

# BID PROJECT MANUAL

## Alteration for **Alexander County Housing Our Teachers Project**

To be located at:  
**16 W Main Ave  
Taylorsville, North Carolina**



**County Manager:**  
Shane Fox

**Owner:**  
Alexander County

**Architect:**  
Maurer Architecture

June 28 2023



# Table of Contents

*Contractors: Please use this document as a checklist to ensure you have included all required forms in your bid package. The documents shall be assembled in this order.*

- 1. Project Manual Cover Sheet**
- 2. Table of Contents**
- 3. Invitation to Bid**
- 4. Instructions to Bidders**
- 5. Bid Package Cover Sheet** (include completed form in bid package)
- 6. A305 Contractor Qualifications Statement** (include in bid package, signed & notarized)

# Invitation to Bid

## Alexander County Housing Our Teachers Project

Project Address: 16 W Main Ave, Taylorsville, NC

Mailing Address: 621 Liledoun Rd, Taylorsville, NC

Alexander County

### Advertisement Date: June 28, 2023

Sealed bids will be received by Alexander County until 1:00pm on August 11th, 2023 and thereafter immediately opened and read publicly at 621 Liledoun Rd, Taylorsville, NC 28681.

The project is generally described as follows:

Level III interior alteration, and change of use from B to B & R-3 of an existing ~4,500 SF 2 story masonry building. The first floor will be demo'd and provided with new PME systems and a single occupant restroom for a future tenant. The second floor will be upfit with (2) 1BR, 1 bath apartments.

Formal bidding rules apply for this project.

*Bidding Documents may be obtained in printed or digital form from Duncan Parnell's bid room at <https://www.dpibidroom.com/View/Default.aspx> for a purchase price as listed on their website. All payments are to be made to Duncan Parnell, via their bid room. Prospective bidders must purchase Bidding Documents directly through Duncan Parnell to be considered an official plan holder. Neither the Owner nor the Engineer will be responsible for full or partial sets of Bidding Documents, including any Addenda, obtained from any other source. All payments are to be made to Duncan Parnell, via their bid room at <http://www.dpibidroom.com>. If you need any assistance ordering or getting registered, please contact: Danielle Werner at [raleigh@duncan-parnell.com](mailto:raleigh@duncan-parnell.com) or (919) 833-4677.*

A hard copy of the documents will be available to view at the Alexander County Administration Building located at 621 Liledoun Rd, Taylorsville, NC

Alexander County reserves the right to evaluate bids, and to reject any, and all bids for "sound documented reasons."

Contractors offering a proposal on this project must be licensed to do the specified type of contracting in the State of North Carolina.

Each proposal shall be accompanied by a certified check or bid bond in the amount of not less than five percent (5%) of the amount of the total of the itemized bid in the form and subject to the conditions provided in the Instructions to Bidders.

Bid packages are to be delivered to 621 Liledoun Rd, Taylorsville, NC no later than 1:00 PM on August 11th, 2023. Each proposal shall be submitted in a sealed envelope on the printed form, or exact copies thereof, contained in the Contract Documents.

# Instructions to Bidders

## Proposals:

Each proposal shall be submitted in a sealed envelope on the printed form, or exact copies thereof, contained in the Contract Documents. These envelopes shall be plainly marked:

**Project: Alexander County Housing our Teachers Project**

**Date & Time of Bid Opening:**

**Bidder's Name:**

**Bidder's Address:**

**North Carolina Contractor License #:**

**Contact Name:**

**Contact Phone #:**

**Note: Construction Bid – Do Not Open**

Bid packages are to be delivered to:

Alexander County Administration Office

621 Liledoun Rd

Taylorsville, NC 28681

Packages are to be submitted no later than 1:00pm, August 11th, 2023.

All bid information to be submitted in ink. No pencil information will be accepted.

Bids must be valid for a minimum of thirty (35) days from date of bid opening.

Only provide alternates that have been requested.

## Bid Submittal Checklist/Requirements:

Bid Package Cover Sheet (completed)

Contractor's Qualification Statement (completed, signed, and notarized)

Bid Bond

## Contract Documents:

*Bidding Documents may be obtained in printed or digital form from Duncan Parnell's bid room at <https://www.dpibidroom.com/View/Default.aspx> for a purchase price as listed on their website. All payments are to be made to Duncan Parnell, via their bid room. Prospective bidders must purchase Bidding Documents directly through Duncan Parnell to be considered an official plan holder. Neither the Owner nor the Engineer will be responsible for full or partial sets of Bidding Documents, including any Addenda, obtained from any other source. All payments are to be made to Duncan Parnell, via their bid room at <http://www.dpibidroom.com>. If you need any assistance ordering or getting registered, please contact: Danielle Werner at [raleigh@duncan-parnell.com](mailto:raleigh@duncan-parnell.com) or (919) 833-4677.*

A hard copy of the documents will be available to view at the Alexander County Administration Building located at 621 Liledoun Rd, Taylorsville, NC

**Allowances:**

In the contract documents the following allowances are shown, refer to drawings for additional information:

-LVP: Carry a \$15/SF allowance for LVP material & install.

**Alternates:**

Alternate #1: Provide & install stove hoods in each apartment

Alternate #2: Provide & install a washer and dryer in each apartment.

**Bid Bond:**

North Carolina State Law (G.S. 143-129) requires that all bids be accompanied by a bid deposit. No proposal shall be considered or accepted unless at the time of its filing the same shall be accompanied by a deposit in cash, cashier's check or certified check on same bank or trust company insured by the Federal Deposit Insurance Corporation in an amount of not less than five percent (5%) of the proposal. In lieu of making a cash deposit, bidders may file a bid bond duly executed by a cooperate surety licensed under the laws of North Carolina to execute such bonds.

This deposit may be retained by Alexander County if the successful bidder fails to execute the bid obligation or fails to five satisfactory surety as required herein. Money orders, uncertified checks, etc., are not acceptable as bid deposits. Unsigned bids and bids with incorrect bid deposits cannot be considered. Bid deposits of unsuccessful bidders will be returned as soon as the contract is awarded.

**Bid Schedule:**

**This will be a forty four (44) day solicitation process, beginning on June 28, 2023 and ending on August 11, 2023.**

A pre-bid/walk-thru meeting will be held with the Architect and Owner at 10:00am-1:00pm on Thursday July 6, 2023 at the project site at 16 W Main Ave, Taylorsville, NC to discuss the project and document pertinent questions. This meeting is not mandatory, but attendance is recommended. No oral interpretations will be made as to the meaning of the Contract Documents. On Wednesday July 12<sup>th</sup> from 1:00 PM to 5:00 PM the building will be unlocked for contractors to access the site. The Architect will not be present for this walk thru.

Interpretation, if deemed necessary, will be in the form of a written Addendum. Initial questions or clarifications regarding the plans or specifications must be emailed no later

than **5:00pm on July 14, 2023** to ethan@maurerarchitecture.com. Responses to questions will be issued as an addendum to all registered bidders via email by **5:00pm on July 19, 2023**. One hard copy of the final bid submittal is due at the Alexander County Admin Office located at 621 Liledoun Rd, Taylorsville, NC by **1:00pm on August 11, 2023**. A non-mandatory public bid opening will be held immediately following at 621 Liledoun Rd, Taylorsville, NC . A minimum of 3 bids must be received in order to open bids. The Board of County Commissioners will vote to approve the construction contract at their September 11<sup>th</sup> meeting.

**Award of Contract:**

Bids shall be awarded to the lowest responsive, responsible bidder, taking into consideration adherence to specifications, quality, performance, the time of delivery, technical support, past performance and other relevant factors.

Should a contract be awarded, Alexander County board approval will be required. Alexander County reserves the right to evaluate bids, and to reject any, and all bids for “sound documented reasons.”

It is policy to furnish a bid tabulation to all bidders upon notification of award or upon returning bid deposits. All bidders are welcome to attend the bid openings which will be conducted in at 621 Liledoun Rd, Taylorsville, NC 28681. Bid tabulations will be available after all technical reviews have been completed.

**Performance & Payment Bonds:**

Once the contract has been awarded, the successful bidder must furnish a Performance Bond. The performance bond must be in full amount (100%) of the contract and guarantee the faithful performance of the contract in the form prescribed by Alexander County. The bond shall be executed by a surety company authorized to do business in North Carolina. In lieu of the bond, cash, government securities or a certified check in the full amount of the contract (100%) may be deposited. Such deposit shall be filed within 30 days from date of awarding contract. It shall be the responsibility of the bidder to cover the cost of the performance bond, in his bid. Alexander County will not pay an additional amount at a later date for the bond. Alexander County may waive the requirement for a performance bond once bids are received. In this event, the bidder must deduct the cost of the performance bond from the original bid figure. The bidder should assume that a performance bond will be required unless otherwise indicated in the instructions to bidders.

**Laborer’s and Materialmens Bond**

G.S. 44a-26 provides that any local government that lets a construction contract for more than \$30,000 shall require the contractor to execute a payment bond in the amount of one hundred percent (100%) contract amount, conditioned the prompt payment for all labor and/or materials for which a contractor or subcontractor liable. The payment bond shall be

solely for the protection of the persons furnishing materials or performing labor for which a contractor or subcontractor is liable.

## **Taxes**

1. Do not include sales or federal excise tax in figures. Alexander County pays all applicable sales tax, however, and should be invoiced accordingly. When contractors submit invoices for payment involving apparatus, materials, supplies and equipment, sales tax must be shown. If the invoice covers bills from subcontractors, a report must be submitted with any invoices. The report must show the subcontractors name, invoice number, date of invoice, the cost of the materials, the amount of NC sales tax, the amount of county tax and the name of the county the contractor pays tax in.
2. Escalation Clauses: Bids containing escalation clauses may be considered. However, there must be a maximum figure for escalation shown, or a method of computing the total cost over a specific time period provided.
3. Provision for the payment of the monies to fall due under this agreement has been made by appropriations duly made, or required by the Local Government Finance Act. Payment will be made according to vendor's terms stated on invoices following receipt of goods.
4. Altering Contracts: No such contract shall be altered except by written agreement (change order) of the contractor, the sureties on his bond and Alexander County.
5. Non-Discrimination Clause: It is specifically agreed as part of the consideration of the signing of this contract, that the parties hereto, their agents, officials, employees, or servants will not discriminate in any manner on the basis of race, color, creed, religion, national origin, or gender with reference to the subject matter of this contract. Enforcement of this provision, as set out in said ordinances, shall be action for specific performance, injunctive relief, or other remedy as provided by law. This provision shall be binding on the successors and assign, of the parties hereto with reference to the subject matter of this contract. Alexander County is in compliance with Title VII of the Civil Rights Act of 1964m as amended, and section 122(A) of the State and Local Fiscal Assistance Act of 1972, and hereby issued the declaration that bid award is contingent upon bidder's compliance with aforementioned statutes.
6. N.C. General Statute 143-129 governs purchasing in the state. Bids are awarded according to its provisions.
7. The General Statutes of the State of North Carolina, and County Ordinances, insofar as they apply to purchasing and competitive bidding, are made a part hereof.
8. All bids, except those for supplies or materials, shall be accompanied by a certificate showing possession by bidder of Workman's Compensation for their employees.

# Bid Package Cover Sheet

Contractors: Please fill out information below and attach this form to the **front** of your bid package.

**Project:** Alexander County Housing Our Teachers Project  
To be located at: 16 W Main Ave, Taylorsville, NC

August 11th, 2023 1:00 Bid Opening

**Owner:**  
Alexander County  
621 Liledoun Rd, Taylorsville, NC

**General Contractor & License #:** \_\_\_\_\_

**Bidder's Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Acknowledgement of Receipt: (Check all addenda received)**

**Addendum #1:** \_\_\_\_\_

**Base Bid:**

**Total Base Bid:** \_\_\_\_\_

(\$ \_\_\_\_\_)

**Alternate 1, Provide & Install hoods in each apartment**  
\_\_\_\_\_ (\$ \_\_\_\_\_)

**Alternate 2, Provide & install washer and dryer in each apartment**  
\_\_\_\_\_ (\$ \_\_\_\_\_)

# DRAFT AIA® Document A305® – 2020

## Contractor's Qualification Statement

**THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.**

**SUBMITTED BY:** (Organization name and address.)  
« »

**SUBMITTED TO:** (Organization name and address.)  
« »

### TYPE OF WORK TYPICALLY PERFORMED

(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)

« »

### THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

(Check all that apply.)

- Exhibit A – General Information
- Exhibit B – Financial and Performance Information
- Exhibit C – Project-Specific Information
- Exhibit D – Past Project Experience
- Exhibit E – Past Project Experience (Continued)

### CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

\_\_\_\_\_  
Organization's Authorized Representative  
Signature

« »

\_\_\_\_\_  
Date

« »

\_\_\_\_\_  
Printed Name and Title

### NOTARY

State of: « »

County of: « »

Signed and sworn to before me this « » day of « » « »

\_\_\_\_\_  
Notary Signature

My commission expires: « »

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**ELECTRONIC COPYING** of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.