



REQUEST FOR BIDS

RFP No. 2020-007

Newport Town Hall and Police Department Interior Repairs

Due Date:

February 2nd, 2021

Time:

2:00 PM

Submittal Location:

Town of Newport c/o Town Hall
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 Resoliciting Statements of Bids for the following Project

RFP 2020-007

Newport Town Hall and Police Department Interior Repairs

Sealed Bids, so marked, will be received by mail or hand delivery to Town of Newport's Procurement Department until 2:00 PM EST on February 2nd, 2021 at the Town of Newport 200 Howard Blvd. Newport, NC 28570.

Town of Newport intends to contract with one or more firms to replace Lift Station # 1 Generator and raise the Generator Pad. This is a Request for Proposals (RFP). Responding firms are required to submit price information for work product with submittal packages.

The Request for Proposals No. 2020-007 may be examined at the Town of Newport – Town Hall, 200 Howard Blvd, NC 28570, Monday through Friday between the hours of 8:00 am and 5:00 pm. Copies of the Solicitation may be obtained from the locations 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 firms 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 Hall and Police Department Interior Repairs

I. BIDS DUE

All bids are requested by February 2nd, 2021 no later than 2:00 PM (EST). Interested bidders shall submit written bids to the attention of Betsy Brothers, Purchasing Officer. Written bids may be submitted in the following methods:

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

Physical Deliveries: 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

The Town Hall and Newport Police Department sustained water intrusion / leaks caused by Hurricane Florence in September, 2018. The Town is requesting bids from vendors interested in the removal and replacement of all materials consisting of Acoustic Ceiling Tiles, Drywall, Insulation and Paint.

IV. SCOPE

The scope of work includes the following repairs:

A. Town Hall

- Paint damaged by leaks caused by wind driven rain 1,163 sf of paint ceiling.

B. Police Department

- **Conference Room** remove and replace 132 SF 2'X2' Acoustic Tile Ceiling.
 - Remove and replace 132 SF of R30 ceiling insulation
 - Remove and replace 187 SF of vinyl wall covering (approximately 20.75 ft. X 9 Ft.)
- **Detective Office** – remove and replace 9 - 2'X2' Acoustic Tile Ceiling
 - Remove and replace 99 SF of vinyl wall covering
 - Repair 153 SF of carpet flooring (glue approximately 13ft X11.75)
- **Front Hall** – remove and replace 3 - 2'X2' Acoustic tile ceiling.
- **Rear Exit** – remove and replace 3 - 2'X2' Acoustic tile ceiling.
- **Squad Room** – remove and replace 12 - 2'X2' acoustic tile ceiling.

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

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

V. BIDS

All bids are to include the following:

- a) Experience and Qualifications - Provide a description and history of work experience, including references
- b) Completed and Signed W-9 (from Procurement Page)

- c) Completed and Signed Iran Divestment Act Forms (from Procurement Page)
- d) Completed and Signed E-Verify Form (from Procurement Page)
- e) 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 bidder.

- a) The bidder receiving the award shall furnish **a copy of their NC General Contractors License**
- b) The bidder receiving the award will 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 bidder 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 RFP.
- d) The bidder 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)
- e) All submittals must be provided with bid package
- f) 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 – 1

VIX. GENERAL CONDITIONS & SPECIFICATIONS FOR WORK

See Attachment – 2

ATTACHMENT – 1

TOWN OF NEWPORT BID FORM

RFP No. 2020-007

Newport Town Hall and Police Department Interior Repairs

| |
|-------------|
| DATE |
| |

| |
|-------------------|
| CONTRACTOR |
| |

| |
|----------------|
| ADDRESS |
| |

| |
|------------------|
| TELEPHONE |
| |

| |
|--------------|
| EMAIL |
| |

Total Price BID: The undersigned having carefully reviewed the Scope of Work items listed in the attached Request for Bids for Newport Town Hall and Police Department Interior 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:

| | |
|-------------------------------------|-----------------|
| REPAIR COST FOR TOWN HALL | \$ _____ |
| REPAIR COST FOR POLICE DEPT. | \$ _____ |
| TOTAL BID PRICE | \$ _____ |

COMPANY NAME

SIGNATURE

TITLE

ATTACHMENT – 2

GENERAL CONDITIONS

Specifications for Work

| | | |
|---------------------------------|-------------------------|---------------------------------|
| Property Owner: Town of Newport | Pre-Bid Walkthrough: | Per Request |
| | Deadline for Questions: | January 27 th , 2021 |
| | Bid Due Date: | February 2 nd , 2021 |

A. GENERAL CONDITIONS

GENERAL CONDITIONS

The contractor is responsible for verifying all dimensions and existing job site conditions prior to submitting a bid. The contractor shall not place any debris or equipment on adjacent properties. The contractor 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 contractor unless prior agreement with the homeowner has been reached in writing and approved by the Town. The contractor shall be responsible for any damage done to the homeowner's house, furnishings, and personal property as a result of the work performed by the contractor, contractor's employees, and any subcontractor working under the contractor under these bid specifications. The contractor is responsible for scheduling and coordinating all subcontractor work. It is the homeowner'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. Contractors 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 contractor is to allow the homeowner 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 contractor's bid can allow for installation, delivery, and disposal costs.

WORKMANSHIP & MATERIAL STANDARDS

The contractor 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 Utilities/Project Manager. Final decision on workmanship will be by the Program Manager.

GENERAL WARRANTY

Materials installed and work performed shall have a one-year contractor warranty from the date of final acceptance of the work by the Town of Newport and Public Works/Project Manager. Copies of all warranties must be provided to the Town of Newport before payment will be made to the contractor.

WORK SCHEDULE

The Contractor 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 a program inspection by the Town will only be performed during normal business hours Monday through Friday. The Contractor is responsible for scheduling and coordinating subcontractor work. The Contractor shall keep the Town informed regarding the construction schedule to facilitate periodic inspections throughout the progress of the work.

BUILDING DEPARTMENT INSPECTIONS

Building Department Inspections shall be as per North Carolina Administration Code, North Carolina General Statutes, and Town of Newport Ordinance. Work that has been concealed without a compliance inspection may result in payment delays or denial. The contractor shall be responsible for requesting all mandatory inspections as per North Carolina Administration Code, North Carolina General Statutes and Town of Newport Ordinance. It shall be the duty of the permit holder or his or her agent to notify the code enforcement official when work is ready for inspection and to provide access to and means for inspection of the work for any inspections that are required by this code.

PROJECT INSPECTIONS

Project inspections shall be conducted regularly throughout the project by Public Works Manager/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 Contractor will not be entitled to any progress payment for 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 homeowner, contractor, and Town, prior to the start of the change order work. All Change Orders must contain photographs.

PROGRESS & FINAL PAYMENT

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

PROTECT BUILDING CONTENTS FROM DAMAGE DURING WORK

The contractor shall take steps to protect the building and contents from damage during the project. The contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other building contents and components. The contractor shall move furniture and appliances out of the work area before the work begins and back into work areas once work is complete. The contractor is not to leave furniture, appliances, clothing, or other building contents unprotected outside building during the job. The contractor shall be responsible for rainwater damage to the interior of the building and its contents while performing a roof improvement.

HAZARDOUS WEATHER PROTECTION

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

PAINT & PRIMER

All paint and primer used shall have a minimum 15 Year Manufacturer's Warranty. The color is to be selected by the Town of Newport. One coat of primer and two coats of paint are required.

SMOKE DETECTORS

Smoke detectors (*if required*) shall be installed if they are missing or not working in any structure for which a permit is obtained as required by Town of Newport Ordinance.

CONCEAL NEW WIRING & PLUMBING

All electrical wiring and plumbing lines (*if required or existing*) are to be installed concealed from view inside stud walls, under floors and in attics unless otherwise approved by the Town of Newport, Project Manager and/or Building Department. Where it is not possible to conceal electrical wiring as listed and approved, a surface raceway system will be permitted. All electrical and plumbing work shall conform to the current North Carolina Building Codes, National Electric Code and all applicable local codes. All plumbing shall be tested in accordance to Section 312 of the NCPD.

EXTERIOR/INTERIOR FINISHES

Any disturbed or damaged finish shall be repaired to match existing finish. All unfinished wood shall be primed and painted to match existing or owner's choice of color.

REDUCE AIRBORNE DUST DURING CONSTRUCTION

The contractor shall take steps necessary to reduce and contain airborne dust created during removal of defective paint, demolition, and construction. Electric sanders or torches shall not be used to remove defective paint; wet scrape if removing defective paint. The contractor and workers shall follow all OSHA requirements relating to Personal Protective Equipment.

GENERAL CLEANUP

The contractor shall provide clear and safe passageways in and around the structure throughout the lifetime of the project. The contractor shall regularly remove debris and building materials from in and around the structure being repaired. Clean up throughout the entire lifetime of the project shall include but is not limited to damp wiping, sweeping, mopping, and vacuuming.

B. SPECIFICATIONS OF WORK

The Town Hall and Newport Police Department sustained water intrusion / leaks caused by Hurricane Florence in September, 2018. The Town is requesting bids from vendors interested in the removal and replacement of all materials consisting of Acoustic Ceiling Tiles, Drywall, Insulation and Paint.

The specifications of work includes the following repairs:

C. Town Hall

- Paint damaged by leaks caused by wind driven rain 1,163 sf of paint ceiling.

D. Police Department

- **Conference Room** remove and replace 132 SF 2'X2' Acoustic Tile Ceiling,
 - Remove and replace 132 SF of R30 ceiling insulation
 - Remove and replace 187 SF of vinyl wall covering (approximately 20.75 ft. X 9 Ft.)
- **Detective Office** – remove and replace 9 - 2'X2' Acoustic Tile Ceiling
 - Remove and replace 99 SF of vinyl wall covering
 - Repair 153 SF of carpet flooring (glue approximately 13ft X11.75)
- **Front Hall** – remove and replace 3 - 2'X2' Acoustic tile ceiling.
- **Rear Exit** – remove and replace 3 - 2'X2' Acoustic tile ceiling.
- **Squad Room** – remove and replace 12 - 2'X2' acoustic tile ceiling.

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

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