



HOUSING & COMMUNITY DEVELOPMENT  
THE CENTER OF IT ALL

**Request for Proposal #: 320-100226AG**

**Home Repair**

**Date of Issue: 03/03/2026**

**Proposal Due Date: 03/18/2026**

**At 02:00 P.M. ET**

**Direct all inquiries concerning this RFP to:**

**Alicia Gaines**

**[Alicia.Gaines@rockymountnc.gov](mailto:Alicia.Gaines@rockymountnc.gov)**

**252-972-1227**

**Attendance of bidders at pre-bid meetings on the job site is required. No bids will be accepted from any vendor not represented at the pre-bid meeting.**

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**EXECUTION PAGE: PROPOSAL/ACCEPTANCE FORM**

In compliance with this Request for Quote, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this quote, the undersigned certifies to the best of Vendor’s knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or City department. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City , or from any person seeking to do business with the City . By execution of any response in this quote, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. **Do you have a financial interest or tangible personal benefit with a city of Rocky Mount employee, officer, or agent?**  Yes  No **If yes note the employee, officer, or agent; department; and the perceived or actual conflict of interest.**

**Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.**

<b>VENDOR:</b>		
<b>STREET ADDRESS:</b>	<b>P.O. BOX:</b>	<b>ZIP:</b>
<b>CITY &amp; STATE &amp; ZIP:</b>	<b>TELEPHONE NUMBER:</b>	<b>TOLL FREE TEL. NO:</b>
<b>PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):</b>		
<b>PRINT NAME &amp; TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:</b>	<b>RRP Certification? Circle one: Yes No</b>	
<b>VENDOR’S AUTHORIZED SIGNATURE:</b>	<b>DATE:</b>	<b>EMAIL:</b>

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here:  days. Project must begin within 60 days of the opening at the rates proposed in Attachment A.

**ACCEPTANCE OF QUOTE**

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Quote along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

**CITY OF ROCKY MOUNT  
STANDARD FORM OF INFORMAL CONTRACT  
AND GENERAL CONDITIONS**

FOR

**Project ID# - RFP 320-100226AG**

**I. PROGRAM INFORMATION**

The goal of this program is to promote neighborhood stability and preserve the existing supply of single-family homes by assisting moderate income homeowners with repairs to their homes.

**This project is supported by the 2023-2025 Biennium Appropriation of the NC General Assembly State Grant.**

The max budget for this project is as follows:

- Housing Repair/Urgent Housing Repairs up to \$20,000
- H.O.M.E Project Repairs \$40,000 (Non-Lead) to \$50,000 (Lead)

**II. SCOPE OF WORK**

The scope of work includes but is not limited to the following: HVAC, Plumbing, Carpentry, Painting & Wallpaper, Drywall & Plaster, Floor Coverings, Electrical, and Roofing Repairs. The scope is specific to each home.

**III. PROJECT SCHEDULE**

Event	Responsibility	Date and Time
Issue RFP	City	Tuesday 03/03/2026
Mandatory Pre-bid/Site Visit	City	Tuesday 03/10/2026 10:00 am – 1:00 pm
Submit Written Questions	Contractor	Wednesday 03/11/2026 5:00 pm
Provide Response to Questions/Addendum Deadline	City	Friday 03/13/2026
Submit Proposals	Contractor	<b>Wednesday 03/18/2026 2:00 pm</b>
Contract Award	City	TBD
Estimated Completion Date	Contractor	TBD

**IV. MANDATORY SITE VISIT**

**Mandatory Pre-Bid Meeting**

Date: 03/10/2026  
 Time: 10:00 am – 1:00 pm  
 Contact #: 252-972-1227

**Instructions:** It shall be MANDATORY that each Vendor representative be present for a pre-bid site visit on March 10, 2026. Attendees shall meet promptly at 10:00 a.m. Eastern Time at 331 S. Franklin Street, Rocky Mount, NC 27804. All attendees must sign in upon arrival and clearly indicate the prospective Vendor represented on the sign in

sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN, NOR SHALL THEIR BID BE CONSIDERED. Late arrivals may be excluded from the meeting room until all on-time attendees have completed sign-in, and the sign-in sheet secured. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow. On-time attendance will be strictly enforced.

The purpose of this visit is for all prospective Vendors to apprise themselves with the conditions and requirements which will affect the performance of the work called for by this Request for Proposals. Vendors shall stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this bid.

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Invitation for Bid, must be confirmed by written addendum before it can be considered to be a part of this bid.

## **V. QUESTIONS**

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Written questions shall be e-mailed to [Alicia.Gaines@rockymountnc.gov](mailto:Alicia.Gaines@rockymountnc.gov) prior to close of business on the date specified in the proposal schedule. Contractors will enter "RFP #320-100226AG – Questions" as the subject for the email.

Questions received prior to the submission deadline date, responses, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the City of Rocky Mount <https://www.rockymountnc.gov/Bids.aspx> website(s) and the North Carolina Department of Administration website <https://evp.nc.gov/solicitations/> and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFP, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFP.

Inquiries submitted no later than the date and time noted in the project schedule. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

## **VI. PROPOSAL SUBMITTAL**

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Contractors interested in performing the services requested must submit the following information:

a) One (1) copy of their RFP response including name, address, and phone number of contact person. Signed receipt pages of any addenda released in conjunction with this RFP and **the RFP document**.

1. RFP responses shall be addressed to:

Attn: RFP #320-100226AG  
City of Rocky Mount  
Purchasing- Alicia Gaines  
331 S. Franklin Street  
Rocky Mount, NC 27802

All RFP responses shall be received by the date and time noted in the schedule on page 4. RFP responses may be sent via US Mail, FedEx, UPS, or hand delivered. **Faxed and Emailed RFP responses will not be accepted.**

## **VII. AUTHORIZED SIGNATURE REQUIREMENT**

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All proposals, bids, or other offers must be signed by an individual authorized to bind the firm contractually. The City reserves the right to request documentation showing evidence of signatory authority (e.g., corporate resolution,

operating agreement, power of attorney, or other verification). Failure to provide such documentation upon request may result in disqualification of the offer or rejection of the executed contract.

**VIII. REFERENCES**

Vendors shall provide at least three (3) different references for which your company has provided services of similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL
Optional: City of Rocky Mount			

**IX. CITY’S RIGHTS AND OPTIONS**

The City reserves the following rights, which may be exercised at the City’s sole discretion:

- To supplement, amend, substitute or otherwise modify this RFP at any time;
- To cancel this RFP with or without the substitution of another RFP;
- To take any action affecting this RFP, this RFP process, or the Services or facilities subject to this RFP that would be in the best interests of the City;
- To issue additional requests for information;
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the Proposals submitted;
- To conduct investigations with respect to the qualifications and experience of each Service Provider;
- To waive any defect or irregularity in any Proposal received;
- To reject any or all Proposals;
- To share the Proposals with City employees other than the Evaluation Committee or City advisory committees as deemed necessary;
- To award all, none, or any part of the Services that is in the best interest of the City, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Proposals including but not limited to financial terms; and
- To enter into any Contract deemed by the City to be in the best interest of the City, with one or more of the Service Providers responding

**911 W St. James St.**



**HOME**

**Brief Description & Concerns:**

The interior has three bedrooms, a kitchen, living room and one bathroom. The total square footage is approximately 1,225 sf. The structure was built in 1972. The main concern is complete rehab.

Major renovations include:

- **Complete Rehab**

**SPECIFICATIONS DATED:** April 23, 2025

**INSPECTED BY:** Charlina Locklear-Chavis

**DATE OF INSPECTION:** April 23, 2025

**ADDRESS:** 911 W St. James St. Tarboro NC 27886

**General Notes:**

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.
9. Paint and Primer shall be the following or approved equal:
  - a. **Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".**

**All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation**

Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

**GUIDELINES FOR RENOVATION OF A PROPERTY IN AN HISTORIC DISTRICT**

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.
2. When new materials are specified the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either
  - (first choice) the existing damaged materials that are being replaced, or
  - (second choice) the original materials on adjacent surfaces.
3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.
4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.
5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.
6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.
7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

**SPECS BY LOCATION/TRADE**

<b>Address:</b>	<b>911 W St. James St</b>	<b>Unit:</b>	<b>Unit 01</b>
<b>Location:</b>	<b>1 Exterior</b>		

**Environmental Rehab**

- 9657 ENCLOSE TRIMALUMINUM** 1.00 LF \_\_\_\_\_

After establishing any required ground containment with polyethylene sheeting, mark "Lead Paint" every 10 linear feet. Enclose trim with .024 white aluminum formed on a machine brake with tight lap joints, folded hem edges and accurately fitted connections. Back caulk all seams with 25 year siliconized acrylic and flash head joints to create an weathertight seal. HEPA vacuum all paint chips, dust and debris. FRONT PORCH HEADER & FACIA AROUND THE HOUSE.
- 9658 ENCLOSE SOFFITALUMINUM** 1.00 LF \_\_\_\_\_

After establishing any required ground containment with polyethylene sheeting, mark "Lead Paint" every 10 linear feet. Enclose trim with .027 aluminium nonvented soffit panels, color selected by owner. Back caulk all seams with siliconized acrylic to create a weathertight seal. HEPA vacuum all visible paint chips, dust and debris.
- 9693 ENCLOSE PORCH CEILINGPLYWOOD** 1.00 SF \_\_\_\_\_

After establishing any required ground containment with polyethylene sheeting, mist defective paint with water to the point of saturation. Wet scrape and HEPA vacuum any visible paint chips, dust and debris. Mark ceiling "Lead Paint" 4' on center. Apply a 3/8" BCX plywood ceiling with 7d screw shank nails, 8" on center and B side exposed. Trim perimeter with 1/4 round and seams with 2" lattice. Prime and top coat with premium acrylic latex. REMOVE THE VINYL, ENCAPSULATE AND REINSTALL VINYL. CLEAN TO CLEARANCE.

**Carpentry**

- 2974 WINDOW REPLACEVINYL SGL HNG ENERGY STAR** 1.00 EA \_\_\_\_\_

**W/TRIM >100 UI**

Replace existing window that is > (greater than) 100 UI (United Inches). After establishing any required floor containment with polyethylene sheeting, wet mist, remove, wrap in polyethylene sheeting and dispose of any components containing Lead Based Paint. Detergent wash, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Field measure and install a PVC, 1 over 1, single hung, double glazed, Low E window that meets the ENERGY STAR standards for this climate for U value and SHGC, and is AAMA certified per AAMA/WDMA/CSA 101/I.S.2/A44011. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back

caulked and nailed 6" on center. Retrim opening with casing, apron and stool to match existing. Prep for paint. LAST WINDOW ON THE RIGHT SIDE OF HOME.

**3160 DOORINSULATED METAL Front & Back Door** 2.00 EA \_\_\_\_\_  
 Install a 6panel, insulated metal door on the existing jamb, with entrance lockset and mortised dead bolt keyed alike. Include three 4"x 4" hinges, interlocking threshold, neoprene weatherstripping, and wide angle peepsight. Prime and topcoat.

**3520 PORCH HAND RAIL2"X 4" Front & Back Steps** 2.00 LF \_\_\_\_\_  
 Install preservative treated 2"x 4" handrail supported by 4"x 4" treated posts, 4' on center. Rail to be free from cracks, splinters, and rough edges. Set first post in a 12"x 8"x 12" concrete sleeve, bolt remaining posts to stringer with 7" lags.

**Roofing**

**4546 EPDMFULLY ADHEARED** 1.00 SQ \_\_\_\_\_  
 Clean all loose materials off of roof. Install manufacturers approved underlayment board. Install a 60 mil EPDM single ply membrane with adhesive per manufacturer's specs. All membrane flashing, metal flashings and counter flash cones, as well as installation procedure to follow manufacturer's specs. Furnish Owner w/20 year labor and materials warranty.

**4580 TEAR OFF AND REROOF SHINGLES** 1.00 SQ \_\_\_\_\_  
 Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 200 sf of sheathing roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed white aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3 tab shingle with a 25 yr warranty. Replace all flashing. Install shingleover ridge vent.

**HVAC**

**6059 PACKAGEUNITREPLACEAC WITH NATURAL GAS HEATWITH DUCTWORK** 1.00 EA \_\_\_\_\_  
 Use the Air Conditioning Contractors of America's (ACCA) late test edition of their Manual J calculation tool <http://www.acca.org/tech/manualj/> (calculate manual J based on the post rehab building envelope), use ACCA's Manual S for equipment selection and use Manual D for ductwork design. Make every effort to install supply ducts in interior partitions (in conditioned wall cavities). NOTE: Provide Manual J, S and D reports before work begins. Size furnace to the living unit considering any areas which may be added or subtracted from the plan. Remove existing package unit, recycle all metal components and dispose of all other materials in a code legal dump. Install a package unit with a heat pump rated at a minimum of 15 SEER for cooling and a natural gas fired backup burner with a minimum AFUE rating of 81% or higher, such as the Broan R6GF. Include thermostat control. Install complete ductwork system including return air. Seal all duct

joints with Duct Mastic.

**Electric**

**8110 REWIRE TO CODEPER ROOM** 1.00 RM \_\_\_\_\_

Rewire unit to current National Electric Code including but not limited to: surface mount GFI in bathroom & kitchen; 15 amp grounded receptacles on all usable walls; switched lights in all halls, kitchens, bathrooms and furnace areas; hard wired smoke detectors; cover plates; counter receptacles; and circuits. Fish all wire and repair all tearout. This will include 200 AMP service entrance mas and panel and shall meet all requirements to meet the most recent electrical code.

**Location Total:** \_\_\_\_\_

**Location: 2 Master Bedroom**

**Drywall & Plaster**

**5210 DRYWALLPATCHLARGE Ceiling Repair** 1.00 SF \_\_\_\_\_

Cut back defective gypsum to expose half of the studs on each side of the hole. Cut and tightly fit drywall patch. Glue and nail or screw patch. Apply tape and 3 coats of compound feathered out at least 8". Wet sand ready for paint.

**Location Total:** \_\_\_\_\_

**Location: 3 Master Bathroom**

**Plumbing**

**6901 VANITY40" COMPLETE** 1.00 EA \_\_\_\_\_

Install a 40" plywood vanity; including top with backsplash, wash bowl and single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to a code legal plumbing vent, use type L copper or PEX supply piping with brass bodied stops on all supply lines. Seal all penetration through the floor, walls and cabinet for plumbing connections using expanding foam or caulk and cover with chrome eschucion plates. Cabinets must comply with California 93120 (formaldehyde content) or all exposed edges must be sealed with a lowVOC sealant.

**7290 SHOWERHANDICAPPED** 1.00 EA \_\_\_\_\_

Install a 5'x3' shower stall recommended for handicapped use. Floor shall be nonslip with a maximum 1/2" lip at entrance. Include hinged seat 19" off floor and a 1 1/2" outside diameter chrome grab bar on opposite wall. A single lever control valve shall feed a fixed shower head and a hand held shower with 5' of stainless steel wrapped hose, through a single lever diversion valve.

**Location Total:** \_\_\_\_\_

**Location: 4 Laundry Room**

**Carpentry**

**4115 FLOORDECK, UNDERLAY, VINYL** 1.00 SF \_\_\_\_\_

Dispose of existing floor covering and underlayment. Repair

subfloor and joists to level floor. Install 3/8" underlayment and .070 vinyl sheet goods with a minimum of seams, metal edge strips in doorways and shoe or vinyl base around perimeter. Owner's choice of color and pattern.

Location Total: \_\_\_\_\_

**Location: 5 Kitchen**

**Environmental Rehab**

**9161 STABILIZE WALL AND TRIM Kitchen Walls** 1.00 SF \_\_\_\_\_

After establishing any required floor containment with polyethylene sheeting, mist defective paint area with water to the point of saturation. Aggressively scrape all loose paint, wallpaper and plaster with a draw scraper. Feather edges with a wet, 100grit, sponge sanding block. Detergent wash, rinse, allow to dry, and HEPA vacuum all visible chips. Spot prime, caulk seams and top coat with premium acrylic latex per manufacturer's instructions.

Location Total: \_\_\_\_\_

**Location: 6 Living Room**

**Environmental Rehab**

**9436 WINDOWSILL & STABILIZE** 1.00 EA \_\_\_\_\_

After establishing any required floor containment with polyethylene sheeting, wet mist, remove, wrap in polyethylene sheeting and dispose of stool/sill molding, stops and parting bead. Temporarily remove window sashes. Install PVC jamb liner channels and spring clip window controls on existing jambs. Install stool, stops and parting bead and laminate trough/well with .027 aluminum coil stock. Mist defective paint with water to the point of saturation. Wet scrape all interior and exterior window sash components and trim, including sashes. Wash with detergent solution, rinse, allow to dry and HEPA vacuum all visible paint chips, dust, and debris. Prime bare wood. Top coat with premium acrylic latex. Reinstall sashes in PVC jamb liner channels.

Location Total: \_\_\_\_\_

Unit Total for 911 W St. James Street, Unit 01: \_\_\_\_\_

Address Grand Total for 911 W St. James Street: \_\_\_\_\_

Bidder: \_\_\_\_\_



nature, severity, and location of lead-based paint hazards. This was performed by assessing the current condition of the residence, the condition of lead-based paints, along with dust and soil sampling (if required). If residents are available, Matrix also requests that HUD provided resident questionnaires be completed. The risk assessment was conducted following EPA's work practice standards for conducting lead-based paint activities (40 CFR 745.227), the U.S. Department of Housing and Urban Development (HUD) *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* (Guidelines) with the 1997 and 2000 revisions, and all State and local regulations. However, the State of North Carolina does not allow composite dust wipe samples therefore, only single-surface dust samples were obtained. The Building Condition, Paint Conditions, Dust Wipe Sampling, and Soil Sampling forms are attached with this report.

Lead wipe and composite soil samples were sent under chain-of-custody documentation to SAI Inc. in Greensboro, North Carolina, for laboratory analysis. The collected samples were placed into individual sample containers, sealed and a unique identification number was assigned to the sample containers at the time of collection. The identification included the sample collection date and locations. This information was logged on our lead wipe and soil sampling forms and submitted to the laboratory. SAI, Inc. is an AIHA Accredited ELLAP (Environmental Lead Laboratory Accreditation Program) approved laboratory.

**LEAD-BASED PAINT SURVEY RESULTS**

Attached you will find the lead-based paint reports summarizing identified components with concentrations greater than or equal to 1.0 mg/cm<sup>2</sup> of lead. However, detectable lead quantities less than 1.0 mg/cm<sup>2</sup> may constitute a lead dust hazard even though it is not a lead-based paint as defined by Federal Standards. For a list of all surfaces tested and XRF results, refer to the attached XRF Testing Report.

**XRF RESULTS – Exterior Results**

Component	Substrate	Color	Location	Result mg/cm2	Condition
Facia & Soffit	Aluminum	Brown	All Sides	1.8-2.1	Intact
Siding	Vinyl	Yellow	All Sides	5.9	Intact
Porch Ceiling & Header	Aluminum	Brown	Side A	1.3-2.1	Intact
<b>Door Casing, Door Jamb, Threshold</b>	<b>Aluminum and Wood</b>	<b>Brown</b>	<b>Side D- Left</b>	<b>1.3-11.4</b>	<b>Intact &amp; Deteriorated</b>
Window Casing & Sill	Aluminum	Brown	All Sides	8.6-11.7	Intact

**XRF RESULTS – Exterior Results – Shed (under carport)**

Component	Substrate	Color	Location	Result mg/cm2	Condition
<b>Door</b>	<b>Wood</b>	<b>Brown</b>	<b>Side A</b>	<b>9.6</b>	<b>Deteriorated</b>

**XRF RESULTS – Interior Results – Bathroom C/D**

Component	Substrate	Color	Location	Result mg/cm2	Condition
<b>Sink</b>	<b>Porcelain</b>	<b>White</b>	<b>Wall C</b>	<b>24.8</b>	<b>Deteriorated</b>

**XRF RESULTS – Interior Results – Kitchen**

Component	Substrate	Color	Location	Result mg/cm <sup>2</sup>	Condition
Wall	Drywall	White	Wall D	1.3	Intact

**SINGLE SURFACE LEAD WIPE SAMPLING RESULTS**

Below you will find charts summarizing lead wipe sampling performed at the subject property. HUD standards for wipe sampling are  $\geq 10$   $\mu\text{g}/\text{ft}^2$  (floors) and  $\geq 100$   $\mu\text{g}/\text{ft}^2$  (interior window sills).

**Lead Dust Wipe Results**

SAMPLE #	ROOM NAME	SURFACE TYPE	LEAD CONTENT ( $\mu\text{g}/\text{ft}^2$ )
911-1	Den	Floor	9.0
911-2	Kitchen	Window Sill	<6.0
911-3	Bathroom	Floor	<2.0
911-4	Bathroom	Window Sill	8.0
911-5	Foyer	Floor	6.5
<b>911-6</b>	<b>Living Room</b>	<b>Window Sill</b>	<b>2000</b>

Laboratory results of the single-surface wipe samples obtained from the subject property determined that lead concentrations were **above** its respective HUD and EPA standards for lead in dust. A lead hazard does exist inside the residence.

**COMPOSITE SOIL SAMPLING RESULTS**

For the purpose of this risk assessment, soil samples were obtained as a composite sample in order to represent soil conditions at the subject property. Current EPA regulations establish lead hazard limits of 400 ppm for high contact playground areas, and 1,200 ppm for other residential yard areas.

**Soil Sample Results**

Sample #	Location	Bare or Covered	Lead Content (ppm)
911-S-1	Perimeter Drip Line	Bare	380

Based on laboratory results, the composite soil sample obtained from the drip line was **below** the current EPA Standards of 1,200 ppm for residential yard areas.

Painted surfaces tested during the course of this inspection were considered to be “intact” to “deteriorated” condition.

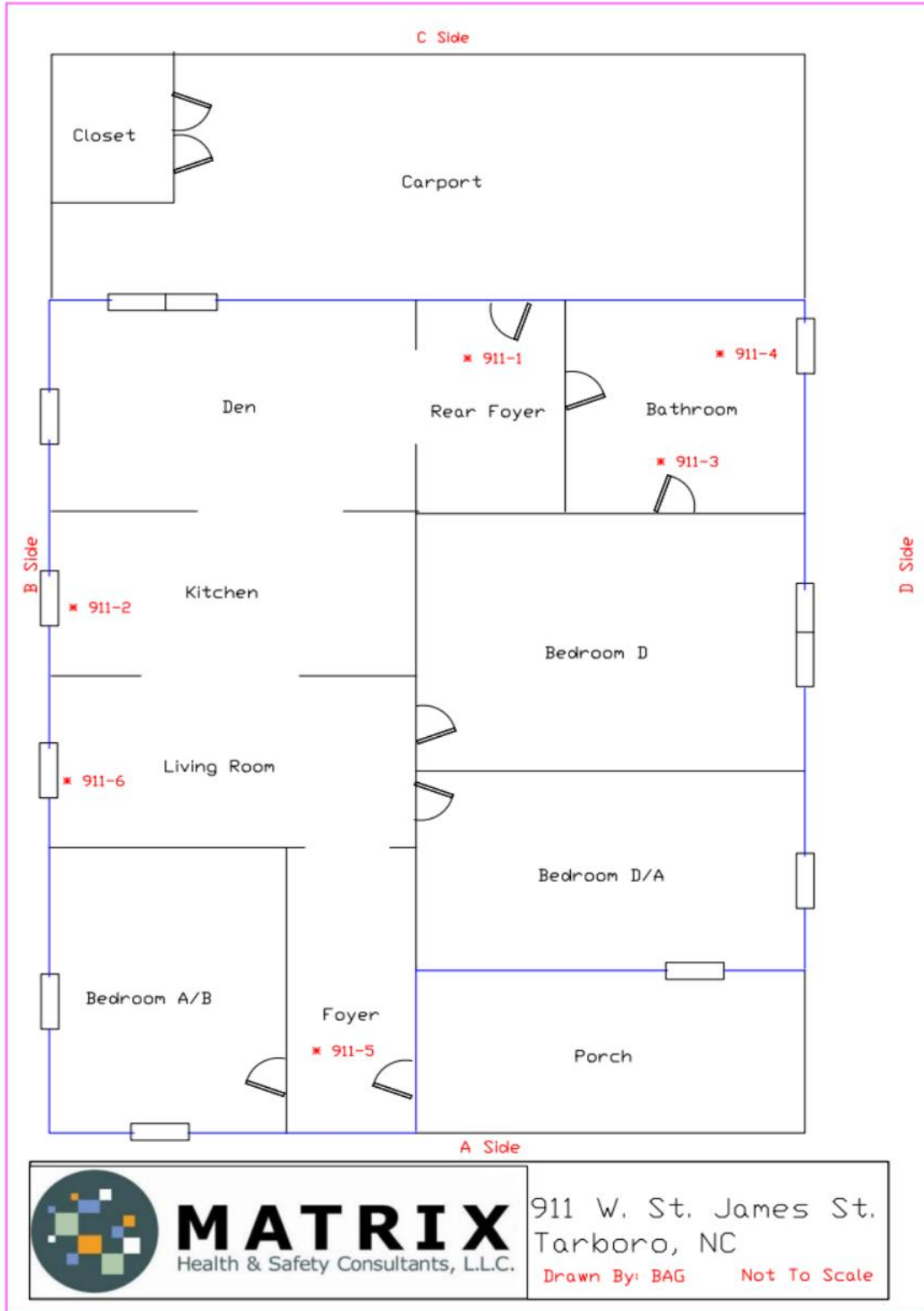
Surfaces in “**deteriorated**” condition are considered to be “**lead-based paint hazards**” as defined in Title X and should be addressed through abatement or interim controls.

Matrix recommends the following options for treatment of identified lead-based hazards or the prevention of future lead-based paint hazards. Any or all of the options listed below will reduce or eliminate the hazard.

Interim Controls are measures designed to temporarily reduce human exposure or possible exposure to lead-based paint hazards.

## 1. Paint Film Stabilization

- a. Complete any repairs to control existing moisture or substrate problems if applicable.



**1708 Preston Dr**



**HOME**

**Brief Description & Concerns:**

The interior has three bedrooms, a kitchen, living room and one and a half bathroom. The total square footage is approximately 1,354 sf. The structure was built in 1954. The main concern is the roof, plumbing, HVAC.

**Major renovations include:**

- Roof
- Waste/Drain/Vent
- HVAC
- Bathroom

**SPECIFICATIONS DATED:** March 11, 2025

**INSPECTED BY:** Charlina Locklear-Chavis

**DATE OF INSPECTION:** March 11, 2025

**ADDRESS:** 1708 Preston Dr. Rocky Mount, NC 27886

**General Notes:**

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.

6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.
9. Paint and Primer shall be the following or approved equal:
  - a. **Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".**

All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

### **GUIDELINES FOR RENOVATION OF A PROPERTY IN AN HISTORIC DISTRICT**

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.
2. When new materials are specified the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either
  - (first choice) the existing damaged materials that are being replaced, or
  - (second choice) the original materials on adjacent surfaces.
3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.
4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.
5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.

6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.

7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

**SPECS BY LOCATION/TRADE**

<b>Address:</b> 1708 Preston Drive	<b>Unit:</b> Unit 01
<b>Location: 1 Exterior</b>	

**Roofing**

**4580 TEAR OFF AND REROOF SHINGLES** 1.00 SQ \_\_\_\_\_

Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 200 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed white aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3 tab shingle with a 25 yr warranty. Replace all flashing. Install shingleover ridge vent.

**HVAC**

**6059 PACKAGEUNITREPLACEAC WITH NATURAL GAS** 1.00 EA \_\_\_\_\_

**HEATWITH DUCTWORK**

Use the Air Conditioning Contractors of America's (ACCA) late test edition of their Manual J calculation tool <http://www.acca.org/tech/manualj/> (calculate manual J based on the post rehab building envelope), use ACCA's Manual S for equipment selection and use Manual D for ductwork design. Make every effort to install supply ducts in interior partitions (in conditioned wall cavities). NOTE: Provide Manual J, S and D reports before work begins. Size furnace to the living unit considering any areas which may be added or subtracted from the plan. Remove existing package unit, recycle all metal components and dispose of all other materials in a code legal dump. Install a package unit with a heat pump rated at a minimum of 15 SEER for cooling and a natural gas fired backup burner with a minimum AFUE rating of 81% or higher, such as the Broan R6GF. Include thermostat control. Install complete ductwork system including return air. Seal all duct joints with Duct Mastic.

**Plumbing**

**7215 DRAIN/WASTE/VENT1.5 BATH HSE**

**1.00 DU** \_\_\_\_\_

Remove all drain, waste and wet vent lines to code legal dump. Install schedule 40 PVC or cast iron DWV lines to service one 3piece bath, one half bath with lava and commode, kitchen and laundry area from the foundation perimeter to roof vent terminus.

\*\*\*Note: The washing machine drain line is cracked and draining out from under the home.\*\*\*

**Location Total:** \_\_\_\_\_

**Location: 2 Bathroom**

**Environmental Rehab**

**9007 CLEAN TO CLEARANCE**

**1.00 SF** \_\_\_\_\_

Prior to final acceptance of the lead hazard reduction work and all rehabilitation work, the property shall be visually inspected for any remaining paint chips, dust and debris and lead dust wipe samples shall be obtained from floors, windows sills and window troughs. The contractor meet the current HUD clearance level requirements for lead dust. The contractor shall reclean all applicable components and surfaces and pay for all additional clearance dust sampling if any dust sample result exceed the current HUD clearance levels for lead dust.

**9129 CLEAN TO CLEARANCE**

**1.00 SF** \_\_\_\_\_

After completion of all lead hazard reduction activities, wet mist, fold and remove all containment polyethylene sheeting. HEPA vacuum all visible surfaces including walls, floors, ceilings and window troughs from the top down. Detergent scrub all horizontal surfaces in small sections using a 3bucket system, changing rinse water every 250 SF. Completely rinse with clean water and new equipment. After surfaces are dry, HEPA vacuum all visible surfaces except ceiling.

**Drywall & Plaster**

**5265 DRYWALL3/8"**

**1.00 SF** \_\_\_\_\_

Remove all tile on the walls. Hang, tape and 3 coat finish 3/8"

drywall. Glue each framing member and screw or nail 8" on center. Run boards with long dimension horizontal. Sand ready for paint.

**Paint & Wallpaper**

**5560 PREP & PAINT BATHROOM**

**1.00 RM** \_\_\_\_\_

Remove/cover all hardware and fixtures not to be painted. Wet scrape all loose, cracked, peeling, blistered surfaces. Clean surfaces with nonphosphate detergent. Fill all holes and cracks. Spot prime with acrylic latex. Apply top coat of owner's choice of premixed acrylic latex semigloss.

**Plumbing**

**6901 VANITY30" COMPLETE**

**1.00 EA** \_\_\_\_\_

Install a 30" plywood vanity; including top with backsplash, wash bowl and single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to a code legal plumbing vent, use type L copper or PEX supply piping with brass bodied stops on all supply lines. Seal all penetration through the floor, walls and cabinet for plumbing connections using expanding foam or caulk and cover with chrome eschucion plates. Cabinets must comply with California 93120 (formaldehyde content) or all exposed edges must be sealed with a lowVOC sealant.

**7290 SHOWER—HANDICAPPED**

**1.00 EA** \_\_\_\_\_

Install a 5'x3' shower stall recommended for handicapped use. Floor shall be nonslip with a maximum 1/2" lip at entrance. Include hinged seat 19" off floor and a 1 1/2" outside diameter chrome grab bar on opposite wall. A single lever control valve shall feed a fixed shower head and a hand held shower with 5' of stainless steel wrapped hose, through a single lever diversion valve.

**Electric**

**7822 BATHROOM FAN/LIGHT FIXTURECONTINUOUSSINGLE 1.00 EA**

\_\_\_\_\_

**SWITCH**

Install a ceiling mounted ENERGY STAR qualified Fan/Light fixture with a modulating DC motor capable of 80 CFM operating at less than .3 Sones, with a night light, the capacity to run continuously at a preset CFM rating, a time delay feature for the boost setting, and vented w/ damper to exterior, such as

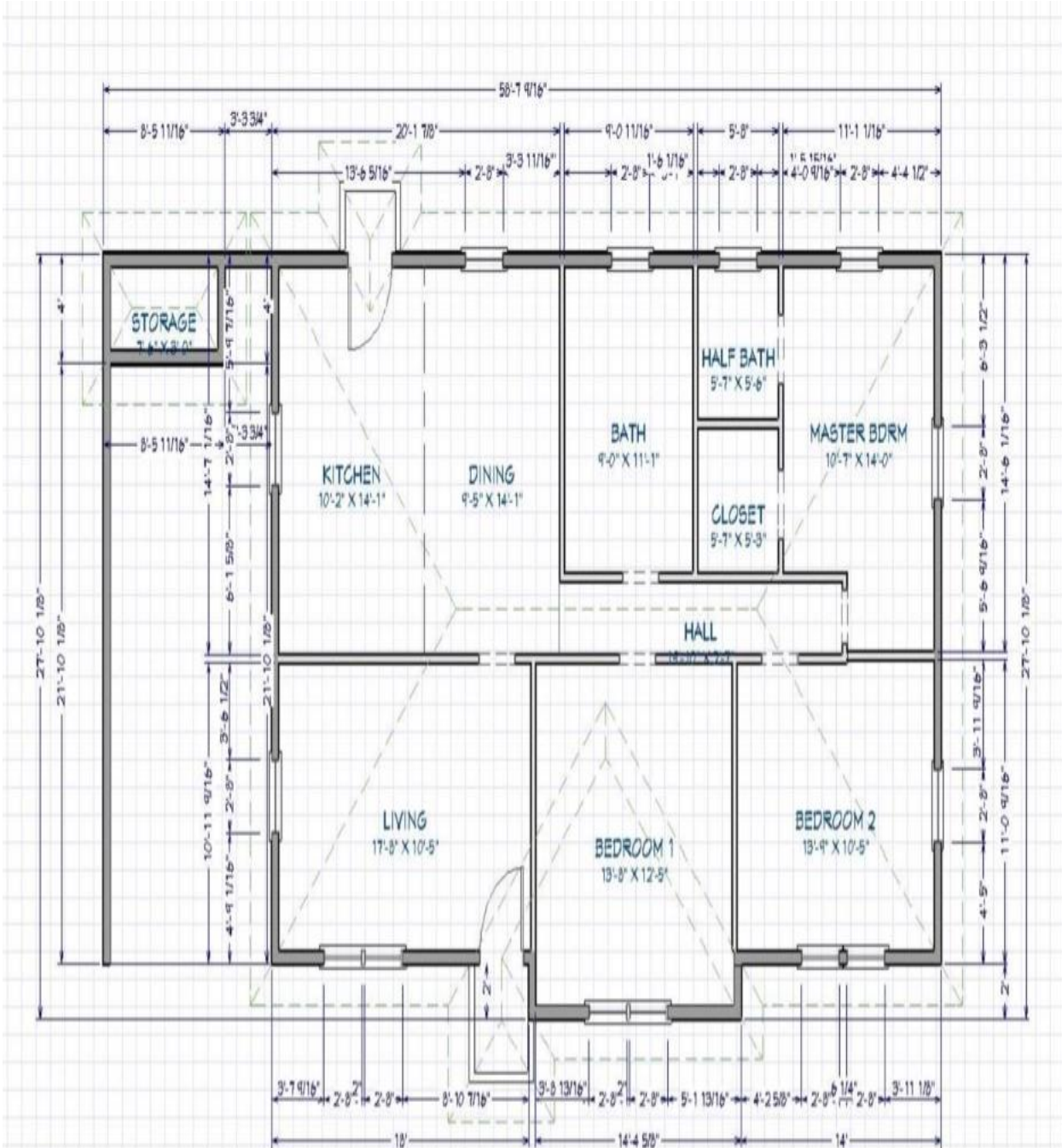
the Panasonic Model # FV0511VKSL1. Switch both the fan and light using a single pole switch. Install 4" galvanized metal duct (not flex duct) and vent to the exterior ideally through a wall or gable end using a 4" hooded vent with damper. All duct seams and connections shall be sealed with duct mastic. Slope duct runs to the exterior at 1/4" per foot. Insulate the ductwork with vinyl or foil faced R 8 minimum duct insulation. Repair any damage to the ceiling installation and air seal fan/light assembly to the ceiling with low VOC caulk. Set the continuous level of ventilation to meet ASHRAE 62.2 and set the time delay switch to 20 minutes.

**Location Total:** \_\_\_\_\_

**Unit Total for 1708 Preston Drive, Unit 01:** \_\_\_\_\_

**Address Grand Total for 1708 Preston Drive:** \_\_\_\_\_

**Bidder:** \_\_\_\_\_



nature, severity, and location of lead-based paint hazards. This was performed by assessing the current condition of the residence, the condition of lead-based paints, along with dust and soil sampling (if required). If residents are available, Matrix also requests that HUD provided resident questionnaires be completed. The risk assessment was conducted following EPA's work practice standards for conducting lead-based paint activities (40 CFR 745.227), the U.S. Department of Housing and Urban Development (HUD) *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* (Guidelines) with the 1997 and 2000 revisions, and all State and local regulations. However, the State of North Carolina does not allow composite dust wipe samples therefore, only single-surface dust samples were obtained. The Building Condition, Paint Conditions, Dust Wipe Sampling, and Soil Sampling forms are attached with this report.

Lead wipe and composite soil samples were sent under chain-of-custody documentation to SAI Inc. in Greensboro, North Carolina, for laboratory analysis. The collected samples were placed into individual sample containers, sealed and a unique identification number was assigned to the sample containers at the time of collection. The identification included the sample collection date and locations. This information was logged on our lead wipe and soil sampling forms and submitted to the laboratory. SAI, Inc. is an AIHA Accredited ELLAP (Environmental Lead Laboratory Accreditation Program) approved laboratory.

**LEAD-BASED PAINT SURVEY RESULTS**

**Paint was not identified with concentrations greater than or equal to 1.0 mg/cm<sup>2</sup> at the subject property.** However, detectable lead quantities less than 1.0 mg/cm<sup>2</sup> may constitute a lead dust hazard even though it is not a lead-based paint as defined by Federal Standards. For a list of all surfaces tested and XRF results, refer to the attached XRF Testing Report.

**LEAD FOUND IN OTHER HOUSEHOLD MATERIALS**

**XRF RESULTS – Interior Results – Hall Bathroom**

COMPONENT	SUBSTRATE	COLOR	LOCATION	RESULT mg/cm <sup>2</sup>	CONDITION
Bathtub	Metal	White	Wall B	44.0	Intact

**SINGLE SURFACE LEAD WIPE SAMPLING RESULTS**

Below you will find charts summarizing lead wipe sampling performed at the subject property. HUD standards for wipe sampling are  $\geq 10 \mu\text{g}/\text{ft}^2$  (floors) and  $\geq 100 \mu\text{g}/\text{ft}^2$  (interior window sills).

**Lead Dust Wipe Results**

SAMPLE #	ROOM NAME	SURFACE TYPE	LEAD CONTENT ( $\mu\text{g}/\text{ft}^2$ )
1708-1	Living Room	Floor	< 0
1708-2	Bedroom A	Window Sill	< 6.0
1708-3	Kitchen	Floor	< 0
1708-4	Kitchen	Window Sill	< 6.0
1708-5	Hall Bathroom	Floor	< 0
1708-6	Hall Bathroom	Window Sill	< 6.0

Laboratory results of the single-surface wipe samples obtained from the subject property determined that lead concentrations were **BELOW** their respective HUD and EPA standards for lead in dust. **No lead hazard exists.**

**COMPOSITE SOIL SAMPLING RESULTS**

For the purpose of this risk assessment, soil samples were obtained as a composite sample in order to represent soil conditions at the subject property. Current EPA regulations establish lead hazard limits of 400 ppm for high contact playground areas, and 1,200 ppm for other residential yard areas.

**Soil Sample Results**

SAMPLE #	LOCATION	BARE or COVERED	LEAD CONTENT (ppm)
1708-S-1	Perimeter Drip Line	Bare	52

Based on laboratory results, the composite soil sample obtained from the drip line was below the current EPA Standards of 1,200 ppm for residential yard areas. **No lead hazard exists.**

**RECOMMENDATIONS**

Painted surfaces tested during the course of this inspection were considered to be “intact” to “deteriorated” condition.

Surfaces in “deteriorated” condition are considered to be “lead-based paint hazards” as defined in Title X and should be addressed through abatement or interim controls.

Matrix recommends the following options for treatment of identified lead-based hazards or the prevention of future lead-based paint hazards. Any or all of the options listed below will reduce or eliminate the hazard.

**Abatement** is a measure or measures designed to permanently eliminate lead-based paint hazards.

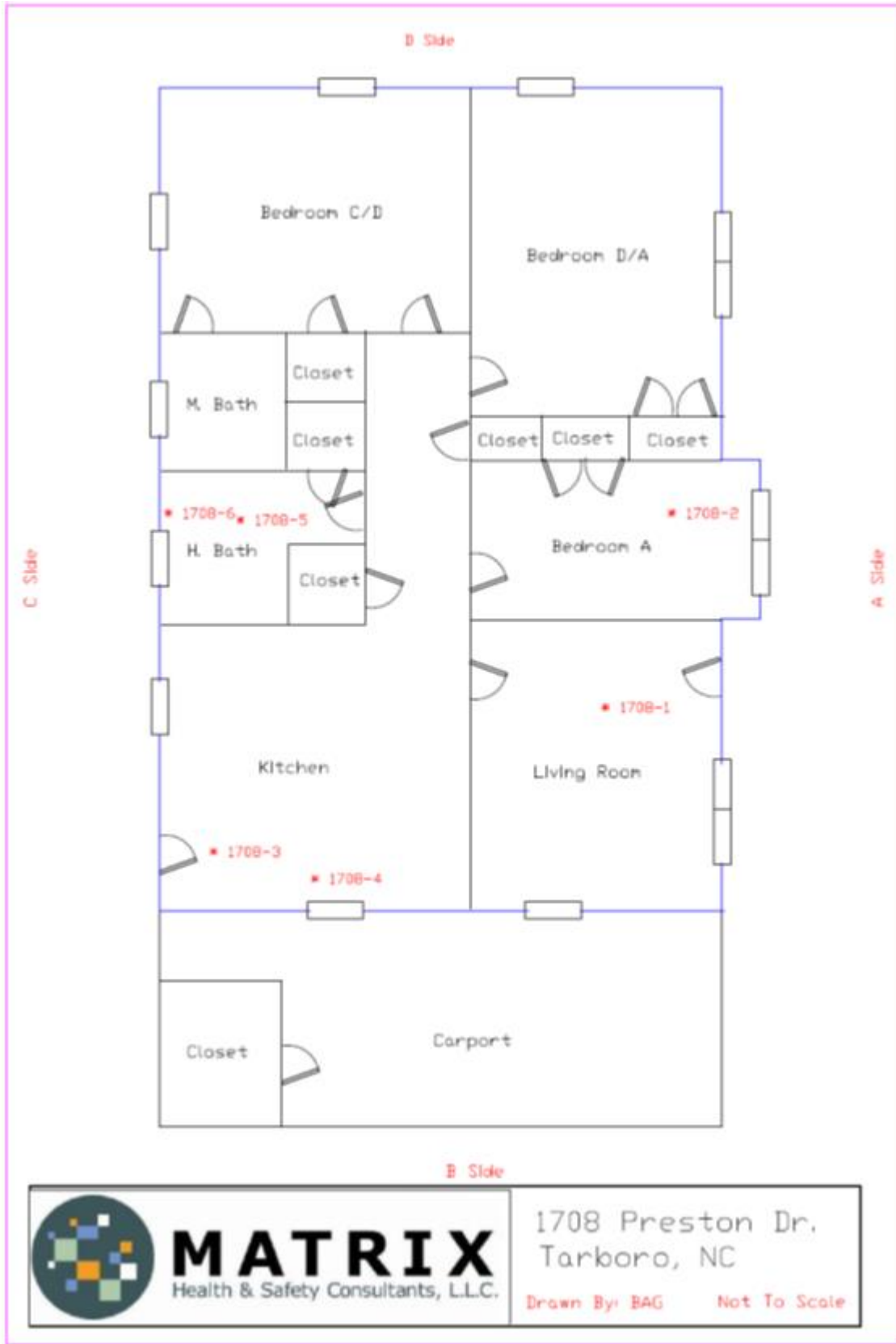
1. Replacement of LBP Coated Building Components - Bathtub

\*Additionally, Matrix recommends that activities that cause the disturbance of lead-based paint be performed by North Carolina Certified workers and supervisors.

**DISCLOSURE**

According to the Federal Law (24 CFR part 35 and 40 CFR part 745) a copy of this summary must be provided to new tenants and purchasers of this facility/property, before they become obligated under a lease or sales contract. The entire report must also be provided to new purchasers and be made available to new tenants. Landlords (lessors) and sellers are also required to distribute an educational pamphlet, including standard warning language in their leases or sales contracts to ensure that parents have the information necessary to protect their children from lead-based paint hazards.

The Occupational Safety and Health Administration (OSHA) Lead in Construction Standard states that “negative” readings (i.e. those below the HUD/EPA definition of what constitutes LBP [1.0 mg/cm<sup>2</sup>] **does not** relieve contractors from performing exposure assessments (personal air monitoring) on their employees per the OSHA Lead Standard and should not be interpreted as lead free. Although a reading may indicate “negative”, airborne lead concentrations still may exceed the OSHA Action Level or the OSHA Permissible exposure limit (PEL) depending on the work activity.



**ATTACHMENT A: PRICING**

The undersigned hereby declares that he has carefully examined the Rehabilitation Specifications in the Contractors Handbook and the Work Write-Ups, and will provide all materials and equipment and perform all work in accordance with the Rehabilitation Specifications, the Work Write-Ups/Scope of Work, and the requirements under them for the following sum to with:

Property #	DESCRIPTION (Address)	Cost
A	911 W. St. James St.	\$ _____
B	1708 Preston Dr.	\$ _____
TOTAL		\$ _____

## ATTACHMENT B: GENERAL CONDITIONS

### 1. GENERAL

It is understood and agreed that by submitting a proposal that the Contractor has examined these contract documents, drawings and/or specifications and has visited the site of the Work and has familiarized himself relative to the Work to be performed.

### 2. DEFINITIONS

**Owner:** "Owner" shall mean, The City of Rocky Mount

**Contractor:** "Contractor" shall mean the entity that will provide the services for the Owner.

**Housing Rehabilitation Specialist:** The **Housing Rehabilitation Specialist(s)** are those referred to within this contract, or their authorized representatives. The Housing Rehabilitation Specialist(s), as referred to herein, shall mean architect and/or engineer responsible for preparing the project plans and specifications. They will be referred to hereinafter as if each were of the singular number, masculine gender.

**Contract Documents:** "Contract Documents" shall consist of the Standard Form of Informal Bidding; General Conditions of the Contract; special conditions if applicable; Supplementary General Conditions; the drawing and specifications, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the documents prior to their execution; the proposal; the contract; the performance bond if applicable; and insurance certificates. All of these items together form the contract.

### INTENT AND EXECUTION OF DOCUMENTS

The drawings and specifications are complementary, one to the other. That which is shown on the drawings or called for in the specifications shall be as binding as if it were both called for and shown. The intent of the drawings and specifications is to establish the scope of all labor, materials, transportation, equipment, and any and all other things necessary to provide a complete job. In case of discrepancy or disagreement in the Contract Documents, the order of precedence shall be: Form of Contract, specifications, large-scale detail drawings, small-scale drawings.

In such cases where the nature of the work requires clarification by the Housing Rehabilitation Specialist/ Owner, the Housing Rehabilitation Specialist/ Owner shall furnish such clarification. Clarifications and drawings shall be consistent with the intent of the Contract Documents and shall become a part thereof.

### 4. AS-BUILT MARKED-UP CONSTRUCTION DOCUMENTS

Contractor shall provide one complete set of legible "as-built" marked-up construction drawings and specifications recording any and all changes made to the original design during the course of construction. In the event no changes occurred, submit construction drawings and specifications set with notation "No Changes." The Housing Rehabilitation Specialist/Owner must receive "As-built" marked-up construction drawings and specifications before the final pay request can be processed.

### 5. SUBMITTAL DATA

The Contractor awarded the contract shall submit all specified submittals to the Owner/Housing Rehabilitation Specialist. A minimum number of copies as specified by the owner, of all required submittal data pertaining to construction, performance and general dimensional criteria of the components listed in the technical specifications shall be submitted. No material or equipment shall be ordered or installed prior to written approval of the submittals by the Housing Rehabilitation Specialist/Owner. Failure to provide submittal data for review on equipment listed in

the technical specifications will result in removal of equipment by the Contractor at his expense if the equipment is not in compliance with the specifications.

## **6. SUBSTITUTIONS**

In accordance with the provisions of G.S. 133-3, material, product, or equipment substitutions proposed by the bidders to those specified herein can only be considered during the bidding phase until five (5) days prior to the receipt of proposals or by the date specified in the pre proposal conference, when submitted to the Housing Rehabilitation Specialist with sufficient data to confirm material, product, or equipment equality.

Submittals for proposed substitutions shall include the following information:

- a. Name, address, and telephone number of manufacturer and supplier as appropriate.
- b. Trade name, model or catalog designation.
- c. Product data including performance and test data, reference standards, and technical descriptions of material, product, or equipment. Include color samples and samples of available finishes as appropriate.
- d. Detailed comparison with specified products including performance capabilities, warranties, and test results.
- e. Other pertinent data including data requested by the Housing Rehabilitation Specialist to confirm product equality.

If a proposed material, product, or equipment substitution is deemed equal by the Housing Rehabilitation Specialist to those specified, all bidders of record will be notified by Addendum.

## **7. WORKING DRAWINGS AND SPECIFICATIONS AT THE JOB SITE**

The contractor shall maintain, in readable condition at his job site one complete set of working drawings and specifications for his work including all shop drawings. Such drawings and specifications shall be available for use by the owner, Housing Rehabilitation Specialist or his authorized representative.

The contractor shall maintain at the job site, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on project drawings by the contractor and submitted to the Housing Rehabilitation Specialist upon project completion and no later than 30 days after acceptance of the project.

## **8. MATERIALS, EQUIPMENT, EMPLOYEES**

- a. The contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, fuel, heat, sanitary facilities, water, scaffolding and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.
- b. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.

- c. Upon notice, the contractor shall furnish evidence as to quality of materials.
- d. Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed. However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to proposals the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Request for substitution of materials, items, or equipment shall be submitted to the Housing Rehabilitation Specialist for approval or disapproval; the Housing Rehabilitation Specialist prior to the opening of proposals shall make such approval or disapproval. Alternate materials may be requested after the award if it can clearly be demonstrated that it is an added benefit to the owner and the Housing Rehabilitation Specialist and owner approves.
- e. The Housing Rehabilitation Specialist is the judge of equality for proposed substitution of products, materials or equipment.
- f. If at any time during the construction and completion of the work covered by these contract documents, the language, conduct, or attire of any workman of the various crafts be adjudged a nuisance to the owner or Housing Rehabilitation Specialist, or if any workman be considered detrimental to the work, the contractor shall order such parties removed immediately from grounds.
- g. The Contractor shall cooperate with the Housing Rehabilitation Specialist and the owner in coordinating construction activities.
- h. The Contractor shall maintain qualified personnel and effective supervision at the site at all times during the project and exercise the appropriate quality control program to ensure compliance with the project drawings and specifications. The Housing Rehabilitation Specialist is responsible for determining compliance with the drawings and specifications.

## 9. CODES, PERMITS AND INSPECTIONS

The Contractor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the Housing Rehabilitation Specialist in writing. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Owner, he shall bear all cost arising there from.

All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable.

All fire alarm work shall be in accordance with the latest State Construction Office (SCO) *Guidelines for Fire Alarm Installation* (NFPA72). Where the contract documents are in conflict with the SCO guidelines, the SCO guidelines shall govern. The Contractor shall be responsible for all the costs for the correction of the work where he installs it in conflict with the latest edition of the SCO *Guidelines for Fire Alarm Installation*.

\*Inspection and certification of compliance by local authorities is necessary if an architect or engineer was not employed on the project.

## 10. PROTECTION OF WORK, PROPERTY, THE PUBLIC AND SAFETY

- a. The contractors shall be jointly responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the owner or Housing Rehabilitation Specialist, and by laws or ordinances governing such conditions. They shall be responsible for any damage to the owner's property or of that of others on the job, by them, their personnel, or their subcontractors, and shall make good such damages. They shall be responsible for and pay for any damages caused to the owner. All contractors shall have access to the project at all times, except as indicated in the Supplemental General Conditions.
- b. The contractor shall provide cover and protect all portions of the structure when the work is not in progress, provide and set all temporary roofs, covers for doorways, sash and windows, and all other materials necessary to protect all the work on the building, whether set by him, or any of the subcontractors. Any work damaged through the lack of proper protection or from any other cause, shall be repaired or replaced without extra cost to the owner.
- c. No fires of any kind will be allowed inside or around the operations during the course of construction without special permission from the Housing Rehabilitation Specialist and owner.
- d. The contractor shall protect all trees and shrubs designated to remain in the vicinity of the operations by building substantial boxes around it. He shall barricade all walks, roads, etc., as directed by the Housing Rehabilitation Specialist to keep the public away from the construction. All trenches, excavations or other hazards in the vicinity of the work shall be well barricaded and properly lighted at night.
- e. The contractor shall provide all necessary safety measures for the protection of all persons on the job, including the requirements of the A.G.C. *Accident Prevention Manual in Construction*, as amended, and shall fully comply with all state laws or regulations and North Carolina State Building Code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations, elevator shafts, stairwells and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all protective devices and signs throughout the progress of the work.
- f. The contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, *Federal Register*), and revisions thereto as adopted by General Statutes of North Carolina 95-126 through 155.
- i. In the event of emergency affecting the safety of life, the protection of work, or the safety of adjoining properties, the contractor is hereby authorized to act at his own discretion, without further authorization from anyone, to prevent such threatened injury or damage. Any compensation claimed by the contractor on account of such action shall be determined as provided for under Article 13(b).
- j. Any and all costs associated with correcting damage caused to adjacent properties of the construction site or staging area shall be borne by the contractor. These costs shall include but not be limited to flooding, mud, sand, stone, debris, and discharging of waste products.

## 11. SUBCONTRACTS AND SUBCONTRACTORS

The Contractor is and remains fully responsible for his own acts or omissions as well as those of any subcontractor or of any employee of either. The Contractor agrees that no contractual relationship exists between the subcontractor and the Owner in regard to the contract, and that the subcontractor acts on this work as an agent or employee of the Contractor.

## 12. CONTRACTOR-SUBCONTRACTOR RELATIONSHIPS

The Contractor agrees that the terms of these Contract Documents shall apply equally to each Subcontractor as to the Contractor, and the Contractor agrees to take such action as may be necessary to bind each Subcontractor to these terms. The Contractor further agrees to conform to the Code of Ethical Conduct as adopted by the Associated General Contractors of America, Inc., with respect to Contractor-Subcontractor relationships. The Owner reserves the right to limit the amount of portions of work to be subcontracted as hereinafter specified.

## 13. CHANGES IN THE WORK AND CLAIMS FOR EXTRA COST

- a. The owner may have changes made in the work covered by the contract. These changes will not invalidate and will not relieve or release the contractor from any guarantee given by him pertinent to the contract provisions.
- b. Except in an emergency endangering life or property, no change shall be made by the contractor except upon receipt of approved change order from the MWBE Coordinator, countersigned by the Housing Rehabilitation Specialist authorizing such change. No claim for adjustments of the contract price shall be valid unless this procedure is followed.

In the event of emergency endangering life or property, the contractor may be directed to proceed on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the Purchasing Manager and Housing Rehabilitation Specialist, a correct account of costs together with all proper invoices, payrolls and supporting data. Upon completion of the work the change order will be prepared as outlined c.

- c. In determining the values of changes, either additive or deductive, contractors are restricted to the use of the following method:
  1. The contracting parties shall negotiate and agree upon the equitable value of the change prior to issuance of the change order, and the change order shall stipulate the corresponding lump sum adjustment to the contract price.
- e. The term "net cost" as used herein shall mean the difference between all proper cost additions and deductions. The "cost" as used herein shall be limited to the following:
  1. The actual costs of materials and supplies incorporated or consumed as part of the work;
  2. The actual costs of labor expended on the project site; labor expended in coordination, change order negotiation, record document maintenance, shop drawing revision or other tasks necessary to the administration of the project are considered overhead whether they take place in an office or on the project site.
  3. The actual costs of labor burden, limited to the costs of social security (FICA) and Medicare/Medicaid taxes; unemployment insurance costs; health/dental/vision insurance premiums; paid employee leave for holidays, vacation, sick leave, and/or petty leave, not to exceed a total of 30 days per year; retirement contributions; worker's compensation insurance premiums; and the costs of general liability insurance when premiums are computed based on payroll amounts; the total of which shall not exceed thirty percent (30%) of the actual costs of labor;
  4. The actual costs of rental for tools, excluding hand tools; equipment; machinery; and temporary facilities required for the work;

5. The actual costs of premiums for bonds, insurance, permit fees and sales or use taxes related to the work.
- f. Should concealed conditions be encountered in the performance of the work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods. All change orders shall be supported by a unit cost breakdown showing method of arriving at net cost as defined above.
- g. Change orders shall be submitted by the contractor in writing to the owner/Housing Rehabilitation Specialist for review and approval. The contractor will provide such proposal and supporting data in suitable format. The Housing Rehabilitation Specialist shall verify correctness. Delay in the processing of the change order due to lack of proper submittal by the contractor of all required supporting data shall not constitute grounds for a time extension or basis of a claim. Within fourteen (14) days after receipt of the contractor's accepted proposal including all supporting documentation required by the Housing Rehabilitation Specialist, the Purchasing Manager shall prepare the change order and forward to the contractor for his signature or otherwise respond, in writing, to the contractor's proposal. Within seven (7) days after receipt of the change order executed by the contractor, the Housing Rehabilitation Specialist shall, certify the change order by his signature, and forward the change order and all supporting data to the owner for the owner's signature. The owner shall execute the change order, within seven (7) days of receipt.

At the time of signing a change order, the contractor shall be required to certify as follows:

"I certify that my bonding company will be notified forthwith that my contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety."

- h. A change order, when issued, shall be full compensation, or credit, for the work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the work.
- i. If, during the progress of the work, the owner requests a change order and the contractor's terms are unacceptable, the owner, may require the contractor to perform such work on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the Housing Rehabilitation Specialist or owner, a correct account of cost together with all proper invoices, payrolls and supporting data. Upon completion of the work a change order will be prepared with allowances for overhead and profit. above and "net cost" and "cost" per paragraph d above. Without prejudice, nothing in this paragraph shall preclude the owner from performing or to have performed that portion of the work requested in the change order.

#### **14. ANNULMENT OF CONTRACT**

If the contractor fails to begin the work under the contract within the time specified, or the progress of the work is not maintained on schedule, or the work is not completed within the time specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to ensure the prompt completion of said work, or shall perform the work unsuitably or shall discontinue the prosecution of the work, or if the contractor shall become insolvent or be declared bankrupt or commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors, or for any other cause whatsoever shall not carry on the work in an acceptable manner, the owner may give notice in writing, sent by certified mail, return receipt requested, to the contractor and his surety (if applicable)

of such delay, neglect or default, specifying the same, and if the contractor within a period of seven (7) days after such notice shall not proceed in accordance therewith, then the owner shall, declare this contract in default, and, thereupon, the owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said contractor, to appropriate or use any or all contract materials and equipment on the grounds as may be suitable and acceptable and may enter into an agreement, either by public letting or negotiation, for the completion of said contract according to the terms and provisions thereof or use such other methods as in his opinion shall be required for the completion of said contract in an acceptable manner. All costs and charges incurred by the owner, together with the costs of completing the work under contract, shall be deducted from any monies due or which may become due said contractor. In case the expense so incurred by the owner shall be less than the sum which would have been payable under the contract, if it had been completed by said contractor, then the said contractor shall be entitled to receive the difference, but in case such expense shall exceed the sum which would have been payable under the contract, then the contractor shall be liable and shall pay to the owner the amount of said excess.

**15. TERMINATION FOR CONVENIENCE**

- a. Owner may at any time and for any reason terminate Contractor's services and work at Owner's convenience, after notification to the contractor in writing via email or certified mail. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

**16. OWNER'S RIGHT TO DO WORK**

If, during the progress of the work or during the period of guarantee, the contractor fails to prosecute the work properly or to perform any provision of the contract, the owner, after seven (7) days' written notice sent by email or certified mail, return receipt requested, to the contractor from the Housing Rehabilitation Specialist, may perform or have performed that portion of the work. The cost of the work may be deducted from any amounts due or to become due to the contractor, such action and cost of same having been first approved by the Housing Rehabilitation Specialist. Should the cost of such action of the owner exceed the amount due or to become due the contractor, then the contractor shall be liable for and shall pay to the owner the amount of said excess.

**17. REQUESTS FOR PAYMENT**

Contractor shall refer to the Supplemental General Conditions for specific directions on invoicing, procedures and the name and address where to send applications for payments for this project. It is imperative that invoices be sent only to the above address in order to assure proper and timely delivery and handling.

**18. PAYMENTS WITHHELD**

The Compliance Administrator may withhold payment for the following reasons:

- a. Faulty work not corrected or failed inspection.
- b. To provide for sufficient contract balance to cover liquidated damages that will be assessed.
- c. The secretary of the Department of Administration may authorize the withholding of payment for the following reasons:
  - i. Claims filed against the contractor or evidence that a claim will be filed.
  - ii. Evidence that subcontractors have not been paid.

When grounds for withholding payments have been removed, payment will be released.

## **19. MINIMUM INSURANCE REQUIREMENTS**

Requirements. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of The Contract. All such insurance shall meet all laws of the City of Rocky Mount. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or The Contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract.

Insurance. Contractor agrees to maintain **Commercial General Liability** in amount of \$1,000,000 each occurrence, \$1,000,000 each occurrence in Personal & Advertising Injury with \$2,000,000 General Aggregate, and \$2,000,000 Products/Completed Operations Aggregate. Contractor shall maintain \$1,000,000 in **automobile liability**, and other appropriate insurance, as well as Workers Compensation in the required statutory amount of \$500,000.00 for all employees participating in the provision of services under this Contract. The City of Rocky Mount shall be named by endorsement as an additional insured on the General and Automobile Liability policies. Certificates of such insurance shall be furnished by Contractor to the City and shall contain an endorsement to provide the City at least 30 days' written notice of any intent to cancel or terminate by either Contractor or the insuring company. Failure to furnish insurance certificates or maintain such insurance shall be a default under this contract and shall be grounds for immediate termination of this Contract.

## **20. ASSIGNMENT**

No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted.

## **21. CLEANING UP AND RESTORATION OF SITE**

The Contractor shall keep the 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 Owner. Before final inspection and acceptance of the project, the Contractor shall thoroughly clean the sites, and completely prepare the project and site for use by the Owner.

At the end of construction, the contractor shall oversee and implement the restoration of the construction site to its original state. Restoration includes but not limited to walks, drives, lawns, trees and shrubs, corridors, stairs and other elements shall be repaired, cleaned or otherwise restored to their original state.

## **22. GUARANTEE**

The contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the final acceptance of the work and shall replace such defective materials or workmanship without cost to the owner.

Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The contractor shall replace such defective equipment or materials, without cost to the owner, within the manufacturer's warranty period.

Additionally, the owner may bring an action for latent defects caused by the negligence of the contractor, which is hidden or not readily apparent to the owner at the time of beneficial occupancy or final acceptance, whichever occurred first, in accordance with applicable law.

Guarantees for roofing workmanship and materials shall be stipulated in the specifications sections governing such roof, equipment, materials, or supplies.

**23. STANDARDS**

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 or City inspector which customarily requires the label or re-examination listing or identification marking of appropriate safety standard organization, such as the American Society of Mechanical 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 of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and State and federal requirements relating to clean air and water pollution.

All equipment and products must be independent third party tested and labeled (UL, FM, or CTS) before final connections to Owner services or utilities.

**24. EQUAL OPPORTUNITY CLAUSE**

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the secretary of Labor, are incorporated herein.

The contractor(s) agree not to discriminate against any employee or applicant for employment because of physical or mental disabilities in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with such disabilities without discrimination based upon their physical or mental disability in all employment practices.

**25. MINORITY BUSINESS PARTICIPATION**

The Contractor has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Contractors even minority businesses to obtain the aspirational goal where sub-contracting and supplier opportunities exist.

**26. MINORITY BUSINESS STATUTES**

GS 143-128.2 establishes a ten percent (10%) goal for participation by minority businesses valued \$100,000.00 or more for each State funded building project.

For construction contracts with a value of less than \$300,000, the Owner has the responsibility to make a good faith effort to solicit minority proposals and to attain the goal. The contractor shall include with his proposal a completed Identification of HUB Certified/Minority Business Participation form. Contractor shall submit completed Appendix E MBE Documentation for Contract Payments form with final payment request. This form can be found at <https://ncadmin.nc.gov/document/appendix-e-mbe-documentation-contract-payments>

For construction contracts with a value of \$300,000 or greater, the contractor shall comply with the document *Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts* including Identification of Minority Business Participation, Affidavits A, B, C, and D, and Appendix E. These forms provided herein are hereby incorporated and made a part of this contract. Forms can be found at <https://rockymountnc.gov/services-finance-vendor-registration/>

**27. ACCESS TO PERSONS AND RECORDS**

The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by the Owner in accordance with General Statute 147-64.7. The Owner's internal auditors shall also have the right to access and copy the Contractor's records relating to the Contract and Project during the term of the Contract and within two years following the completion of the Project/close-out of the Contract to verify accounts, accuracy, information, calculations and/or data affecting and/or relating to Contractor's requests for payment, requests for change orders, change orders, claims for extra work, requests for time extensions and related claims for delay/extended general conditions costs, claims for lost productivity, claims for lost efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from Owner and/or its project representatives.

**28. GOVERNING LAWS**

This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which State all matters, whether sounding in Contract or tort or otherwise, relating to its validity, construction, interpretation and enforcement shall be determined.

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**ATTACHMENT C: SUPPLEMENTARY GENERAL CONDITIONS**

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**TIME OF COMPLETION**

The Contractor shall commence work to be performed under this Contract on a date to be specified in a written order from the Housing Rehabilitation Specialist/Owner and shall fully complete all work hereunder within 90 consecutive calendar days from the Notice to Proceed. The project overrun, liquidated damages, shall be \$50.00 per day.

If the Contractor is delayed at any time in the progress of his work by any act or negligence of the Owner, his employees, or his separate contractor, by changes ordered in the work; by abnormal weather conditions; by any causes beyond the Contractor's control or by other causes deemed justifiable by Owner, then the contract time may be reasonably extended in a written order from the Owner upon written request from the contractor within ten days following the cause for delay. Time extensions for weather delays, acts of God, labor disputes, fire, delays in transportation, unavoidable casualties or other delays which are beyond the control of the Owner do not entitle the Contractor to compensable damages for delays. Any contractor claim for compensable damages for delays is limited to delays caused solely by the owner or its agents.

**PAYMENTS**

Payment will be provided following the completion of each contracted property. Failure to complete work or inspection failure will result in withheld payment. Pre-payment or progress payments are not allowed by this funding source.

**UTILITIES**

Owner may provide certain utilities such as power or water with connections and extensions by the Contractor.

**USE OF SITE**

May be restricted. Work hours may be limited. Parking permits may be required.

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**ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION**

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**HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business?  **Yes**  **No**
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  **Yes**  **No**

If so, state HUB classification: \_\_\_\_\_

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**CONTRACTOR REGISTRATION**

New vendors must complete a vendor registration form using the link below. If you are a current vendor that has not completed the online vendor registration also complete the form. Once registration is complete email a copy of your W9 and E-Verify Affidavit to the contact person listed on the coversheet.

<https://www.rockymountnc.gov/316/Vendor-Registration>