**Request for Quotation (Informal Bid)**

### BID NO. 5-97348011

**TITLE: Fairview Elementary and Porter Ridge Elementary Partition Walls Replacement**

### PROCUREMENT

**LEAD: Jennifer West**

**UCPS Purchasing Department** [**facilitiesbids@ucps.k12.nc.us**](mailto:facilitiesbids@ucps.k12.nc.us)

### BID/QUOTE SUBMITTAL

Bids will be received no later than: **2:00 pm, January 7, 2025**

Bids shall be submitted via email to [**facilitiesbids@ucps.k12.nc.us**](mailto:facilitiesbids@ucps.k12.nc.us)

### PREBID MEETING

**Attendance is mandatory**.

**9:00 AM, December 12, 2024 at Fairview Elem School then to Porter Ridge Elem School after first walk through.**

It is the sole responsibility of the Bidder, Contractor to familiarize themselves to all aspects of this project. Failure to meet this requirement will not justify a change order. All questions relating to this project will be received via email to the Procurement Lead no later than **2:00 PM**, **December 19, 2024.**

### COMMUNICATION

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.

### DESCRIPTION OF PROJECT:

Union County Public Schools seeks quotes/informal bids for the above referenced Project. The Scope of Work is attached as Exhibit 1.

### AWARD:

UCPS desires to promptly approve and sign a contract after a decision has been made to award. Company awarded the contract is expected to promptly sign the contract in the form attached hereto as Exhibit A. Any requested changes to this contract form should be provided with your response.

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.

**Exhibit 1**

**SCOPE OF WORK**

The scope of work includes the furnishing of all labor, materials, equipment, and services necessary for the complete construction of the Project titled Fairview Elementary and Porter Ridge Elementary Partition Walls Replacement.

Remove and dispose of the old partition walls, install new partition walls with high pressure laminate (HPL) faces, and provide all drywall/sheetrock work needed at the top of partition walls. All contractors will need to Field Verify the dimensions of the partition walls.

The scope of work includes two (2) elementary schools listed below:

1. Fairview Elementary School 110 Clontz Road, Monroe, NC 28110
2. Porter Ridge Elementary School 2843 Ridge Rd, Indian Trail, NC 28079

**Cost Proposal/Execution of Proposal**

**Bidders Checklist:**

Bid Submittal form

Affidavit A or B

Identification of Minority Business Form

5 % Bid Bond

Project title: Fairview Elem and Porter Ridge Elem Partition Walls Replacement

Location: Fairview Elem and Porter Ridge Elem BID NO: 5-97348011

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, sales tax, etc. have been determined and included in the proposed cost.
  + 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 Proposal, 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:

**Base Bid:**

|  |  |
| --- | --- |
| Base Bid | $ Includes 10% allowance fund |
| Alternate 1: | $ (Add or Deduct) |
| Alternate 2: | $ (Add or Deduct) |
|  |  |
| Acknowledge Addenda: | Addendum 1 Addendum 2 Addendum 3 Addendum 4 Not Applicable |
|  |  |
| Project Schedule: | Consecutive **calendar** days required to achieve Final Completion from issuance of Notice to Proceed: 165 calendar days  **\*\*Schedule for work to start on 6-16-2025\*\*** |

**Unit Costs:**

|  |  |
| --- | --- |
| Notice to  Proceed: | **2/18/2025** |
| Substantial  Completion: | **7/25/2025** |
| Final  Completion: | **8/1/2025** |

Unit Costs may be used to add or delete from the project.

1. List materials and expected cost per unit.

**Execution:**

Offeror: Federal Tax ID No.

License Description: License No.

Address: City, State, Zip

Telephone Number: Mobile: Email:

By: Date: Title:

(Typed or printed name)

**Identification of HUB Certified/ Minority Business Participation**

I, ,

(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone # Work Type \*Minority \*\*HUB

Category Certified (Y/N)

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\*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.**

# The total value of minority business contracting will be ($) .

**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

SEAL

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:

SEAL

State of , County of Subscribed and sworn to before me this day of 20

Notary Public My commission expires

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.](http://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:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Invoice** | **Invoice** |  | **Type of** | **Taxable Amount** | **County** | **NC Tax** | **County** | **Transit Tax** | **Total** |
|  | **Number** | **Date** | **Vendor** | **Materials** | **of Invoice** | **Name** | **4.75%** | **Tax (2%/2.25%)** | **(1/2%)** | **Taxes** |
| **1)** |  |  |  |  |  |  |  |  |  |  |
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| **25)** |  |  |  |  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |  |  |  |  |

Sheet #: For Sales Taxes Paid from to

Payment Application #:

|  |
| --- |
| 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 , . **By:**

**Title:**

|  |
| --- |
| 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)

##### WITNESS: BY

TITLE Attorney in Fact

(Corporate Seal of Surety)

(Address of Attorney in Fact)

##### COUNTERSIGNED:

N.C. Licensed Resident Agent