

REQUEST FOR PROPOSALS FOR CONSTRUCTION

FOR REVITALIZATION OF TOWN HALL

TOWN OF WILLIAMSTON, NORTH CAROLINA

A. Purpose

The Town of Williamston is seeking a licensed general contractor to provide construction renovation and repair services for the renovation of part of Town Hall. This project involves a complete remodel of what is referred to as the “Old Police Department Training Room and Kitchen” (located in the back of the building facing Smithwick Street). The proposed floorplan is attached as Attachment A. The project may include subcontractors for certain activities.

B. Project Background

The Town of Williamston’s Town Hall has been a hallmark of providing community services since its construction in 1908. The building’s rich history includes housing many different departments at different times, including police, fire, and the tax collector. Currently, Town Hall is home to town offices with the police and fire departments in their own, separate buildings. The Town is looking to reuse the once occupied space. Revitalizing the meeting spaces in the old police station will provide better opportunities for the community to convene. This project will allow residents and visitors to enjoy downtown events and entertainment, as the meeting space will also be a hub for festivals and other community events. Plans include renovation of a meeting space, hallway, and kitchen as well as installing a bathroom. Please see Attachment A for proposed floor plans.

This solicitation is issued in accordance with the formal bidding requirements of NCGS 143-129. Award will be made to the lowest responsive, responsible bidder.

Funding

This project is funded in part by the North Carolina Department of Commerce Rural Building Reuse Division. The Town of Williamston was awarded a grant in 2025 to complete the proposed renovations.

C. Scope of work

Scope: Provide all labor, materials, equipment, supervision, and disposal necessary to complete the renovation in accordance with all applicable codes, including ADA standards, NC Building Codes and manufacturer installation requirements. Coordinate work with Owner to maintain safe access to adjacent areas. Protect existing utilities, adjacent finishes, and occupied spaces from dust, debris, and damage. The work will include, but is not limited to, demolition of existing infrastructure, electrical work, plumbing and HVAC, flooring, and painting.

The Old PD Reuse Project will expand on and update the Town Hall while rehabilitating the meeting spaces in the old Police Department connected to the Town Hall. The Town's efforts to rehabilitate the interior of the old Police Department will include rehabilitation of the department's meeting room, entryways, and kitchen. The project includes the modification of the Police Department's previous evidence storage room into a single-occupant restroom, which will involve repainting, the removal of several shelving units, flooring modifications, and the installation of plumbing to the room that did not previously exist. The restroom will also be connected to the sewer system. The project also includes the removal and replacement of the flooring in the meeting space and kitchen, repainting and resurfacing of the walls in the meeting space and kitchen, and other repairs as needed, such as electrical upgrades to the electrical box in the kitchen space to allow for higher voltage appliances to be used in the space. The kitchen appliances, cabinets, and countertops will be added/replaced. This project will also include work to the rear hallway near the kitchen, including painting and doorway reframing. Installation of ceiling to match the space to the kitchen and meeting area may also be required. Furthermore, the doorways in the area will be replaced to provide safety and an improved appearance to the exterior of the building, including a "storefront" style entrance facing towards Smithwick Street. The storefront will allow for the existing exterior door to be modified into a fire escape, and will include appropriate lit "fire exit" signage. Upgrades to the existing doors will also include leveling to remove height inconsistencies between the doorframes and the floors. Steps will also be taken to revise the roofing (ceiling) and lighting in the space. Repairs will need to be made to the roof, and improved structuring will need to be included to prevent future roof damage, particularly around the lighting systems. Along with this, the diffusers attached to the current lights should be replaced to allow for the installation of new lights.

All work shall be performed in accordance with the plans, specifications, and applicable codes. In the event of conflict, the plans and specifications shall govern. Please see the bid form (Attachment B) for more specific scope of work and materials. Please attend the pre-bid meeting to ask questions and for clarification regarding the scope of work.

D. Proposal Timeline

Provided below is a list of anticipated schedule of events related to this solicitation. Any amendments to this solicitation will be updated ONLY on the NC eVP. Please be sure to check the eVP posting for updates and/or additional addenda.

Proposal Process	Date and Time
Proposal Publication/Beginning Date	April 30, 2026
Interested parties are to attend a mandatory pre-bid meeting at 102 E Main Street, Williamston, NC 27892.	May 11, 2026 @ 2:30 pm EST
Deadline for Written Questions	May 15, 2026 @ 5 pm EST
Deadline for Submissions	May 21, 2026 @ 5 pm EST
Open Sealed Submissions	May 22, 2026 @ 10 am EST
Select Contractor and Negotiate Contract (Contract is subject to Board approval)	May 22, 2026

E. Submission Requirements, Contact Information, Responsiveness and Responsibility of the Bidder:

Any questions regarding this solicitation should be written in email to the following Town Staff:

Contact Name	Email Address
Shay Baggett	sbaggett@townofwilliamston.com

The contractor/firm should submit one **(1) original** and **two (2)** copies in a sealed envelope clearly labeled, "RDED Building Renovation Bid – Do Not Open" via mail or hand delivery to:

DELIVERED BY US POSTAL SERVICE MAIL OR OTHER DELIVERY SERVICES	DELIVERED BY HAND
Town of Williamston ATTN: Jackie Escobar P.O. Box 506 102 E Main Street Williamston, NC 27892 TITLE: RDED Building Renovation Bid – Do Not Open	Town of Williamston ATTN: Jackie Escobar 102 E Main Street Williamston, NC 27892 TITLE: RDED Building Renovation Bid – Do Not Open

The Town invites all interested firms to attend a pre-bid meeting on the date hereinabove provided to ask questions and/or ask for clarification of any components within this solicitation. All bidders are required to attend. All written questions must be received by Shay Baggett at sbaggett@townofwilliamston.com, no later than 5:00 p.m. EST on May 15, 2026. Questions may be submitted in writing by electronic mail only. Please do not call with questions.

This is a construction renovation and repair contract issued pursuant to formal bidding requirements. Therefore, all bids must be sealed in accordance with NCGS 143-129 and the Town of Williamston’s Purchasing Policy.

Responsiveness:

Firms shall respond to the entire Request for Proposals. A bid will be considered responsive if it is received timely by the deadline, includes all required forms and documentation, and conforms to the requirements of this solicitation. The Town reserves the right to reject any non-responsive bid.

Any incomplete proposal may be eliminated from competition at the discretion of the Town of Williamston. The Town reserves the right to reject any or all bids for any reason and to waive any informality it deems in its best interest.

Bids that arrive after the due date and time will not be accepted or considered for any reason whatsoever. If the firm elects to mail in its response, the firm must allow sufficient time to ensure the Town's proper receipt of the package by the time specified in the Proposal Timeline (Section D). Regardless of the delivery method, it is the responsibility of the firm to ensure that their bid arrives at the designated location specified in this Section by the due date and time specified in the Proposal Timeline (Section D).

Responsibility of the Bidder:

The Town will determine bidder responsibility. In making this determination, the Town may consider the following:

- Relevant experience with similar projects
- Contractor licensing and compliance history
- Ability to complete the project within the required timeframe

The Town reserves the right to request additional information and to reject any bidder deemed not responsible.

E.1. Rights to Submitted Material and Confidential Information:

All bids and supporting materials, as well as correspondence relating to this proposal, shall become the property of the Town. The content of all submittals will be held confidential until the selection of the firm is made. Submissions will be reviewed by the Evaluation Team, as well as other Town staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting, each Prospective Firm agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town to assist in the selection process. The Town reserves the right to retain all bids submitted and to use any ideas in a statement regardless of whether that firm is selected. Submission of bids indicates acceptance by the firm of the conditions contained in this Request for Qualifications. All submissions are subject to the North Carolina Public Records Law. The Town solely will determine what constitutes confidential information. Bids marked entirely as "confidential", "proprietary", or "trade secret" will be considered non-responsive and will be removed from the evaluation process.

E.2. MWBE Participation

SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT BIDS. The Town of Williamston prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial

or marital status, religion, economic status, or veteran status. The Town maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises. Bidders must submit MWBE participation documentation or demonstrate good faith efforts in accordance with state guidelines.

E.3. Conflict of Interest

The following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract, or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: (1) employees or agents of the recipient who exercise any function or responsibility for the project, and (2) officials of the recipient including members of the governing body.

E.4. Lobbying

By responding to this solicitation, the firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Town or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFP.

E.5. Firm Acceptance

Submission of any qualifications indicates a Firm's acceptance of the conditions contained in this solicitation. Furthermore, the Town of Williamston has the sole discretion and reserves the right to cancel this RFP, and to reject any and all bids, to waive any and all informalities and/or irregularities and reserves the right to re-advertise this solicitation with either the identical or revised scope and specifications if it is deemed to be in the best interests of the Town of Williamston to do so. The Town reserves the right to accept or reject any or all of the items in the stated qualifications, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the best interest of the Town of Williamston to do so. Moreover, the Town reserves the right to make no selection if subsequent negotiated prices are deemed to be outside the fiscal constraint or not in the best interest of the Town of Williamston.

E.6. State Contract Provisions

Any contract awarded as a result of this Request for Proposals shall include all applicable federal and state contract provisions. These provisions include, but are not limited to, access to records, termination for cause and convenience, civil rights compliance, and environmental compliance requirements.

E.7. Bid Requirements

Each bid must include:

- Sealed Envelope
- Completed Bid Form (Attachment B)
- Contractor license number
- Bid bond (5%) equal to five percent (5%) of the total bid is required

The selected contractor must provide either a 100% performance or 100% payment bond.

- Acknowledgment of addenda (if applicable)
- Bid Document Checklist (Attachment E)

Bids should include the following:

1. **Sealed Envelope:** All submissions must be mailed or hand-delivered to the attention of Jackie Escobar by 5:00pm EST on May 21, 2026. All submissions must have in their title line “RDED Building Renovation Bid – Do Not Open”, remained sealed until they are publicly opened May 22, 2026.
2. **Project Experience and References:** Include background information of the contractor and provide detailed information regarding your experience with similar projects, and note the total amount invoiced for the project, the length of the project, and a list of those involved with the project who are proposed for the subject project in the solicitation. Please include three (3) references and their contact information. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.
3. **Proposed Work Timeline:** Include the project’s anticipated timeline for completion of project. The project must be completed within 365 calendar days from Notice to Proceed.
4. **Copy of North Carolina General Contractor’s License:** Bidder MUST be licensed by the State of North Carolina per Article 1 of Chapter 87 of the General Statute.
5. **Submittal Documents:**
 - a. Attachment B: Bid Form
 - b. Attachment C: Conflict of Interest Certification (Required before Award)
 - c. Attachment D: MWBE Participation form
 - d. Attachment E: Bid Document Checklist

PLEASE SEE ATTACHMENT E FOR A COMPREHENSIVE GUIDE ON WHAT TO TURN IN.

F. Bid Evaluation

Submissions will be unsealed on May 22, 2026, at Town Hall. Award will be delayed pending verification of bidder’s credentials, references, and review of the bids received.

Bids will be evaluated for responsiveness and responsibility.

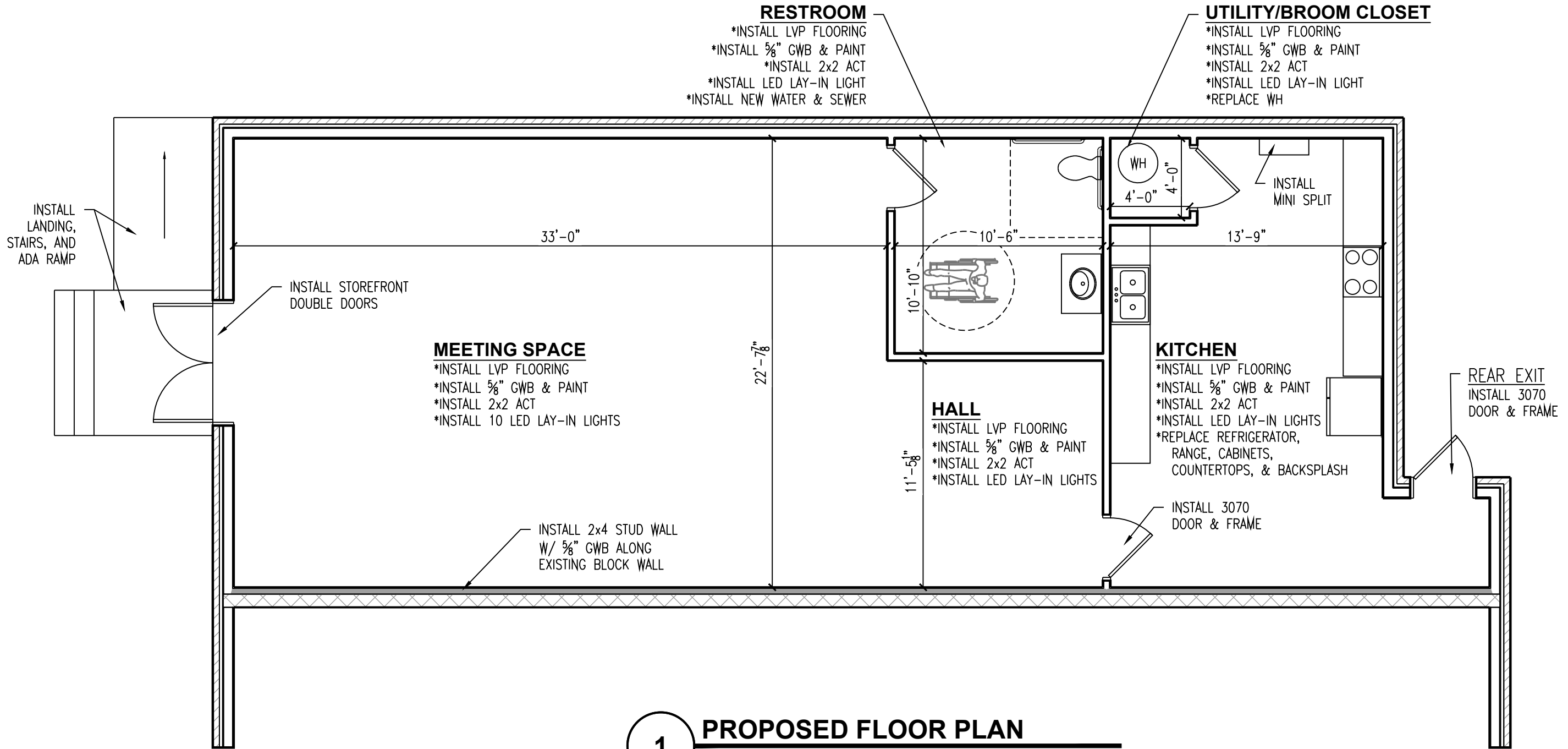
The contract will be awarded to the lowest responsive, responsible bidder in accordance with NCGS 143-129.

G. Conditions, Clarifications, and Reservations

- The Town expects to select one firm or individual but reserves the right to request substitutions for sub-consultants.
- The building is historic in nature and may contain unforeseen and unknown conditions. The contractor shall notify the Town of any such conditions prior to proceeding.
- The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the solicitation process at any time prior to entering into a formal agreement. The Town further reserves the right to request additional information or clarification of information provided in any response. The

Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make the award as deemed in its best interest.

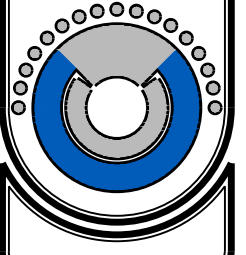
- A response to this proposal should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit the Town to pay for costs incurred in the submission of a response to this solicitation or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFP process concerning an individual shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Town unless the Town and your firm execute a contract.
- No contract may be awarded unless the contractor and the contractor's subcontractors comply with the E-verify requirements of Article 2 of Chapter 64 of the General Statutes.



1 PROPOSED FLOOR PLAN
 3/16" = 1'-0"

PROPOSED FLOOR PLAN
 WILLIAMSTON RDED
 EAST MAIN STREET
 WILLIAMSTON, NC 27892

A.R. CHESSON
 CONSTRUCTION COMPANY, INC.
 PO BOX 1147-315 WEST MAIN ST.
 WILLIAMSTON, NC 27892
 PHONE: 252-792-4486
 FAX: 252-792-9090
 Web Address: archesson.com



Drawn COC	B1
Project No. TBD	
Date 5/15/25	
Scale 3/16"=1'-0"	

Sheet 1 of 1

Attachment B: Bid Form

General Requirements and Information:

1. Contractor is responsible for all measurements
2. Contractor shall be responsible for obtaining all required building permits; permits, except the Building Inspector's Fee, will be provided at no cost to the Contractor.
3. The building will remain open to the public and staff. The Contractor shall make allowances for this and be responsible for providing a safe work site at all times.
4. Contractor shall take care not to damage any portion of the building. Concrete, landscaping, etc. Any damage caused by the Contractor shall be repaired prior to the completion of the project.
5. Contractor will be able to use the facility's electricity and water to complete the work.
6. See Attachment A for floor plans and attend mandatory pre-bid meeting on May 11, 2026 @ 2:30 p, at 102 E Main Street, Williamston, NC, 27892.
7. The laydown area, parking, time of work, access to the building, etc. will be discussed at a pre-construction meeting with the awarded contractor.
8. Contractor shall comply with all OSHA requirements and safety guidelines associated with the work within the scope of work.

The scope of work listed below is to give bidding Contractors an idea of what the project entails. Please attend the pre-bid meeting to ask questions and for clarification regarding the scope of work.

Selective Demolition

1. Remove all debris daily and properly dispose of offsite.
2. Remove all existing cabinets, shelves, counters, backsplash, existing electrical conduit, doors, flooring, and ceiling tile.
3. Cap and protect plumbing and electrical connections during demolition.
4. Verify existing rough-ins and blocking locations to ensure compliance with ADA fixture heights and clearances in restroom.

Meeting Space/Hall

1. Fur walls and install GWB where needed to achieve an even surface and match space.
2. Remove existing electrical conduit and replace.
3. Demo, frame, provide, and install double-door storefront on west wall and ensure ADA compliance.
4. Provide and install proper "Fire Exit" signage at the existing north wall entryway.
5. Provide and install A/V and electrical on south wall.
6. Provide and install LVP flooring throughout space.
7. Provide and install 2 x 2 ACT throughout space.
8. Provide and install LED Lay-In lights where specified.
9. Prime all new drywall surfaces with high-quality primer.
10. Tape, finish, and sand to achieve a smooth finish suitable for painting.
11. Apply two coats of commercial-grade, washable, low-VOC interior paint to all walls.

12. Color and sheen to be selected by Owner.
13. Replace fire exit door on North wall, ensure ADA compliance.
14. Replace and reframe door on South wall, ensure ADA compliance.
15. Replace and reframe door on east wall, ensure ADA compliance.
16. Ensure duct and return work are securely mounted in ceiling and ensure proper air flow.
17. Remove, provide, and install new electrical conduit.

Restroom

1. Demo and remove existing cabinetry and shelving.
2. Remove grate over window.
3. Replace window to match other windows in meeting space.
4. Provide and install toilet, sink, lights, and ADA fixtures. Ensure ADA compliance.
5. Provide and install water and sewer line and connect to existing Town infrastructure.
6. Cut and patch concrete to achieve installation of water and sewer line.
7. Demo and replace interior door to ensure ADA compliance.
8. Provide and install LVP flooring.
9. Provide and install 2 x 2 ACT throughout room.
10. Remove, provide, and install new electrical conduit.
11. Provide and install LED lay-in light.
12. Fur and install GWB throughout space.
13. Prime all new drywall surfaces with high-quality primer.
14. Tape, finish, and sand to achieve a smooth finish suitable for painting.
15. Apply two coats of commercial-grade, washable, low-VOC interior paint to all walls.
16. Color and sheen to be selected by Owner.

Kitchen

1. Demo counter, cabinets, backsplash, existing electrical conduit and remove.
2. Remove existing sink.
3. Provide and install new electrical conduit.
4. Remove existing doorways, reframe and install new doorways, and ensure ADA compliance.
5. Remove 100 amp service, provide and install 200 amp service.
6. Relocate water heater to broom closet.
7. Fur and install GWB where needed to match the space.
8. Provide and install new countertop, cabinets, and sink where specified.
9. Provide and install mini-split on north wall.
10. Provide and lay LVP flooring throughout space.
11. Provide and install 2 x 2 ACT throughout space.
12. Provide and install LED lay-in lights where specified.
13. Prime all new drywall surfaces with high-quality primer.
14. Tape, finish, and sand to achieve a smooth finish suitable for painting.
15. Apply two coats of commercial-grade, washable, low-VOC interior paint to all walls.
16. Color and sheen to be selected by Owner.

Broom Closet

1. Frame and install broom closet in northwest corner of kitchen.
2. Provide and install existing water heater in broom closet.
3. Provide and install LVP flooring throughout space.
4. Provide and install 2 x 2 ACT throughout space.
5. Provide and install GWB throughout space.
6. Provide and install LED lay-in light.
7. Provide, frame, and install doorway.

Please fill out the Bid Schedule on the next page. The Bid Schedule and the signature on this page will count as the form required to turn in as a **SEALED** bid.

Company Name: _____

Date: _____

Mailing Address: _____

Phone: _____

City: _____

State: _____

Zip: _____

Contractor License Number: _____

Title of Authorized Representative: _____

Authorized Signature: _____

Printed Name: _____

By my signature, I certify that I have read and understood the Invitation for Bids (including attachments and references), familiarized myself with the project site, and understand applicable ordinances, rules, and regulations. I certify that pricing submitted is valid for 60 days.

BID SCHEDULE: OLD PD REUSE PROJECT RFP

Item	Description	Quantity Takeoff (QTO)	Labor Cost/Unit	Labor Amount	Material Amount	Sub Amount	Equip Amount	Other Amount	Total Amount
GENERAL CONDITIONS									
Site Supervision (Per Month)		MONTH							
Travel (per month)		MONTH							
Utilities (ex. Temporary toilets)		LUMP SUM							
Cut and Patch Expense		LUMP SUM							
EXISTING CONDITIONS & DEMO									
Demolition of existing infrastructure		LUMP SUM							
Demolition Dumpster (per week or month) (40 Cubic Yards)		MONTH							
Demolition Dumpster (per pickup) (40 Cubic Yards)		EACH							
CONCRETE									
Concrete Budget by CY - SOG - CY									
Concrete Budget by Cubic Yard - Slab on Grade 4"		CY							
ROUGH CARPENTRY									
Carpentry Sub		LUMP SUM							
Fasteners		LUMP SUM							
Blocking to Studs 2 x 4		LINEAR FOOT							
Studs KD - 2 x 4 x 10		EACH							
Misc. Framing 2 x 4 x 14		EACH							
FINISH CARPENTRY									
Cabinets- Full Height	Mid-level, PLAM	EACH							
Coutertops	Quartz Resin	LINEAR FOOT							
OPENINGS									
Doors, Frames, and Hardware	HM Doors, Frames, and Hardware	EACH							
Doors -Special	Elason Double Action	EACH							
Doors-Storefront	Aluminim Double Exterior Door	EACH							
Fire Exit Signage		EACH							
FINISHES									
Substrate (Sb) by SF- SF of GWB 1 Sided Furred Wall		SQUARE FOOT							
Sb by SF- Tile	Quarry Tile	SQUARE FOOT							
Sb by SF- Tile (Wall)	Quarry Tile	SQUARE FOOT							
Ceilings - Panels 2x2	Acoustical Ceiling Tile, 2 x 2	SQUARE FOOT							
Flooring - Resilient	LVP- WPC	SQUARE FOOT							
Painting - Interior- SF		SQUARE FOOT							
Plumbing- Lump Sum (LS)		LUMP SUM							
HVAC- LS		LUMP SUM							
Electrical Sub- LS		LUMP SUM							
Sanitary Sewer - Site Utilities- LS		LUMP SUM							
Utility Tap - Manhole Boots - LS		LUMP SUM							

Labor Total	
Material Total	
Subcontract Total	
Equipment Total	
Other Total	
TOTAL BID AMOUNT	

ATTACHMENT C

Town of Williamston Conflict of Interest Disclosure Form Guidelines Procurement with NON-FEDERAL FUNDS

The Town of Williamston Board of Commissioners strives to provide full and open competition that is free of real or perceived unfair competitive advantage or conflict of interest. In this document, "Offeror" means the person(s) or entity submitting a bid or proposal to any solicitation, any subcontractors, and all related entities including parent companies, subsidiaries, and companies owned, controlled, or owned and controlled by the same or closely related people. This document is intended to meet expectations as laid out in NCGS 14-234 as follows:

G.S. § 14-234(a)(l). A Public Officer or employee of the Unit Involved in Making or Administering a Contract or Subaward on behalf of the Unit shall not derive a Direct Benefit from such a Contract or Subaward.

G.S. § 14-234(a)(3). No Public Officer or employee of the Unit may solicit or receive any gift, favor, reward, service, or promise of reward, including but not limited to a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a Contract or Subaward by the Unit.

G.S. § 14-234.1. A Public Officer or employee of the Unit shall not, in contemplation of official action by the Public Officer or employee, or in reliance on information which was made known to the public official or employee and which has not been made public, (1) acquire a pecuniary interest in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or other information, or (2) intentionally aid another in violating the provisions of this section.

The Offeror must determine if a conflict of interest exists. Offerors and their subcontractors or subconsultants must complete and submit a Disclosure and Certification Regarding Conflict of Interest form as part of the bid or proposal, including forms for all proposed first-tier subcontractors. The Offeror is responsible for ensuring that all first-tier subcontractors submit completed disclosure forms. Failure to include required subcontractor disclosures may result in the proposal being deemed non-responsive.

If the Offeror determines that a conflict of interest exists, it must notify RFP Point of Contact. Offerors may disclose a potential conflict of interest at any time by submitting the Disclosure of Conflict of Interest form to Jackie Escobar, Town Clerk. The Board of Commissioners, in its sole discretion, will make the final determination as to whether a conflict of interest exists.

When does a conflict of interest exist?

Conflicts of interest may exist at an organizational level, at a personal level, and at a financial level. Conflicts of interest may be "actual," meaning they currently exist, or they may be "apparent," meaning a reasonable person with all the material facts believes there appears to be a conflict, whether or not the organizations or individuals involved are in relationships that actually create or experience bias or unfair advantage. Actual, potential, apparent, and perceived conflicts of interest are collectively referred to as "conflicts of interest" in this document.

A conflict of interest includes, but is not limited to:

- Financial interests (direct or indirect)
- Familial relationships
- Organizational conflicts (unequal access to information, biased ground rules)
- Gifts, favors, or compensation related to the procurement
- Prior involvement in drafting specifications or scopes of work

Disclosure of Conflict of Interest

An Offeror shall either: (1) disclose all organizational, personal, and financial conflicts of interest, including all material facts to the Board of Commissioners in a presentation; or (2) certify that the Offeror is unaware of any facts or circumstances which would give rise to a conflict of interest in performing work under this solicitation. An organizational or financial conflict disclosure will not automatically disqualify the Offeror from being awarded a contract. A personal conflict disclosure may disqualify the Offeror from being awarded a Contract. The Board will evaluate disclosed conflicts to determine whether they are material and whether mitigation is possible.

Failure to Disclose

If, in the Board's sole discretion, a conflict is discovered after award or execution of a contract, the Board may terminate the contract or take other action as deemed appropriate by the Board in accordance with the law. In the event the Offeror was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict to the Board, the Board, in its sole discretion, may terminate the contract for default.

Disclosure and Certification Regarding Conflict of Interest

Name: _____ (the
"Offeror")

Relationship (i.e: contractor, consultant, subcontractor, etc.)

1. Certification. The Offeror hereby acknowledges that it has read the Conflict of Interest Guidelines included in the solicitation and has, to the best of its knowledge and belief:

_____ Determined that there are no relevant facts or circumstances which could give rise to conflicts of interest (Offeror may provide an explanation or supporting documentation).

OR

_____ Determined that one or more conflict of interest exists (Offeror may provide an explanation or supporting documentation, must give disclosure to Board of Commissioners).

2. Flow-Down. The Offeror must include a signed copy of this certification form for each of its subcontractors with the terms "contract," "Offeror," and "Board" modified appropriately to preserve the Board's rights. The Offeror must submit all subcontractor forms with its proposal.
3. Continuing Obligations. The Offeror has a continuing obligation to the Board to disclose conflicts of interest during the solicitation phase or, if awarded a contract, throughout the duration of the contract. During the solicitation, the Disclosure and Certification Regarding Conflict of Interest Form(s) must be submitted to the RFP Contact Listed.

Certification

The undersigned certifies that:

- The information provided in this disclosure is true and complete to the best of their knowledge;
- No real or apparent conflict of interest exists, or any such conflict has been fully disclosed herein;
- The Offeror will immediately disclose any potential or actual conflict of interest that arises during the procurement or contract period;
- The Offeror understands that failure to disclose a conflict of interest may result in disqualification, termination of contract, or other remedies available to the Town.

By signing below, the Offeror certifies that the information contained in this form is accurate to the best of its knowledge, and that the Offeror agrees to comply with the requirements herein.

The Offeror has a continuing obligation to the Board to disclose conflicts of interest during the solicitation phase or, if awarded a contract, throughout the duration of the contract.

Signed:

Name:

Title:

Date:

ATTACHMENT D

MWBE PARTICIPATION FORM

This Identification of MWBE Participation Form is for the purpose of capturing information regarding the utilization of MWBEs (Minority and Women-Owned Business Enterprise) and other subcontractors and suppliers on Town of Williamston Contracts. MWBE participation is encouraged for all Town of Williamston contracting opportunities.

COMPANY NAME	
PROJECT NAME	
BID SUBMITTAL DATE	

Prime is MWBE

Classification:

Certified with NCHUB

Certified with NCDOT-DBE

WORK TO BE SELF PERFORMED

Check this box ONLY if you intend to perform 100% of the work for this Contract with your own work forces, and you normally perform and have the capability to perform all elements of this work for this Contract with your own current work forces

MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract regardless of dollar amount.

COMPANY NAME	MWBE CLASSIFICATION	DESC. OF SERVICES	PERCENTAGE OF TOTAL CONTRACT

*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

Percent Estimated MWBE Utilization _____%

The bidder has made good faith efforts to include MWBE participation but was unable to secure participation. Documentation of efforts is attached.

ATTACHMENT E
BID DOCUMENT CHECKLIST
RDED OLD PD REUSE PROJECT
Town of Williamston, North Carolina

INSTRUCTIONS TO BIDDER

This checklist must be completed, initialed, and submitted with the bid.

- Section A includes mandatory submission items required for a bid to be considered responsive.
- Section B includes responsibility-related information, which will be considered in determining bidder responsibility but will not automatically result in rejection if incomplete at bid opening.
- Section C includes items required prior to contract award.

SECTION A — REQUIRED FOR RESPONSIVENESS (Failure to submit these items may result in rejection of the bid)

✓	Item	Bidder Initials
<input type="checkbox"/>	Sealed Bid Submission (clearly labeled)	_____
<input type="checkbox"/>	Completed Bid Form (Attachment B)	_____
<input type="checkbox"/>	Bid Bond (5%)	_____
<input type="checkbox"/>	Contractor License Number (valid NC license)	_____
<input type="checkbox"/>	MWBE Participation Form (Attachment D)	_____
<input type="checkbox"/>	Bid Document Checklist (this form)	_____

SECTION B — RESPONSIBILITY INFORMATION (Used to determine bidder responsibility; not automatic grounds for rejection)

<input checked="" type="checkbox"/>	Item	Bidder Initials
<input type="checkbox"/>	Project Experience (similar projects)	_____
<input type="checkbox"/>	Proposed Project Timeline / Schedule	_____
<input type="checkbox"/>	Key Personnel / Staffing (if applicable)	_____

Failure to provide responsibility-related information may be considered by the Town in determining bidder responsibility but shall not, by itself, result in automatic rejection of the bid.

SECTION C — REQUIRED PRIOR TO AWARD (These items may be requested after bid opening and prior to contract execution)

<input checked="" type="checkbox"/>	Item	Bidder Initials
<input type="checkbox"/>	Certificate of Insurance	_____
<input type="checkbox"/>	W-9	_____
<input type="checkbox"/>	Conflict of Interest Certification (Attachment C)	_____
<input type="checkbox"/>	Payment Bond (100%)	_____
<input type="checkbox"/>	Performance Bond (100%)	_____

CERTIFICATION

The undersigned bidder hereby certifies that all required documents have been included and that the information provided is accurate to the best of their knowledge.

Company Name: _____

Authorized Representative (Print Name & Title): _____

Signature: _____

Date: _____