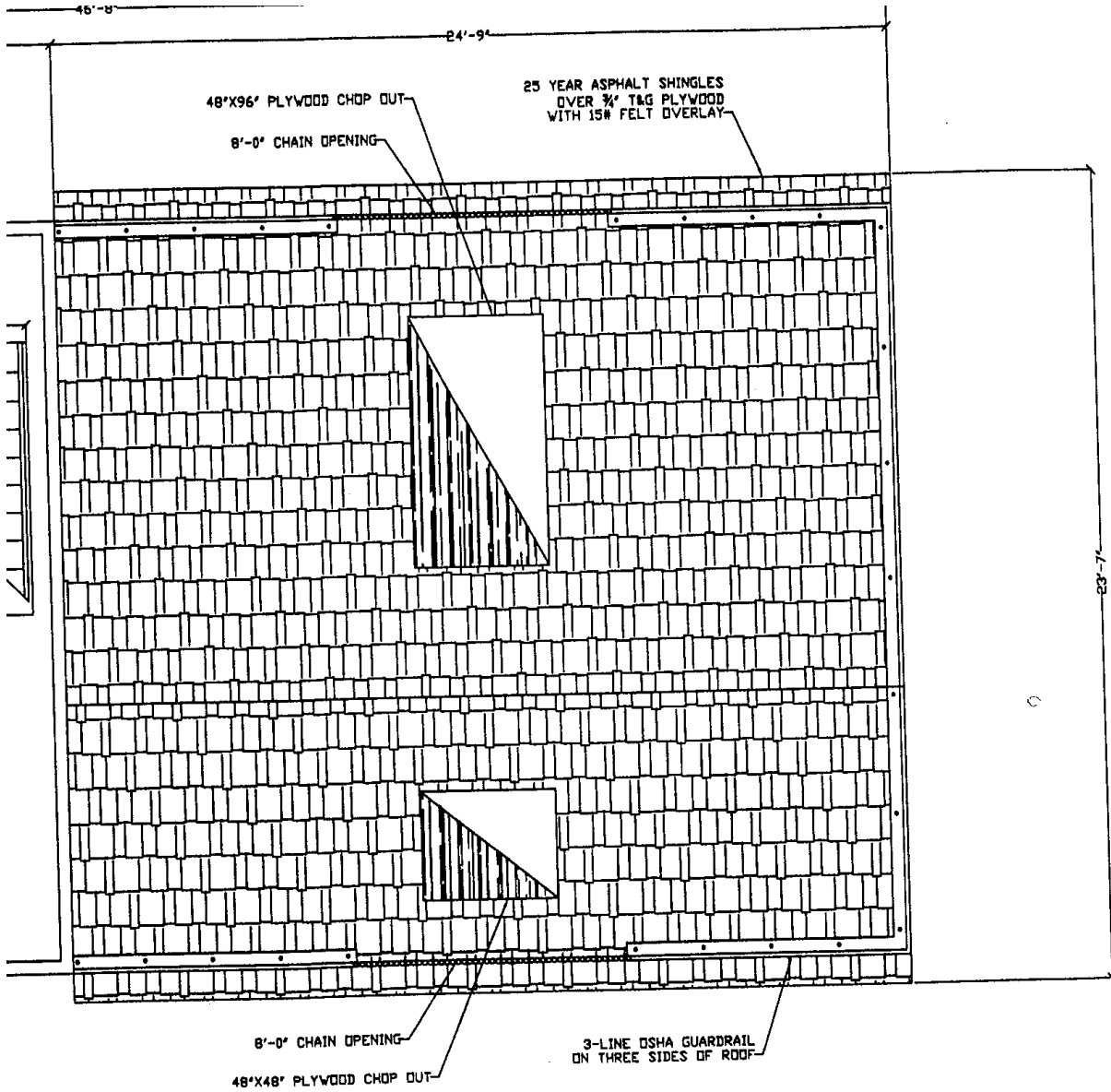
Remove the existing shingles, any felt or other water proof membrane, and all damaged sheathing. Remove the handrails and cut out and remove a 4' section of deteriorated sheathing around the edge of the roof. After removal of the handrails, place them beside the LP tank fencing for storage. All other material shall be disposed of properly off site.

#### **Material/Installation**

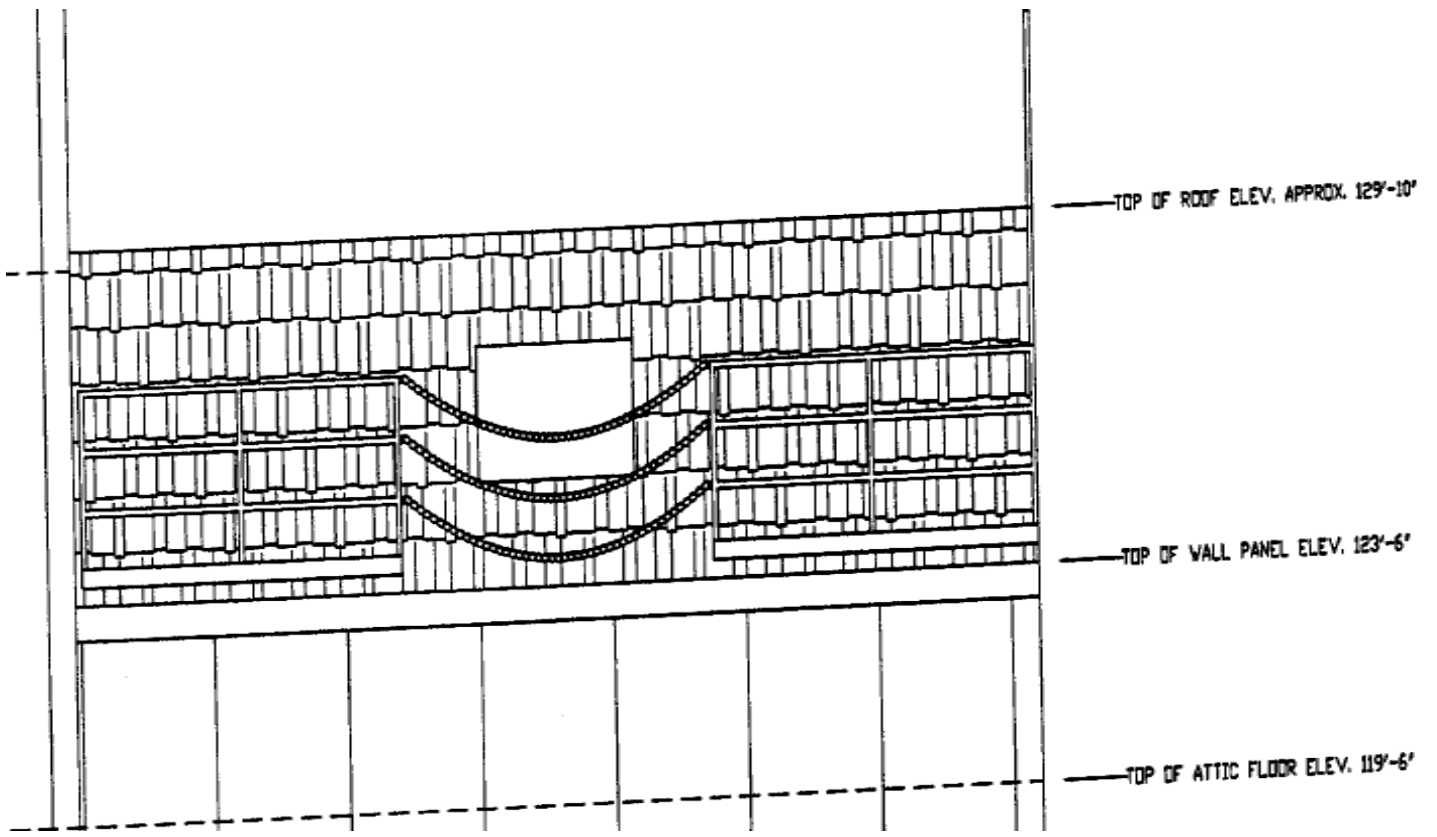
1. After removing the existing roofing material as required, frame in the existing chop out openings and install new sheathing to match the thickness and style of the existing sheathing. New sheathing will be attached to existing metal rafters.
2. Properly install flashing at the edge of the roof next to the tower wall with approved material. Include any sealants as needed for complete installation of flashing.
3. Install new water proofing membrane, aluminum drip edge and new 30 year AR shingles to manufactured specifications and to the NC Building Code.
4. Install 20' minimum of new ridge vent per manufacturer's specifications.
5. Contractor will be responsible to verify all measurements.
6. MSDS sheets will be required for any sealants or any other material used during this project if available.
7. The work will be done during standard business days starting at 7:00 AM. All areas of work shall be cleaned up and any material will need to be out of the way after work is completed for the day.
8. Project shall be completed within 30 working days from submittal approval and the date of the Notice to Proceed.

**Warranty**

Provide a standard manufacturer's warranty on all material and a minimum two (2) year labor warranty.



*Top Elevation*



*West Elevation*