



**CITY OF RALEIGH ENGINEERING SERVICES  
DEPARTMENT FACILITIES AND OPERATIONS DIVISION**

1027A N. West Street Raleigh, NC 27603

**INFORMAL BID DOCUMENTS FOR**

**Wilders Grove Administrative Building Countertop Replacement**

Date of Issue: January 22, 2026

**Index**

- Index .....Page 1
- Advertisement For Bid .....Page 3-5
- Instructions to Bidders .....Page 6-12
- Bid Proposal Form .....Page 13-15
- Procedure for reporting NC Sales Tax Expenditures ..... Page 16-17
- Exhibit 'A' – Form of Contract..... Page 18-33

**CITY OF RALEIGH – ADVERTISEMENT FOR BID (INFORMAL BID)**

**PROJECT:** Wilders Grove Administrative Building Countertop Replacement

**PROJECT LOCATION:** 630 Beacon Lake Drive – Raleigh, NC 27610

**Informal Bid #:** **274-ES-FO-FY26-SWSCOUNTERTOPS**

**Owner and Contact:** City of Raleigh, Facilities and Operations Division  
1027A N. West Street Raleigh, NC 27603  
Project Manager Contact: Jason Clough  
e-mail: [jason.clough@raleighnc.gov](mailto:jason.clough@raleighnc.gov)

Additional Contact: Susan Barrameda  
e-mail: [Susan.Barrameda@raleighnc.gov](mailto:Susan.Barrameda@raleighnc.gov)

NOTE: Do not refer or use previously published bid documents.

Pursuant to the General Statutes of North Carolina, Section 143-128 et. seq, contractors are invited to submit Sealed Single Prime Construction bids providing labor, material, and equipment for entering into a Single Prime Contract. The scope of work includes but is not limited to the following:

*Installation of new restroom area countertops, fixtures and finishes at the Wilders Grove Service Center Administrative Building in Raleigh. NC.*

**Cost Specifications:**

Total cost of this project will be included within the bid package. All labor, materials, equipment and permitting fees in relation to the purpose of this project are to be included. Bid proposals shall be for a single lump sum.

**Project Scope:**

New recycled glass countertops, faucets, lavatories, mirrors and paper towel dispensers for the men's and women's restroom and locker room areas for the Wilders Grove Service Center Administrative Building located at 630 Beacon Lake Drive in Raleigh, NC.

**Sealed bids:** Bidders are responsible for ensuring delivery of bids before the deadline.  
(No faxed or emailed bids accepted) Bids will be received by:

**Time:** **2:00 PM EST**

**Date:** **Thursday – February 26, 2026**

Mail Delivery: City of Raleigh, Engineering Services Dept.  
Attn: Jason Clough  
1027A N. West Street  
Raleigh, NC 27603

**CITY OF RALEIGH**

Wilders Grove Administrative Building Countertop Replacement

Drop off Times: **8:30 am – 4:30 pm**  
**1027A N. West Street**  
**Raleigh, NC 27603**

**Pre-Bid meeting** will be held at location listed below. Attendance is encouraged but is not mandatory. Attendance to the pre-bid will be documented by the City.

Date: Tuesday – February 3, 2026

Time: 10:00 AM EST

Location: 630 Beacon Lake Drive – Raleigh, NC 27610

**Questions Deadline:** 5:00 PM EST – Friday February 13, 2026

Paper hard copy sealed bids are required and digital submissions are not allowed. Bidders have two (2) options for delivery of their bid documents:

- Early delivery via in person/hand delivery on the day of the bid opening during the time shown above. The City of Raleigh, Facilities and Operations Division project manager or representative will be onsite at that time to receive bids. Envelopes must be addressed and sealed and will be securely held.
- Mail-in / drop-off bids in accordance with the address and times shown above.

No public opening will be held in accordance with informal bidding rules.

Contractors are responsible for distributing documents to all sub-contractors.

Information related to this solicitation, including any addenda, will be posted to the Vendor Portal (<https://evp.nc.gov/>).

Bidders will be required to show evidence that they are licensed to perform the work in the Bidding Documents as required by North Carolina General Statute, Chapter 87.

Pursuant to North Carolina General Statutes §143-128.2 et seq. and §143-131, and in accordance with City policy, the City of Raleigh encourages and provides equal opportunity for certified Minority and Women-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs to include: Professional Services, Goods and Other Services, and Construction. The prime contractor will be required to identify participation of MWBE businesses in their proposal and demonstrate how that participation will be achieved.

The City's goal is to contract and sub-contract fifteen percent (15%) of the total contract amount to Certified MWBEs on construction projects of \$300,000 or more, or contracts of \$100,000 or more that include any State funding.

No Bid may be withdrawn for Forty-Five (45) days after opening time.

**CITY OF RALEIGH**

Wilders Grove Administrative Building Countertop Replacement

The City reserves the right to reject any or all bids and to waive informalities.

**END OF ADVERTISEMENT FOR BID**

## **INSTRUCTIONS TO BIDDERS**

### **GENERAL**

The Bidder's scope of work shall include the following:

### **Demolition**

1. Demolition and removal of existing countertops, sinks, faucets, mirrors and paper towel dispensers in the Men's and Women's Lobby Restrooms and Crew Locker Rooms.

### **All Lobby Restrooms and Crew Locker Room Areas**

1. Faucet Replacement (13 total)
  - a. Delta preferred to match City of Raleigh Facilities & Operations current inventory
  - b. Delta motion activated
  - c. Hardwired (No batteries)
2. Water supply valve stops (under sink) – replace all stops that may show signs of leaking and / or not shutting water off 100 percent.
3. Replace all faucet water supply lines with braided flexible supply lines.
4. Replace all undercounter drainpipes for all sink drains.
5. Replace all mirrors to match existing.
6. Provide and install new stainless steel, motion activated paper towel dispensers (tri fold towel dispensers – battery operated)
7. Provide new under counter slant panel (5/8" or 3/4" thick to match existing). Undercounter slant panels must be moisture resistant.

### **Restroom Sink Bowls**

1. Replace all undercounter sink bowls located in the Men's and Women's Crew Locker Rooms and Lobby Restrooms (13 total). Replacement sink bowl color shall match existing sinks.

### **Crew Locker Room Area Restroom Countertops**

1. Replace all countertops located in the Men's and Women's Locker Room Area with new recycled glass countertops similar to existing. Owner reserves the right to select color.

### **Lobby Restroom Countertops**

1. Replace existing countertops in the Men's and Women's restrooms off the main lobby with new recycled glass countertops similar to existing. Owner reserves the right to select color.

**CITY OF RALEIGH**

Wilders Grove Administrative Building Countertop Replacement

**Project Timeline**

This facility is occupied five days a week. All work shall be performed consistently to minimize down time from sink use. Restrooms are not to be shut down but limited to sink use for the replacement project. A project schedule shall be submitted to Owner for approval from the Awarded Contractor.

Bidders' installation shall comply with current municipal plumbing and accessibility code requirements.

**\*Contact [jason.clough@raleighnc.gov](mailto:jason.clough@raleighnc.gov) for additional bidding reference plans and project specifications.**

**PROJECT LOCATION**

Wilders Grove Administrative Building  
630 Beacon Lake Drive – Raleigh, NC 27610

**BID SCHEDULE**

**Pre-Bid Conference:** Tuesday, February 3, 2026 – 10:00 AM EST

**Questions Deadline:** Friday, February 13, 2026 – 5:00 PM EST

**Bid Deadline:** Thursday, February 26, 2026 – 2:00 PM EST

**BID DOCUMENTS**

Project Manager Contact: Jason Clough  
E-mail: [jason.clough@raleighnc.gov](mailto:jason.clough@raleighnc.gov)  
Phone: (919) 996-3556

City of Raleigh, Facilities and Operations Division  
1027A N. West Street  
Raleigh, NC 27603

Additional Contact: Susan Barrameda  
E-mail: [Susan.Barrameda@raleighnc.gov](mailto:Susan.Barrameda@raleighnc.gov)  
Phone: (919) 996-3420

Vendor Portal website will post all addenda. The City of Raleigh is not responsible for the accuracy of documents anyone may obtain from any other source.

**BID SUBMISSIONS**

The submission of a bid will assume that the Contractor has fully examined the site and knows the existing conditions and has made every provision for operating under the existing conditions, and has included all necessary items, and has read and understands the Bidding Documents. No consideration shall be given to any claim for extra compensation or extension of contract time because of failure to comply with this provision.

Bids must be made in strict accordance with the "Bid Form" provided hereto and all blank spaces for Unit Prices shall be properly filled in. If no price increase, assign "\$0". When requested alternates (if applicable) or Unit Prices have no entry, the bid may be considered incomplete and the bid may be rejected as non-responsive. All bids must be submitted on the BID PROPOSAL FORM included herein. Prices given shall be both in writing and figures and the complete form shall be without any lineation, alterations, or erasures. In case of conflicting prices, the written prices shall govern. Submit one (1) set of bid forms enclosed.

Bids shall be received in strict accordance with all requirements of the General Statutes of North Carolina. **The bid shall be submitted in sealed envelope(s) as noted on the Bid Proposal Form, with the bidder's name, license number, and project name written on the exterior.**

**One (1) copy shall be submitted to City of Raleigh's Facilities and Operation Division.**

The Contractor shall fill in the Form of Bid as follows:

- A. All bids must be signed by an authorized official of the firm.
- B. Each proposal shall include the full name and address, phone number, and e-mail contact of the bidder.
- C. All signatures shall be properly witnessed.
- D. It shall be the specific responsibility of the Bidder to deliver this bid to: **City of Raleigh Facilities and Operations Division** prior to the date and time specified in the invitation to bidders for opening of the Bids. Bidders are encouraged to be prompt as later delivery of a Bid for any reason, including delivery by the United States Postal Service, shall disqualify the Bid.
- E. Modifications of previously deposited bids will be acceptable only if delivered to the place of the bid by the specified time.

The City of Raleigh shall not be held responsible for late deliveries. Faxed and/or email submissions will not be accepted. Proposals not received by the designated time will not be accepted.

The bidder shall fill in and sign the bid form correctly. Bids that show any omission, alterations of form, additions not called for, conditional bids, or any irregularities of any kind may be rejected. Except to the extent allowed by statute, bids shall not be withdrawn and bids shall remain subject to acceptance by the City for a period of Forty-Five (45) days.

The bids will be evaluated, and the contract awarded in accordance with statutory public contract requirements as supplemented by the City of Raleigh's MWBE information supplied

**CITY OF RALEIGH**

Wilders Grove Administrative Building Countertop Replacement

with the bid documents.

It is the City's intention to award a contract for work under this project to the lowest responsive, responsible bidder. The City reserves the right to reject any and all bids and to waive without informalities, including without limitation, non-conforming, non-responsive, unbalanced, or conditional bids. The City of Raleigh further reserves the right to reject the bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. The City of Raleigh may also reject the bid of any bidder if the City believes that it would not be in the best interest of the Project to make an award to that bidder. The City of Raleigh also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate terms with the successful bidder.

Upon request, bidders must present satisfactory evidence that they have been regularly engaged in the business of constructing such work, such as company work history and references from similar construction projects. And upon request, bidders must show that they are fully prepared with the necessary capital, equipment, etc., to begin the work promptly, and complete the same in accordance with specifications.

The bidder to whom the award is made shall be required to furnish work crews of adequate number, size, and experience to properly perform the work. The Project Manager responsible for the project is required to be on-site during construction. The interpretation of the number of crews, size, and experience will be determined by the City of Raleigh as to their adequacy.

The Contractor will furnish all materials, labor, equipment, supervision, tools, machinery, etc. for complete construction of projects in accordance with plans and specifications of the City of Raleigh.

The City reserves the right to extend the work in this Contract upon the same terms, provided that such extensions shall not exceed in cost fifty per cent (50%) of the original Contract price of the Contract being extended.

The contractor(s) to whom the award is made must carry insurance in the amounts and types outlined in the Insurance Requirements below.

1. Insurance

Contractor agrees to purchase at its own expense insurance coverages to satisfy the following minimum requirements. A certificate reflecting the following minimum coverages shall accompany this Contract:

1.1. Workers' Compensation Insurance:

Limits:

Workers Compensation:	Statutory for the State of North Carolina
Employers Liability:	Bodily Injury by Accident \$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 policy limit
Bodily Injury by Disease	\$1,000,000 each employee

1.2. Commercial General Liability:

Limits:

Each Occurrence:	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate Limit	\$2,000,000

## CITY OF RALEIGH

Wilders Grove Administrative Building Countertop Replacement

Products and Completed Operations Aggregate \$2,000,000

The aggregate limit must apply per project. The form of coverage must be the ISO CG 00 01 policy as approved by the State of North Carolina Department of Insurance. If a form of coverage other than the CG 00 01 is used it must be approved by the City's risk manager. Any endorsed exclusions or limitations from the standard policy must be clearly stated in writing and attached to the Certificate of Insurance. Completed Operations coverage must be maintained for the period of the applicable statute of limitations.

### 1.3. Commercial Automobile Liability:

Limits:

\$1,000,000 combined single limit.

### 1.4. Additional Insured:

Contractor agrees to endorse the City as an Additional insured on the Commercial General Liability, Auto Liability and Umbrella Liability if being used to meet the minimum liability limits for General Liability and Automobile Liability.

The Additional Insured shall read 'City of Raleigh is named additional insured as their interest may appear'.

The Certificate Holder address should read:

City of Raleigh

Post Office Box 590

Raleigh, NC 27602-0590

### 1.5. Builders Risk Coverage:

Limits:

Minimum limit in the amount of total bid price. The Builder Risk policy must be endorsed to increase the limit of insurance for all change orders.

### 1.6. Policy Form:

Builder Risk coverage must be on a direct physical loss basis and contain no exclusion for theft, collapse or damage to foundations or underground structures, pipes or conduits.

### 1.7. Named Insured:

The Named Insured shall be The City of Raleigh, the Contractor, and all sub-contractors with a contractual assumption of responsibility for damage to the project.

All insurance companies must be admitted to do business in North Carolina and be acceptable to the City's risk manager. If the insurance company(s) is a permitted surplus lines insurer, the insurance company name, and NAIC number must be submitted to the City's risk manager for approval before commencing work. Contractor shall be required to provide the City no less than thirty (30) days' notice of cancellation, or any material change, to any insurance coverage required by this Contract.

A Certificate of Insurance (COI) must be issued by an authorized representative of the insurance carrier(s). Certificates of Insurance must have the insurance company name and NAIC number

## **CITY OF RALEIGH**

Wilders Grove Administrative Building Countertop Replacement

clearly identified. The acceptance of or the review of Certificates of Insurance by the City does not relieve Contractor of any requirements in the Contract to provide specific insurance coverage required by the Contract, nor does the acceptance of or review of Certificates of Insurance covenant all insurance requirements have been met.

### **SITE INVESTIGATION**

All bidders may examine the site before submitting a proposal in order to determine the extent of work involved, size of work, etc., and the conditions under which the work must be staged and performed.

### **PERMITS AND FEES**

If applicable, the Contractor will need to have the permit issued in its name and provide contact information to the Development Services Department as required for permit issuance. The cost for all related permit fees and final issuance of the permit shall be presented for billing against the Owners Allowance. Markups, profit and overhead are not permissible for permit costs.

### **NON-COLLUSION IN BIDDING**

The Bidder specifically agrees to abide by all applicable provisions of Article 3 of Chapter 133 of the North Carolina General Statutes. By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in case of a joint Bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor.
- (2) Unless otherwise required by Law, the prices quoted in the Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
- (3) No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a Bid for the purpose of restricting competition.

### **FORM OF AGREEMENT**

The form of agreement to be entered into shall be the contract included within these specifications. See Exhibit 'A'.

### **E-VERIFY COMPLIANCE UNDER G.S. 143-133.3.**

The contract will require that the selected Firm/Team and any subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS) consistent with state law requirements for municipal contracts.

### **IRAN DIVESTMENT ACT CERTIFICATION.**

The Contractor certifies that, if it submitted a successful bid for this contract, then as of the date it submitted the bid, the Contractor was not identified on the Iran List. If it did not submit a bid for

**CITY OF RALEIGH**

Wilders Grove Administrative Building Countertop Replacement

this contract, the Contractor certifies that as of the date that this contract is entered into, the Contractor is not identified on the Iran List. It is a material breach of contract for the Contractor to be identified on the Iran List during the term of this contract or to utilize on this contract any subcontractor that is identified on the Iran List. In this Iran Divestment Act Certification section -- "Contractor" means the person entering into this contract with the City of Raleigh; and "Iran List" means the Final Divestment List – Iran, the Parent and Subsidiary Guidance List – Iran, and all other lists issued from time to time by the N.C. State Treasurer to comply with G. S. 143C-6A-4 of the N.C. Iran Divestment Act.

*\*\* End of Instructions to Bidders \*\**

**CITY OF RALEIGH**

Wilders Grove Administrative Building Countertop Replacement

**CITY OF RALEIGH – INFORMAL BID PROPOSAL FORM**

**Wilders Grove Administrative Building Countertop Replacement**

City of Raleigh  
Engineering Services Department  
1027A N. West Street  
Raleigh, NC 27603

Date: \_\_\_\_\_

The undersigned bidder has carefully examined the Form of Contract, the General Conditions, the Supplemental Conditions and Specifications, all of which are acknowledged to be part of the proposal and the Proposal Form, and the Bidder has also examined the site of the proposed work. Bidder agrees to perform all the work included in the Contract as indicated in the Contract Documents within the Wilders Grove Administrative Building Countertop and Lavatory Replacement scope as is specified within the bid documents. It is the City's intention to award a contract for all work under this project to the lowest responsive, responsible bidder. The City reserves the right to reject any or all bids and to waive informalities. The undersigned further agrees to sign a Contract for the work, if offered within ninety (90) days after receipt of Bids, and to furnish surety as specified. The Bidder further agrees to provide and furnish all necessary materials, equipment, machinery, and labor necessary to complete the demolition of the work in full, in complete accordance with the plans and specifications and the contract documents to the full and entire satisfaction of the City of Raleigh and in accordance with these documents within the time limit specified below.

In addition to all other agreements and assurances, the undersigned Bidder understands and hereby agrees as follows:

1. The Bidder represents and agrees to complete the entire project in the following number of Consecutive Calendar Days: **Forty-Five (45) calendar days from the date on the Notice to Proceed.**
2. The Bidder agrees to comply with the City's policy to encourage bidders to use Certified MWBE businesses as specified in the MWBE Requirements.

**Total Bid:**

\_\_\_\_\_ Dollars (\$) (In Words)

\_\_\_\_\_ Dollars (\$) (In Figures)

Name of General Contractor and License Number \_\_\_\_\_

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Dated</u>	<u>Acknowledge Receipt (initial)</u>	
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check here if no addenda were received: \_\_\_\_\_

**PROPOSAL SIGNATURE PAGE**

---

---

Respectfully submitted this day of \_\_\_\_\_

By: \_\_\_\_\_  
(Name of firm or corporation making bid)

WITNESS:  
  
\_\_\_\_\_  
(Proprietorship or Partnership)

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Print or type

Title \_\_\_\_\_  
(Owner/Partner/Pres./V.Pres)

Address \_\_\_\_\_

ATTEST:  
  
By: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
(Corp. Sec. or Asst. Sec. only)

License No. \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

(CORPORATE SEAL)

**\*\* END OF CITY OF RALEIGH – BID PROPOSAL FORM**

**PROCEDURE FOR REPORTING NORTH CAROLINA SALES TAX EXPENDITURES ON CITY OF RALEIGH CONTRACTS**

1. The following procedure in handling the North Carolina Sales Tax is applicable to this project. Contractors shall comply fully with the requirements outlined hereinafter, in order that the owner may recover the amount of the tax permitted under the law.
  
2. (a) It shall be the general contractor's responsibility to furnish the owner documentary evidence showing the materials used and sales tax paid by the general contractor and each of his subcontractors. Any county sales tax included in the contractor's statements must be shown separately from the state sales tax. If more than one county is shown, each county shall be listed separately.  
  
(b) The documentary evidence shall consist of a certified statement, by the general contractor and each of his subcontractors individually, showing total purchases of materials from each separate vendor and total sales taxes by each county paid each vendor. The certified statement must show the invoice number (s) covered and inclusive dates of such invoices. State sales tax shall be listed separately from county sales tax. If more than one county is shown, each county shall be listed separately.  
  
(c) Materials used from general contractor's or subcontractor's warehouse stock shall be shown in a certified statement at warehouse stock prices.  
  
(d) The general contractor shall not be required to certify the subcontractor's statements.  
  
(e) The documentary evidence to be furnished to owners eligible for sales or use tax refunds covers sales and/or use taxes paid on building materials used by contractors and subcontractors in the performance of contracts with churches, orphanages, hospitals not for profit, educational institutions not operated for profit and other charitable or religious institutions or organizations not operated for profit and incorporated cities, towns and counties in this State. The documentary evidence is to be submitted to the above-named institutions, organizations and governmental units to be included in claims for refunds to be prepared and submitted by them to obtain refunds provided by G.S. 105-164.14 and is to include the purchase of building materials, supplies, fixtures and equipment which become a part of or annexed to buildings or structures being erected, altered or repaired under contracts with such institutions, organizations or governmental units.
  
3. The contractor or contractors to whom an award is made on this project will be required to follow the procedure outlined above.
  
4. The contractor is advised that all requests for payment, partial or final, for work completed under this contract must include a sales tax report submitted in accordance with the procedures outlined above.



# **EXHIBIT 'A'**

**Form of Contract**

CONTRACT FOR CONSTRUCTION/REPAIR

THIS CONTRACT (the "Contract") is entered into by and between \_\_\_\_\_, hereinafter referred to as the "Contractor", and the City of Raleigh, a North Carolina municipal corporation, hereinafter referred to as the "City" for the project entitled: \_\_\_\_\_.

WITNESSETH:

WHEREAS, the City desires to procure a contractor to perform services; and

WHEREAS, the City has completed necessary steps for retention of construction/repair services under State law and applicable City policies; and

WHEREAS, the City has agreed to engage the Contractor, and the Contractor has agreed to contract with the City, for performance of services as described, and according to the further terms and conditions, set forth herein.

NOW THEREFORE, in consideration of sums to be paid to the Contractor, and other good and valuable consideration, the Contractor and City do contract and agree as follows:

1. Description of Work

The Contractor, at its own proper cost and expense and with skill and diligence, shall furnish all labor, tools, materials and equipment and do all things necessary for the proper construction and completion ready for use of the following improvements:

- 

In strict accordance with and as shown in the project Construction Documents (as defined in Section 23.2., below) that have been incorporated into this Contract by reference as follows:

- 

The Contractor shall further perform in accordance with the directions (not inconsistent therewith) given from time to time during the construction by the project engineer or of such other official, employee, or other agent of the City as the City may designate.

2. General Obligations of the Contractor

The Contractor will accept the prices specified in this Contract in full compensation and satisfaction for the performance of this Contract and as consideration of this Contract. The Contractor shall be responsible for all loss and damages of every kind and nature which may arise out of or an account of the performance of the work required by this Contractor, and for all risks of every description connected with the said work; and the Contractor shall be responsible for well and faithfully completing the whole work according to all applicable plans and specifications and the terms and conditions of this Contract.

3. Time of Commencement and Completion

The entire work required by this Contract shall be completed by the Contractor not later than \_\_\_\_\_ days after the date of Notice-to-Proceed.

#### 4. Workmanship and Quality of Services/Warranties

All work under this Contract shall be done and performed to the satisfaction of the project engineer of the City of Raleigh, or of such other official, employee, or agent of the City as may be designated by the City, and such official, employee or agent designated by the City shall in all cases of dispute determine the quantity, quality, acceptability and fitness of the work and materials and of several portions thereof which are to be paid for under this Contract and shall decide and determine all questions which may arise as to the measurements, lines, levels and dimensions of the work and all questions respecting the true construction, interpretation or meaning of the plans and specifications. In case of dispute between the Contractor and the said official, employee, or agent of the City, the decision and determination of the latter shall be taken and shall be final and conclusive.

- 4.1. The Contractor, in executing this Contract, warrants that it will be responsible for the maintenance or correction of any work completed under this Contract that may become defective due to faulty workmanship or materials for a period of one (1) year after final acceptance of the work performed.
- 4.2. It is understood and agreed by the parties hereto that work done under this Contract shall be subject to all ordinances of the City of Raleigh relating to work done in the public streets or other public property of the City. Particularly reference is made to the provisions of Part 11, Chapter 6 of the Raleigh City Code.

#### 5. Compensation

In consideration of the performance of this Contract and the full completion of the work required of the Contractor by the terms and conditions of this Contract, the City agrees to pay to the Contractor the not to exceed total Contract Amount of: \_\_\_\_\_ (in written word and numerals), unless changed by a duly authorized amendment or change order.

- 5.1. Partial payments will be made to the Contractor by the City NET thirty (30) days after presentation of a true and accurate payment application to the City as certified by the Project Engineer or agent of the City.
- 5.2. All invoices must include the following Purchase Order Number \_\_\_\_\_.
- 5.3. The final amount due to the Contractor will be made within thirty (30) days after the certified completion and final acceptance of all the work required by the Contract less retainage per Section 6. Payment to the Contractor by the City of the amounts so determined to be due, in accordance with this Contract, shall relieve the City from all claims for work done and materials and equipment furnished under this Contract.
- 5.4. It is further mutually agreed between the parties that no partial payment made under this Contract shall be conclusive evidence of the performance of this Contract, either wholly or in part, and that no such payment shall be construed to be an acceptance of defective work or improper materials.

#### 6. Retainage

This section will only apply if this public construction contract pertains to a project in which the total project costs are equal to or greater than one hundred thousand dollars (\$100,000.00).

To ensure proper performance of the Contract, the City may retain five percent (5%) of the amount of each approved partial or periodic payment application until the project work is fifty percent (50%) complete, provided that the Contractor continues to perform satisfactorily, and any non-conforming work identified in writing prior to that date has been corrected by the Contractor and accepted by the construction manager.

If the City determines the Contractor's performance is unsatisfactory, the City may reinstate retainage in the amount of five percent (5%) for each subsequent partial or periodic payment application until the Contractor's performance becomes satisfactory. The project shall be deemed fifty percent (50%) complete when the contractor's gross project invoices, excluding the value of materials stored off-site, equal or exceed fifty percent (50%) of the value of the contract, except the value of materials stored on-site shall not exceed twenty percent (20%) of the contractor's gross project invoices for the purpose of determining whether the project is fifty percent (50%) complete. Following fifty percent (50%) completion of the project, the City may also withhold additional retainage from any subsequent periodic payment, not to exceed five percent (5%), to allow the City to retain two and one-half percent (2 ½%) total retainage through the completion of the project.

Within sixty (60) days after the submission of a pay request, the City with written consent of the surety shall release to the Contractor all retainage on payments held by the City if (1) the City receives a certificate of substantial completion from the architect, engineer, or designer in charge of the project; or (2) the City receives beneficial occupancy or use of the project. However, the City may retain sufficient funds to secure completion of the project or corrections on any work. If the City retains funds, the amount retained shall not exceed two and one-half (2 ½) times the estimated value of the work to be completed or corrected. Any reduction in the amount of the retainage on payments shall be with the consent of the contractor's surety.

Retainer provisions contained in Contractor's subcontracts may not exceed the terms and conditions for retainage provided herein. Contractors are further required to satisfy the retainage provisions of N.C.G.S. 143-134.1(b2) with regard to subcontracts for early finishing trades (structural steel, piling, caisson, and demolition) and to coordinate the release of retainage for such trades from the retainage held by the City from the Contractor pursuant to statute. Nothing shall prevent the City from withholding payment to the Contractor in addition to the amounts identified herein for unsatisfactory job progress, defective construction not remedied, disputed work, or third-party claims filed against the City or reasonable evidence that a third-party claim will be filed.

## 7. Notices

Except as otherwise expressly provided in this Contract, all notices, requests for payment, or other communications arising hereunder shall be sent to the following:

### City of Raleigh

Attn:  
Title:  
Address 1: P.O. Box 590  
Address 2: Raleigh, NC 27602  
Telephone:  
E-mail:

### Contractor

Attn:  
Title:  
Address 1:  
Address 2:  
Telephone:  
E-mail:

8. Minority and Women Owned Business Enterprise

The City of Raleigh 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 City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.

To further this policy, the City has an aspirational goal of 15% participation by certified minority and women-owned businesses in City construction and repair contracts for building projects with a cost of \$300,000 or more or building projects with a cost of \$100,000 or more with state funding.

9. Non-Discrimination

- 9.1. To the extent permitted by North Carolina law, the Parties for themselves, their agents, officials, directors, officers, members, representatives, employees, and contractors agree not to discriminate in any manner or in any form based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with this Contract or its performance.
- 9.2. The Parties agree to conform with the provisions and intent of Raleigh City Code §4-1004 in all matters related to this Contract. This provision is incorporated into the Contract for the benefit of the City of Raleigh and its residents and may be enforced by an action for specific performance, injunctive relief, or any other remedy available at law or equity. This section shall be binding on the successors and assigns of all parties with reference to the subject matter of the Contract.

10. Assignment

This Contract may not be assigned without the express written consent of the City.

11. Applicable Law

Both the City and the Contractor, for themselves and their respective agents, officials, employees, and servants, hereby acknowledge and agree that this Contract shall be governed and construed in accordance with the applicable laws of the State of North Carolina, without regard to its choice of law provisions, and no other.

The proper, sole, and exclusive venue for any civil action arising out of or in any way related to this Contract shall be the federal or state courts sitting in Wake County, North Carolina.

12. Insurance

Contractor agrees to purchase at its own expense insurance coverages to satisfy the following minimum requirements. A certificate reflecting the following minimum coverages shall accompany this Contract:

12.1. Workers' Compensation Insurance:

Limits:

Workers Compensation:	Statutory for the State of North Carolina
Employers Liability:	Bodily Injury by Accident \$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 policy limit

Bodily Injury by Disease \$1,000,000 each employee

12.2. Commercial General Liability:

Limits:

Each Occurrence:	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate Limit	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000

12.3. The aggregate limit must apply per project. The form of coverage must be the ISO CG 00 01 policy as approved by the State of North Carolina Department of Insurance. If a form of coverage other than the CG 00 01 is used it must be approved by the City's risk manager. Any endorsed exclusions or limitations from the standard policy must be clearly stated in writing and attached to the Certificate of Insurance. Completed operations coverage must be maintained for the period of the applicable statute of limitations.

12.4. Commercial Automobile Liability:

Limits:

\$1,000,000 combined single limit.

12.5. Additional Insured:

Contractor agrees to endorse the City as an Additional insured on the Commercial General Liability, Auto Liability and Umbrella Liability if being used to meet the minimum liability limits for General Liability and Automobile Liability.

The Additional Insured shall read: 'City of Raleigh is named additional insured as their interest may appear'.

The Certificate Holder address should read:

City of Raleigh  
Post Office Box 590  
Raleigh, NC 27602-0590

12.6. Builders Risk Coverage:

Limits:

Minimum limit in the amount of total bid price. The Builder Risk policy must be endorsed to increase the limit of insurance for all change orders.

12.7. Policy Form:

Builder Risk coverage must be on a direct physical loss basis and contain no exclusion for theft, collapse or damage to foundations or underground structures, pipes or conduits.

12.8. Named Insured:

The Named Insured shall be The City of Raleigh, the Contractor, and all sub-contractors with a contractual assumption of responsibility for damage to the project.

12.9. All insurance companies must be licensed to do business in North Carolina and be acceptable to the City's risk manager. If the insurance company(s) is a permitted surplus lines insurer, the insurance company name, and NAIC number must be submitted to the

City's risk manager for approval before commencing work. Contractor shall be required to provide the City no less than thirty (30) days' notice of cancellation, or any material change, to any insurance coverage required by this Contract.

- 12.10. A Certificate of Insurance (COI) must be issued by an authorized representative of the insurance carrier(s). Certificates of Insurance must have the insurance company name and NAIC number clearly identified. The acceptance of or the review of Certificates of Insurance by the City does not relieve Contractor of any requirements in the Contract to provide specific insurance coverage required by the Contract, nor does the acceptance of or review of Certificates of Insurance covenant all insurance requirements have been met.

### 13. Surety Bonds

If Surety Bonds are required by the City for this project, the Contractor shall have furnished and attached hereto a performance bond and a payment bond each in the penal sum of the full Contract amount covering the faithful performance of the Contract and the payment of all obligations arising hereunder, in such form and content as the City may prescribe and with surety approved by the City. Should any surety upon the bond for the performance of this Contract become unacceptable to the City, the Contractor must promptly furnish additional security as may be required from time to time by the City to protect the interests of the City and of persons, firms and corporations supplying labor or materials in the performance of the work contemplated by the Contract.

### 14. Indemnity

- 14.1. To the fullest extent allowed by law, Contractor shall indemnify, defend, and hold harmless the City, its officers, officials, employees, agents, or indemnities (collectively called "Indemnified Parties") from and against those Losses, liabilities, damages, and costs proximately caused by, arising out of, or resulting from the sole negligence of the Contractor, the Contractor's agents, or the Contractor's employees.
- 14.2. In matters other than those covered by subsection 14.1. above, and to the fullest extent allowed by law, Contractor shall indemnify, defend, and hold harmless the Indemnified Parties from and against those Losses, liabilities, damages, and costs caused by, arising out of, resulting from, or in connection with the execution of the work provided for in this Agreement when the Fault of the Contractor or its Derivative Parties is a proximate cause of the Loss, liability, damage, or expense indemnified.
- 14.3. Costs and expenses shall include attorneys' fees, litigation or arbitration expenses, or court costs actually incurred by the Indemnified Parties to defend against third-party claims alleged in any court, tribunal, or alternative dispute resolution procedure required of any of the Indemnified Parties by law or by contract, only if the Fault of the Contractor or its Derivative Parties is a proximate cause of the attorney's fees, litigation or arbitration expenses, or court costs to be indemnified.
- 14.4. The Contractor's duty to indemnify, defend, and hold harmless described hereinabove shall survive the termination or expiration of this Contract.

### 14.5. Definitions:

14.5.1. For the purposes of this Section 14, the term “Loss” or “Losses” shall include, but not be limited to, fines, penalties, and/or judgments issued or levied by any local, state, or federal governmental entity.

14.5.2. For the purposes of this Section 14, the term “Derivative Parties” shall mean any of the Contractor’s subcontractors, agents, employees, or other persons or entities for which the Contractor may be liable or responsible as a result of any statutory, tort, or contractual duty.

## 15. Communications

If communications to the public and/or City employees are required as part of the Contractor’s scope of work under this Contract, then the Contractor shall work with the City in the development of a communications plan (“Communications Plan”) that must first be approved by the City in writing before any such communications are delivered to the public and/or City employees.

For purposes of this Section 15, such written approval by the City shall be provided by electronic mail by the applicable City Communications Department employee who is responsible for reviewing and approving the Communications Plan, such electronic mail to be sent to the electronic mail address listed in Section 7, above, as part of the contact information for the Contractor representative identified in Section 7, above.

Among other things, the Communications Plan must establish whether the City or the Contractor will be responsible for sending any such communications to the public and/or City employees as required either by this Contract or the Communications Plan. The Communications Plan also shall include, but not be limited to, communications objectives, target audience, and deliverables (print, video, website, social, direct, or digital). The Contractor shall comply with the Communications Plan when communicating to the public and/or City employees pursuant to this Contract and the Communications Plan. All such communications shall comply with the City’s brand and communications guidelines, as the same may be amended or modified from time to time.

The City’s current brand and communications guidelines are incorporated into this Contract by reference and can be found on the City’s website here: <https://raleighnc.gov/doing-business/city-brand-guidance-vendors>.

For purposes of this Section 15, “Communications” is defined as any public or City employee facing information presented in channels such as, but not limited to, a website, mobile applications, social media, printed materials, vehicles, billboards, and videos.

### 15.1. Communications Plan Approval:

Any materials, messaging or outreach from the Contractor related to marketing and communications of any service or effort under this Contract must first be reviewed and approved by the City’s Communications Department. This is to ensure that the Communications Plan: (i) complies with the City’s brand and communication guidelines; (ii) integrates with the City’s other communications channels and digital strategy; (iii) meets accessibility guidelines; and (iv) conforms to communications best practices with respect to general user experience.

### 15.2. Accessibility Requirements:

For web content that the Contractor is to make accessible to the public and/or City employees as part of an approved Communications Plan that is included in the

Contractor's scope of work under this Contract, all web materials including, but not limited to, tools, mobile applications, and websites, generated by, or on behalf of, the Contractor must meet at least the mid-range conformance level, AA compliance of the current Web Content Accessibility Guidelines, as the same may be amended from time to time.

Any such web content generated by, or on behalf of the Contractor, as part of a Communications Plan associated with this Contract shall meet all standards of good cognitive web accessibility, which include the following:

- 15.2.1. Using proper headings and lists
  - 15.2.2. Using unique links
  - 15.2.3. Using alternative text and captions
  - 15.2.4. Using more white space
  - 15.2.5. Dividing content into more manageable pieces
  - 15.2.6. Making forms manageable by breaking them into multiple, sequential steps
  - 15.2.7. Providing a logical reading order
  - 15.2.8. Being consistent with fonts, colors and locations of page elements
  - 15.2.9. Offering keyboard access
  - 15.2.10. Offering content in multiple formats
  - 15.2.11. Understanding minimum contrast
- 15.3. Languages:  
Digital sites/ tools that are for public use/consumption, including for use by City employees, under a Communications Plan associated with this Contract must have translation module (e.g., G-translate, Weglot) so that the service is available in all languages. At minimum, Spanish translation is required on all such digital sites/tools based on low English proficiency requirements:
- 15.3.1. In most cases, entities that are recipients of federal financial assistance through U.S. Department of Health and Human Services (HHS) must provide language assistance services in order to comply with their legal obligation to take reasonable steps to ensure meaningful access to their programs by persons with [Limited English Proficiency \(LEP\)](#).
- 15.4. Content:  
For any communications content that the Contractor is required to generate, or have generated, as part of its scope of work under this Contract, the Contractor shall send such content to City Communications Department staff in raw, high-resolution format for inclusion in communications materials to be made accessible to the public and/or City

employees as set forth in the Communications Plan that arises from this Contract (i.e., websites, mobile applications, printed materials collateral, and social media). PDF attachments shall be used only as a last resort and only after written approval by the City, with such written approval to be provided by the City in electronic mail format as described elsewhere in this Section 15.

15.4.1. Contractor shall only provide the City communications materials for which the City has rights to use, with written documentation of such use rights being provided to the City as requested from time to time by the City in its sole discretion.

15.4.2. All working files agreed upon for the specific Communications Plan shall be provided to the City Communications Department, i.e., text, graphics, charts and data, infographics, and original native files such as Illustrator, Excel, ArcGIS, etc. Following are the file format specifications:

15.4.2.1. Images: At least 300dpi for printing at actual size; 96dpi and at least 1920x1080px for digital/Web.

15.4.2.2. Video: Any video should be no less than Standard HD (1920x1080) but preferable 4k.

15.4.2.3. Text: Word document using accessibility best practices (heading structure, table of contents, and tables).

## 16. Advertising

The Contractor shall not use the existence of this Contract, or the name of the City, as part of any advertising without prior written approval of the City.

## 17. Acknowledgement of City Brand and Tree Logo Ownership and Restrictions

The City of Raleigh has developed proprietary branding (the “City Brand”) centered around the Raleigh tree mark logo (the “Tree Logo”). The City’s exclusive rights and ownership in and to the Tree Logo are protected under trademark and copyright, including U.S. Copyright Reg. No. VAu1-322-896, N.C. State Trademark Registration Reg. No. T-23070 and Federal Trademark Registration Reg. No. 5,629,347, as well as under other federal and state laws.

Contractor acknowledges and understands that the City is not conferring any license to Contractor under this Agreement to use or depict the Tree Logo or other aspects of the City Brand. Contractor shall not make any use or depiction of the Tree Logo or other aspects of the City Brand without the prior express written approval of the City. In this regard, should any materials being produced by Contractor for the City under this Agreement contemplate use or depiction of the Tree Logo, including, but not limited to, printed materials, digital media, signage and/or display materials, Contractor shall proceed under the auspices and direction of the City’s Communications Department and shall comply with all guidelines and restrictions governing use or depiction of the Tree Logo.

## 18. Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic

natural event, governmental orders related to a public health condition, or act of God. Either party to the Contract must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

## 19. Termination

- 19.1. If the Contractor fails to perform the work described herein by the time allowances provided in Section 3 or fails to provide adequate staff and resources required to properly execute said work in a workmanlike and safe manner, the City can declare the Contractor in Default.
- 19.2. If the Contractor fails to complete the work in the provided project duration as stated in Section 3 of this Contract, or fails to meet periodic schedules describing work sequence, or fails to comply with all appropriate local, federal, or state laws, rules and regulations, then the City may, without prejudice to any other right or remedy and after giving the Contractor and its surety a maximum of seven (7) days from delivery of a written notice, declare the Contract in default, take possession of the project and of all equipment, tools, materials thereon owned by the Contractor and call upon the surety or appropriate legal recourse to finish the work by whatever method deemed expedient.

## 20. Laws/Safety Standards

- 20.1. The Contractor shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
- 20.2. All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Electrical Engineers for pressure vessels; the Underwriters' Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type(s) of devices offered and furnished. Further, all items furnished by the Contractor shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.
- 20.3. Contractor must comply with *North Carolina Occupational Safety and Health Standards for General Industry 13 NCAC 07F (29CFR 1910)*. In addition, Contractor shall comply with all applicable occupational health and safety and environmental rules and regulations.
- 20.4. Contractor shall effectively manage its safety and health responsibilities including:
  - 20.4.1. Accident Prevention:

Prevent injuries and illnesses to its employees and others on or near the job site. Contractor managers and supervisors shall ensure personnel safety by strict adherence to established safety rules and procedures.

20.4.2. Environmental Protection:

Protect the environment on, near, and around the work site by compliance with all applicable environmental regulations.

20.4.3. Employee Education and Training:

Provide education and training to all contractor's employees before they are exposed to potential workplace or other hazards as required by specific OSHA Standards.

21. Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the City by the Contractor are subject to the public records laws of the State of North Carolina and it is the responsibility of the Contractor to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the City. Contractor understands and agrees that the City may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract. To the extent that any other provisions of this Contract conflict with this section, the provisions of this section shall control.

22. Miscellaneous

22.1. The Contractor shall be responsible for the proper custody and care of any property furnished or purchased by the City for use in connection with the performance of this Contract and will reimburse the City for the replacement value of its loss or damage. The Contractor shall keep the job sites and surrounding area reasonably free from rubbish at all times and shall remove debris from the site from time to time or when directed to do so by the City. Before final inspection and acceptance of the project, the Contractor shall thoroughly clean the job sites and completely prepare the project and site for use by the City.

22.2. The Contractor shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of or have any individual contractual relationship with the City.

22.3. This Contract may be amended only by written agreement of the parties executed by their authorized representatives.

23. Right of Audit and Examination of Records

23.1. The City may conduct an audit of any services performed and fees paid subject to this Contract. The City, or its designee, may perform such an audit throughout the contract

period and for three (3) years after termination thereof or longer if otherwise required by law.

- 23.2. The Contractor and its agents shall maintain all books, documents, papers, accounting records, contract records and such other evidence as may be appropriate to substantiate costs incurred under this Contract. The City, or its designee, shall have the right to, including but not limited to: review and copy records; interview current and former employees; conduct such other investigation to verify compliance with Contract terms; and conduct such other investigation to substantiate costs incurred by this Contract.
- 23.3. "Records" shall be defined as data of every kind and character, including but not limited to books, documents, papers, accounting records, contract documents, information, and materials that, in the City's sole discretion, relate to matters, rights, duties or obligations of this Contract.
- 23.4. Records and employees shall be available during normal business hours upon advanced written notice. Electronic mail shall constitute written notice for purposes of this section.
- 23.5. Contractor shall provide the City or its designee reasonable access to facilities and adequate and appropriate workspace for the conduct of audits.
- 23.6. The rights established under this section shall survive the termination of the Contract, and shall not be deleted, circumvented, limited, confined, or restricted by contract or any other section, clause, addendum, attachment, or the subsequent amendment of this Contract.
- 23.7. The Contractor shall reimburse the City for any overcharges identified by the audit within ninety (90) days of written notice of the City's findings.
- 23.8. If an audit discloses overpricing or overcharges by the Contractor or Subcontractor in excess of one percent (1%) of the total contract billings, the Contractor shall reimburse the City for the cost of the audit.
- 23.9. Contractor shall ensure that all contracts with any subcontractors provide the City with an equivalent right to audit as contained herein.
- 23.10. Contractor shall, upon request, provide any records associated with this engagement to the North Carolina State Auditor that are necessary to comply with the provisions of G.S. § 147-64.7.

#### 24. Incorporation of Documents/Complete Agreement

This Contract, and any documents incorporated below, represent the entire Contract between the parties and suspend all prior oral or written statements, agreements or Contracts.

- 24.1. The Contract Documents consist of this Contract and any amendments thereto; General Conditions; Supplemental Conditions; the City of Raleigh's Invitation to Bid (ITB); the Contractor's Bid Response to the ITB; the Construction Documents; Change Orders, if any, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the Construction Documents prior to their execution; the performance bond and the payment bond for the Contract (if applicable as required by

G.S. 44A-26); and the insurance certificates as required by the terms of this Contract. The Minority- and Women-Owned Business Enterprise Plan (MWBE Affidavits/documentation), if applicable as required by G.S. 143-128.2, upon approval by the City, also shall be considered part of the Contract Documents.

24.2. The Construction Documents are the drawings, specifications, and other plans for the project prepared by the project designer and approved in writing by the City's project representative, which define the scope of the construction work as agreed to under this Contract. In case of discrepancy or disagreement in the Construction Documents, the order of precedence shall be large-scale detail drawings and then small-scale drawings.

24.3. Specifically attached to this Contract, and incorporated herein by reference, are the following documents:

- City of Raleigh's Invitation to Bid (ITB) document
- Contractor's Bid Response and Documentation to the ITB
- Procedure for N.C. Sales Tax Reporting
- Performance Bond (w/Power-of-Attorney)
- Payment Bond (w/Power-of-Attorney)
- Certificate of Insurance
- General Conditions
- Special or Supplemental Conditions
- Job Specifications
- MWEB Affidavits/documentation
- Other (Describe) \_\_\_\_\_

If any of the Contract Documents identified in Section 24.1., above, are not physically attached to this Contract, then they are hereby incorporated into this Contract by reference.

Except as otherwise provided herein, in the event of a conflict between this Contract and any of the attachments/exhibits or references recited in this Section 24, the terms of this Contract shall prevail.

## 25. E – Verify

Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq. In cases of conflict between this Contract and any of the above incorporated attachments or references, the terms of this Contract shall prevail.

## 26. Iran Divestment Act Certification

Contractor certifies that, as of the date listed below, it is not on the final divestment list as created by the State Treasurer pursuant to N.C.G.S. § 147-86.55, et seq. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.60, Contractor shall not utilize in the performance of the Contract any subcontractor that is identified on the final divestment list.

27. Companies Boycotting Israel Divestment Act Certification

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.

*The remainder of this page is left blank intentionally.*

DRAFT

IN WITNESS WHEREOF, the parties hereto have executed this Contract by digital signature, under seal, on the respective dates below, and this Contract shall be effective upon the date of the City's signature.

CONTRACTOR:

CITY:

CITY OF RALEIGH  
a North Carolina municipal corporation

By:

By:

\_\_\_\_\_  
Signature (SEAL)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Choose an item.  
Title

\_\_\_\_\_  
Choose an item.  
Department

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

ATTEST:

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City Clerk (or designee) (SEAL)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Chief Financial Officer (or designee)