

Notice to Bidders

Formal Bids will be received by the Town of Sunset Beach, hereinafter called the OWNER until _____ am/pm on _____. At said time and place, all bids will be publicly opened and read.

Project Description:

2012 Street Resurfacing Project: Asphalt resurfacing of approximately 2.2 miles of city streets consisting of furnishing and installing work zone traffic control to conduct adjustment of water & sewer valves, depth asphalt milling and patching, asphalt resurfacing and placement of thermoplastic pavement markings for the streets designated. Work shall be conducted and performed in conformance with the latest edition of the NC DOT Standard Specifications for Roadways and Structures.

The foregoing description shall not be construed as a complete description of all work required.

Each Bid must be made on the blank forms provided in the Contract Documents and must be enclosed in a sealed envelope and addressed to Donna Rogers, Finance Director for the Town of Sunset Beach. The name, address and the NC Contractor's License Number of the Bidder must be plainly written on the outside of the envelope, and the envelope marked "**2012 Street Resurfacing Project**".

The bid proposal must be accompanied by a Proposal Bond or a Certified Check payable to the Owner in an amount equal to not less than five percent (5%) of the bid.

The complete examination and understanding of the specifications, contract documents and site of the proposed work is necessary to properly submit a proposal. Maps, Street Listings, Specifications and Documents may be obtained from the office of the Public Works Director, Dustin Graham, 700 Sunset Blvd. North, Sunset Beach, NC 28468, 910-579-6297.

The successful bidder will be required to execute and to provide a Payment Bond and Performance Bond each in an amount of not less than one hundred percent (100%) of the total value of the contract awarded to him with a satisfactory surety or sureties for the full and faithful performance of the work.

No Bidder may withdraw his Bid within 60 days after the date of the Bid Opening.

The OWNER reserves the right to reject any Proposal for failure to comply with all of the requirements of this Notice to any of the Contract Documents; however, it may waive any minor defects of informalities at its discretion. The OWNER further reserves the right to reject any and all Proposals or to Award the Contract that with in its judgment is in the best interest of the OWNER.

Instructions to Bidders

Please Read All Instructions Carefully **Before Preparing And Submitting Your Bid.**

I. GENERAL

A. State Licenses

The successful bidder will be required to obtain any necessary licenses or permits to conduct the work as may be prescribed by the State of North Carolina.

B. Examination of Conditions Affecting Work

1. Prior to submitting a proposal, each Bidder shall examine and thoroughly familiarize himself with all existing conditions including all applicable laws, codes, and ordinances, rules, and regulations that will affect this work. Bidders shall visit the site, examine the grounds and all existing buildings, utilities, and roads, and shall ascertain by any reasonable means all conditions that will in any manner affect the work.
2. Contractor will provide estimates of tons and/or square yards of material and insert on Bid Sheet.
3. Contractor will coordinate schedule with OWNER so that adequate Public Notice is given to street residents where work will be done.
4. No intermediate course asphalt will be applied at temperatures below 35°F. No surface course asphalt will be applied at temperatures below 40°F.

C. Nondiscrimination

Bidders must comply with the President's Executive Order No. 11246, which prohibits discrimination in employment regarding race, creed, color, sex or national origin.

The Bidder shall also not discriminate against any employee or applicant for employment because of age, disability, sexual orientation or gender expression/identity.

D. Bonds

Bid, Payment and Performance Bonds shall be specified; only the Bid, Payment and Performance Bonds in the form set out within these documents are acceptable.

E. Insurance Requirements

A certificate of insurance, in accordance with the General Conditions and properly executed by the Contractor's insurance carrier, must be attached prior to the execution of the Contract.

II. PREPARATION AND SUBMISSION OF PROPOSALS

A. All bids shall be prepared and submitted in accordance with the following requirements. Failure to comply with any requirement shall cause the bid to be considered irregular and therefore is subject to rejection for irregular bid submittal.

1. The Bid sheet furnished by the Town of Sunset Beach with the proposal shall be used and shall not be altered in any manner. **DO NOT SEPARATE THE BID SHEET FROM THE PROPOSAL!**
2. All entries on the bid sheet, including signatures, shall be written in ink.
3. The Bidder shall submit a unit price for every item on the bid form. The unit prices for various contract items shall be written in figures.
4. A bid amount shall be entered on the bid sheet for each item. The bid amount for each item shall be determined by multiplying each unit bid by the quantity for that item and shall be written in figures in the "Amount Bid" column of the sheet.
5. The total amount bid shall be written in figures in the proper place on the bid sheet. The total amount shall be determined by adding the bid amounts for each item.
6. Changes in any entry shall be made by marking through the entry in ink and make the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink.
7. Town of Sunset Beach encourages the utilization of Minority-owned, Women-owned, Disadvantaged-owned, Business Enterprises (MWBE) in its contracting and procurement activities.
8. The bid shall be properly executed. All bids shall show the following information:
 - a. Name of individual, firm, corporation, partnership, or joint venture submitting the bid.
 - b. Name of individual or representative submitting bid and position or title.
 - c. Name, signature, and position or title of witness.
 - d. Federal Identification Number
 - e. Contractor's License Number
 - f. Faxed bids are not acceptable and will be disqualified.
9. Bids submitted by corporations shall bear the seal of the corporation.

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10. The bid shall not contain any unauthorized additions, deletions, or conditional bids.
11. The bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
12. Instruction for submitting a bid and complete specifications may be obtained at the office of the Public Works Director, during regular office hours, 910-579-6297.
13. If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

Attention: Donna Rogers, Finance Director
Town of Sunset Beach
700 Sunset Blvd. North
Sunset Beach, NC 28468

**“Bid Proposal – 2012 Street Resurfacing Project”
AWARD OF CONTRACT**

The Award of the contract, if it be awarded, will be made to the lowest responsive, responsible bidder. The lowest responsive, responsible bidder will be notified the bid has been accepted and awarded the contract. The Town of Sunset Beach reserves the right to reject all bids.

Proposal
Town of Sunset Beach
2012 Street Resurfacing Project

Proposal of _____ (hereinafter called "BIDDER"), organized and existing under the laws of the State of North Carolina doing business as _____ (insert "a corporation," "a partnership," or "an individual" as applicable).

To Town of Sunset Beach (hereinafter called "OWNER").

Bidder hereby proposes to furnish all materials, equipment, and labor to perform all work in connection with the **2012 Street Resurfacing Project**, in strict accordance with the Contract Documents within the time set forth therein, and at the prices stated below.

By submission of this Bid, each Bidder certifies, and in the case of a joint Bid each party thereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to fully complete the **2012 Street Resurfacing Project** within 90 days.

Bidder further agrees to pay as liquidated damages, the sum of \$350.00 for each consecutive calendar day which elapses between the agreed completion date for the project and the date of actual completion. The date of availability for this project is _____ pending award of the contract, and the completion date for this project is _____.

No work will be permitted and no purchase order will be issued until all required bonds and prerequisite conditions and certifications have been satisfied.

Bidder further acknowledges receipt of the following addenda:

The undersigned hereby proposes to do all the work and to furnish all tools, machinery, apparatus, labor and materials required in exact accordance with the terms of the Notice to Bidders, Instruction to Bidders, Contract (Agreement), and Technical Specifications (Town of Sunset Beach and North Carolina Department of Transportation Standard Specifications, General Provisions, Supplemental General Provisions, and Special Provisions) contained or referenced herein and in this proposal.

The undersigned has carefully examined the site of the work, and has informed himself fully in respect of the conditions of the place where the work is to be performed, and has examined the plans and specifications for the work, the proposed contract, and the contract documents relating thereto, has examined all special provision, labor requirements, and other matters relating thereto.

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It is understood that the Owner reserves the right to reject all bids or to award the contract to the lowest, responsive, responsible Bidder. Award will be on the basis of the lowest responsive proposal for the Project, whichever the Owner determines to be in the best interest of the project.

On being awarded a construction contract, the undersigned will execute a contract for the construction of the work described in conformity with the Contract Documents in the form hereto attached.

The undersigned agrees, that if awarded the contract, he will commence work not later than the date set by the Director of Public Works in the Notice to Proceed, and that he will complete all items of work on the **2012 Street Resurfacing Project** within 90 calendar days; and the Bidder further agrees to pay as liquidated damages, the sum of \$350.00 for each consecutive calendar day thereafter during which the project remains incomplete.

Bidder agrees to furnish all labor, materials, tools, equipment, fees, bonds and services and do all things necessary to perform the work described in the Contract Documents for the **2012 Street Resurfacing Project** for the following unit prices.

The Bidder proposes and agrees if this Proposal is accepted to contract with the Town of Sunset Beach (with a definite understanding that no money will be allowed for extra work except as set forth in the Contract Documents) for the sum of:

Base Bid* _____ Dollars
_____ (\$_____).

*Base Bid shall include the estimated quantities as specified on the unit price bid form. Actual quantities for these items that are determined during the work will be used as an "add to" or "deduct from" the Base Bid using the unit price bid for each item. The Base Bid amount shall include the North Carolina state and local sales and use taxes. Alternates are not included in the Base Bid amount.

The undersigned attaches hereto a Certified Check or Bid Bond in an amount equal to not less than five percent (5%) of the Base Bid

_____ (\$_____)
payable to the Town of Sunset Beach as required by the Notice to Bidders, and the undersigned agrees that in case he fails to fulfill his obligations under the foregoing bid and Contract, the Town of Sunset Beach may, at its option, determine that the undersigned has abandoned his rights and interests in such bid and that the Cashier's Check or Bid Bond accompanying his bid has been forfeited. Otherwise, the Check or Bid Bond shall be returned to the undersigned upon the execution of the contract and the acceptance of the bonds and insurance, or upon the rejection of his bid.

Unit Prices

Unit prices are complete for mobilization, traffic control, labor, equipment, material, overhead and profit. Base bid includes the estimated quantity of each item to be furnished complete according to the work described, specifications and as estimated herein, inclusive of all appurtenances as shown and specified. Any unused amount will be credited to the Owner by change order at the end of the project. A breakout schedule of estimated quantities for each street in the **2012 Street Resurfacing Project** is included within Appendix A (Street Listing).

Proposal for 2012 Street Resurfacing Project

The undersigned agrees to perform the work herein described and specified at the unit price set forth below:

Item No.	Bid Item Description	Estimated Qty.	Units	Unit Price	Cost
	Asphalt Milling and Pavement Repair				
1	Asphalt concrete intermediate course Type I 19.OB		TON		
	Asphalt Milling and Street Resurfacing				
2	Asphalt concrete surface course – Type RSF9.5A		TON		
	Sewer Valves and Water Valve Boxes				
3	Sewer Valves		EACH		
4	Water Valve Boxes		EACH		

2012 Street Resurfacing Base Bid Amount: _____

Bidder must provide weight tickets on all material to the Public Works Director.

Note: The Unit prices for items in this contract are all inclusive of furnishing and providing work zone traffic control for all operations, furnishing of materials, labor, equipment and installation of all items of work as indicated in the plans and specifications. Work shall be complete, in place, and accepted as per approved plans, the Town of Sunset Beach Standards and Specifications, as well North Carolina Department of Transportation Standards and Specifications.

We agree to diligently perform the Work in accordance with all Contract Documents, to complete such Work within the period as outlined in the Contract, and to begin Work within ten (10) days after receipt of the Notice to Proceed from the Engineer.

If awarded the contract, the Contractor agrees to begin work no later than _____.

Work shall be complete within 90 days of issuance of Notice to Proceed with \$350.00 per day liquidated damages for each consecutive calendar day which elapses between the agreed completion date for the project and the date of actual completion.

Total Project to be completed no later than _____.

The undersigned designates as his office to which such notice of acceptance may be mailed or delivered. It is understood that the Owner reserves the right to reject any or all bids and to accept the Bid most favorable to the Town of Sunset Beach.

The legal status of the undersigned is:

- a. A Corporation duly organized and doing business under the laws of the State of

_____ ,

For whom

_____ ,

Bearing official title of

_____ ,

Whose signature is affixed to this bid, is duly authorized to execute contracts.

If Foreign Corporation:

Date of Qualification in

_____ (State).

Process agent name

Process agent address

- b. A partnership all of the members of which address, are partners (Designate general partners as such):

If all partners are non-residents of North Carolina designate name and address of agent for service of process located in North Carolina.

- c. An individual, whose signature is affixed to the bid (If non-resident of North Carolina resident agent for the service of process must be designated.)

The bidder shall fill out the appropriate form (a, b, or c).

Dated and Signed at: _____,

This the _____ day of _____, 2012.

Name of Bidder: _____

Signed By: _____

Print Name and Title: _____

Business Address: _____

License Number: _____

Employer ID Number: _____

Witness: _____

Bid Security

Attach Bid Bond or Cashier's Check Below

Appendix A

FY2011/2012

Stokes

Acorn

Great Oak Circle

Triangle Court

Dogwood Dr

Live Oak Dr

Old Oak Lane

Kings Trail

Coaches Trail

Cypress

Long Leaf

Hemlock