

**INVITATION TO BID
REPAIR OVERHEAD DOORS
FIRE STATION #1
CITY OF GREENVILLE
NORTH CAROLINA**



Find yourself in good company

**PRE-BID MEETING: TUESDAY, SEPTEMBER 1, 2015 @ 10:00 AM
FIRE STATION #1 CONFERENCE ROOM
500 S. GREENE ST., GREENVILLE, NC**

**BIDS DUE: TUESDAY, SEPTEMBER 8, 2015 @ 2:00 PM
PUBLIC WORKS ADMINISTRATION BUILDING
1500 BEATTY STREET, GREENVILLE, NC**

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:

*Mrs. Angelene Brinkley
Purchasing Manager
Telephone: (252) 329-4462
Fax: (252) 329-4464
Email: abrinkley@greenvillenc.gov*

QUESTIONS REGARDING THE SPECIFICATIONS:

*Mr. Mike Watson
Building Facilities Coordinator
Telephone: (252) 329-4921
Fax: (252) 329-4844
Email: mwatson@greenvillenc.gov*

**CITY OF GREENVILLE
ADVERTISEMENT FOR PROPOSALS
“Repair Overhead Door”**

The City of Greenville, NC is requesting proposals for the repair of the overhead doors for Fire Stations #1. The scope of work shall include but is not limited to the material and labor to repair and replace the hardware, torsion springs and lift motors on eleven existing overhead doors.

A mandatory pre-bid and site visit meeting will be held at the Fire Station #1 Conference Room located at 500 S. Greene Street on Tuesday, September 1, 2015 @ 10:00 AM. A site visit is mandatory to be eligible to submit a bid.

Sealed proposals will be received by the City of Greenville until Tuesday, September 8, 2015 @ 2:00 PM at the Public Works Reception Desk located at 1500 Beatty Street, Greenville, NC 27834.

Mailed bids shall be delivered to 1500 Beatty Street, Greenville, NC 27834 on or before Tuesday, September 8, 2015 @ 2:00 PM and addressed to Mr. Mike Watson, Building Facilities Coordinator, with the words *Bid Enclosed, Repair Overhead Doors* on the outside of the mail carrier envelope.

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

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Manager, 1500 Beatty Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4462. Minority/Women owned business are encouraged to submit proposals.

*Angelene Brinkley, Purchasing Manager
City of Greenville
201 W. Fifth Street
Greenville, NC 27834*

INSTRUCTIONS TO BIDDERS

**Proposal to Provide
Repair Overhead Doors
Fire Stations #1
Greenville, NC 27834**

1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.
2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.
3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.
4. 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.
5. Questions regarding any procedure for submission of a proposal for Repair of Overhead Doors shall be directed by email to Mike Watson, Building Facilities Coordinator, at mwatson@greenvillenc.gov.
6. If the Contractor is unable to provide a proposal for any reason, please send an email or letter of explanation.
7. By submitting a proposal for the REPAIR OVERHEAD DOORS, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees, while on City property performing their duties.
8. Contractor shall comply with all OSHA requirements associated with the work within this contract.
9. The starting date will be established once receipt of the purchase order or the contract has been approved and signed by both parties.
10. No work will be performed at any time without proper supervision.
11. All work shall be performed Monday – Friday during the hours of 7:00 AM to 5:00 PM.
12. The repair of the overhead doors shall be coordinated with staff. The front and rear overhead doors shall be completed at each bay prior to moving to the next set of bay doors.
13. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance shall be corrected immediately.

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
SPECIFICATIONS FOR
“Repair Overhead Doors”**

1.0 SCOPE:

The scope of work shall include, but is not limited to:

- 1.1** The scope of work shall include but is not limited to the material and labor to replace the hardware, torsion springs and lift motor on eleven existing overhead doors and repair as needed. Refer to “Exhibit B” for a list of overhead doors and work description.

2.0 PAYMENT AND BID:

- 2.1** Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.

- 2.2** By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

- 2.3** The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.

- 2.4** 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.

- 2.5** The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.

2.6 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.

2.7 Contractor shall maintain a current City of Greenville Business license and complete a new vendor application and associated documents as required upon acceptance of this contract.

2.8 The contractor will develop a lump sum bid; that will include, but is not limited to all work, equipment, parts, and labor specified herein.

3.0 WORKERS COMPENSATION AND INSURANCE:

3.1 The contractor shall maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.

3.2 The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance shall be maintained during the duration of the contract.

3.3 OTHER INSURANCE:

The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits. The Contractor will be required to purchase a City of Greenville privilege license from the Collections Division. The Collections Division is located on the first floor of City Hall at 200 W. Fifth Street.

4.0 CANCELLATION:

4.1 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

- 4.2** The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner. Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

*Mike Watson, Building Facilities Coordinator
City of Greenville
1500 Beatty Street
Greenville, N.C. 27834
Email: mwatson@greenvillenc.gov*

5.0 DAMAGE TO CONTRACTORS PROPERTY:

- 5.1** The City of Greenville shall be under no obligation to replace or in any way compensate the contractor for fire, theft, vandalism or any other casualty, injury or damage to equipment or property belonging to the contractor while on City property.
- 5.2** The successful bidder agrees to indemnify or hold harmless the City of Greenville from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.
- 5.3** It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

6.0 ADDENDUM

- 6.1** Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect.
- 6.2** Amendment: The contract may be amended from time to time through written agreement by both parties.

7.0 LOCAL PREFERENCE POLICY

- 7.1** 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.

8.0 REFERENCE INFORMATION

All bidders shall provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

- 1. Company name: _____
Contact person: _____
Title: _____ Phone No. _____
- 2. Company name: _____
Contact person: _____
Title: _____ Phone No. _____
- 3. Company name: _____
Contact person: _____
Title: _____ Phone No. _____

9.0 CONTRACTOR INFORMATION

Contractor shall provide the information below with the bid sheet.

**CITY OF GREENVILLE
NORTH CAROLINA
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: _____

Address: _____

Phone Number: _____ Mobile Phone Number: _____

Email: _____ Business Fax Number: _____

Tax ID# _____

Corporation or Partnership: _____

Number of Years in Business: _____

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
REQUEST FOR BIDS**

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.

Description

Repair Overhead Doors

Repair as required per list in Exhibit B:

Lump Sum Price \$ _____

Addenda Received: _____

Bid reviewed, prepared and submitted by-

Company Name: _____

Signed: _____

Print Name: _____

Date: _____

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
Replace Overhead Doors
Fire Station #1**

1.0 The Contractor shall furnish all material and labor for the repair or replacement of overhead doors per the list below:

| | Fire Station #1 | | | | | | | | | | | | |
|-------------------------------------|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| | Door # | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | Size | 13' x 14' | 13' x 14' | 13' x 14' | 13' x 14' | 13' x 14' | 13' x 14' | 13' x 14' | 13' x 14' | 13' x 14' | 13' x 14' | 13' x 14' | 8'8"x 9'4" |
| New electric pressure edge | X | X | X | X | X | X | X | X | X | X | X | X | |
| New 3 push button console | X | X | X | X | X | X | X | X | X | X | X | X | |
| New motor with two remotes | X | X | X | X | X | X | X | X | X | | | X | |
| New torsion spring with solid shaft | X | X | X | X | X | X | X | X | X | X | X | X | |
| Heavy duty 3" rollers | X | X | X | X | X | X | X | X | X | X | X | X | |
| Heavy duty hinges | X | X | X | X | X | X | X | X | X | X | X | X | |
| Heavy duty tracks and brackets | X | X | X | X | X | X | X | X | X | X | X | X | |
| Appropriate weather stripping | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Insulated panels | | | | | | | | | | | | | X |

- 2.0 The replacement motors shall be equal to Liftmaster Logic 5.0 with a remote. Each truck bay will have a total of two remotes. Include a three (3) button console to operate the existing doors. All electrical work that will be required for a complete installation shall be included. Note: Wiring for operating the doors is run to the Dispatchers Desk and to a central location in the truck bay.**
- 3.0 Install new torsion springs with solid steel shafts at doors per Table 1.0.**
- 4.0 All mounting brackets shall be properly bolted. Contractor is responsible to ensure all brackets will support the motors, torsion springs and tracks.**
- 5.0 All new heavy duty hardware shall be three (3) inch rollers, hinges, and center hinge with heavy duty three (3) inch tracks and brackets. Install appropriate weather stripping for each application. The weather stripping shall not have any gaps and shall cover the entire opening.**
- 6.0 Coordinate all work with the Building & Grounds office at (252) 329-4921 prior to starting the work. The front and rear overhead doors at each bay shall be completely installed or repaired prior to moving to another bay to work.**
- 7.0 Install minimum R-8 insulation panels to the interior of the overhead door at the boat bay.**