

INSTRUCTIONS TO BIDDERS
TOWN OF KERNERSVILLE
KERNERSVILLE, NORTH CAROLINA
POLICE ADMINISTRATION SUITE RENOVATION

GENERAL: Bids must be submitted by **Thursday, August 1, 2024 at 3:00 PM EST**. Bids can be emailed to the Project Manager Natalie McGhee, at NMCGhee@toknc.com OR dropped off at the Town of Kernersville – Police Department located at 134 E. Mountain Street, Kernersville, NC 27284 (downstairs Police Department entrance).

There will not be a pre-bid conference. However, if you can contact Project Manager Natalie McGhee, at NMCGhee@toknc.com for information and questions. Addendums will be released if questions do arise.

SPECIAL: Contractors must submit required documentation in compliance with the Town’s Minority Participation Policy (NCGS. §143-128) as well as the E-Verify and Non-Collusion Affidavits.

- SPECIFIC:**
- 1 – Contractors’ Name and License number must be included in bid.
 - 2 – Complete and sign Bid Form.
 - 3 – Do not mark on any other part of Draft Informal Construction Agreement.
 - 4 – Submit ALL Bid Documents, including:
 - Bid Form
 - Minority Participation Affidavit
 - E-Verify Affidavit
 - Non-Collusion Affidavit
 - 5 – Deliver bid by email or mail / drop-off in person prior to the deadline stated above.

Note: The Town is not responsible for bids that may be damaged or lost in the mail system.

Thank you for your participation!

DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 BID INFORMATION

- A. Bidder: _____
- B. Project Name: POLICE ADMINISTRATION SUITE RENOVATION
- C. Project Location: 134 E. MOUNTAIN ST., KERNERSVILLE, NC 27284
- D. Owner: TOWN OF KERNERSVILLE

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
 - 1. _____ Dollars (\$_____).

1.3 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed and shall fully complete the Work within _____ calendar days.

1.4 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
 - 1. Addendum No. 1, dated _____.

1.5 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed in the Project jurisdiction, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.6 SUBMISSION OF BID

- A. Respectfully submitted on (insert date): _____
- B. Submitted By (Name of Bidding Firm): _____
- C. Authorized Signature (Handwritten signature): _____
- D. Signed By (Type or print name): _____
- E. Title (Owner/Partner/President/Vice President): _____
- F. Street Address: _____
- G. City, State, Zip _____
- H. Phone: _____
- I. Email Address: _____
- J. License No.: _____
- K. Federal ID No.: _____

END OF DOCUMENT 004113

***** MUST BE SUBMITTED WITH BID *****

(unless the prime consultant intends to perform 100% of the work with Own Workforce)

State of North Carolina

Identification of Minority Business Participation

County of Forsyth

(Name of Project)

I, _____,
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

In accordance with N.C.G.S. 143-128.2(c) Bidder shall identify on its Bid the M/WBE businesses to be used on this project **and** pursuant to subsection (f) of this statute provide the total dollar value of the bid that will be performed by the minority businesses. **Failure to list, at a minimum, the minority firm business name and the total dollar value of M/WBE firms contracting will render your Bid as non-responsive and will not be considered for award.** If Bidder has no minority participation, they shall indicate this on the table below by entering the word "None" or the number "0." **Blank forms will not be deemed to represent zero participation.**

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

* **Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) _____ .

***** MUST BE SUBMITTED WITH BID *****

(unless the prime consultant intends to perform 100% of the work with Own Workforce)

State of North Carolina

AFFIDAVIT A – Listing of Good Faith Efforts

County of Forsyth

(Name of Project)

Affidavit of: _____

(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with N.C.G.S. 143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

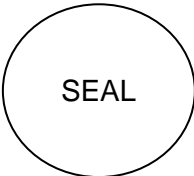
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** MUST BE SUBMITTED WITH BID *****

(submit with bid in lieu of Affidavit A, if applicable)

State of North Carolina

County of Forsyth

AFFIDAVIT B – Intent to Perform Contract with Own Workforce

Affidavit of: _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the
_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

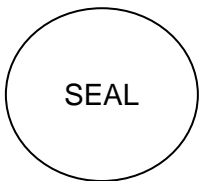
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** DO NOT SUBMIT WITH BID *****

State of North Carolina
County of Forsyth

**AFFIDAVIT C – Portion of the Work to be Performed by HUB
Certified/Minority Businesses**

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in N.C.G.S. 143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of: _____
(Name of Bidder)

I do hereby certify that on the

(Name of Project)

Project ID#: _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if required)

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

* **Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

** **HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Pursuant to N.C.G.S. 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

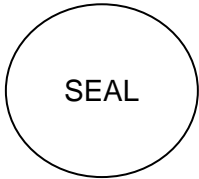
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** DO NOT SUBMIT WITH BID *****

State of North Carolina

AFFIDAVIT D – Good Faith Efforts

County of Forsyth

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business is not achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of: _____
(Name of Bidder)

I do hereby certify that on the

(Name of Project)

Project ID#: _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if required)

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

* **Minority categories:** Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** **HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to N.C.G.S. 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

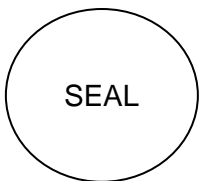
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

State of North Carolina

AFFIDAVIT– Compliance with N.C. E-Verify Statutes

County of Forsyth

I, _____ (hereinafter the "Affiant"), duly authorized by and on behalf of _____ (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. 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 N.C.G.S. 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 N.C.G.S. 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)
 YES _____, or
 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 _____

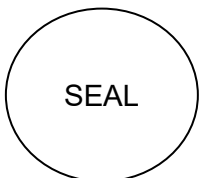
Signature of Affidavit: _____

Name of Affiant (Print or Type): _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

State of North Carolina

AFFIDAVIT– Non-Collusion

County of Forsyth

_____ being first duly sworn, deposes and says that:

1. He/She is the _____ of _____ ,
the bidder that has submitted the attached bid;
2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a **collusive** or **sham** bid;
4. Neither the said bidder nor any of its officers, partners, owners agents, representatives, employees, parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price of any other bidder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Durham or any person interested in the proposed contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

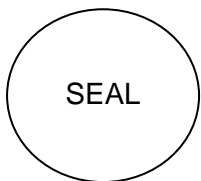
Signature of Affidavit: _____

Name of Affiant (Print or Type): _____

Title: _____

State of _____ , County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____