



## NOTICE TO BIDDERS

Sealed proposals will be received by the Western Piedmont Community College in Morganton NC, in the office of Sandy Hoilman, 1001 Burkemont Ave, Morganton, NC in Moore Hall, Helmick Seminar Room, 312 up to 2:00 pm October 1, 2025 and immediately thereafter publicly opened and read for the furnishing of labor, material and equipment entering into the construction of

WPCC – Ropes Course

The purpose of this project is to rebuild the ropes course on the campus of Western Piedmont Community College (1001 Burkemont Ave, Morganton, NC 28655) which is part of the Therapeutic Recreation program and includes platforms, walkways, zip line, and fencing per attached drawings. The original Alpine tower and ropes course were damaged in Hurricane Helene.

All new construction should be treated with wood protectant.

All proposals shall be lump sum for the base project. At this time, there are no alternates proposed.

### **Mandatory Pre-Bid Meeting**

An open mandatory pre-bid meeting will be held for all interested bidders on September 17, 2025 at 2:00 PM in the Helmick Seminar Room, Moore Hall, WPCC, 1001 Burkemont Ave., Morganton, NC. The meeting will address project specific questions, issues, bidding procedures and bid forms.

Questions may be submitted to Sandy Hoilman, [shoilman@wpcc.edu](mailto:shoilman@wpcc.edu) by September 22, 2025 with answers and any amendments will be submitted to interested bidders by September 26, 2025.

Current area is open for inspection by request to Ronald Gray, Director of Facility Services at [rgray@wpcc.edu](mailto:rgray@wpcc.edu), 1001 Burkemont Ave. Morganton, NC or Sandy Hoilman, [shoilman@wpcc.edu](mailto:shoilman@wpcc.edu)

**NOTE:** The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall include either *Affidavit A* or *Affidavit B* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.)

All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades.

Payment will be made based on ninety-five percent (95%) of monthly estimates and final payment made upon completion and acceptance of work. Retainage amount will be 5%.

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

Owner:

Western Piedmont Community College  
*(Agency/Institution)*

Sandy Hoilman, Vice President for Administrative Services / Chief Financial Officer  
*(Name)*

1001 Burkemont Ave, Morganton, NC 28655  
*(Address)*

828-448-6025 or [shoilman@wpcc.edu](mailto:shoilman@wpcc.edu)  
*(Phone / email)*

# FORM OF PROPOSAL

WPCC Ropes Course

Contract: \_\_\_\_\_

Western Piedmont Community College

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

WPCC-Ropes Course -2025

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

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with

***Western Piedmont Community College***

*in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the purchase, construction, and installation of*

WPCC Ropes Course

*in full in complete accordance with the contract documents, to the full and entire satisfaction of the State of North Carolina, and the*

***Western Piedmont Community College***

*with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the contract documents, for the sum of:*

## **CONTRACT:**

Base Bid:

\_\_\_\_\_ Dollars(\$)

**ALTERNATES:**

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Should any of the alternates as described in the contract documents be accepted, the amount written below shall be the amount to be "added to" or "deducted from" the base bid. (Strike out "Add" or "Deduct" as appropriate)

Alternate No. E-1    *Treat existing Wood structures (Alpine Tower) with total wood protectant.*

(Add) ~~(Deduct)~~ \_\_\_\_\_ Dollars (\$)

Alternate No. E-2    *Install tube net to the top of the tower portion as drawn on S10 (referred to as a taco net on page 2 of drawings).*

(Add) ~~(Deduct)~~ \_\_\_\_\_ Dollars (\$)

Alternate No. E-3    *Installation of Sun Shade Sails over seating area as drawn*

(Add) ~~(Deduct)~~ \_\_\_\_\_ Dollars (\$)

- ❖ **The contractor shall be responsible for submitting project documentation and obtaining necessary permit(s) from the local Authority Having Jurisdiction (AHJ).**

**MINORITY BUSINESS PARTICIPATION REQUIREMENTS**

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Provide with the bid - Under GS 143-128.2(c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **Also** list the good faith efforts (Affidavit A) made to solicit minority participation in the bid effort.

**NOTE:** A contractor that performs all of the work with its own workforce may submit an Affidavit (B) to that effect in lieu of Affidavit (A) required above. The MB Participation Form must still be submitted even if there is zero participation.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

**Note:** Bidders must always submit **with their bid** the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. If there is no MB participation, then enter none or zero on the form. Affidavit A or Affidavit B, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.

**Proposal Signature Page**

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

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

WITNESS:

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

Name: \_\_\_\_\_  
*(Proprietorship or Partnership) Print or type*

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

Address \_\_\_\_\_

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

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

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

Addendum received and used in computing bid:

Addendum No. 1 \_\_\_\_\_ Addendum No. 3 \_\_\_\_\_ Addendum No. 5 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_ Addendum No. 4 \_\_\_\_\_ Addendum No. 6 \_\_\_\_\_



# State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of \_\_\_\_\_

(Name of Bidder)

Affidavit of \_\_\_\_\_

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

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

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

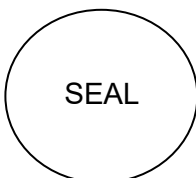
*The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d)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

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

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

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

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

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

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

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

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_  
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_ contract.  
(Name of Project)

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

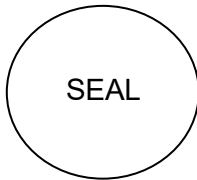
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

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

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

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

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

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

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

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

County of \_\_\_\_\_

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.  
 This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of \_\_\_\_\_ I do hereby certify  
 that on the \_\_\_\_\_  
 (Name of Bidder)  
 \_\_\_\_\_  
 (Project Name)

Project ID# \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_  
 \_\_\_\_\_

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

Attach additional sheets if required

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

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

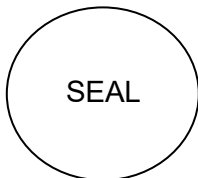
**\*\* HUB Certification with the state HUB Office required to be counted toward state participation goals.**

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

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_  
 \_\_\_\_\_

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

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 Notary Public \_\_\_\_\_  
 My commission expires \_\_\_\_\_