

**COUNTY OF MOORE
NORTH CAROLINA
INFORMAL BID**

ISSUE DATE: September 25, 2025

INFORMAL BID: 2026-01

TITLE: **Water Sewer Repair Services**

ISSUING DEPARTMENT: **COUNTY OF MOORE
Attn: Terra Vuncannon
1 Courthouse Square
Carthage, NC, 28327**

Sealed Bids will be received until 4:00 PM Friday October 10, 2025 from qualified firms for the Water Sewer Repair Services for the County of Moore Public Works Department. For your convenience a Bid Drop-Off Box is located in the lobby at 1 Courthouse Square, Carthage, NC 28327.

All inquiries for information concerning Instructions to Bidders, Bid Submission Requirements or Procurement Procedures shall be directed to (in writing):

**Terra Vuncannon, Purchasing Manager
1 Courthouse Square
Carthage, NC 28327
(910) 947-4017
tvuncannon@moorecountync.gov**

Sealed Bids shall be provided to Terra Vuncannon; it is the sole responsibility of the vendor to ensure that its bid reaches 1 Courthouse Square by the designated date and hour indicated above.

Firm Name: _____

Address: _____

By: _____
(Printed)

By: _____
(Signature)

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INSTRUCTIONS TO BIDDERS

1. **Sealed Bid shall be submitted to the Issuing Department and include the enclosed Bid Form.** In order for a bid to be considered, it shall be based on the terms, conditions and specifications contained herein and shall be a complete response to this Informal Bid. The County reserves the right to make an award in whole, or in part, and to reject any and/or all bids, and to waive any informality in proposals unless otherwise specified by the Proposer. The Proposer shall sign the bid correctly and bids may be rejected if they show omissions, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.
2. All labor costs, direct and indirect, shall have been determined and included in the proposal. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein shall have been determined and included in the proposal. Do not include sales tax in proposal figures. The County pays sales tax and will add this to your proposal figures separately when invoices are paid. All price quotes shall include delivery to the delivery point, installation, and set-up charges, as necessary. Goods shall be set in place ready for owner's use. All goods shall be new and of average quality. No remanufactured, refurbished or used goods will be accepted. Appropriate product information (e.g. brochures, catalog cuts, etc.) shall be included with the proposal.
3. After the Informal Bid issue date, all communications between the Issuing Department and prospective Proposers shall be in writing. No oral questions shall be accepted. Any inquiries, requests for interpretation, technical questions, clarifications, or additional information shall be directed to Terra Vuncannon at the address listed on page one if this solicitation or via e-mail to tvuncannon@moorecountync.gov. All questions concerning this Informal Bid shall reference the section and page number. Questions and responses affecting the scope of goods will be provided to all prospective Bidder by issuance of an Addendum. **All written questions shall be received by the Issuing Department no later than 10:00 am Wednesday, October 1, 2025. Please include "Informal Bid 2026-01" in subject header of e-mail. NO EXCEPTIONS.** All addendums pertaining to this Informal Bid will be posted to the County website at www.moorecountync.gov within 24 – 48 business hours after the deadline for questions. **It is the bidder's responsibility to check the website for the addendums.**
4. The County will not be responsible for any oral instructions. Should a Proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, s/he should at once notify the Issuing Department in writing, and a written addendum shall be issued. Acknowledgement of any Addendum received during the time of the proposal shall be noted on the Bid Form in the spaces provided. In closing of a contract, any Addendum issued shall become a part thereof. **It is the Proposer's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.**
5. Proposals will be examined promptly after opening and award will be made at the earliest possible date. The prices quoted must be held firm, and no proposals may be withdrawn

until **90 days** after proposal opening date. The County reserves the right to conduct any test/inspection it may deem advisable to ensure services/materials/supplies/equipment, as appropriate, conform to specifications.

6. Pursuant to North Carolina General Statutes Section 143-131, “award shall be made to the lowest responsible, responsive bid or bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract.”
7. The materials/supplies/equipment furnished under any resulting contract shall be covered by the manufacturer’s most favorable commercial warranty. Each Proposer shall plainly set forth the warranty for the goods in the proposal. Operations and maintenance manuals for equipment shall also be provided, as appropriate.
8. All purchases for goods or services are subject to the availability of funds for this particular purpose.
9. The General Statutes of the State of North Carolina, insofar as they apply to purchasing and competitive bidding, are made a part hereof.
10. The County of Moore is committed to creating and maintaining an environment free from harassment and other forms of misconduct that fundamentally compromise the working environment of the County. All contractors performing work/services at a County facility shall take all necessary steps to assure that none of its employees engage in harassment or intimidation relating to personal beliefs or characteristics of anyone on the County’s premises, including but not limited to, race, religion, age, color, sex, national origin, or disability. Such harassment is unacceptable and will not be condoned in any form at the County of Moore. If such conduct occurs, the contractor will take all necessary steps to stop it and prevent its future occurrence. This policy shall be strictly enforced.
11. For all the work being performed under this Contract, the County of Moore has the right to inspect, examine, and make copies of any and all books, accounts, records, and other writing relating to the performance of the work. Audits shall take place at times and locations mutually agreed upon by both parties, although the vendor/contractor must make the materials to be audited available within one (1) week of the request for them.
12. The Proposer agrees that it will not identify the County of Moore as a client in any other proposal, resume, or informational brochure without first requesting and obtaining, in writing, the permission of the County of Moore Board of Commissioners.
13. All Proposers must complete and submit the Vendor Form with their proposal package. This information will be used to create or update the County’s vendor file.
14. Proposers are cautioned that this is an informal bid, not a request for contract, and the County of Moore reserves the right to reject any and/or all proposals. It further reserves the right to waive informalities insofar as it is authorized so to do where it deems it advisable in protection of the best interests of the County.

15. Proposals will be tabulated, evaluated and a recommendation presented to the County of Moore Board of Commissioners for their approval.
16. Any and all exceptions to the Specifications must be stated in writing, giving complete details of what is to be furnished in lieu of requested Specifications.
17. The County of Moore reserves the right to cancel and terminate any resulting contract, in whole or in part, without penalty, upon forty-five (45) days' notice to the Vendor(s). Any contract cancellation shall not relieve the Vendor(s) of the obligation to deliver any outstanding services issued prior to the effective date of the cancellation.
18. **Proposals in one (1) original and one (1) copy will be received from each Proposer in a sealed envelope or package.** Each original shall be signed and dated by an official authorized to bind the form. Unsigned proposals will not be considered.
19. Upon receipt by Moore County Financial Services, your Proposal is considered a public record except for material which qualifies as "trade secret" information under N.C. Gen. Stat. 66-152 et. seq. After the Proposal opening, your Proposal may be reviewed by the County's evaluation committee, as well as other County staff and members of the general public who submit public records requests. To properly designate material as trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by a Proposer must be submitted in a separate, sealed envelope marked "Trade Secret — Confidential and Proprietary Information — Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation must be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Proposal, each Proposer agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the County to assist in the selection process. Furthermore, each Proposer agrees to indemnify and hold harmless the County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material which the Proposer has designated as a trade secret. Any Proposer that designates its entire Proposal as a trade secret may be disqualified.
20. Proposer shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. In addition, the Provider shall maintain, at its expense, the following minimum insurance coverage:

General Liability - \$2,000,000
Auto Liability - \$2,000,000
Umbrella Coverage - \$5,000,000

21. Firm must be registered with the NC Secretary of State.
22. The County may request reference for similar projects.
23. Sealed bids are due by 4:00 pm EST Thursday, October 2, 2025 to Terra Vuncannon at 1 Courthouse Square, Carthage, NC 28327. For your convenience, a Bid Drop-Off box is located at 1 Courthouse Square (Historic Courthouse in center of traffic circle). If not hand delivered, bid should be mailed via FedEx or UPS to:

County of Moore
Attn: Terra Vuncannon
1 Courthouse Square
Carthage, NC 28327

24. The County reserves the right to award contracts to a primary and secondary contractor.

BACKGROUND

Background and Scope of Work

The County of Moore is seeking proposals from qualified Contractors to perform routine and emergency mechanical, electrical, and plumbing work on sewer lift stations, water supply wells, and water booster stations. Contractor must be qualified and licensed to perform all aspects of required repairs, including but not limited to: pipe fitting within wet wells, pulling of pumps and motors, electrical and control circuitry investigation, and pump and motor troubleshooting. The expected contract term will be October 1, 2025 through June 30, 2026, with an option for annual renewal up to an additional five-year span.

A. Required Service Capabilities

1. Sewer lift station repairs
 - i. Up to 200 hp motors
 - ii. Up to 2000 gpm pumps
 - iii. DIP, PVC, and other piping, fittings, and appurtenances
 - iv. Electrical power supply
 - v. Monitoring and control systems
 - vi. Submersible, suction lift, dry pit, and pneumatic stations
2. Water supply well repairs
 - i. Up to 50 hp motors
 - ii. Up to 200 gpm pumps
 - iii. DIP, PVC, and other piping, fittings, and appurtenances
 - iv. Electrical power supply
 - v. Monitoring and control systems
 - vi. Chemical feed systems (sodium hydroxide, sodium hypochlorite)
3. Water booster station repairs
 - i. Up to 75 hp motors
 - ii. Up to 1500 gpm pumps
 - iii. DIP, PVC, and other piping, fittings, and appurtenances
 - iv. Electrical power supply
 - v. Monitoring and control systems
4. Equipment rebuilds (off-site) - motors and pumps
5. Removal, installation, startup, and operation of pumps as required for repair services
6. Cranes for removal and installation of all equipment

B. Minimum Performance Requirements

1. Emergency Response
 - i. Coordination with Moore County Public Works within 1 hour of contact from Public Works.
 - ii. On-site response to emergencies within 1 hour, including weekends and holidays.
2. Warranties
 - i. New pumps/equipment
 1. Workmanship: 1 year
 2. Equipment, parts, and materials: 2 years
 - ii. Rebuilt pumps/equipment
 1. Workmanship: 6 months
 2. Equipment, parts, and materials: 1 year

C. Minimum Qualification Requirements

1. North Carolina Electrical Contractor License held by Contractor (not subcontractor) - Intermediate or Unlimited
2. North Carolina Public Utilities or Unclassified Contractor License held by Contractor (not subcontractor) - Intermediate or Unlimited
3. Demonstrable expert level understanding of the design, operation, maintenance, and repair of sewer lift stations, water booster stations, and water supply wells, including hydraulics, pumps, corrosion, power, monitoring, control, and other components
4. Demonstrable ability to undertake investigations, analyses, and assessments of sewer lift stations, water booster stations, and water supply wells
5. Meets applicable OSHA training for confined space work, job site management, and crane truck operation
6. Provides customer support for warranties of equipment
7. Provides First Aid / CPR trained personnel
8. Maintains complete records of all work done for Moore County Public Works

BID FORM

This Bid consists of all equipment, labor, materials, and traffic control for the **Asphalt Patching**. Use this format for submitting Bids. No alterations, changes in Bid format will be allowed. All items should be priced for the units and quantities specified. The County of Moore shall reserve the right to reject any or all Bids. The County reserves the right to award to a primary and a secondary firm. Opening will not be public.

1. Hourly Rate – Regular Work Hours \$ _____

2. Hourly Rate – After Hours/Weekends \$ _____

3. How Start/Stop Time is Determined:

NC Electrical Contractor's License Number: _____

**NC Carolina Public Utilities or Unclassified Contractor License
Number:** _____

Responsive Bid must include the following documents:

- 1. Signed Bid Form (must acknowledge all addenda)**
- 2. Notarized Non-Collusion Affidavit**
- 3. Notarized E-Verify Affidavit**
- 4. Current W-9 Form**

I certify that the contents of this bid are known to no one outside the undersigned, and to the best of my knowledge all requirements have been complied with.

Date _____ **Authorized Signature** _____

Authorized Signatory Name/Title: _____

Authorized Signatory E-mail: _____

Receipt of the following addendum is acknowledged:

Addendum No. _____ Received: (circle) YES / NO Date: _____

Addendum No. _____ Received: (circle) YES / NO Date: _____

NON-COLLUSION AFFIDAVIT

State of North Carolina
County of Moore

I _____, being first duly sworn, deposes and says that:

He/She is the _____ of _____, the
proposer that has submitted the attached proposal;

He/She is fully informed respecting the preparation and contents of the attached proposal
and of all pertinent circumstances respecting such proposal;

Such proposal is genuine and is not a collusive or sham proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives,
Employees or parties of interest, including this affiant, has in any way colluded,
conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or
person to submit a collusive or sham proposal in connections with the contract for which
the attached proposal 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 Proposer, firm or person to fix
the price or prices in the attached proposal or of any other Proposer or to fix overhead,
profit or cost element of the proposal price of any other Proposer or to secure through
collusion, conspiracy, connivance or unlawful agreement any advantage against the
County of Moore or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair, proper and are not tainted by
any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer
or any of its agents, representatives, owners, employees, or parties in interest, including
this affiant.

Signature and Title

State of North Carolina
County of _____
Subscribed and sworn before me,
This _____ day of _____, 2025

Notary Public
My commission expires _____

Moore County E-Verify Affidavit

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF MOORE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department 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 NCGS §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 NCGS§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)
 - a. YES _____, or
 - b. 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.
- Executed, this ____ day of _____, 2025.

Signature of Affiant

Print or Type Name: _____

State of North Carolina

County of _____

Signed and sworn to (or affirmed) before me, this the _____

day of _____, 2025.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 9.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)		
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐		
5 Address (number, street, and apt. or suite no.). See instructions.		Requestor's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
OR									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they