

REQUEST FOR PROPOSALS
NEW ROOF PROJECT – HOME REHABILITATION
RFP NO. 304-25-1006



catawba county
MAKING. LIVING. BETTER.

Date of Issue: August 23, 2024
Proposal Due Date: September 16, 2024
Time: 2:00 PM ET

Issued for:
Western Piedmont Council of Governments
1880 Second Avenue NW
Hickory, North Carolina 28601
(828) 485-4249

Issued by:
Catawba County Purchasing Manager
25 Government Drive
Newton, North Carolina 28658
(828) 465-8224

PURPOSE AND SCOPE

Catawba County is soliciting proposals from Roofing Contractors, on behalf of Western Piedmont Council of Governments. Catawba County has received a Community Development Block Grant (CDBG) Scattered Site Housing Project to rehabilitate homes. The house needing a new roof pursuant to this RFP is located on N. Oxford Street, Claremont, North Carolina 28610. The scope of work for this project consists of providing a new roof on the house at this location.

INSTRUCTIONS TO PROPOSERS

There are no pre-bid or mandatory meetings for this job. It is up to the contractor to make arrangements with the homeowner for a site visit.

All bidders are notified that Catawba County encourages small and minority owned businesses to bid on their projects.

RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. Catawba County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	August 23, 2024
Submit Written Questions	Contractor	September 9, 2024 by 5:00 PM
Provide Responses to Questions	County	September 10, 2024 by 5:00 PM
Submit Proposals	Contractor	September 16, 2024 by 2:00 PM
Contract Award	County	TBA

PROPOSAL QUESTIONS

Upon review of the RFP documents, Contractors may have questions to clarify or interpret the scope of work contained in this RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Contractors must submit any such questions by the above due date.

Questions from Contractors can be emailed to Laurie Powell at laurie.powell@wpcog.org or you may reach out by telephone at (828) 485-4248, by the date and time specified above. If by email, Contractor should enter "RFP # 304-25-1006 – Questions" as the subject for the email. Questions received prior to the submission deadline date, the County's response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Catawba County website, <https://www.catawbacountync.gov/county-services/purchasing/bid-notices/> and shall become an Addendum to this RFP.

SUBMISSION OF BIDS

If you are interested in bidding on the installation of a new roof for this CDBG project, please include the following information in your proposal:

1. Name, address, and phone number of your company.

2. North Carolina General Contractors License Number (if applicable).
3. Brief narrative and/or description of services that will be provided.
4. Cost estimate.
5. Any other information your company feels would be helpful.

Proposals will be received until 2:00 PM on September 16, 2024. No submittals will be accepted after the deadline. Proposals should be submitted to the attention of Laurie Powell, and sent to the office of the Western Piedmont Council of Governments (WPCOG) located at 1880 Second Avenue NW, Hickory, North Carolina 28601. You may also submit a proposal via fax to (828) 322-5991 or via email to laurie.powell@wpcog.org. It is the bidding contractor's sole responsibility to deliver bids to the specific place before the bid response deadline.

Catawba County reserves the right to reject any and all proposals and to waive informalities as may be permitted by law.

CONTRACTOR INSURANCE REQUIREMENTS

Minimum Insurance Requirements:

Workmen's Compensation & Employer's Liability: Statutory

Comprehensive Commercial General Liability:

Bodily Injury	\$1,000,000 to aggregate
General Liability	\$1,000,000
Property Damage	\$1,000,000

Automotive Liability (Owned, Non-Owned & Hired):

At all times while the Contractor's representatives are conducting on-site work, the Contractor shall maintain Business Auto Insurance for any owned, non-owned, hired or rented vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

LICENSES AND PERMITS

If applicable, Contractors must provide documentation that they possess any international, federal, state, county, and local licenses and/or permits needed to provide the services requested in this RFP.

E-VERIFY

Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

HOLD HARMLESS

The Contractor shall indemnify, defend and hold harmless Catawba County, all County officials, and householders against any and all losses, claims, actions, damages, liability, and expenses, including but not limited to those in connection with loss of life, bodily and personal injury, or damage to

property occasioned wholly or in part by the Contractor or by persons employed directly or indirectly by the Contractor in connection with this service.

NON-DISCRIMINATION:

Section 109, Housing and Community Development Act of 1974

No person in the United States shall on the ground of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title.

Discrimination Act of 1975, As Amended, Non-discrimination on the Bases of Age

No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973, as Amended, Non-discrimination on the Basis of Handicap

No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

A. This content is from the eCFR and is authoritative but unofficial. (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

B. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as

supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

E. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

F. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

G. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

H. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

END OF REQUEST FOR PROPOSALS