COUNTY OF MOORE
NORTH CAROLINA

INFORMAL BID

ISSUE DATE: July 10, 2020

INFORMAL BID: 2021-02

TITLE: Paving Services

ISSUING DEPARTMENT: COUNTY OF MOORE
Financial Services
206 S. Ray Street
PO Box 905
Carthage, NC, 28327

Sealed Bids will be received until 4:00 PM Tuesday, July 28, 2020 from qualified firms for Paving Services for the County of Moore Public Works Department. The County reserves the right to reject any and/or all bids.

All inquiries for information concerning the Bid shall be directed to:

Terra Vuncannon, Purchasing Manager
PO Box 905
206 South Ray Street
Carthage, NC 28327
(910) 947-7118
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 the Financial Services by the designated date and hour indicated above.

Firm Name: ________________________________________

Address: ____________________________________________

__________________________________________

By: _______________________________________________
(Printed)

By: _______________________________________________
(Signature)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTIONS TO BIDDERS</td>
<td>3</td>
</tr>
<tr>
<td>BACKGROUND AND SCOPE OF WORK</td>
<td>7</td>
</tr>
<tr>
<td>BID FORM</td>
<td>8</td>
</tr>
<tr>
<td>NON-COLLUSION AFFIDAVIT</td>
<td>9</td>
</tr>
<tr>
<td>E-VERIFY AFFIDAVIT</td>
<td>10</td>
</tr>
</tbody>
</table>
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 Thursday July 16, 2020. 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 contractor shall not represent itself to be an agent of the County.

10. The General Statutes of the State of North Carolina, insofar as they apply to purchasing and competitive bidding, are made a part hereof.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. Proposals will be tabulated, evaluated and a recommendation presented to the County of Moore Board of Commissioners for their approval.

17. 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.

18. 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.

19. 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.

20. 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.
21. 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

22. Contractor must have active North Carolina General Contractors License covering grading and paving.
BACKGROUND

The County of Moore is seeking bids from qualified companies for Asphalt Patching & Repair Services as needed for the Public Works Department.

SCOPE OF WORK

Utility Cut Repair & Patching work shall consist of placement of no less than two (2”) inches compacted NCDOT Type SF-9.5B bituminous concrete surface course to provide final repair of utility cuts previously made on asphalt roadways. Price per ton shall include all work, materials, traffic control, and equipment necessary to repair utility cuts properly and safely. Price shall also include minor ‘cleanup work’ for each trench to be repaired. Cleanup work shall include re-cutting of edges where necessary to provide a clean vertical face for the patch, removal of all loose stone/asphalt, removal of at least two (2”) inches of trench backfill stone to allow the finished asphalt patch to be flush with the existing pavement, and tacking of all edges with AC tack to provide a proper bond. In the event the Contractor encounters a trench that has been poorly backfilled or has settled and needs compaction, he shall immediately notify the Distribution Supervisor of MCPW or his agent for correction. Once the repair has been made, asphalt surface course shall be warrantied by the Contractor for a period of 1-year.
INFORMAL BID 2021-02 - PAVING SERVICES

BID FORM

This Bid consist of equipment, labor, materials, and traffic control for the Paving Services. Use this form 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. Opening will not be public.

PRICE PER TON ____________________________________________

Contractor License Number __________________________

Responsive Bid must include the following documents:
1. Signed Bid Form
2. Notarized Non-Collusion Affidavit
3. Notarized E-Verify Affidavit

On behalf of ________________________________ (Bidder), I am submitting a bid for the Paving Services. This Bid covers equipment, labor, materials, traffic control and all other incidentals to complete the project. 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.

By: ____________________________________________
(Printed)

By: ____________________________________________
(Signature)

Date: ____________________

Receipt of the following addendum is acknowledged:

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

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 ________________, 2020

___________________________________
Notary Public
My commission expires _______________
Moore County E-Verify Affidavit

STATE OF NORTH CAROLINA
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 _______________, 2020.

________________________________________
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 ________________, 2020.

My Commission Expires:

________________________________________
Notary Public

(Affix Official/Notarial Seal)