



REQUEST FOR BIDS

RFB No. 2020-004

Newport Town Roads Repairs

Due Date:

August 19, 2020

Time:

2:00 PM EST

Physical Submittal Location:

Town of Newport
200 Howard Blvd.
Newport, NC 28570

Procurement Contact

Betsy Brothers, Finance | Procurement Officer
bbrothers@townofnewportnc.com | 252-223-4749

Notice of Advertisement

Town of Newport, North Carolina
is soliciting REQUEST FOR BIDS for

RFB 2020-004 Newport Town Roads Repairs

Bids, so marked, must be received by mail, hand delivery or electronic means (due to Covid-19) to the Town of Newport's Procurement Department until 2:00 PM EST on August 19, 2020 at the Town of Newport 200 Howard Blvd. Newport, NC 28570.

Town of Newport intends to contract with one or more vendors to provide repairs of roadways within Town that suffered damages because of Hurricane Florence. This is a Request for Bids (RFB). Responding vendors are required to submit price information for work product with submittal packages.

The Request for Bids No. 2020-004 may be examined at Town Hall by appointment only (due to Covid-19), 200 Howard Blvd, NC 28570, Monday through Friday between the hours of 8:00 am and 5:00 pm. Copies of the Solicitation may also be obtained from the location listed below:

1. Download the Bid Documents from the Town of Newport website www.newportnc.gov (Procurement Page, Current Bids).

Town of Newport (NWPT) reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, Town of Newport reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process. Town of Newport encourages good faith effort outreach as described in UC MBE and Small Business Outreach Plan.

Responding vendors are required to comply with the NC non-collusion requirements. Town of Newport reserves the right to reject any and or all bids.

For purposes of coordination, primary Procurement contact for project information is Betsy Brothers, Finance | Procurement Officer, at bbrothers@townofnewport.com

REQUEST FOR BIDS

Newport Town Roads Repairs

I. BIDS DUE

All bids are due by August 19, 2020, no later than 2:00 pm (EST).

Interested vendors must submit a completed written bid to the attention of Betsy Brothers, Purchasing Officer by one of the following methods:

Electronic: bbrothers@townofnewport.com

Mailing Address: Town of Newport, PO Box 1869 Newport, NC 28570.

Physical Deliveries (by appointment only due to Covid-19):

Town of Newport, 200 Howard Blvd. Newport, NC 28570

II. RIGHTS

The Town of Newport reserves the right to waive and/or reject any or all bids, and to accept that bid or bids which appear to be in the Town's best interest. The Town reserves the right to award all or part of this Request for Bids.

III. BACKGROUND

Several Town owned roadways within Town limits incurred damage by Hurricane Florence in September, 2018. The Town is requesting bids from vendors interested in repairing the roads identified in this solicitation.

IV. SCOPE

The following roadways are to be completed:

- Chatham:
 - Surface, 0.5 CY of Asphalt, 8 FT long x 6 FT wide x 2 IN deep.
 - Base, 3.5 CY of Structural Base, 8 FT long x 6 FT wide x 24 IN deep.
- Fox Hall:
 - Surface, 5.5 CY of Asphalt, 40 FT long x 22 FT wide x 2 IN deep.
 - Base, 16.5 CY of Structural Base, 40 FT long x 22 FT wide x 6 IN deep.
- Merrywoods & Sunrise Walk:
 - Surface, 0.5 CY of Asphalt, 20 FT long x 6 FT wide x 2 IN deep.
 - Base, 2.5 CY of Structural Base, 20 FT long x 6 FT wide x 6 IN deep.
- New Bern & Nellie:
 - Surface, 3 CY of Asphalt, 2 IN deep.
 - Base, 9 CY of Structural Base, 6 IN deep.
- Watson:
 - Surface, 62 CY of Asphalt, 453 FT long x 22 FT wide x 2 IN deep.
 - Base, 24 CY of Structural Base, 53 FT long x 12 FT wide x 12 IN deep.
- Westfield & Kirby:
 - Surface, 5 CY of Asphalt, 40 FT long x 20 FT wide x 2 IN deep.
- Westfield & Newport:
 - Surface, 4.5 CY of Asphalt, 60 FT long x 12 FT wide x 2 IN deep.
- Westfield & South Park:
 - Surface, 1.5 CY of Asphalt, 2 IN deep.
 - Base, 4.5 CY of Structural Base, 6 IN deep.

The following tile work is to be completed:

- **Damage #241720; Johnson St Tile**
 - **Culvert Damage:**
 - Culvert, Concrete Culvert, 16 FT long x 18 IN in diameter.
 - Culvert, 5.5 CY of Structural Gravel Fill, 16 FT long x 6 FT wide x 1.5 FT deep
 - Johnson Street:**
 - A. Replace 16 FT of 18 IN in diameter culvert
 - B. Replace 5.5 CY of structural gravel
- **Damage #241721; West Railroad Tile**
 - **Culvert Damage:**
 - Culvert, Corrugated Metal Culvert (two sections of same line), 75 FT long x 24 IN in diameter.
 - Culvert, 23 CY of Nonstructural fill Cover/fill, 75 FT long x 4 FT wide x 2 FT deep.
 - West Railroad Tile:**
 - A. Remove and replace 75 FT of 24 IN in diameter Corrugate Metal Culvert
 - B. Remove and replace 23 CY of Non Structural Gravel.
- **Damage #241723; Little League Tile**
 - **Culvert Damage:**
 - Culvert, Concrete Culvert, 34 FT long x 18 IN in diameter.
 - Head Wall, 2 CY of Concrete Head Walls, 2ea. Quantity is for two, 1CY each. SEE SIR, 12 FT long x 2 FT wide x 2 FT deep.
 - Backfill, 20 CY of Structural Gravel Cover/Fill, 30 FT long x 6 FT wide x 3 FT deep.
 - Surface, 1 CY of Asphalt, 21 FT long x 6 FT wide x 2 IN deep.
 - Little League Park:**
 - A. Replace 34 FT of 18 IN in diameter concrete culvert
 - B. Replace 2 CY of 2 head walls (1 CY each).
 - C. Replace 20 CY of structural cover/fill.
 - D. Replace 1 CY of asphalt.
- **Damage #241724; Palmetta Failed Tile**
 - **Culvert Damage:**
 - Culvert, Concrete Storm Drain Culvert, 30 FT long x 18 IN in diameter,
 - Armor, 2 CY of 12IN minus riprap Armor at end of culvert, Approximate based on inspection,
 - Backfill, 23 CY of Non- Structural Fill, 30 FT long x 8 FT wide x 2.5 FT deep,
 - Palmetta Failed Tile:**
 - A. Replace 30 FT of 18 IN in diameter concrete storm drain culvert
 - B. Replace 2 CY of 12 IN riprap armor at end of culvert.
 - C. Replace 23 CY of nonstructural fill.

Permits and Inspections necessary will be required, but permit fees will be paid for by the Town.

Inspection of the property is recommended. Vendors should contact Jimmy Bristle Public Works, Department at 252-646-4484 to schedule a site visit, prior to submitting a bid.

V. BIDS

All bids shall include the following:

- Experience and Qualifications - Provide a description and history of work experience, including references.
- Completed and Signed W-9 (from Procurement Page)
- Completed and Signed Iran Divestment Form (from Procurement Page)
- Completed and Signed E-Verify Form (from Procurement Page)
- Completed and Signed Bid Form (Attached)

VI. TERMS & CONDITIONS

The terms of this Request for Bids and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful vendors.

- a. The vendors receiving the award shall furnish an active NC General Vendors License Number
- b. The vendors receiving the award shall obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Town, with the Town listed as Additional Insured:
 - i. Workers' Compensation (as required by the State of North Carolina)
 - ii. Commercial General Liability for bodily injury, property damage, or personal injury
 - iii. Business Automobile Liability
- c. The vendors awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the contract resulting from this RFB.
- d. The vendors agrees to the following Federal provisions as applicable: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

The Town of Newport reserves the right to reject any and all bids.

VII. CONTACTS & ADDITIONAL INFORMATION

For additional information please contact: Betsy Brothers, Purchasing Officer (252) 223-4749

VIII. BID FORM – TOWN OF NEWPORT

See Attachment – A

VIX. GENERAL CONDITIONS & SPECIFICATIONS FOR WORK

See Attachment – B

ATTACHMENT – A

TOWN OF NEWPORT BID FORM

RFB #2020-004 – Newport Town Roads Repairs

DATE

VENDOR(S)

ADDRESS

TELEPHONE

EMAIL

Total Price BID: The undersigned having carefully reviewed the Scope of Work items listed in the attached Request for Bids for the Newport Town Roads Repairs including applicable addenda, as well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete the project in accordance with the Scope of Work for the following total price:

TOTAL BID PRICE
\$

COMPANY NAME

SIGNATURE

TITLE

ATTACHMENT – B

GENERAL CONDITIONS

Specifications for Work

Property Owner: Town of Newport	Pre-Bid Walkthrough:	
	Deadline for Questions:	
	Bid Due Date:	

A. GENERAL CONDITIONS

GENERAL CONDITIONS

The vendors is responsible for verifying all dimensions and existing job site conditions prior to submitting a bid. The vendors shall not place any debris or equipment on adjacent properties. The vendors must clean all areas affected by work under this contract. All left over debris must be removed and disposed of by legal means. The property must be left in broom-clean condition. All related construction items removed or replaced shall become the property of the vendors unless prior agreement with the Town has been reached in writing and approved by the Town. The vendors shall be responsible for any damage done to the Town's house, furnishings, and personal property as a result of the work performed by the vendors, vendors' employees, and any sub-vendors working under the vendors under these bid specifications. The vendors are responsible for scheduling and coordinating all sub-vendors work. It is the Town's responsibility to remove and replace all personal property to facilitate the performance of the work. This includes, but is not limited to, furniture, rugs, curtains, and alarm systems.

CODES, ORDINANCES, & PERMITS

All work to be performed in the Contract Agreement, including plans and bid specifications shall comply with all current building codes, ordinances, and permitting requirements from the Town of Newport, Carteret County, and the current North Carolina Building Codes. The installation of all materials and products shall be done in accordance with the manufacturer's specifications and in accordance with the latest revised edition of the North Carolina Building Codes, ordinances, and permitting requirements. Vendors should inform the Program Manager if undue delays are being experienced in the permitting process.

COST ALLOWANCE

When specifications refer to a cost "allowance," the vendors is to allow the Town to select the product to be installed providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Specification. The vendors' bid can allow for installation, delivery, and disposal costs.

WORKMANSHIP & MATERIAL STANDARDS

The vendors shall perform the work indicated in the Scope of Work in a high quality, workman-like manner using specified materials or approved equals. Materials must 1) be new 2) be high quality 3) be installed in accordance with manufacturer's specifications and 4) meet requirements of code enforcement inspectors. All "equals" must

be approved by the Public Works/Project Manager. Final decision on workmanship will be by the Program Manager.

GENERAL WARRANTY

Materials installed and work performed shall have a one-year vendor warranty from the date of final acceptance of the work by the Town of Newport and Public Works/Project Manager. Roof warranties must be valid for a period of no less than five years from the completion date of all work required under this contract. Copies of all warranties must be provided to the Town of Newport before payment will be made to the vendors.

WORK SCHEDULE

Vendors shall schedule and coordinate work with the Town of Newport between 8:00 A.M. and 6:00 P.M., Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Town. Work requiring an inspection by the Town will only be performed during normal business hours Monday through Friday. Vendors are responsible for scheduling and coordinating sub-vendors work. Vendors shall keep the Town informed regarding the construction schedule to facilitate periodic inspections throughout the progress of the work.

PROJECT INSPECTIONS

Project inspections shall be conducted regularly throughout the project by Public Works Manager and Town of Newport Staff. A final program inspection will not be performed until all required Building Department Inspections have been approved. The Town reserves the right to perform inspections at the job site at any point during construction.

PAYMENT REQUEST

The Vendors will not be entitled to any progress payment in contracts under \$10,000. One progress payment of 50% of the value based contract can be made upon completion of 60% of the work. There will be a 10% retaining fee for the 60 day inspection, which will be held 60 days after the final inspection.

CHANGE ORDERS

No changes will be permitted to the Contract Agreement unless of an emergency nature, code violations, a requirement by the Building Department or other instances as deemed necessary to complete the project. If said changes occur, a Change Order shall be approved and executed by the vendor and Town, prior to the start of the change order work. All Change Orders must contain photographs.

PROGRESS & FINAL PAYMENT

The vendors must submit a payment request to the designated Town staff. A release of lien and vendors warranties must also be submitted before payment will be processed.

HAZARDOUS WEATHER PROTECTION

The vendor shall be responsible for protecting the job site prior to and during a Hazardous Weather Watch as declared by the National Weather Service.