



Invitation for Bids

for

**Town of Benson 2019 On Call Concrete
Installation**

Bid From: _____

General Information and Bid Submission Requirements:

- Submit bids to:
Town of Benson
C/O Kimberly Pickett, Assistant Town Manager
303 E. Church St,
Benson, NC 27504
- Submit all bids by **2:00pm on Friday, November 22, 2019**. At that time bids will be publicly opened within the Benson Room of Town Hall Conference Center.
- The contract will be awarded within at the December 10, 2019 Board of Commissioners meeting. The time for award may be extended for up to 30 additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.
- This contract will be bid on a 1 year contract, with two (2) renewal options built in. In the event that a renewal is granted, the Town of Benson will negotiate up to a 5% increase in each renewal period.
- Questions concerning this invitation for bids must be submitted in writing to: **Kimberly Pickett, Assistant Town Manager, 303 E. Church St, Benson, NC 27504 before 5:00pm on Thursday, November 14, 2019.** Questions may be delivered, mailed, or faxed. Written responses will be mailed or faxed to all bidders on record as having picked up the Invitation for BID.
- A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled “Modification No. ___.” Each modification must be numbered in sequence, and must reference the original Invitation for BID.
- After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town.
- If, at the time of the scheduled bid opening, the Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00pm on the next normal business day. Bids will be accepted until that date and time.
- Bid submission should be presented in a sealed envelope clearly marked **“Town of Benson 2019 On Call Concrete Installation”**
- Bid must include a non-collusion form, tax compliance certificate (to be provided before work is started), bid pricing sheet, and reference form (at least 2 needed)

- Proof of General Liability Insurance and Workers Compensation will be required.
- Proof of Workers Compensation Coverage will be required
- A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- It will be required to provide a list of Subcontractors used for this project. The Town of Benson is requesting that the contractor bidding on this project utilize the HUB certified Subcontractors/Vendors. **This project has a 10% goal of HUB participation.** A list of HUB Subcontractors/Vendors can be found at <http://ncadmin.nc.gov/businesses/hub>

Description of Work

- This contract is for the on-call construction of various concrete items inside of roadway and other municipal facilities within the Town of Benson.

All work and materials shall be in accordance with general guidelines of this contract, NCDOT Standard Specifications for Roads and Structures, 2018 and NCDOT Roadway Standards Drawings, 2018, and the current edition of the Manual of Uniform Traffic Control Devices.

Date of Availability

- Date of availability for this contract is **December 11, 2019**
- The completion date for this contract is **December 31, 2020**
- The Public Works Director shall notify the Contractor when concrete item work is required. When notified, the contractor shall begin the assigned work in a timely manner. The Contractor must begin work within 10 business days for standard requests. Emergency response must begin within 2 business days of notification. Upon initiation of work, the Contractor is expected to proceed in a continuous manner until assignment is complete.
- If the Contractor fails to respond within required timeframe and complete work as assigned, liquidate damages will be assessed for each calendar day following. Days of inclement weather will be reasonably accounted for in regards to response.
- Liquidated Damages will be assessed at value of **\$100 per calendar day**.

Work Times

- Unless otherwise approved by the Public Works Director, no work shall be performed on Saturdays, Sundays, and Legal State Holidays. Work shall be performed only during daylight hours.

Project Special Provisions

- The Contractor shall furnish all materials, equipment, labor, and incidentals required to construct various concrete items in the Town of Benson. New concrete shall be fit and finished accordingly to tie-in to surrounding concrete items. Payment will be made under the appropriate item type as indicated on the bid form. Quantities notes in bid form are only estimates. Payment will be made for actual units as measured in the field the Public Works Director.

Mobilization will be paid per each notification of work requiring greater than 2CY of concrete. For jobs exceeding 10 yards and requiring more than one 8-hour work day to pour and finish, an additional mobilization charge can be assessed. Work requests may encompass multiple work areas in town within a single mobilization. If multiple work areas, due to volume or distance, is deemed to require additional mobilization, then it will be reflected in work request.

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The contractor shall maintain appropriate traffic controls and traffic control devices during construction on transportation facilities. Efforts shall be made to protect individuals during construction on non-transportation facilities.

Town of Benson will be responsible for demolition and disposal of existing concrete, rough grading, backfill, and seeding.

The Contractor is responsible for framing, pouring, and finishing the flowing items:

- Typical 2'-6" curb and gutter
- 8" block gutter to match existing dimensions on site
- Four-inch depth flatwork, such as pads and typical sidewalk section
- Six-inch depth flatwork with steel reinforcement
- Typical 10' driveway entrance
- Typical ADA compliant sidewalk ramp
- Typical valley gutter
- Typical shoulder berm gutter

Contract Award

- The contract will be awarded to the responsive and responsible bidder offering the lowest total price for all items.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business

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Submittal Guidelines

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Company Name: _____

Company Address: _____

Contact Person: _____

Telephone: _____

Item	Estimated Quantity	Unit	Unit Price	Amount Bid
Mobilization	20	Each		
Emergency Mobilization	2	Each		
4" Flatwork	2000	SF		
6" Flatwork with steel reinforcement	500	ST		
10' Driveway Entrance	10	Each		
2'-6" curb and gutter	500	LF		
8" block gutter	200	LF		
Valley Gutter	100	LF		
Shoulder berm gutter	100	LF		
Sidewalk Ramp	2	Each		

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Contact Person: _____

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Emergency Mobilization	2	Each		
4" Flatwork	2000	SF		
6" Flatwork with steel reinforcement	500	ST		
10' Driveway Entrance	10	Each		
2'-6" curb and gutter	500	LF		
8" block gutter	200	LF		
Valley Gutter	100	LF		
Shoulder berm gutter	100	LF		
Sidewalk Ramp	2	Each		

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6" Flatwork with steel reinforcement	500	ST		
10' Driveway Entrance	10	Each		
2'-6" curb and gutter	500	LF		
8" block gutter	200	LF		
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- The Public Works Director shall notify the Contractor when concrete item work is required. When notified, the contractor shall begin the assigned work in a timely manner. The Contractor must begin work within 10 business days for standard requests. Emergency response must begin within 2 business days of notification. Upon initiation of work, the Contractor is expected to proceed in a continuous manner until assignment is complete.
- If the Contractor fails to respond within required timeframe and complete work as assigned, liquidate damages will be assessed for each calendar day following. Days of inclement weather will be reasonably accounted for in regards to response.
- Liquidated Damages will be assessed at value of **\$100 per calendar day**.

Work Times

- Unless otherwise approved by the Public Works Director, no work shall be performed on Saturdays, Sundays, and Legal State Holidays. Work shall be performed only during daylight hours.

Project Special Provisions

- The Contractor shall furnish all materials, equipment, labor, and incidentals required to construct various concrete items in the Town of Benson. New concrete shall be fit and finished accordingly to tie-in to surrounding concrete items. Payment will be made under the appropriate item type as indicated on the bid form. Quantities notes in bid form are only estimates. Payment will be made for actual units as measured in the field the Public Works Director.

Mobilization will be paid per each notification of work requiring greater than 2CY of concrete. For jobs exceeding 10 yards and requiring more than one 8-hour work day to pour and finish, an additional mobilization charge can be assessed. Work requests may encompass multiple work areas in town within a single mobilization. If multiple work areas, due to volume or distance, is deemed to require additional mobilization, then it will be reflected in work request.

Emergency Mobilization will be paid in the even that less than 2CY of concrete are require and/or response is needed within two (2) business days of notification.

The contractor shall maintain appropriate traffic controls and traffic control devices during construction on transportation facilities. Efforts shall be made to protect individuals during construction on non-transportation facilities.

Town of Benson will be responsible for demolition and disposal of existing concrete, rough grading, backfill, and seeding.

The Contractor is responsible for framing, pouring, and finishing the following items:

- Typical 2'-6" curb and gutter
- 8" block gutter to match existing dimensions on site
- Four-inch depth flatwork, such as pads and typical sidewalk section
- Six-inch depth flatwork with steel reinforcement
- Typical 10' driveway entrance
- Typical ADA compliant sidewalk ramp
- Typical valley gutter
- Typical shoulder berm gutter

Contract Award

- The contract will be awarded to the responsive and responsible bidder offering the lowest total price for all items.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business

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Submittal Guidelines

- To be considered for this project, please submit the entire proposal with the information requested below no later than **2:00pm on Friday, November 22, 2019**

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone: _____

Item	Estimated Quantity	Unit	Unit Price	Amount Bid
Mobilization	20	Each		
Emergency Mobilization	2	Each		
4" Flatwork	2000	SF		
6" Flatwork with steel reinforcement	500	ST		
10' Driveway Entrance	10	Each		
2'-6" curb and gutter	500	LF		
8" block gutter	200	LF		
Valley Gutter	100	LF		
Shoulder berm gutter	100	LF		
Sidewalk Ramp	2	Each		

Total Bid Amount: _____



Invitation for Bids

for

**Town of Benson 2019 On Call Concrete
Installation**

Bid From: _____

General Information and Bid Submission Requirements:

- Submit bids to:
Town of Benson
C/O Kimberly Pickett, Assistant Town Manager
303 E. Church St,
Benson, NC 27504
- Submit all bids by **2:00pm on Friday, November 22, 2019**. At that time bids will be publicly opened within the Benson Room of Town Hall Conference Center.
- The contract will be awarded within at the December 10, 2019 Board of Commissioners meeting. The time for award may be extended for up to 30 additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.
- This contract will be bid on a 1 year contract, with two (2) renewal options built in. In the event that a renewal is granted, the Town of Benson will negotiate up to a 5% increase in each renewal period.
- Questions concerning this invitation for bids must be submitted in writing to: **Kimberly Pickett, Assistant Town Manager, 303 E. Church St, Benson, NC 27504 before 5:00pm on Thursday, November 14, 2019.** Questions may be delivered, mailed, or faxed. Written responses will be mailed or faxed to all bidders on record as having picked up the Invitation for BID.
- A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled “Modification No. ___.” Each modification must be numbered in sequence, and must reference the original Invitation for BID.
- After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town.
- If, at the time of the scheduled bid opening, the Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00pm on the next normal business day. Bids will be accepted until that date and time.
- Bid submission should be presented in a sealed envelope clearly marked **“Town of Benson 2019 On Call Concrete Installation”**
- Bid must include a non-collusion form, tax compliance certificate (to be provided before work is started), bid pricing sheet, and reference form (at least 2 needed)

- Proof of General Liability Insurance and Workers Compensation will be required.
- Proof of Workers Compensation Coverage will be required
- A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- It will be required to provide a list of Subcontractors used for this project. The Town of Benson is requesting that the contractor bidding on this project utilize the HUB certified Subcontractors/Vendors. **This project has a 10% goal of HUB participation.** A list of HUB Subcontractors/Vendors can be found at <http://ncadmin.nc.gov/businesses/hub>

Description of Work

- This contract is for the on-call construction of various concrete items inside of roadway and other municipal facilities within the Town of Benson.

All work and materials shall be in accordance with general guidelines of this contract, NCDOT Standard Specifications for Roads and Structures, 2018 and NCDOT Roadway Standards Drawings, 2018, and the current edition of the Manual of Uniform Traffic Control Devices.

Date of Availability

- Date of availability for this contract is **December 11, 2019**
- The completion date for this contract is **December 31, 2020**
- The Public Works Director shall notify the Contractor when concrete item work is required. When notified, the contractor shall begin the assigned work in a timely manner. The Contractor must begin work within 10 business days for standard requests. Emergency response must begin within 2 business days of notification. Upon initiation of work, the Contractor is expected to proceed in a continuous manner until assignment is complete.
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- Typical valley gutter
- Typical shoulder berm gutter

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Signature of individual submitting bid or proposal

Name of business

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Company Address: _____

Contact Person: _____

Telephone: _____

Item	Estimated Quantity	Unit	Unit Price	Amount Bid
Mobilization	20	Each		
Emergency Mobilization	2	Each		
4" Flatwork	2000	SF		
6" Flatwork with steel reinforcement	500	ST		
10' Driveway Entrance	10	Each		
2'-6" curb and gutter	500	LF		
8" block gutter	200	LF		
Valley Gutter	100	LF		
Shoulder berm gutter	100	LF		
Sidewalk Ramp	2	Each		

Total Bid Amount: _____