

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

Project:

Municipal Building 3rd Floor Painting
201 W. 5th Street
Greenville, NC 27834

Scope of Work:

Provide labor and material to prep and paint the designated stairwells, hall and offices at the Municipal Building.

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.
Staff is responsible for relocating essential items.
Site Visit on Tuesday, August 18, 2015 @ 10:00 AM.

Work Location:

Municipal Building
201 W. 5th Street
Greenville, NC 27834

Bid submittal deadline: **Tuesday, August 25, 2015 @ 2:00 pm**
Public Works Administration Building
1500 Beatty Street
Greenville, NC 27834

Municipal Building 3rd Floor Painting:

Date: _____

Contractor Name and Address:

Phone Number: _____

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.

Alternate #1: Prep and paint WEST stairwell:

ADD \$ _____

Alternate #2: Prep and paint EAST stairwell:

ADD \$ _____

Alternate #3: Prep and paint CENTER stairwell:

ADD \$ _____

INVITATION FOR INFORMAL BID ON

MUNICIPAL BUILDING 3RD FLOOR PAINTING

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, Municipal Building 3rd Floor Painting* 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.

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.

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 mandatory pre-bid meeting and walk thru will be held on Tuesday, August 18, 2015 at 10:00 AM at the following location in the first floor lobby:

*Municipal Building
201 W. 5th Street
Greenville, NC 27834*

**Mike Watson
Building Facilities Coordinator
Public Works Department
City of Greenville, N. C. 27834
mwatson@greenvillenc.gov**

Municipal Building 3rd Floor Painting

Scope of Work

Scope

Provide labor and material to prep and paint the designated stairwells, halls and office. The work will include the repairing of walls as needed and installing corner guards on all non-framed corners. The work will need to be coordinated with staff prior to the work starting. See the attachment for areas being painted in the base bid and alternates.

Material/Installation

1. Remove all loose and flaking paint from walls, trim, frames, handrails, etc. and prepare for finish paint.
2. Use Sherwin Williams or approved equal. See Exhibit "C" for the paint and primer finish schedule.
3. Use low VOC paint for each location.
4. Repair all non-framed corners as needed and install clear corner guards. Minimum thickness of .075" with 1 1/8" wing size and 48" high. Mounted with screws. Provide spec sheets for approval. **Base Bid to include 45 corner guards.**
5. All door frames in the areas that are to be painted shall be prepped and painted completely.
6. All handrails are to be included in the stairwells.
7. See Exhibit "D" for the areas of the building that will be included in the base and alternate bids.
8. Contractor will be responsible for all measurements.
9. Protect all flooring, carpet, furniture, fixtures, etc. with appropriate material while prepping and painting. Use caution with furniture or wall hangings that will need to be moved.
10. The work will be done between the hours of 5:00 PM and 7:00 AM and/or weekends. All areas of work shall be cleaned up and any material will need to be out of the way so not to disrupt work during normal business hours. Work shall be completed within 30 days from the Order to Proceed date.
11. Damaged baseboards will be replaced by City staff prior to the start of the project. Painting of the repaired baseboard shall be included in the pricing of the paint.

Warranty

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

Municipal Building 3rd Floor Painting

Interior Finish Schedule

Sherwin Williams is used as the base for information. Other manufacturers will be considered with prior approval.

Drywall

Primer: B51W00620 – PrepRite ProBlock Interior/Exterior Latex Primer/Sealer White
First Coat: B05W01051 – Harmony IAQ Interior Acrylic Flat Extra White
Second Coat: B05W01051 – Harmony IAQ Interior Acrylic Flat Extra White

Drywall (Soffit)

First Coat: B05W01051 – Harmony IAQ Interior Acrylic Flat Extra White
Second Coat: B05W01051 – Harmony IAQ Interior Acrylic Flat Extra White

Wood

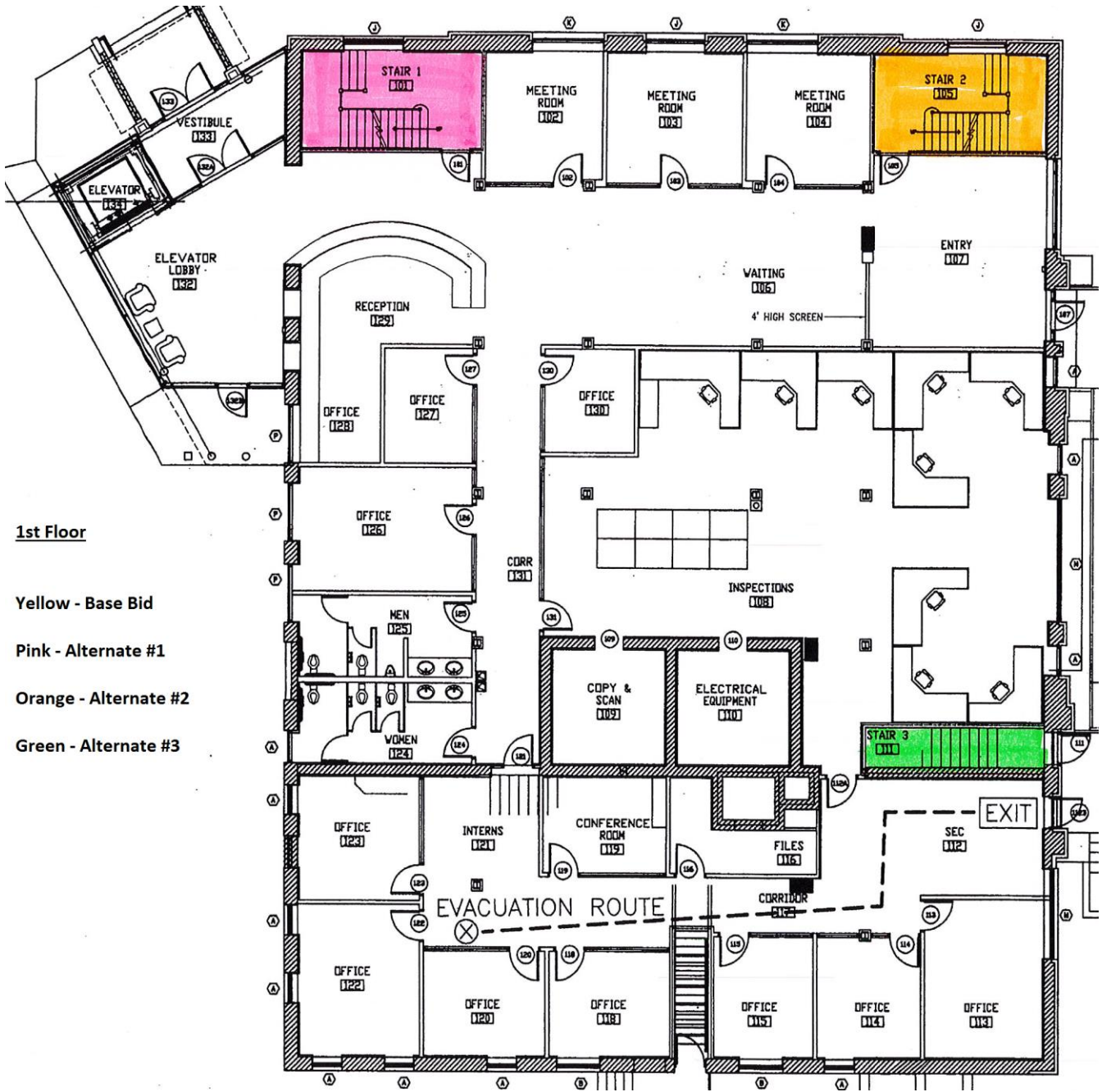
Primer: B51W00620 – PrepRite ProBlock Interior/Exterior Latex Primer/Sealer White
First Coat: B09W01051 – Harmony IAQ Interior Acrylic Egg Shell Extra White
Second Coat: B09W01051 – Harmony IAQ Interior Acrylic Egg Shell Extra White

Steel (Door Frames)

Primer: B66W00310 – Pro Industrial Pro-Cryl Universal Acrylic Primer Off White
First Coat: B09W01051 – Harmony IAQ Interior Acrylic Egg Shell Extra White
Second Coat: B09W01051 – Harmony IAQ Interior Acrylic Egg Shell Extra White

Wall Finish Color: 6175 Sagey

EXHIBIT "D"



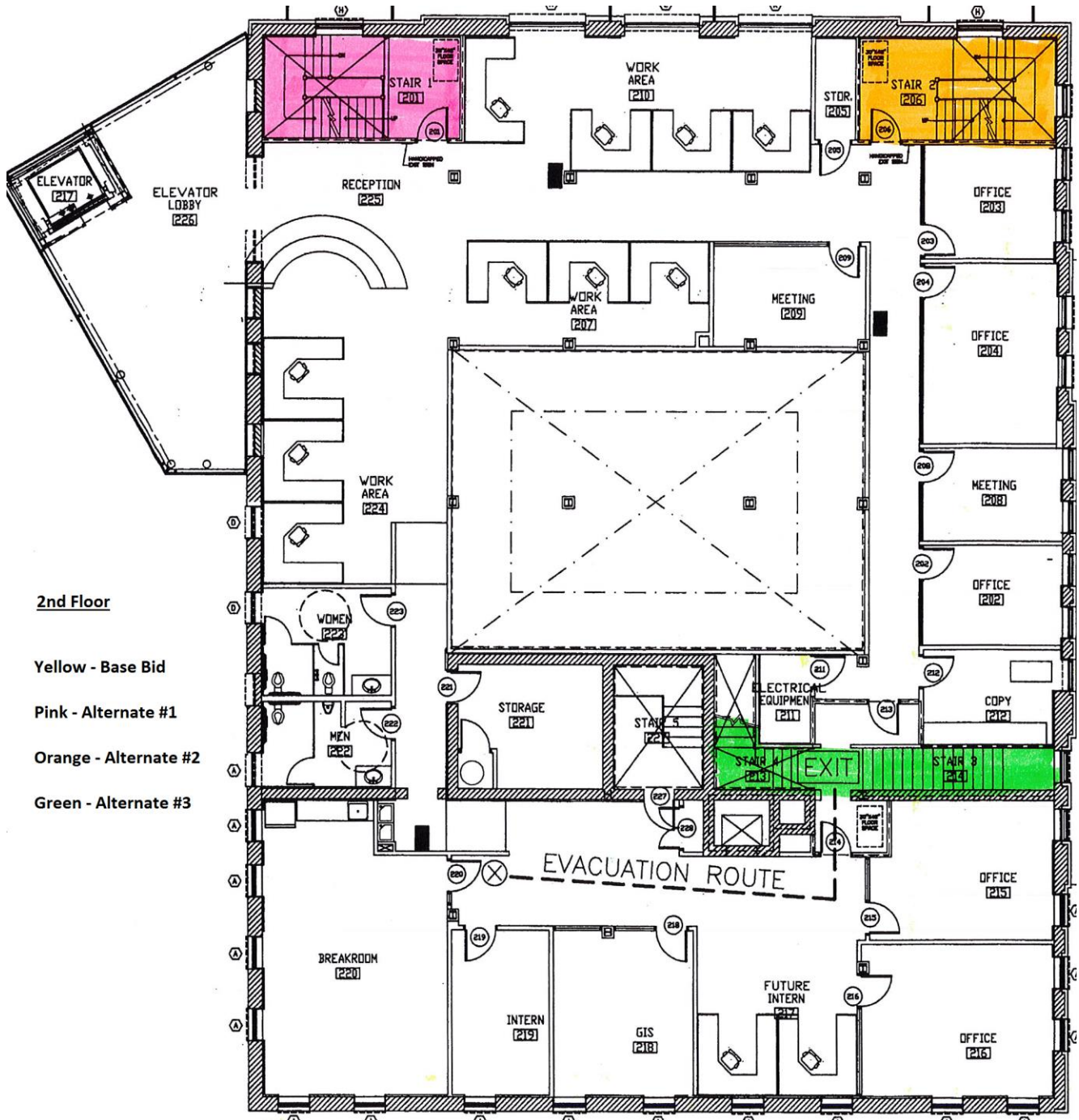
1st Floor

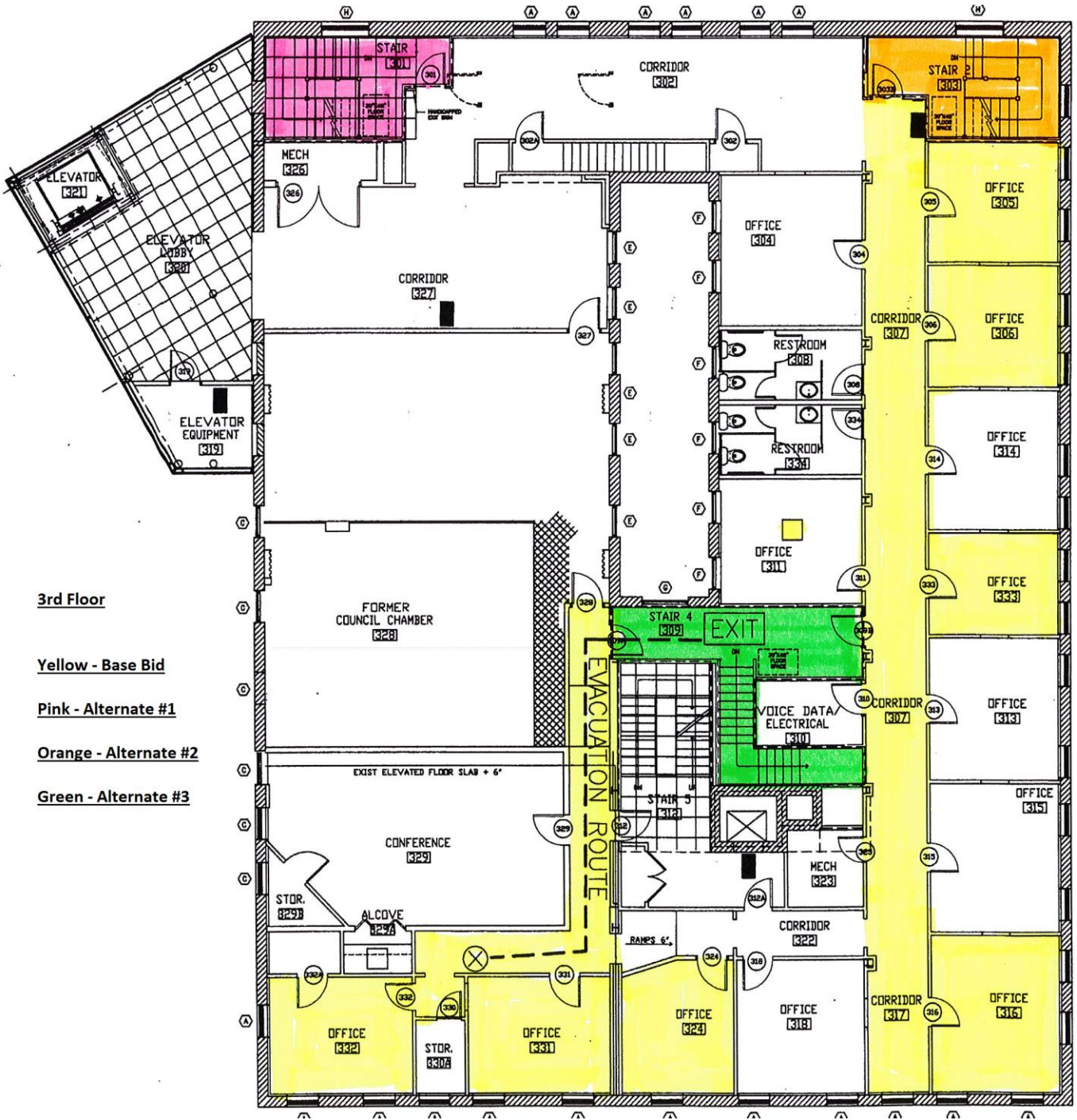
Yellow - Base Bid

Pink - Alternate #1

Orange - Alternate #2

Green - Alternate #3





3rd Floor

Yellow - Base Bid

Pink - Alternate #1

Orange - Alternate #2

Green - Alternate #3