

Request For Quotes

BID NO. 5-97648025
TITLE: Chiller Inspections and Repairs
PROCUREMENT LEAD: Jennifer West
UCPS Purchasing Department
jennifer.west@ucps.k12.nc.us

Union County Public Schools seeks quotes for the above referenced project.

SCOPE OF WORK

Scope of work is described on Exhibit 1. Any applicable plans and specifications are referenced therein. **INSTRUCTIONS**

Instructions are as follows.

- **BID SUBMITTAL**

Bids will be received no later than: 3:00 pm., February 18, 2025

at the UCPS Facilities Department, 201 Venus Street, Monroe, NC 28112.

All bids must be sealed in an opaque envelope marked with the Bid Number and Project Name.

Refer to Bidder's Checklist for documents required for bid submittal.

- **PREBID MEETING**

A Pre-Bid Meeting will not be held. Bidders are solely responsible for familiarizing him or herself to all aspects of this project. Visits to school locations are encouraged. If you would like to schedule a walk through for this project, please contact Karl Todd at 704-309-7639.

- **TERM OF CONTRACT**

The original contract after award is to run three (3) consecutive years beginning 2025. At the end of the term, UCPS shall have the option to extend the contract two (2) additional years. Price negotiation will be considered at the end of the third (3rd) year.

- **COMMUNICATIONS**

During the bid process, all communication relating to this bid shall be directed to the Procurement Lead identified above. Failure to meet the requirement may consider your bid non-responsible.

All questions relating to this project shall be directed to the Procurement Lead identified above in the form of an email no later than **February 14, 2025 by 3:00 PM**. Answers will be provided to all bidders.

- **CONTRACT FORM**

Your attention is directed to terms and conditions identified within Attachment A which shall be deemed to be incorporated into any purchase order or contract. Especially note applicable insurance requirements and obligations to comply with all applicable laws and Union County Board of Education policies. Insurance certificates shall be provided upon request of UCPS Procurement Lead.

- **AWARD**

UCPS reserves the right to award this project in a method considered to be most advantageous. This includes the right to issue single award, multiple awards, or reject all bids. UCPS is not required to award a contract. UCPS reserves the right to waive any informality in bids. If a bidder wants to protest a contract awarded by the Union County Public Schools resulting from this solicitation, then they must submit a written request to the UCPS Purchasing and Contract Division, 201 Venus Street, Monroe NC 28112. This request must be received in the Division of Purchase and Contract within five (5) consecutive calendar days from the date of the contract award. Protest letters must contain specific reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation.

BIDDERS CHECKLIST

- Executed Cost Proposal Form
- Qualification Statement
- Certifications and Licenses

SCOPE OF WORK

PART 1 – GENERAL

Union County Public Schools is soliciting bids from qualified contractors to perform inspection, preventative maintenance and minor repairs of chillers, water towers, and associated equipment. UCPS currently has Carrier, Daikin, McQuay, Trane and York Chillers. See Exhibit 2 for more details.

PART 2 - INSPECTIONS

- A. Contractor shall perform an on-site inspection of equipment. Upon inspection, contractor shall complete the inspection form provided within EXHIBIT 3 and submit to the assigned UCPS Project Coordinator.
- B. Inspections must take place on a semi-annual basis.

PART 3 - PREVENTATIVE MAINTINANCE & REPAIRS

- A. Contractor shall perform preventative maintenance on a semi-annual basis. A detailed report of preventative maintenance performed per location must be submitted to the assigned UCPS Project Coordinator as outline in Part 7 Schedule.
- B. At a minimum, the Contractor shall perform the following tasks:
 - 1. Make adjustments necessary to ensure proper operation of equipment.
 - 2. Clean coils and condenser tube cleaning on water cooled machines.
 - 3. Replace oil filters, gaskets, as needed. Contractor to supply oil filter and gaskets.
 - 4. UCPS will provide oil and refrigerant, as needed. Contractor will be responsible for labor to add oil and refrigerant.
 - 5. Starter fluid for the York Chillers at Cuthbertson High/Middle shall be provided by the Contractor.
 - 6. Clean Control Panels
 - 7. Inspect all electrical components and connections and tighten lugs on starter contactors, if needed.
 - 8. Inspect fan belts on cooling towers and tighten and replace, as needed.
 - 9. Lubricate shaft and motor bearings.
 - 10. Adjust float valves.
 - 11. Clean Condenser Pump Strainers.
 - 12. On Cooling Towers, UCPS will provide belts to contractor, as needed.
 - 13. Remove debris from project area.
 - 14. Confirm Freeze Protection (heat tape, pump control,

PART 4 - EXTENSIVE REPAIRS

- A. Extensive repairs are defined as repairs extending beyond preventative maintenance.
- B. Extensive repairs shall be noted on the Inspection Chart and be accompanied with a quote for the repair. Unit pricing provided within the bid document shall remain effective through the service agreement and, therefore, be reflected within any quote provided to UCPS for Extensive Repairs.
- C. Extensive Repairs must be approved by the assigned UCPS Project Coordinator.
- D. Contractor shall immediately notify the assigned UCPS Project Coordinator if repair is considered urgent. An urgent repair is defined as a safety hazard causing the equipment to be unusable until repaired.
- E. Work is not to be performed by the Contractor until a purchase order is issued.
- F. Contractor must be able to perform the repair within 24 hours of notice.

PARTS – QUALIFICATIONS

- A. Contractor must be certified and professionally trained to inspect, repair (Preventative and Extensive Repairs) on Carrier, Daikin, McQuay, Trane, and York Chillers and Water Towers.
- B. Contractor must have the following:
 - 1. Company must have a minimum of fifteen (15) years of successful experience in the repair of chillers and water towers.
 - 2. Technician must have a minimum of ten (10) years of experience successful inspection, repairing and maintaining chillers and water towers of all types and sizes
 - 3. Knowledge of all Code Requirements. Work is to be performed in accordance to all applicable laws, codes and regulations.
 - 4. Have the necessary tools, equipment necessary to perform the work including, but not limited to, recovery, recycle refrigerants. Contractor shall comply with the Federal Clean Air act and EPA standards. Technician performing the recovery shall be an EPA Universal Certified Technician.
- C. Contractor must not be listed on the state or federal debarment listing.
- D. Contractor must maintain insurance as described within EXHIBIT 4.
- E. References must be provided within 48 hours of request. References must include customers receiving the same type of services from your company within the past 5 years. Required information includes Company Name, Contact Person, Type of Service Received, Service Dates, Contact Email Address and Phone Number.
- F. Unsatisfactory service by Contractor is grounds for an immediate termination or cancellation of contract with no damages or expense to Union County Public Schools.

PART 6 - SAFETY

- A. All representatives of Contractor shall be dressed in a uniform that clearly identifies the Technician and Company.
- B. Contractor must have an employee safety program in place. The safety program shall be presented to UCPS upon request.
- C. Contractor is responsible for complying with Jessica Lunsford Act.
- D. All visits must begin in the office of the location(s) being serviced.
- E. Debris resulting from this project shall be properly disposed of offsite UCPS property on a daily basis.

PART 7 - SCHEDULE

- A. All inspections, repairs are to be scheduled with the assigned UCPS Project Coordinator to ensure no disruptions to school activities.
- B. Service contract is to be performed in two (2) site visits. One (1) site visit is for the actual service and preventative maintenance for the chillers. The second (2) site visit should be a running visit (chiller operational).
- C. Reports for each visit are to be provided to Union County Public Schools Project Coordinator quarterly.

PART 8 - WARRANTY

- A. All materials and workmanship for repairs shall be fully warranted and guaranteed for a minimum of one (1) year from date of completion and acceptance. All warranty work is to be performed within 24 hours at no additional cost to UCPS.

PART 9 - BILLING

- A. Contractor shall bill Union County Public Schools following the completion of the 1st round of site visits for Preventative Maintenance Work.
- B. Contractor will itemize invoice to list each school separately.
- C. Contractor shall bill Union County Public School following the 2nd round of operational site visits once **all** are complete.

PART 10- DEFINITIONS

- A. **Contractor:**
Company or organization providing a bid submittal. Also referred to as Offeror and Bidder.
- B. **Owner:**
Union County Public Schools
Also referred to as UCPS, UCBOE & Union County Board of Education
- C. **Extensive Repair:**
Repairs extending beyond preventative maintenance.
- D. **Urgent Repair:**
A safety hazard causing equipment to be unusable **until** repairs are made.
- E. **CCD:**
Consecutive Calendar Days required for completion from receipt of PO

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COST PROPOSAL/ EXECUTION OF PROPOSAL

Chiller Inspections and Preventative Maintenance Service BID NO. 5-97648025

By submitting this proposal, the potential contractor certifies the proposal is signed by an authorized representative of the firm.

The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.

All labor costs, direct and indirect, have been determined and included in the proposed cost. Bid amounts shall be all-inclusive (including taxes).

The offeror is aware of prevailing conditions associated with performing these services.

The potential contractor has read and understands the conditions set forth in this bid and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 60 days from the date of the opening, to furnish the subject services for a cost not to exceed.

Semi-Annual Inspections and Preventative Maintenance/ Repairs for all locations listed in Exhibit 2.

\$_____ Annual Cost

UNIT PRICING

Chiller/ Cooling Tower: \$_____ This price may be used to add or delete from SOW (i.e., new equipment not requiring the semi-annual inspection).

Extensive and Urgent Repairs:

\$_____ Hourly Rate \$0.56 per mile (or current state allowance, whichever is greater)

\$_____ Overtime Rate Overhead & Profit _____ %

ACKNOWLEDGE RECEIPT

Addendum 1: _____ Addendum 2: _____ Addendum 3: _____ Addendum 4: _____

EXECUTION

Offeror: _____ Federal Identification Number: _____

Street Address (including City, State, Zip Code): _____

Telephone Number: _____ Fax _____ Email: _____

Signature: _____ Print Name: _____ Date: _____

Title: _____

QUALIFICATION STATEMENT

OFFEROR NAME: _____

- 1. Certified and professional tined to inspect, preventatively and extensively repair all types of chillers?
Carrier Yes No Comments: _____
Daikin Yes No Comments: _____
Trane Yes No Comments: _____
York Yes No Comments: _____

- 2. Fifteen (15) years of experience successfully inspecting, repairing and maintaining chillers of all types and sizes?
 Yes No Actual Years of Experience: _____

- 3. Certified Technician with a minimum of ten (10) years of experience?
 Yes No Actual Years of Experience: _____

- 4. Number of Certified Technicians on payroll: _____ Number of Helpers on Payroll: _____

Certifications: _____ (Attach copies to bid submittal)

References performing the same type of work and size of work that was successfully completed within the past five years:

Company Name: _____

Contact Information: _____

Company Name: _____

Contact Information: _____

Company Name: _____

Contact Information: _____

EQUIPMENT INFORMATION

(ATTACH UCPS CHILLER DOCUMENTS)

UNION COUNTY PUBLIC SCHOOLS

Chiller Preventive Maintenance Equipment

SCHOOL	E / MS / HS / Other	Chiller Type	Tonage	Model #	Serial #	Year
Antioch <i>(Updated 12/6/2024)</i>	Elementary	Daikin	249	AGZ 241ETHEMNNOA	STNU220400057	2022
Antioch	Elementary	McQuay	100	AGZ 100DHHN-ER10	STNU140700190	2014
Benton Heights	Elementary	McQuay	110	AGZ110DHSNN-ER10	110500191	2005
Benton Heights	Elementary	McQuay	90	AGZ090DHSNN-ER10	STNU110500189	2011
CATA <i>(Updated 12/6/2024)</i>	High School	Daikin	225	AGZ 226ETSEMNOB	SL2U240500650	2024
CATA	High School	Trane	225	RATC 2254	U04L08404	2004
CATA (Roof)	High School	Daikin	161	AGZ 161EDSEPNN00	STNU191200212	2019
Cuthbertson	Middle/High (Campus)	York	600	YKHQFVP8-CSG (Compressor - YDHE-58VDD)	SHTM035860	2008
Cuthbertson <i>(Updated M/N 12/6/2024)</i>	Middle/High (Campus)	York	600	(Compressor - YDHE-58VDD) <i>M/N - YKHQFVP8-CSG</i>	SHTM036000	2008
Cuthbertson <i>(Updated 12/6/2024)</i>	Middle/High (Campus)	Evapco		Cooling Tower (AT 224-418)	8-331616	
East <i>(Updated 12/6/2024)</i>	Elementary	Trane	130	CGAM 130AZ PO2A XD2A IAIA IHXX A1C1 A4XX XXXX AIA 3AID 1XXL XX	U16H56894	2016
East Union	Middle School	Trane	70	RTAA070AYL01A3NOB	U01008440	2000
Fairview	Elementary	Carrier	130	30RAP1306DB00100	2114Q80689	2014
Fairview	Elementary	McQuay	100	AGZ100CHHNN-ER10	STNU100500086	2010
Forest Hills <i>(Updated 12/6/2024)</i> Busted Chiller	High School	Trane	155	RTAC 155A UKON UAFN NINY 1TD NNOE N1ON NOEXN	U05F02628	2005
Forest Hills	High School	Trane	155	RTAC 155A URON UAFN NITY 1TD LNNOE N1ON ROEXN	U09B03178	2009
Forest Hills (New Gym)	High School	Trane	200	RTAC 2004 UQON UAFN NITY 1TD LNNOE N1ON NOEXN	U07A01513	2007
Hemby Bridge	Elementary	McQuay	130	WGZ130CW27 Erio	STNU110800047	2011
Hemby Bridge	Elementary	Carrier	50	30rap0506dc061jo	2618Q62751	2018
Hemby Bridge	Elementary	Carrier	30	30RAW030	1204F23066	2020
Hemby Bridge <i>(Relocated from KES)</i>	Elementary	Carrier	35	30 RAN 035- - 611KA	4305Q04810	2005
Indian Trail (Rear Playground)	Elementary	Daikin	50	AGZ 050EDSEMNO0	STNU181100118	2018
Indian Trail (Rear Playground)	Elementary	Daikin	55	AGZ 055EDSEMNO0	STNU181100117	2018
Indian Trail (Courtyard)	Elementary	Daikin	100	AGZ 100EDSEMNN00	STNU181100101	2018
Kensington	Elementary	Daikin	211	AGZ 211 ETHEMNNOA	STNU220400043	2022
Marshville	Elementary	N/A		Roof Top Unit's		
Marvin <i>(Updated 12/6/2024)</i>	Elementary	McQuay	211	AGZ 211 ETSEMNNNOA	STNU201000166	2020
Marvin	Elementary	McQuay	100	AGZ 100DDHHNN-ER10	STNU140700199	2014
Marvin Ridge	Middle/High (Campus)	Trane	275	RTAC-2754 UMON	U06F07542	2006
Marvin Ridge	Middle/High (Campus)	Trane	275	RTAC-2754 UMON	U06F07541	2006
Marvin Ridge	Middle/High (Campus)	Trane	300	RTAC-3004 UMON	U06F07544	2006
Marvin Ridge	Middle/High (Campus)	Trane	300	RTAC-3004 UMON	U06F07543	2006
Monroe <i>(Updated 12/6/2024)</i>	High School	Trane	140	RTAC 140A U1KN UAFN LITY 2TDB NNST N118 NOEX N	U21H02697	2021
Monroe <i>(Updated 12/6/2024)</i>	High School	Trane	140	RTAC 140A U1KN UAFN LITY 2TDB NNST N118 NOEX 2	U21H02696	2021
Monroe (New Gym)	High School	York		YCAL0094EB46XCASB	RLRM016368	2006
Monroe	Middle School	RTU's		N/A		
New Salem	Elementary	Carrier	30	30BBA0605-0-3	607082857	2007
New Town	Elementary	Trane	155	RTAC 1554 UQON UAFN LITY 1 TDL NNOE N10C NOEX N	U07B01906	2007
New Town	Elementary	Trane	155	RTA 1554 UQON UAFN LITY 1TDL NNOE N10C NOEX N	U07B01907	2007
P.D.C. <i>(Updated 12/6/2024)</i>	Other	Trane	60	CGAM 060A 2Y03 AX02 A101 A1AX XA10 1A4X XXXX XBIA 3AID1XXC XX	U22J04298	2022

UNION COUNTY PUBLIC SCHOOLS

Chiller Preventive Maintenance Equipment

SCHOOL	E / MS / HS / Other	Chiller Type	Tonage	Model #	Serial #	Year
Media Tech	Other	Trane	50	CGAM052A2W03AXB2A1A1A1AXXA1D 1A4X XXXX XB1A 3A1D 1XXL XX	U20G81953	2020
Parkwood (Main Campus) Updated 4/1/2021	High School	Carrier	90	30RAP0906DB0L1C4	022Q90284	2020
Parkwood (700 Bldg) Updated 5/9/2022	High School	McQuay	60	AGZ060DHHNN-ER-10	STNU110400001	2004
Parkwood (Main Campus) Updated 5/9/2022	High School	Trane	50	CGAFC50EACA100000000000T0000	C00B05737	2005
Parkwood (Main Campus) Updated 5/9/2022	High School	McQuay	160	AGZ160CH5NN-ER10	STNU080200189	2008
Parkwood Updated 12/6/2024	Middle School	Trane	80	CGAM 080F 2Y02 AXD2 A1A1 A1HX XA1D 1A4X XXXX XBLA 3A1D 1XXL XX	U22F02483	2022
Parkwood Updated 1/28/2025	Middle School	McQuay	50	AGZ050-DHHNN-ER10	STNU110300025	2011
Piedmont	High School	McQuay	160	AGZ160DHHNN-ERIO	STNU140700191	2014
Piedmont	High School	Carrier	150	30RBA1906-06-79	4306082490	
Piedmont (Main Campus) Updated 4/1/2021	High School	Trane	70	CGAM 070F 2V02 AXD2 A1A1 A1HX XA1A 1A2X	U20A78801	2020
Piedmont (Main Campus) Updated by KT 1-28-2025	High School	Daikin	70	AGZ071EDSEMNN0B	SLP U231004748	2023
Piedmont	Middle School	Trane	100	RTAA100 4XL01A300B	U00L05504	2023
Piedmont	Middle School	McQuay	100	AGZ100EPMUN-ERIO	STNU170100050	2017
Poplin	Elementary	RTU's		N/A		
Porter Ridge	Elementary	Trane		RTAC 2254URON UAFN N1TY 1TON NNOF NJON ROEX N	U09D04049	2009
Porter Ridge (Chiller 1)	Middle/High (Campus)	McQuay	301	AGS301DP27N N-ER10	STNU090600153	2009
Porter Ridge (Chiller 2)	Middle/High (Campus)	McQuay	300	AGS301DP27NN-ER10	STNU040400177	2004
Porter Ridge (Chiller 3)	Middle/High (Campus)	McQuay	301	AGS301DP27NN-ER10	STNU070500088	2007
Porter Ridge (Chiller 4)	Middle/High (Campus)	McQuay	300	AGS301DP27NN-ER10	STNU040400140	2004
Prospect Updated 4/1/2021	Elementary	Carrier	80	30RAP0805DB0D104	4820Q91811	2021
Rea View	Elementary	McQuay	110	AGZ 110B5527-ER11	STNU061200019	2006
Rea View	Elementary	McQuay	110	AGZ 110B5527-ER11	STNU061200013	2006
Rock Rest	Elementary	McQuay		AG25190CS27-FR10	STNU060600204	2006
Rock Rest	Elementary	McQuay		AGZ035B5527-ER11	STNO60600168	2006
Rocky River	Elementary	Trane	155	RTAC 1554 UQON UAFN L1TY 1 TDL NNOE N10C NOEX N	U07801815	2007
Rocky River	Elementary	Trane	155	RTAC 1554 UQON UAFN L1TY 1 TDL NNOE N10C NOEX N	U07801814	2007
Sandy Ridge	Elementary	McQuay	190	AGS 190C527-ER10	STNU050300011	2005
Sandy Ridge	Elementary	McQuay	34	AGZ 034A527-ER11	STNU050300014	2005
Sardis Updated 4-7-2021	Elementary	Carrier	120	30RBF12054-LD-5K	3420Q91342	2020
Sardis Updated 4-7-2021	Elementary	Carrier	80	30RBF08064-LD-5K	3420Q91341	2020
Shiloh	Elementary	Daikin	100	AGZ100EDSEMNN00	STNU190300059	2019
Shiloh	Elementary	Daikin	100	STNU1903000059	STNU170800088	2017
Shiloh (Kitchen)	Elementary	Trane	15	TTA180H300AA	17145APRTA	2017
South Providence	Other	N/A		N/A		
Stallings	Elementary	Trane	153	RTAC 1554	U08807442	2008
Stallings	Elementary	Trane	153	RTAC 1554	U08807441	2008
Sun Valley	Elementary	RTU's		N/A		
Sun Valley	High School	Daikin	75	AGZ075EDSEMNN00	STNU180800023	2018
Sun Valley (Main Building)	High School	Trane	200	RTAC 2004 U1GN RAFN N1TX1TDB NN56 N10N EEEX N	U19C03272	2019
Sun Valley	High School	Daikin	50	AGZ050EDMNN-EROO	STNU161200047	2016

UNION COUNTY PUBLIC SCHOOLS

Chiller Preventive Maintenance Equipment

SCHOOL	E / MS / HS / Other	Chiller Type	Tonage	Model #	Serial #	Year
Sun Valley	High School	York	90	YCAL0090EB46XCASBTXXXXLXCXX44XXXXXXXXDXSAXXXXXXXXXXXJXXXX	RNRM016934	2001
Sun Valley (ag shop)	High School	Carrier	7.5	50HJQ008--521--	3904G11835	2004
Sun Valley	Middle School	Trane	80	RTAA0804XL01A3DOB	U00HO2832	2000
Sun Valley	Middle School	Trane	150	RTWD150F2502A1A11A1X1DOA4000000000A700100D0	U17HO8976	2018
Union	Elementary	Carrier	30	30RBD1006--H---3	2212Q77538	2012
Union	Elementary	Carrier	30	30RBF09064-LD-KK	3420Q91343	2020
Unionville	Elementary	Daikin	50	AGZ050EDSEMNN00	STNU171000173	2017
Unionville	Elementary	Daikin	170	AGZ170ETSEMNN00	STNU171000174	2017
Walter Bickett <i>(Updated 12/6/2024)</i>	Elementary	Daikin	211	AGZ 211ETSEMNOB	SLPU231102644	2003
Walter Bickett	Elementary	McQuay	55	AGZ055CH5NN-ER10	STNU081000035	2009
Walter Bickett (Audit.) <i>(Updated 12/6/2024)</i>	Elementary	Trane	100	CGAM 100A 2PO2 AXD2 A1A1 A1AX XA1C 1A4X XX3B XA1A 3A1D 1XXL X	U16H57110	2016
Walter Bickett Ed Ctr. (B/C, Café)	Other	Trane	110	CGAM110A 2R02 AXD2 A1A1 A1AX XA1A 1A2X XXXX XA1A 3A1D 1XXLXX	U19C73962	2019
Cosmetology	Other	McQuay	35	AGZ035DH5NN-ER10	STNU110500272	2011
Waxhaw <i>(Updated 12/6/2024)</i>	Elementary	Trane	100	CGAM 100F 2R02 AXD2 A1A1 A1AX XA1D 1A2X XXXX XBXA 3A1D 1XXL XX	U19E74762	2019
Waxhaw <i>(Updated 12/6/2024)</i>	Elementary	Trane	100	CGAM 100F 2R02 AXD2 A1A1 A1AX XA1D 1A2X XXXX XBXA 3A1D 1XXL XX	U19E74763	2019
Weddington <i>(Updated 12/1/2024)</i>	Elementary	Trane	350	RTAC3504U1JHUAFL1TY2CDBNN6TN10AROEXN	U20F07165	2020
Weddington <i>(Updated 12/1/2024)</i>	Middle School	Trane	170	RTAC1704U1JHUAFL1TY1CDBNN6TN10AROEXN	U20F07166	2020
Weddington	High School	Trane	350	RTAC 3504UZ04 UAFN L1TX 2CDB NN5T A10AROEXN	U15B01503	2015
Weddington	High School	Trane	350	RTAC 3504 U1BH UAFNL1TX2CDB NN5T A10AROEXN	U15K03454	2015
Wesley Chapel	Elementary	Trane RTAC	200	RTAC 2004 ULON UAFN N1NY 1DDN NNOE N10B ROEX N	U06C06385	2006
Western Union <i>(Being Replaced Summer 2025)</i>	Elementary	Trane	125	YLAA0135SE17XCADBTXATXBLXCXX44XXXXXXXXHXXXSAXXXX3XXXXNFXXXX	2CWM005746	
Wingate	Elementary	N/A		Roof Top Unit's		
Wolfe School <i>Updated 4/1/20201</i>	Other	Evapco		Cooling Tower for Geothermal Model # ATWB7-5K12-Z	19-875651	

MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: <http://www.nc-sco.com>

MINORITY BUSINESS SUBCONTRACT GOALS:

The goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit (Affidavit A) listing good faith efforts **or** affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

The lowest responsible, responsive bidder must provide Affidavit C, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal.

OR

Provide Affidavit D, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, **with documentation of Good Faith Effort, if the percentage is not equal to the applicable goal.**

OR

Provide Affidavit B, which includes sufficient information for the State to determine that the bidder does not customarily subcontract work on this type project.

The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.

MINIMUM COMPLIANCE REQUIREMENTS:

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business Guidelines shall constitute a breach of the contract. A finding by the State that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, the State will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

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

State of North Carolina AFFIDAVIT A - Listing of Good Faith Efforts

County of _____

(Name of Bidder)

Affidavit of _____

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

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

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

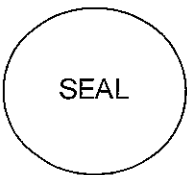
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of _____

Affidavit of _____

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____ contract.

(Name of Project)

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

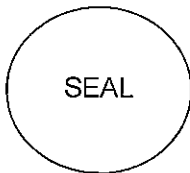
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid

State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of _____

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

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.

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

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

Project ID# _____ (Project Name) Amount of Bid \$ _____

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

Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

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

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

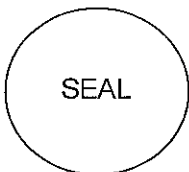
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20_

Notary Public _____

My commission expires _____

State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of _____

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

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

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

Project ID# _____ (Project Name) Amount of Bid \$ _____

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

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

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

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

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

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

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

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

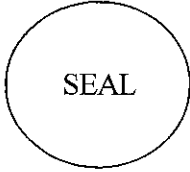
Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

**DOCUMENT 00 43 13
BID SECURITY FORM**

Date of Execution of
this bond

Name and Address of
Principle (Bidder)

Name and Address
of Surety

Name and Address of
Contracting Body

THE UNION COUNTY BOARD OF EDUCATION a body corporate of the
State of North Carolina,
201 Venus Street Monroe, NC 28112

Amount of Bond
Bid Amount
and Proposal Dated:

_____ for _____

KNOW ALL MEN BY THESE PRESENTS, that we the PRINCIPLE above named and SURETY above named who is duly licensed to act as SURETY in the State of North Carolina, are held and firmly bound unto THE UNION COUNTY BOARD OF EDUCATION, a body corporate of the State of North Carolina, as Obligee, in the penal sum of five percent (5%) of the amount bid in the bid and proposal described in lawful money of the United States of America, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such, that if the PRINCIPLE shall be awarded the contract for which the bid and proposal above described is submitted and shall execute the contract, give bond for the faithful performance of the contract, and give bond for the payment of all persons supplying labor and materials in the prosecution of the work provided for in said contract, within ten (10) days after the award of the same to the PRINCIPLE above named, then this obligation shall be null and void; but if the PRINCIPLE above named fails to so execute such contract and give performance bond and payment bond as required by Section 129 of Chapter 143 of the General Statutes of North Carolina, as amended, the Article 3 of Chapter 44-A of the General Statutes of North Carolina, as amended, the Surety shall upon demand, forthwith pay the Obligee the amount of this bond set forth above.

IN WITNESS WHEREOF, the Principle above named and the Surety above named have executed this instrument under their several seals on the date set forth above.

WITNESS:

Principle (Name of individual, and trade Name, partnership, corporation, or joint venture)

(Proprietorship or Partnership)

BY _____ (Seal)

TITLE _____
(Owner, Partner, Office held in corporation, joint venture)

(Corporate Seal)

ATTEST

BY _____
(Corporation)

TITLE _____
(Corporation Secretary or Assistant Secretary Only)

Surety (Name of Surety Company)

BY _____

TITLE Attorney in Fact

(Corporate Seal of Surety)

WITNESS:

(Address of Attorney in Fact)

COUNTERSIGNED:

N.C. Licensed Resident Agent

FORM OF PERFORMANCE BOND

Date of Contract: _____
Date of Execution: _____
Name of Principal
(Contractor) _____
Name of Surety: _____
Name of Contracting
Body: _____
Amount of Bond: _____
Project _____

KNOW ALL MEN BY THESE PRESENTS, that we, the principal and surety above named, are held and firmly bound unto the above named contracting body, hereinafter called the contracting body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind, ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal entered into a certain contract with the contracting body, identified as shown above and hereto attached:

NOW, THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the contracting body, with or without notice to the surety, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Executed in _____ counterparts.

Witness :

Contractor: (Trade or Corporate Name)

(Proprietorship or Partnership)

By: _____

Attest: (Corporation)

Title: _____
(Owner, Partner, or Corp.
Pres. or Vice Pres. only)

By: _____

Title: _____
(Corp. Sec. or Asst. Sec.. only)

(Corporate Seal)

(Surety Company)

Witness :

By: _____

Title: _____
(Attorney in Fact)

Countersigned :

(Surety Corporate Seal)

(N.C. Licensed Resident Agent)

Name and Address-Surety Agency

Surety Company Name and N.C.
Regional or Branch Office Address

FORM OF PAYMENT BOND

Date of Contract: _____

Date of Execution: _____

Name of Principal
(Contractor) _____

Name of Surety: _____

Name of Contracting
Body: _____

Amount of Bond: _____

Project _____

KNOW ALL MEN BY THESE PRESENTS, that we, the principal and surety above named, are held and firmly bound unto the above named contracting body, hereinafter called the contracting body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal entered into a certain contract with the contracting body identified as shown above and hereto attached:

NOW, THEREFORE, if the principal shall promptly make payment to all persons supplying labor/material in the prosecution of the work provided for in said contract, and any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Executed in _____ counterparts.

Witness :

(Proprietorship or Partnership)

Attest: (Corporation)

By: _____

Title: _____
(Corp. Sec. or Asst. Sec.. only)

(Corporate Seal)

Contractor: (Trade or Corporate Name)

By: _____

Title: _____
(Owner, Partner, or Corp.
Pres. or Vice Pres. only)

(Surety Company)

By: _____

Title: _____
(Attorney in Fact)

(Surety Corporate Seal)

Witness :

Countersigned:

(N.C. Licensed Resident Agent)

Name and Address-Surety Agency

Surety Company Name and N.C.
Regional or Branch Office Address

UNION COUNTY PUBLIC SCHOOLS TAX FORM INSTRUCTIONS

To the tax statement preparer for pay applications for Union County Public Schools:

Please find the attached form for providing sales taxes paid on materials for Union County Public Schools. It is important that you note the following:

Tax paid by contractors on rental equipment, tools or supplies that they use in the process of completing their contract is not refundable. Tax statements from contractors should indicate the **amount of tax paid on materials that become part of the structure only**. Statements should indicate the vendor's name, date of invoice, invoice number, taxable amount, and sales tax amount. The statement must be "certified" by the contractor. Additionally, be sure the county tax is allocated to the correct county. As of January 1, 2002, the county is determined by the "ship to" address; therefore, if the material was shipped to your place of business instead of the job site the county name would reflect the county where your business is located.

Subcontractors performing work should also provide sales tax statements to the general contractor. It is the general contractor's responsibility to secure from the subcontractor the tax statement. (Reference Sales and Use Tax Bulletin Section 31)

If you submit a pay application upon which no sales tax was paid, **please send a blank form indicating "none this period"**. Payment may be delayed if proper sales tax accounting is not attached.

If you have any questions regarding the attached form please contact Anna Austin w/UCPS at 704-290-1541 or Chase Simpson at 704-290-1549.

AS OF JULY 1, 2011, THE SALES TAX DISTRIBUTION FOR UNION COUNTY IS 4.75% STATE AND 2.00% COUNTY.

Mecklenburg County has an additional ½% local transit tax. They and Wake County are the only counties with 7 ¼% rate of tax. Other counties local to Union may have 2.25% for the County Rate. For other county rates refer to Form Gen562 on the NC Department of Revenue website www.dor.state.nc.us.

PLEASE USE THE CORRECT DISTRIBUTION (NOTED ABOVE) ON ALL CONTRACTOR STATEMENTS.

**STATE COUNTY SALES/USE TAX STATEMENT
CERTIFICATION**

Contractor: _____

Project Name: _____

Sheet #: _____
For Sales Taxes Paid from _____ to _____
Payment Application #: _____

	Invoice Number	Invoice Date	Vendor	Type of Materials	Taxable Amount of Invoice	County Name	NC Tax 4.75%	County Tax (2%/2.25%)	Transit Tax (1/2%)	Total Taxes
1)										
2)										
3)										
4)										
5)										
6)										
7)										
8)										
9)										
10)										
11)										
12)										
13)										
14)										
15)										
16)										
17)										
18)										
19)										
20)										
21)										
22)										
23)										
24)										
25)										
Total:										

We certify that the above listing includes all materials purchased by us and incorporated into the above referenced project for the period stated, became a permanent part of the project, and that the sales tax shown has been paid. The above represents a complete listing of these sales taxes paid for the pay application number.

Sworn and subscribed before me this _____ day of _____, _____.

Notary Public: _____

My Commission Expires: _____

By: _____

Title: _____

State of North Carolina
Prequalification for Single Prime Contractors

B. Size/Capacity

1. How many full-time permanent employees work for the company? : _____
2. If the company has more than one office location, how many full-time permanent employees work for the company at the location which will serve this project? _____
3. List the annual dollar value of construction work the company has performed for each year over the last 5 calendar years:
(1) _____ (2) _____ (3) _____ (4) _____ (5) _____

C. Office Locations

1. If your company has multiple office locations, indicate the location of the principal place of business: _____
(City/State/Country)
2. If your company has multiple office locations, indicate the location that will service this project: _____
(City/State/Country)
3. How many full-time permanent positions from your company will be located in North Carolina, and have payroll taxes paid in North Carolina? : _____
(# of positions)

D. Workload

1. How many projects do you currently have under contract or in progress and what is their total dollar value? : _____ projects totaling \$ _____
(# of projects) (total \$ value)
2. List the three biggest contracts currently under contract or in progress, including the name of the project, owner and architect names and phone numbers, contract dollar values, percentage complete and currently anticipated completion dates. *(attach additional sheets if needed)*

(1) Project: _____
Owner: _____ Phone: (____) ____ - _____
Architect: _____ Phone: (____) ____ - _____
\$ Contract: _____ % Complete _____ Completion Date: _____

(2) Project: _____
Owner: _____ Phone: (____) ____ - _____
Architect: _____ Phone: (____) ____ - _____
\$ Contract: _____ % Complete _____ Completion Date: _____

State of North Carolina
Prequalification for Single Prime Contractors

(3) Project: _____
Owner: _____ Phone: (____) ____ - _____
Architect: _____ Phone: (____) ____ - _____
\$Contract: _____ % Complete _____ Completion Date: _____

E. Quality Control/Administration

1. Describe quality control procedures, including contractor inspection and approval processes, to be applied to this project. List the most recent project where these procedures were used, and provide owner and architect contact names and telephone numbers. *(attach additional sheet if needed)*

2. Describe management plans for processing Requests for Information (RFI's), shop drawings, submittals, value engineering, change orders, proposals, and requests for deviations. Identify key personnel assigned to these or other special issues. Describe your approach to dispute and claims resolution. *(attach additional sheets if needed)*

F. Financials - Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.) Indicate Dunn & Bradstreet (www.dnb.com) rating if one exists:

Rating

List any lines of credit, including the identification of the financial institution holding the credit line, contact name and phone number at the institution, current total line of credit, current balance available, and effective date of the stated balances (must be within the last 30 days). *(attach additional sheets if needed)*

Note: As provided by statute, the [name of agency/institution] will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

State of North Carolina
Prequalification for Single Prime Contractors

G. Litigation/Claims.

If yes, *attach a separate sheet* listing the project(s), dollar value, contact information for owner and architect, date of completion, explain the nature of the claim/delay (item 2), and attach relevant documentation.

1. Has your company ever failed to complete work awarded to it? ___ Yes ___ No
2. Has your company ever failed to substantially complete a project in a timely manner (i.e. more than 20% beyond the originally contracted, scheduled completion date)?
 ___ Yes ___ No
3. Has your company filed any claims with the North Carolina Office of State Construction within the last five years? ___ Yes ___ No
4. Has your company been involved in any suits or arbitration proceedings within the last five years? ___ Yes ___ No
5. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents? ___ Yes ___ No
6. Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging? ___ Yes ___ No
7. Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? ___ Yes ___ No
If yes, explain: _____

H. Safety Record for the past three years:

1. List your company's Experience Modification Rate (EMR) _____
rate
2. List your company's Incidence Recordable Rate (IRR) _____
rate
3. List your company's Lost Day Case Rate (LDCR) _____
rate
4. If these rates reflect corporate performance over a number of locations, please explain, to the extent possible, the performance experience of the location serving this project. (*attach additional sheets if needed*)

State of North Carolina
Prequalification for Single Prime Contractors

I. HUB Plan

1. Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses? ___ Yes ___ No
2. What has been your company's typical percentage level of Historically Underutilized Business participation for similar projects in this locale? _____%

List an example project including name, percentage achieved and owner representative's name and telephone number. *(attach additional sheets if needed)*

III. Project-Specific Requirements

- A. Project-Specific References – *[General project references were requested in section II. A. 4., based on a "Yes" response, and II. D. 2.]* Please identify at least three (3) projects most closely reflecting the size and complexity of the type of work being requested for the currently proposed project. The similar projects should be completed within the last ten (10) years and at least one of which within the last five (5) years. If this information is already reflected in responses to earlier sections, please simply identify the relevant projects and detailed information. *(attach additional sheets if needed)*

(1) Project Name: _____
\$ Original Contract: _____ \$ Final Contract: _____
Scheduled Completion: ___/___/___ Actual Completion: ___/___/___
Narrative: *(describe the project and its similarity to the proposed project)*

Performance on this project: _____
Performance rating or letter of commendation (attached) from the owner: _____
Owner Contact Name: _____ Phone: (____) ____ - _____
Architect Contact Name: _____ Phone: (____) ____ - _____

State of North Carolina
Prequalification for Single Prime Contractors

(2) Project Name: _____

\$ Original Contract: _____ \$ Final Contract: _____

Scheduled Completion: ___/___/___ Actual Completion: ___/___/___

Narrative: *(describe the project and its similarity to the proposed project)*

Performance on this project: _____

Performance rating or letter of commendation (attached) from the owner: _____

Owner Contact Name: _____ Phone: (____) ____ - _____

Architect Contact Name: _____ Phone: (____) ____ - _____

(3) Project Name: _____

\$ Original Contract: _____ \$ Final Contract: _____

Scheduled Completion: ___/___/___ Actual Completion: ___/___/___

Narrative: *(describe the project and its similarity to the proposed project)*

Performance on this project: _____

Performance rating or letter of commendation (attached) from the owner: _____

Owner Contact Name: _____ Phone: (____) ____ - _____

Architect Contact Name: _____ Phone: (____) ____ - _____

B. Staffing and Organizational Structure

1. Provide organizational structure reflecting authority, responsibility and proportion of time dedicated to this project for all key personnel and job descriptions. As attachments, include qualifications (resumes) of the project team key personnel to be assigned to this project. For each resume, include name, length of time employed with your company, proposed position, education and training, professional registrations/ licenses, and affiliations, company and project-specific employment history.

State of North Carolina
Prequalification for Single Prime Contractors

- 2. Project-specific Staff Experience - Project-specific employment history is requested for key personnel for similar projects performed within the last five years. Information should include project size and description, time and budget performance, position held, authority and responsibilities, contributions made to project success, and include owner/architect contacts with phone numbers. Provide evidence that the key personnel have worked together successfully as a team.

- 3. Staff Availability - Are key personnel also proposed on any other projects for which bidding and contracting is pending? ___ Yes ___ No

If yes, describe general availability and qualifications of potential substitutes.

- C. *[This section reflects any further project-specific or unique project requirements, such as clean room, hospital/medical, prison, LEED certification, construction recycling, schedule constraints, etc. DO NOT REPEAT ABOVE QUESTIONS.]*
