

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

Project: HVAC Replacements 2015

Replacement of HVAC Units (6)

Scope of Work:

Provide all details, demolition, installation, and labor to replace six (6) HVAC units at various City of Greenville Recreation and Park facilities. See 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.
Vendors are responsible to verify all measurements

Work Locations:

River Park North, 1000 Mumford Rd, Greenville, N.C. 27834
Sports Connection, 1701 E. 14th St, Greenville, N.C. 27858

Bid submittal deadline:

October 9, 2015 @ 1:00 PM

Facilities Management Operations Center
101 Hooker Rd
Greenville NC 27834

HVAC Replacements:

Contractor Name and Address:

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**

INVITATION FOR INFORMAL BID ON

HVAC Replacements SCOPE OF WORK

The person firm or corporation making a proposal shall be submitted in a sealed envelope to *Stephen L. Warner, Parks Facility Manager*, at the Facilities Management Building located at 101 Hooker Rd., Greenville N.C., 27834, on or before the hour and day stated on the attached bid request form. The words *Bids Enclosed, HVAC Replacement* 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No bid may be changed or withdrawn after the time of the bid opening.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 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.

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.

E-Verify Compliance:

By submitting a proposal, BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

All firms submitting bids are required to complete the Affidavit form included in 'Exhibit C'.

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 L. Warner, P. O. Box 7207, Greenville N. C., 27835, telephone (252) 329-4554, or swarner@greenvillenc.gov.

A work site visit is optional but recommended. Job site is available to the during work hours M-F 7-3:30 with scheduled call for entry to closed facilities, otherwise access during facility operating hours posted.

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

HVAC Replacements

Specifications

Design

Provide design specifications for commercial HVAC unit replacements based on existing equipment details and compatible to existing facility controls. A submittal package will be required for approval by staff prior to submitting for a permit to the Building Inspections office. All permit fees will be waived for this project. Applications for all permits are required and the permit card shall be posted prior to the beginning of any work.

Demolition

Remove all existing and dispose of properly offsite.

Installation

Provide and install new commercial grade HVAC units by Carrier, Trane or approved equal with a maximum energy seer rating for tonnage, must meet outside air requirements, dual stage cooling, Lontech compatible controls and 10 year minimum warranty on compressors and lifetime heat exchangers warranty. This will include the furnishing of curb adapters and transition ducts if required to configure to new equipment. This will also require any and all utilities (electric, gas, refrigerant) to be connected and installed to ensure complete operation of HVAC units. All units will be put into service with Recreation and Parks staff onsite to ensure function of equipment.

Warranty

The warranty shall include the specified manufacturer's warranty on all equipment and a 1 year labor warranty. The close out documentation shall include all warranty information and associated instructions and parts manuals.

Existing Equipment

Unit Location	Manufacture	Size	Year	Model	Serial #
RPN Unit 2 Split System	Carrier	4 ton	2005	38ARQD008-F501	1404G10077
RPN Unit 3 Split System	Carrier	4 ton	2005	38ARQD008-F501	1404G10078
RPN Unit 5 Split System	Carrier	4 ton	2005	38YCC048570	0604E00289
SPC Unit 1 Split System	Goodman	1 ton	2003	38CKCo48520	4600E11728
SPC Unit 2 Split System	Goodman	1 ton	2003	38YCC048570	0604E00289
SPC Unit 3 Split System	Paydee	1 ton	2004	Unreadable	Unreadable

STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF GREENVILLE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 20__.

Signature of Affiant
Print or Type Name: _____

State of North Carolina City of Greenville

Signed and sworn to (or affirmed) before me, this the ____ day of _____, 20__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)