



**Henderson County Government**  
**Invitation to Bid: Main Library Facade Repairs**  
**And Window Replacement**

**Date of Issue: June 14, 2023**

**Proposal Due Date: June 30, 2023, at 3:00 PM EST**

**Direct all inquiries concerning this ITB to:**

**Doug Guffey**

**Purchasing Agent**

**Phone: 828-694-5023**

**Email: [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)**

### **BIDDER'S CHECKLIST**

- Be aware of the bid opening and date and time as indicated on the first page of this proposal.
- You must submit **sealed bids in hard copy format**. Ensure your bid is properly addressed and clearly marked with the appropriate bid number.
- All signatures must be by a company officer or agent who is authorized to enter into, and sign bid documents.
- Have you read and understood the "Terms and Conditions" and the "Instructions to Bidders" for submitting a bid?
- Have you read, and do you completely understand all the specifications of this bid proposal?
- If an addendum to the specifications was issued, has it been signed and returned with this bid proposal?
- Have you enclosed statements explaining any exceptions made to the specifications?
- Have you included executed copies of the attachments?
- Have you included copies of the appropriate licensure as defined by the bid documents?
- Have you included a Certificate of Insurance with minimum limits provided herein naming Henderson County as additionally insured?
- Have you included the appropriate HUB forms and affidavits as applicable?
- Have you included the bid deposit?
- Have you identified all subcontractors that you intend to use for the following subdivisions of work: HVAC, electrical, plumbing, and general.
- Have you included a proposed contract inclusive of the County terms and conditions?

**BID PROPOSAL FORM**

Pursuant to the General Statutes of North Carolina **sealed bids**, subject to the conditions and specifications herein, are invited for the Library Facade repair and window replacement. All bids will be received by the Henderson County Finance Department, at 113 North Main St., Hendersonville, NC 28792, June 30, 2023, at 3:00PM EST, at which time the sealed bids will be publicly opened and read.

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that they will provide the products and/or services in the manner prescribed in the specifications and instructions to bidders for the following price:

DESCRIPTION	EXTENDED PRICE
<b>Turnkey Replacement of twenty-four (24) fixed pane windows in Children’s library and Limestone repair on Facade of building inclusive of shipping to Henderson County, North Carolina (Base Bid)</b>	
<b>Taxes</b>	

<b>GRAND TOTAL FOR ALL GOODS, SERVICES, and TAXES.</b>	
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**PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE FOR 120 DAYS AFTER THE BID DUE DATE UNLESS NOTED BELOW:**

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**Printed Name of Firm Representative:** \_\_\_\_\_

**Signature of Firm Representative:** \_\_\_\_\_

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

**Name of Firm Submitting Proposal:** \_\_\_\_\_

**Firm Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

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

## **INSTRUCTIONS TO BIDDERS**

### **Section 1: Purpose**

The purpose of this document is to provide general and specific information for the turnkey Library Facade repair and window replacement. All bids and contracts are governed by Henderson County policy and Section 143-129 of the North Carolina General Statutes. It is the intent of this bid to contract with a single prime bidder.

### **Section 2: Bid Schedule**

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential bidders. All listed times are Eastern standard times.

<b>Action</b>	<b>Time</b>	<b>Date</b>
Bid issued	5:00PM	June 14, 2023
Optional Pre-Bid	10:00 am	June 22, 2023
Deadline for Questions	5:00 pm	June 23, 2023
County Responses	5:00 pm	June 26, 2023
Bids Due	3:00 pm	June 30, 2023

### **Section 3: Pre-bid Meeting**

An **OPTIONAL PRE-BID MEETING** will be held at the Henderson County Main Public Library, 301 North Washington Street, Hendersonville, NC, 28792 on June 22, 2023, at 10:00 am. We will meet at the flagpole near the corner of Washington Street and Third Avenue.

### **Section 4: Bid Contact**

All questions, concerns and requests for additional information shall be directed to the attention of Doug Guffey, Purchasing Agent at [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov)

### **Section 5: Bidder Questions**

The County is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder in responding to this bid. The Bidder shall examine this bid to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that the County clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder. The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification and technical questions to this bid must be received by the County no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all County requirements and terms and conditions. The County shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the County's website at <https://www.hendersoncountync.gov/rfps>.

#### **Section 6: Objections to the Specifications**

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify Doug Guffey, Purchasing Agent in writing, stating, and listing the specifications and objections, no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Doug Guffey, Purchasing Agent. Information obtained from other sources will not be considered in the evaluation and award of this bid.

#### **Section 7: Alternate Bids**

Alternate bids are allowed. Alternate bids are those that are not identical by manufacturer and model to what is outlined within the bid document or one which has substantially different specifications to what is outlined in the bid document. When alternate bids are submitted, the bidder must submit documentation for review as a part of the bid to show that the product meets or exceeds the specifications of the item(s) referenced in the specifications. It shall be the responsibility of the bidder to show that the alternate equipment is equivalent and conforms to the specifications contained herein. Bidders may submit multiple bids on various manufacturers' brands/models.

#### **Section 8: Bid Options**

The County reserves the right to request pricing on optional equipment or services along with the pricing for the main or primary product or items when applicable. At the discretion of the County, some or all of the options requested may or may not be added and purchased based upon necessity and the availability of budgeted funds. The bid award will be made to the lowest, responsive, responsible bidder for the main or primary product or services on the Bid Proposal Form. Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the bid award.

#### **Section 9: How to Prepare Bid Proposals**

Bidders are encouraged to carefully review all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- a) **PROPOSAL FORM:** Submit all prices and offers on the **BID PROPOSAL FORM(s)** provided herein. All bid proposals must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative of the proposal.
- b) **Addendum(s):** If applicable, bidders shall include signed addendum(s) with their bid submittal acknowledging the modifications made to the bid document.

- c) **SIGNATURE:** All bids must be signed by an authorized official of the company on the Bidders Signature Page. A bid may be rejected if it shows omissions, alterations of form, additions not called for, conditional bid, or any irregularities.
- d) **TAXES:** Please include taxes in your bid prices. Taxes must be itemized and added to invoices when invoicing the County. The County is required to pay sales tax. The County is exempt from Federal Excise Tax and has a Federal Tax number.

#### **Section 10: How to Submit Bid Proposals**

- a) **SUBMIT SEALED BIDS ON THE BID PROPOSAL FORM PROVIDED HEREIN.**
- b) The following shall be submitted in separate envelopes within the submitted bid package:
  - 1) Bid Bond
  - 2) Historically Underutilized Business Affidavits (Attachment II: Minority Participation Forms)
- c) Provide (2) complete sets of your bid on the BID PROPOSAL FORM PROVIDED HEREIN in hard copy paper format (on 8-1/2" x 11" size paper, printed one side, only bound with a single staple in the upper left corner or with a single removable clip (no 3-ring binders) and must be SEALED in an envelope. **NO EMAIL OR FAX BIDS WILL BE ACCEPTED.**
- d) All bids must be mailed or delivered as follows in enough time to ensure receipt by the Purchasing Agent for this purpose on or before the time and date specified on the Bid Proposal Form. Bids not received by the time and date specified on the Bid Proposal Form will not be opened or considered.

#### **Mailing & Delivery Address:**

ITB: Main Library Facade Repair and Window Replacement  
Henderson County Finance Department  
113 N. Main St.  
Hendersonville, N.C. 28792

- e) Bidders shall provide any available product literature and manufacturer's specifications at the request of Henderson County.

#### **Section 11: Bid Opening**

- a) All bids will be opened and read at the time and place shown on the enclosed Bid Proposal Form. No official award will be made at the Bid Opening. All bidders are welcome to attend the bid opening. **LATE BIDS WILL NOT BE OPENED OR ACCEPTED.**
- b) Bidders may review or request copies of bids at the Bid Opening.
- c) Bids will be examined by the Purchasing Agent and the using department officials promptly after the opening and an award made as early as possible.

## Section 12: Award of Bid

a) **Standard of Bid Award Acceptance:**

The County reserves the right to reject any and/or all bids received as allowed by law, or to select the bid which, in our opinion, is in the best overall interest of the County. The award shall be made to the lowest, responsive, responsible bidder, or bidders, based on base bid taking into consideration quality, performance and the time specified in the bid for the performance of the contract.

b) **Bid Prices:**

All items and products proposed in response to this Bid are to be new, in un-used condition unless otherwise noted in the minimum specifications. All prices proposed in response to this Bid are to include all transport, freight, fuel surcharges and other fees if applicable and be delivered **FOB destination, freight prepaid and allowed** to the construction location unless otherwise specified in the specifications section. All items are to be packaged, and shipped or delivered safely in a protective carton, fully assembled and serviced, ready for use and operation where applicable or otherwise described within the specifications. All supplies, equipment, and apparatus must meet all Federal, State, and Local safety regulations, requirements, and guidelines, such as OSHA, EPA, US DOT, NC-DOT, NFPA, UL, etc., if so regulated.

c) **Order of Precedence:**

In cases of conflict between sections and provisions within the Bid document, the Order of Precedence will be 1) the Special Conditions section specific to the Bid (if present); 2) the Minimum Specifications section specific to the Bid, 3) Henderson County Terms and Conditions; and 4) the Instructions to Bidders section of the Bid document.

d) **Bid Award Approval:**

The Henderson County Board of Commissioners will approve the award of the bid at a designated meeting.

## Section 13: Errors in Bids & Bid Withdrawal

Bidders or their authorized representatives are expected to understand the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

Should a bidder wish to withdrawal their bid, the bidder will forfeit the bid deposit (if applicable) as defined herein unless the conditions specified in NCGS 143-129.1 are met.

## Section 14: Bid Tabulation

Pursuant to North Carolina General Statute, bidders may request a bid tabulation from the Purchasing Agent, after the public bid opening.

## Section 15: Scope of Work

I. **Overview:**

It is the intent of these specifications to set up minimum requirements for the Library Facade repair and window replacement as specified. These specifications must be considered as minimum

requirements. If it is necessary to bid alternate equipment or to take exceptions to the specifications as set forth, this must be so stated in your bid. Any reference to a model or brand is only to denote quality and does not mean that equal equipment will not be considered.

## **II. Specifications**

### **A. Façade Repair**

1. Exterior of building to be pressure washed using detergent to remove atmospheric and organic matter.
2. Repair and/or replacement of spalled limestone exterior façade using Cathedral Stone limestone mortar to match existing limestone color.
3. All exposed metal reinforcement to be cleaned and a rust inhibitor applied before repairs are made.
4. Apply clear waterproof sealant to limestone on entire building after repairs are completed.

### **B. Window Replacement**

1. Aluminum Clad windows with bare aluminum (non-painted) trim must be used.
2. Windows must be non-operable, fixed pane, aluminum clad, thermal insulated.
3. All interior drywall around windows to be patched, caulked, and painted to match existing color.
4. All window openings shall be flashed with an adhesive membrane type flashing.

## **III. Installation**

1. Bidder shall provide a turnkey project inclusive of all labor, materials, supervision, disposal fees, permits, inspections for the Main Library window replacement and façade repairs.
2. Install all materials and equipment in accordance with manufacturer's instructions and warranty requirements.
3. Contractor must submit a timeline for the beginning and completion of the project.
4. Contractor is to obtain and pay for all required permits and inspections. Any deficiencies found in the installation or materials used in the installation which prevents receiving a green tag from inspectors or issues found during the final walkthrough with County representatives will be the Contractor's responsibility and expense to correct.
5. Work may be performed Monday through Saturday, 7:00 AM to 6:00 PM. No work shall be performed on Sunday. The work shall be scheduled with the Library as some of the work will be performed in the children's area.
6. Daily cleaning and sweeping of all debris must be completed on exterior and interior of job site.
7. Provide jobsite fencing and signage to direct public away from jobsite.
8. Provide roll off dumpster for all construction debris.

## **IV. Warranty**

1. The installation services and materials furnished by the contractor, or any subcontractors shall be free from any defects in workmanship for a period of one year from the date of final payment.

## **V. Acceptance of Work**

1. Bidder shall perform a final walk through with a County representative upon completion.
2. Henderson County shall receive all inspections, certifications, and permits required by local and State agencies as applicable. Henderson County is to receive written copies of all.
3. Henderson County shall receive all warranties, maintenance manuals, product data, and closeout



documents as applicable.

**VI. Project Completion**

The Project shall be completed by May 1, 2024

**Section 16: Licensure**

Bidder shall provide a copy of their general contractor licensure. If not provided the bid will be considered nonresponsive.

**Section 17: Bid Bond**

For any proposal to be considered or accepted by the County, the proposal must include at the time of filing, a bid bond in the amount of five percent (5%) of the total bid price. The bid bond must be executed by a corporate surety licensed under the laws of North Carolina to execute such bonds, conditioned that the surety will upon demand forthwith make payment to the obligee upon said bond if bidder fails to execute the contract in accordance with the bid bond. This deposit shall be retained if the successful bidder fails to execute the contract within ten (10) days after award or fails to give satisfactory surety as required herein. Bid bonds shall be submitted to the County using AIA Document A310, or the equivalent bid bond document if the underlying basic contract is created with a form supplied by a different group than the American Institute of Architects or be in the form of a certified check payable to the County, in the amount of five percent (5%) of the total bid price. If a bond is used, it must be issued by an insurer licensed to do business in North Carolina.”

**Section 18: Payment & Performance Bonds**

Selected Contractor(s) will be required to post a Performance and Payment Bond issued and guaranteed by a North Carolina-licensed insurer in the amount of 100% of an event’s estimated contract cost for contracts costing more than \$50,000 that are part of a project costing more than \$300,000. The bond shall continue throughout the contract execution period, from when the County issues a Notice to Proceed and Purchase or Contract Order, until such time as the scope of work contained in the contract is completed as determined by the County.

Bonds shall remain in effect until final acceptance of the project by the County or when final payment becomes due for a County Purchase Order initiated project or until the County determines the bond may be reduced or is no longer required. The Performance Bond and the Payment Bond shall be executed by one or more surety companies legally authorized to do business in the State of North Carolina and shall become effective upon the execution of the Purchase Order.

The surety bonds must be in the form as provided by Surety Association of America, the American Institute of Architects (AIA-A312), Associated General Contractors of America, Engineers Joint Contract Documents Committee, American Consulting Engineers Council, American Society of Civil Engineers, and the Construction Specification Institute without any variations in the standard forms, or in any other forms authorized by North Carolina General Statute.

**Section 19: Minority and Disadvantaged Business**

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 and, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County’s contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

Due to the state funding source of this project the HUB participation goal will be 10%. Bidders shall submit the applicable minority participation forms found in Attachment II as applicable.

#### **Section 20: Identification of Subcontractors**

Bidders must identify all subcontractors they intend to use for the following subdivisions of work:

1. HVAC
2. Electrical
3. Plumbing
4. General

Pursuant to NCGS 143-128(d) bidders shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except in the following conditions:

- (i) if the listed subcontractor's bid is later determined by the contractor to be nonresponsible or nonresponsive
- (ii) the listed subcontractor refuses to enter into a contract for the complete performance of the work, or
- (iii) the awarding authority approves the substitution for good cause shown by the contractor.

#### **Section 21: Contracting**

Bidder shall include a proposed contract signed by the bidder and ready for county signature. The contract shall include at minimum the following language:

- i. Section 22 County Terms and Conditions
- ii. Section 23 Certificate of Insurance

#### **Section 22: Terms and Conditions**

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

[https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson\\_county/page/42611/terms\\_and\\_conditions\\_02.23.2022.pdf](https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_and_conditions_02.23.2022.pdf)

These Terms and Conditions, which refer to a “purchase order”, shall be deemed to be included in any contract entered into as a result of this Invitation to Bid (“ITB”).

Any attempt by a proposed contracting party (the “Bidder”) under the ITB to exclude any of these Terms and Conditions shall cause any Proposal made in response to this ITB to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this ITB is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

**Section 23: Minimum Insurance Requirements**

Bidder shall provide an Insurance Certificate naming Henderson County as **additionally insured** per the attached certificate of insurance. Should different insurance limits be established between the vendor and the County, the Certificate of Insurance with Henderson County named as additional insured shall be contained herein.

<b>Required Coverage</b>	<b>Minimum Insurance Limits</b>
Workers' Compensation	Statutory/Employers Liability: \$1M/\$1M/\$1M
General Liability	\$1M per occurrence/\$1M aggregate - Per Project basis
Automobile	\$1M Combined Single Limit
Excess Liability	\$2M per occurrence
Builder's Risk	Amount of contract for above ground construction

**Section 24: Funding Source**

This invitation to bid is funded in its entirety with **State Funds**.

**Section 25: Attachments**

Attachment I: Vendor Information Form

Attachment II: Minority Participation Forms

## Attachment I: Vendor Information Form

<b>Attachment I: Vendor Information Form</b>			
Company/Firm Name			
Mailing Address			
Contact Name		Contact Title	
Phone Number	Fax	Email	Website
Federal Tax ID Number		Unique Entity Identification Number (SAM.gov)	
Required Documentation		Internal Routing	
Completed IRS W-9 form dated within calendar year and signed by authorized personnel.		W9 Received	YES
Minority and Women Owned Business (MWBE) certification, if applicable.		MWBE Certification Received	YES      N/A
		Unique Entity Identification Number confirmed in SAM.gov	YES



**Attachment II: Minority Participation Forms**  
**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.

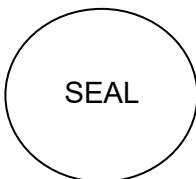
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure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

**Attachment II: Minority Participation Forms**  
**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

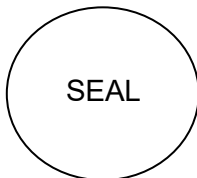
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

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 \_\_\_\_\_

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

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

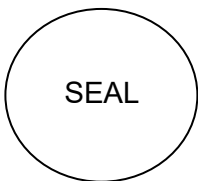
\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

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

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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 \_\_\_\_\_



# State of North Carolina AFFIDAVIT D – Good Faith Efforts

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

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

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

Project ID# \_\_\_\_\_ (Project Name) Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with HUB certified/ 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.**

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

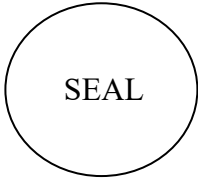
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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 \_\_\_\_\_