



REQUEST FOR PROPOSAL
Paving of Parking Lots within the County Complex
April 11, 2017

Bid Receipt & Opening Date	Thursday, April 20, 2017, 2:00pm Sampson County Finance Office 406 County Complex Road, Suite 120 Clinton, NC 28328
Pre-Bid Meeting/Site Visit	Monday, April 17, 2017, 2:00pm Sampson County Finance Office 406 County Complex Road, Suite 120 Clinton, NC 28328
Last Day for Specification Inquiries or Clarifications	Wednesday, April 18, 2017, 10:00am Lee Cannady, Public Works Director 827 Southeast Boulevard Clinton, NC 28328 910-592-0188 ext. 4941 leec@sampsonnc.com
Procurement Contact Person	Juanita Brewington, CLGPO Purchasing and Contracting Officer Email: jbrewington@sampsonnc.com Telephone: (910) 592-7181

INSTRUCTIONS TO BIDDERS AND GENERAL CONTRACT TERMS AND CONDITIONS

Notice is hereby given that Sampson County is soliciting and will receive sealed bids for the Paving of Parking Lots located within the County Complex which includes twelve (12) lots from qualified vendors.

1. Said sealed bids will be received at Sampson County Finance Office, 406 County Complex Road, Suite 120, Clinton, NC 28328 until Thursday, April 20, 2017 at 2:00pm and should be clearly marked "BID – Paving of Parking Lots – County Complex".
2. Qualified vendors are those currently licensed as general contractors in the state of North Carolina.
3. There will be a pre-bid meeting on Monday, April 17, 2017 at 2:00pm to conduct a pre-bid meeting and site visit of the County Complex parking lots. This meeting will be held at the Sampson County Finance Office, 406 County Complex Road, Clinton, NC 28328 (Building C). Bidders are highly recommended to attend and participate in this meeting. The Director of the Public Works department will create any Addenda(s) necessary in response to questions arising at the meeting. The Addenda(s) will then be transmitted to all prospective Bidders of record by the Purchasing & Contracting Officer. Oral comments, statements, explanations or commitments by whosoever made shall not be relied upon and will not be binding or legally effective.
4. The bidder shall review the bidding documents. Any specification inquiries or clarifications for this bid shall be directed to: Lee Cannady, Director, Sampson County Public Works, 827 S.E. Boulevard, Clinton, NC 28328 or call (910) 592-0188 ext. 4941 or email to leec@sampsonnc.com & copied to jbrewington@sampsonnc.com no later than 10:00am Tuesday, April 18, 2017. Any specification inquiries or clarifications considered necessary by the Director of Public Works will be issued by Addenda(s) and forwarded to all prospective Bidders of record. Oral comments, statements, explanations or commitments by whosoever made shall not be relied upon and will not be binding or legally effective.
5. Addenda(s) may be issued to clarify, correct, or change the bidding documents as deemed advisable by the Director of Public Works.
6. The bid opening will be held in the Board Room of the Administration Building, located at 406 County Complex Road, Building C, Clinton, NC 28328 on Thursday, April 20, 2017 at 2:00pm.
7. It is the County's policy to furnish bid tabulation to all Bidders upon request. All Bidders are welcome to attend the bid opening.

8. There are a total of 12 parking lots being considered for paving. All of these lots are located within the County Complex. Attached is a map of the County Complex with the parking lots lettered to correspond with the specifications for each particular lot. See attachment 1.
9. Specifications enclosed herein are intended to obtain competitive bids.
10. The successful bidder must furnish all equipment, personnel, supplies and any other items necessary to fulfill the requirements of the contract.
11. All proposals shall be signed in ink by a duly authorized person. The forms enclosed shall be completed in their entirety. All requested information must be submitted.
12. Bidders must provide past experience references, including names and telephone numbers, for similar type and size projects with the past five (5) years.
13. Bids must be accompanied by a bid bond made payable to Sampson County in the amount of five (5) percent of Bidder's maximum bid price. Bid bonds may be in the form of a certified check, bank money order, or a bid bond issued by a surety that is duly licensed in the State of North Carolina. The bid bond for the successful Bidder will be returned when the Contract is executed and the Performance and Payment bonds are furnished to the County. If the successful Bidder fails to execute and deliver the contract documents within fifteen business days of award the County may consider the Bidder to be in default, thereby forfeiting the bid bond. Bid bonds of other Bidders whom the County believes do not have a reasonable chance of receiving the award will be returned within seven business days after the bid opening. The bid bonds of other Bidders whom the County believes to have a reasonable chance of receiving the award may be retained by Owner until seven business days after the effective date of the contract Agreement.
14. The bid form is included with the bidding documents. All blanks on the bid form shall be completed and signed in ink. Erasures or alterations shall be initialed in ink by the person signing the bid form. Parking lots are to be priced separately as noted on the bid form. Stripping of the lots is to be listed separately as well.
15. Bid form shall be executed by the principal owner of the company. Contractor's license number should be included on the bid form. Bid forms include an acknowledgment of receipt of all Addenda(s), the numbers of which shall be filled in on the bid form. Both postal and email addresses and telephone numbers for communications regarding the bid shall be completed on the bid form.
16. Bid packets shall be submitted no later than the date and time prescribed and at the place indicated and shall be enclosed in a plainly marked package with "BID – Paving of Parking Lots

– County Complex”. If the bid is sent by mail or other delivery system, the sealed envelope containing the bid shall be enclosed in a separate package plainly marked on the outside with the notation “BID – Paving of Parking Lots – County Complex”.

17. Bids will be opened at the time and place indicated and, unless obviously non-responsive, read aloud publicly. Bid tally’s will be available upon request.
18. In evaluating bids, the County will consider whether or not the bids comply with the prescribed requirements and other data, as may be requested in the bid. A responsive Bidder is a Bidder who accurately and completely delivers to the County the required documentation and certifications outline herein. Sampson County will consider the qualifications of Bidders and may conduct investigations as deemed necessary to establish the responsibility and qualifications of Bidders.
19. Paving project must be completed within 90 days of signing the contract.
20. After opening, the bids will be reviewed and submitted to appropriate County Officials for action.
21. Sampson County shall have up to forty five (45) calendar days after the opening of bids to award the contract.
22. The Contract, if awarded, will be on the basis of materials and equipment specified or described in the bidding documents.
23. If the Contract is awarded and the Contract amount exceeds three hundred thousand dollars (\$300,000), Performance and Payment bonds are required in the amount of 100% of the contract amount. These bonds are to be provided to the County when the Contract is executed and should be issued by a surety that is duly licensed in the State of North Carolina.
24. If the Contract is awarded, Sampson County will award the Contract to the Bidder whose bid is the lowest responsible, responsive bid, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract.
25. Sampson County Board of County Commissioners reserves the right to reject any or all bids, including without limitation, nonconforming, nonresponsive, not responsible, unbalanced, or conditional Bids and to award contracts in part or complete. Separate parts of the same Contract will not be awarded to different Contractors.

BID FORM

1. The undersigned Bidder proposes and agrees, if this bid is accepted, to enter into a Contract with the County in the form included in the bidding documents to perform all work as specified or indicated in the bidding documents for the prices and within the times indicated in this bid and in accordance with the other terms and conditions of the bidding documents.
2. Bidder accepts all of the terms and conditions of the Instruction to Bidders and General Terms and Conditions. This bid will remain subject to acceptance for 45 days after the bid opening, or for such longer period of time that Bidder may agree to in writing upon request of the County.
3. Bidder has examined and carefully studied the bidding documents, other related data identified in the bidding documents, and the following addenda(s), receipt of which is hereby acknowledged:

<u>Addenda #</u>	<u>Addenda Date</u>
<u>#1</u>	<u>April 3, 2017</u>
_____	_____
_____	_____

4. Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress and performance of the work.
5. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress and performance of the work.
6. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the site; information and observations obtained from visits to the site; the bidding documents; and the site related drawings identified in the bidding documents, with respect to the effect of such information, observations, and documents on the cost, progress, and performance of the work; the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the bidding document; and the Bidder's safety precautions and programs.
7. The bidding documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the work for which this Bid is submitted.

8. The bidder certifies that:

This bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.

Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid.

Bidder has not solicited or induced any individual or entity to refrain from bidding.

Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract.

9. Bidder will complete the work in accordance with the Contract documents for the following price(s) on the attached bid schedule.

10. Bidder agrees that the work will be completed and ready for final payment in accordance with Instructions to Bidders and General Contract Terms and Conditions on or before the dates or within the number of calendar days indicated in the Contract.

11. Bidder agrees that Insurance Certification will be provided when Contract is executed along with the Performance/Payment Bond.

11. Bidder's list of three (3) references for past experience for similar type and size projects with the past five (5) years.

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

12. The following documents are submitted with and made a condition of this bid. **Failure to provide the documentation with the bid may be grounds for rejection of the bid.**

- Signed Bid Form (included in bid packet)
- Completed Bid Schedule (included in bid packet)
- Bid Bond
- Contractions Qualification Statement (included in bid packet)
- Letter of Compliance to E-Verify (included in bid packet)
- Iran Divestment Act Certification (included in bid packet)

This bid is submitted by:

Name of Company _____

Address _____

Telephone _____ Fax _____

Email _____

Signature _____

Name & Title _____

Date _____

State Contractor License Number _____

Contractor's Classification _____

Contractor's Limitation _____

Sampson County
Paving of Parking Lots within the County Complex

ADDENDA #1

A change in the Bid Schedule Specifications has been made for the Paving of Parking Lots within the County Complex.

1. The recommended application for the MIRAFI MPV 500 paving fabric is one and one-half inches of asphalt. Lots C, D, F, H, I, J & K requested installing MIRAFI MPV 500 paving fabric with one inch of asphalt. Bids submitted must include this change from one inch of asphalt to one and one-half inch of asphalt.
2. Specifications call for MIRAFI MPV 500 paving fabric. This specification has been changed to read "MIRAFI MPV 500 paving fabric or equal to".

Please make note of this Addenda #1 dated April 3, 2017 on the Bid Form (#3) when submitting your Bid.

BID SCHEDULE

Parking Lot	Specifications	Price	Striping Price
Lot A – Old County Home	Saw cut the eastern drive entrance along the drive and remove all curbing that is around the pecan trees along the eastern side of the entire parking lot.		
	Remove all existing asphalt on the north, west and southern portion of the entire area. Use existing dirt, grade to allow for surface water to have natural drainage.		
	The crepe myrtle tree along the south side of the lot is to remain.		
	Install 6 inches of compacted ABC stone on all disturbed areas.		
	Then apply 2 inches of RSF9.5A Superpave asphalt with 1 inch of overlay on the eastern drive and drive entrances.		
Lot B – Veteran’s Building D & Transportation	Remove all interior curbing and asphalt.		
	Install 6 inches of compacted ABC stone on all disturbed areas.		
	Then apply 2 inches of RSF9.5A Superpave asphalt on stoned area with 1 inch of overlay on the existing drive toward existing Transportation parking area.		
	On the east side of Building D (behind) remove 12 feet of grass to provide additional parking area. Install 6 inches of compacted ABC stone on all disturbed areas including where concrete slab was removed where storage building was previously located. Apply 2 inches of RSF9.5A Superpave asphalt.		

BID SCHEDULE

Parking Lot	Specifications	Price	Striping Price
Lot C – Behind Board of Education – Building A	Saw cut the entire length by four foot wide of the Progress Energy line replacement that is obvious in the parking area and remove concrete curbing and island adjacent to the handicap parking closest to the building to provide extra parking area.		
	Remove all asphalt and enough fill in this area, apply 6 inches of ABC stone with 2 inches of RSF9.5A Superpave asphalt with overlay of 1 inch along the entire parking lot.		
	Also provide MIRAFI MPV 500 paving fabric between existing layers and finished layers of asphalt.		
	Also include all driveway connectors to parking lot.		
Lot D – Eastern Side of Board of Education	Repair any obvious potholes, install MIRAFI MPV 500 paving fabric and 1 inch of RSF9.5A Superpave asphalt overlay.		
Lot E – in front of old Animal Shelter/DSS rear entrance	Where the existing curbing stops on each side of the drive, saw cut existing good asphalt, remove bad asphalt and enough fill to allow for 6 inches of ABC stone and 2 inches of RSF9.5A Superpave asphalt with the proper overlay to the roadway.		
Lot F – behind Aging/Recreation/Environmental Health/Inspections – Building B	Remove speed bumps, install MIRAFI MPV 500 paving fabric and overlay with 1 inch of RSF9.5A Superpave asphalt.		
Lot G – Eastern side of Building C	Remove all asphalt, provide 6 inches of ABC stone and 2 inches of RSF9.5A Superpave asphalt.		
Lot H – in front of Agriculture – Building G	Seal cracks, install MIRAFI MPV 500 paving fabric and 1 inch of RSF9.5A Superpave asphalt.		
Lot I – Main rear parking lot of Human Services – Building E	Seal cracks, install MIRAFI MPV 500 paving fabric and 1 inch of RSF9.5A Superpave asphalt.		

BID SCHEDULE

Parking Lot	Specifications	Price	Striping Price
Lot J – side drive and front parking of Human Services – Building E	Seal cracks, install MIRAFI MPV 500 paving fabric and 1 inch of RSF9.5A super pave asphalt.		
Lot K – around Transportation Office	Seal cracks, install MIRAFI MPV 500 paving fabric and 1 inch of RSF9.5A Superpave asphalt.		
Lot L – behind Elections/IT/ADAP – Building F	Provide 1 inche of RSF9.5A Superpave asphalt with a 1 inch overlay of existing asphalt to connect to storage building.		

TOTALS

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COUNTY COMPLEX RD

HAMILTON DR

PIKE DR

ROWAN RD

11

13

12

11

10

CONTRACTOR'S QUALIFICATION STATEMENT

The undersigned hereby authorizes any person, firm, or corporation to furnish any information requested by Sampson County in verification of the information stated in the attached qualifications.

I, the undersigned, affirm that the information provided is true and correct to the best of my knowledge and belief.

Dated this _____ day of _____, 2017.

BIDDER: _____

By: _____
(Signed)

Name: _____
(Please print)

Title: _____

NORTH CAROLINA

_____ County

I, _____, a Notary Public for _____ County, North Carolina, do hereby certify that _____
Personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 2017.

(Official Seal)

Notary Public

My commission expires _____, 20____.

LETTER OF COMPLIANCE TO E-VERIFY

- 1. I have submitted a bid for contract with Sampson County;
- 2. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

_____ After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter;

OR

_____ I employ less than twenty-five (25) employees in the State of North Carolina.

- 3. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that to the best of my knowledge and subcontractors employed as a part of this bid and/or contract, are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

_____ After hiring an employee to work in the United States the subcontractor verifies the work authorization of said employee through E-Verify and retains the record of the verification of work authorization while the employee is employed and for one year thereafter;

OR

_____ Employ less than twenty-five (25) employees in the State of North Carolina.

Specify subcontractor: _____

_____ (Company Name)

By: _____ (Typed Name)

_____ (Authorized Signatory)

_____ (Title)

_____ (Date)

Name of Vendor or Bidder: _____

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S.143C-6A-5(a)**

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

_____ Signature	_____ Date
_____ Printed Name	_____ Title

***** Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, A North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- ❖ When a bid is submitted
- ❖ When a contract is entered into (if the certification was not already made when the vendor made its bid)
- ❖ When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must **not** utilize any subcontractor found on the State Treasurer’s Final Divestment List.

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at www.nctreasurer.com/iran and will be updated every 180 days.

Sampson County
Paving of Parking Lots within the County Complex
Contract

This contract entered into this the _____ day of _____, 2017 and effective as of the _____ day of _____, 2017, by and between _____ (hereinafter called "Contractor" or "Bidder") and Sampson County (hereinafter called "County").

GENERAL: THIS CONTRACT IS SUBJECT TO THE TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL FOR PAVING OF PARKING LOTS WITHIN THE COUNTY COMPLEX AND ITS ADDENDA.

AWARD OF CONTRACT: As provided, this contract and its award are based on the Request for Proposal received from the Contractor.

OVERALL SCOPE: The paving of parking lots within the County Complex project shall commence no later than ten (10) days after award of the Contract. Proof of Insurance and the Performance/Payment bonds are to be in place upon execution of the Contract.

CONTRACT PRICE: As agreed upon and based on Bid price, the County will pay the Contractor in the amount of \$_____ upon completion of the agreed upon work. Contractors bid is attached hereto.

REQUIRED COMPLETION: The work will be completed within 120 days of execution of contract.

PAYMENT TERMS: Net 30 days after the receipt of final invoice and approval. NO PREPAYMENTS.

CONTRACTOR'S REPRESENTATIONS: Contractor makes the following representations:

- a. Contractor has examined and carefully studied the Contract documents and the other related data identified in the Bidding documents.
- b. Contractor has visited the Site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress and performance of the work.
- c. Contractor is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the work.
- d. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the site; information and observations obtained from visits to the site; the bidding documents; and the site related drawings identified in the bidding documents, with respect to the effect of such information, observations, and documents on the cost, progress, and performance of the work; the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including applying the specific means, methods, techniques, sequences and procedures of construction expressly required by the bidding document; and the Contractor's safety precautions and programs.

e. Contractor does not consider that further examinations, investigations, or data are necessary for the performance of the work at the contract price, within the contract times, and in accordance with the other terms and conditions of the contract documents.

f. The Contract documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the work.

g. Contractor has correlated the information known to Contractor information and observations obtained from visits to the site, and drawings and data identified in the contract documents and the bid packet.

h. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.

All notices to Sampson County under this agreement shall be directed to:

Public Works Director
Sampson County Public Works
827 Southeast Boulevard
Clinton, NC 28328
910-592-0188 ext. 4941

IN WITNESS WHEREOF, County and Contractor have caused this Contract to be executed by a duly authorized individual. Counterparts have been delivered to County and Contractor. All portions of the Contract Documents have been signed or have been identified by County and Contractor or on their behalf.

Sampson County

Attested by:

By: _____
Edwin W. Causey
County Manager

By: _____
Susan J. Holder
Assistant County Manager

CONTRACTOR

Attested by:

By: _____

Title

By: _____

Title

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____ Date: _____
David K. Clack, Finance Officer