

# STATE OF NORTH CAROLINA / HAYWOOD COUNTY SCHOOLS REQUEST FOR PROPOSAL

RFP# 3-27-20

**PROJECT: ACCESS ROAD AT CLYDE ELEMENTARY**

**ISSUE DATE: March 27, 2020**

Sealed proposals subject to the conditions made a part hereof will be received until **3:00 pm EST on Thursday, April 16, 2020** for furnishing all labor, materials, equipment, and services incidental and implied, for completion of the project described herein.

**PREBID CONFERENCE: No pre-bid meeting is scheduled. Contractors may visit the site during regular business hours by scheduling an appointment with Josh Mease, Maintenance Director at (828) 734-5570.**

**SEND ALL PROPOSALS DIRECTLY TO THE ADDRESS AS SHOWN BELOW:**

**Haywood County Schools Maintenance  
401 Farmview Drive  
Waynesville, NC 28786**

NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified above.

Direct inquiries concerning this RFP to: Josh Mease, Maintenance Director 828-734-5570

## **THE PROCUREMENT PROCESS**

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective contractors.
2. A preproposal conference and/or deadline for written questions is five days prior to due date.
3. Proposals in one original will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
4. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
5. At that date and time the proposals from each responding firm will be opened. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of an offeror's pricing position. Informal proposals (less than \$300,000) are confidential until such time that award has been made. Thereafter, the purchasing division will furnish a bid tab upon request.
6. At their option, the evaluators may request oral presentations or discussion with any or all offerors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, offerors are cautioned that the evaluators are not required to request clarification; therefor, all proposals should be complete and reflect the most favorable terms available from the offeror.
7. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the offeror and its staff, and cost. Award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to Haywood County Board of Education.
8. Offerors are cautioned that this is a request for offers, not a request to contract, and the Haywood County Board of Education reserves the unqualified right to reject any and all offers when such rejection is deemed to be in its best interest.

(NOTE: THIS PAGE MUST BE FULLY EXECUTED AND RETURNED FOR CONSIDERED OF PROPOSAL)  
**PROPOSAL FORM**

**ACCESS ROAD AT CLYDE ELEMENTARY**  
**RFP# 3-27-20**  
**DUE DATE: Wednesday, April 16, 2020 at 3:00 pm EST**

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- It can obtain and submit to the Owner insurance certificates as required with 5 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- All taxes have been determined and included in the proposed cost.
- The offeror has attended the conference (if applicable) or conducted a site visit and is aware of prevailing conditions associated with performing these services.
- The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

**BID DESCRIPTON:** Cut and remove curb and sod, extending an sixteen (16) foot wide access road to tie into the existing asphalt at the basketball court. A fifteen (15) foot culvert will need to be placed from drainage ditch over to the creek. The road will need to be six (6) inches of stone and two (2) inches of gravel. The road will need to curve up and meet the back end of the basketball court extending to the parking lot where curb is cut. The price will need to be good through August 30, 2020.

\$ \_\_\_\_\_ dollars and \_\_\_\_\_ /100 \$ \_\_\_\_\_

ADDENDA RECEIVED \_\_\_\_\_ YES / NO

OFFEROR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

FED ID No: \_\_\_\_\_ Type & License #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ MBE Status: \_\_\_\_\_

BY: (Signature) \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**END OF PROPOSAL FORM**

Please read entire specification package. You will be held accountable for all information.  
NO payment shall be made if specifications are not followed.

1. **SCOPE:** Work shall consist of furnishing all labor, materials, equipment and services, incidental and implied, for the completion of work as described herein. All items not specifically mentioned in the specifications, but which obviously are required to make the job complete, shall be included automatically.
2. **QUESTIONS:** Questions that are technical in nature shall be directed to Josh Mease, Maintenance Director at (828) 734-5570.
3. **QUALIFICATIONS:** All bidders must furnish a list of North Carolina Contractor Licenses, which they hold if needed for project.
4. **CONTRACTOR'S RESPONSIBILITY:** The Contractor shall be responsible for the construction site during the performance of the work. The Contractor shall be responsible for any and all damages to persons and property during the performance of the work and shall further provide all necessary safety measures and shall fully comply with all federal state and local laws, building rules, rules and regulations to prevent accidents or injury to persons or property on or about the location of the work site. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications. Special attention will be made to proper barricading of the work areas due to the work progressing within an actively operating office atmosphere.
5. **SAFETY REGULATIONS:** The Contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974 Federal Register) which is hereby incorporated in these specifications.
6. **CODES:** All work shall be done in accordance with the specifications and shall comply with North Carolina Building Code, Underwriters' Rules and Regulations and Federal, State and Local Regulations covering work of this nature. Whenever drawings or specifications are in excess of such laws, codes and regulations, the specifications shall hold. All equipment shall have U. L. labels attached.
7. **PERMITS:** The Contractor must secure all permits required for the job completion, obtain and deliver to Owner, all certification of inspection issued by the authorities having jurisdiction, with Contractor paying cost of same. **All final certificates must be delivered to owner prior to request for final payment.**
8. **SCHEDULING:** The Contractor must submit a precise time schedule as to when specific work will occur in specific areas within the building. This will be used to coordinate the work with the occupants of the building. The Construction Manager may alter the schedule at any time to maintain the work process within the facility. Work must be scheduled during normal working hours and the Haywood County Board of Education shall not incur any additional cost due to scheduling.
9. **WORKERS ON JOB:** All employees of the Contractor shall, while on Haywood County Board of Education property, act in a professional and courteous manner. All workers shall be expected to wear long pants and shirts while on Board property. Also, all employees of the Contractor must "sign in" in the main office upon entering the facility and must "sign out" upon leaving the property. Any employee of the Contractor may be told to leave the property by the Maintenance Director if they do not follow the above procedure. The employee shall be replaced with another at no additional cost to the Haywood County Board of Education.
10. **EQUIPMENT AND TOOLS:** The Contractor shall use no equipment or tools that are owned by the Haywood County Board of Education. Also, no employees of the Haywood County Board of Education shall be utilized by the Contractor except for opening locked doors and giving directions.
11. **MATERIALS:** No materials shall be stored on site and the Haywood County Board of Education is not responsible for any materials, equipment or tools lost or stolen from the site.
12. **CLEAN UP:** The area of work shall be cleaned daily so that the Haywood County Board of Education shall not incur any additional costs to make the area suitable for the work process. Also, the Contractor shall utilize no trash receptacles or dumpsters owned by the Haywood County Board of Education. All trash and removed materials shall be properly disposed of off the property.
13. **PERFORMANCE OF WORK:** All work shall be performed at the highest level of quality. The Owner shall be responsible for determining the quality of work, and may notify the Contractor of same. **ANY WORK COMPLETED THAT IS NOT SUITABLE TO THE OWNER SHALL BE REPEATED BY THE CONTRACTOR AT NO COST TO THE OWNER.** Any damage to existing area or utilities will be the responsibility of the Contractor. **NO EXCEPTIONS.**
14. **WARRANTY:** All labor, materials, equipment and services shall be warranted for one year from acceptance of job.

***The Haywood County Boards of Education reserves the right to reject any or all bids for any or no reason, and to waive informalities.***