



Invitation for Bids

for

**Town of Benson WWTP Rotor Repair**

Bid From: \_\_\_\_\_

General Information and Bid Submission Requirements:

- Submit bids to:  
**Town of Benson**  
**C/O Kimberly Pickett, Assistant to Town Manager**  
**303 E. Church St,**  
**Benson, NC 27504**
- Submit all bids by **2:00pm on Monday, September 10, 2018**. At that time bids will be publicly opened within the Benson Room of Town Hall Conference Center.
- The contract will be awarded at the next Town of Benson Board of Commissioners meeting on September 11, 2018. 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.
- Questions concerning this invitation for bids must be submitted in writing to: **Kimberly Pickett, Assistant to Town Manager, 303 E. Church St, Benson, NC 27504 before 5:00pm on Friday, September 7, 2018.** 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 WWTP Rotor Repair”**
- Bid must include a **non-collusion form**, **bid pricing sheet**, and **references**
- Proof of General Liability Insurance and Workers Compensation will be required prior to start of work.

- Proof of Workers Compensation Coverage will be required before work is started.
- 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

- Contractor shall provide the necessary tools and equipment to replace the concrete bearing support structure on one of the cage rotors in the oxidation ditch at the treatment plant located at 770 Hannah Creek Rd, Four Oaks, NC, 27524. Contractor is encouraged to visit the site prior to bid.
- The Town of Benson will be providing the bearing and mounting plate for the purpose of elevation and alignment.

#### Date of Availability

- Date of availability for this contract is **September 19, 2018**
- The completion date for this contract is **October 31, 2018**
- Liquidated Damages will be assessed at value of **\$100 per calendar day**.

#### Work Times

- Unless otherwise approved by the WWTP Superintendent, no work shall be performed on Saturdays, Sundays, and Legal State Holidays. Work shall be performed only during the hours of 6:30am-5:30pm.

#### 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

List of References

Reference 1 Name and Contact Information

\_\_\_\_\_

Reference 2 Name and Contact Information

\_\_\_\_\_

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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 Monday, September 10, 2018.**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

Item	Amount Bid

**Total Bid Amount:** \_\_\_\_\_