

Edgecombe County Animal Shelter

3005 Anaconda Rd
Tarboro, NC

Instructions to Bidders

Intent

The intent of this bid call is to obtain a proposal to perform work to complete the new construction project for the Edgecombe County Animal Shelter, of approximately 13,000 sq ft under a stipulated-sum contract, in accordance with the contract documents and plans as provided by RLArchitecture, pllc dated 7.22.2024. Plans have NOT been submitted for Permitting.

The Owner is **Edgecombe County**

1. Bid Format and Preparation of Bids:

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals endorsed "Edgecombe County Animal Shelter" will be received by Edgecombe County in **Carmon Auditorium located in the Edgecombe County Administration Building located at 201 St Andrew Street, Tarboro, NC 27886, until 2:00 PM, on Tuesday, August 20, 2024**, at which time they will be publicly opened and read.

Bids shall be reviewed by the Owner for the furnishing of labor, material and equipment entering into the construction of the Edgecombe County Animal Shelter project. Bidders shall be advised of the results. Bids will be received for a Single Prime Contract.

- a. All new construction work shall be in accordance with the Construction Documents (collectively the "project").

The attached Project Bid Cover Sheet must be used and must be fully completed. Additionally, the Project Bid Submittal form must be completed and attached. Bidding Contractors may submit substitutions for approval, along with their bid, furnishing a full and complete description including a cost comparison with the specified plans. Approval for substitutions will be at the Owners' sole discretion and will occur after the bids have been reviewed.

2. Construction Documents:

Construction Documents are available on the Duncan Parnell Website.

The Construction Documents as referenced in this Invitation Bid shall be comprised of the following:

- A. Architectural Plans and Sheet Specifications, as prepared by RLArchitecture, pllc Dated 7.22.2024
- B. Electrical Plans and Sheet Specifications, as prepared by Vrettos Engineering, Dated 7.21.2024
- C. Mechanical Plans and Specifications as prepared by Kairos Project Group, Dated 7.18.2024
- D. Structural Plans and Specifications as prepared by Structura, Inc, Dated 7.21.2024
- E. Revised plans and written addenda, if any.

3. **Scope:**

Construction of approximately 13,000 sf building for a new Animal Shelter per the Construction Documents, Instructions to Bidders, and any Addenda.

4. **Addenda:**

Addenda will be emailed to all that are known by this office to have received a complete set of bidding documents. No addenda will be issued later than two (2) days prior to the date of bid close, except for an addendum withdrawing the request for bids, or one that includes postponement of the date for receipt of bids.

5. **Owners Designated Representatives:**

Architect:

Roger Layman
RLArchitecture, pllc
PO Box 161
Davidson, NC 28036
roger@rlarchitecture.com

6. **Bid Closing:**

8.20.2024 @ 2pm

7. **Project Initiation and Completion Dates:**

The owner will be applying to the State for additional financing and will require selected bidder to hold bid prices for up to 90 days for financing approval. Bidder to include in submittal their expected start and finish dates for this project.

8. **EXAMINATION:**

Carefully examine all drawings, specifications, and site conditions to obtain first-hand knowledge of existing conditions. Submission of a proposal implies that the bidder is fully informed regarding all the requirements of the contract documents and all site conditions. No additional compensation will be paid to the general contractor due to his failure to be fully informed regarding the requirements of the contract documents, or the site conditions. Existing site conditions indicated on the drawings are as exact as can be determined from available information; their accuracy or completeness is not guaranteed, therefore, contractors are strongly encouraged to visit the site prior to submitting their respective bid.

9. **Bid Bond:**

Required Bid Bond of 5%

10. **Performance and Payment Bond:**

A Performance Bond will **not** be required.

11. **Inquiries:**

Direct questions concerning the project design by email or telephone to the Architect.

12. **Subcontractors:**

Submit subcontractors' names for each major subtrade. The Owner reserves the right to qualify subcontractors. Prior to the award of the contract, the Owner will notify the bidder in writing if he has reasonable objection to a person or entity proposed by the bidder. The bidder may, at the bidder's option (1) withdraw the bid or (2) submit an acceptable substitute person or entity with an adjustment in the base or alternate bid to cover the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the bidder.

13. **Acceptance of Bid:**

It is the intent of the Owner to award a contract to the lowest responsible bidder, provided the bid is submitted in accordance with the requirements of the bidding documents. The Owner shall have the right to waive informalities or irregularities in a bid received and to accept the bid which, in the Owner's sole judgment, is in the Owner's best interest. The Owner shall have the right to accept alternatives in any form or combination.

14. **Permit:**

The contractor's bid amount will include the cost of, and securing of, all building permits, including subcontractor permits, **tap fees**, licenses, and government or local regulatory fees related to the construction and/or occupancy permits of the project. This does not include business licenses.

15. **Modifications To, and Withdrawal of Bids:**

Bids may not be modified after submittal, unless specifically requested by the Owner. However, bids may be withdrawn at any time before bid opening but may not be resubmitted. No bid may be withdrawn or modified after the bid opening.

16. **Disqualifications:**

The Owner reserves the right to: (a) reject any and all bids, (b) to request clarification of any bid and/or (c) to elect to not proceed with the project, at the Owner's sole discretion.

17. **Schedule:**

Project must be completed within 365 calendar days from the date work is initiated or better. The General Contractor ability to provide a better schedule will be part of the owner's selection criteria. The GC must be prepared to proceed with all processes and work required to deliver a complete & operational interior upfit within this timeframe from the initiation of the project. The bidder is to include in submittal their expected start and finish dates for this project. Plans have been submitted for permit review and is pending.

18. **Execution of Contract:**

The Owner reserves the right to accept any bid and to reject any and all bids, or to negotiate contract terms with various bidders when such is demanded by the Owner to be in his best interest. Notwithstanding any delay in the preparation and execution of the formal Contract Agreement, each bidder shall be prepared, upon written notice of bid acceptance, to commence work on the scheduled start date determined by the Owner and authorized in a Notice to Proceed. The bidder shall assist and cooperate with the Owner in preparing the formal Contract Agreement, within a reasonable time following its presentation, shall execute same and return it to the Owner without delay. AIA Document A105 will be the contract document. **Applications for Payment will use AIA form G702/703 with a 5% retainer required.** No money will be provided for upfront material or startup costs for the project. All change orders will have to be approved by the lender prior to execution of the work related to the change.

19. **Qualification:** By submitting a bid, the bidder represents that he/she:

- a. Has both visited and thoroughly inspected the project site and has become familiar with the existing site conditions.
- b. Is qualified and able to construct the project as shown in the Drawing Package.
- c. Has sufficient knowledge of the laws, regulations and codes that govern construction at the project location and believes the bid that he/she has submitted includes all incidental and other items to satisfy the applicable requirements.
- d. Has disclosed to the Architect & Owner any deficiencies in the plans or in the specifications of which he/she has knowledge of, and which would prevent construction of the project in conformance with any such applicable laws, regulation or Codes, or in a good and workmanlike manner.
- e. Has included in the bid any incidental items required for completion of the project in a good and workmanlike manner.
- f. Will submit the required MWBE Affidavit A - Good Faith Effort upon Bidding.
- g. Will submit the required MWBE Affidavit C – Portion of the Work to be Performed when awarded the project

20. **Add (Deduct) alternates to the Bid:**

21. **Addenda:**

This set of Instructions to Bidders is part of **Addenda #1**

Reference any future Addenda on Project Bid Submittal Cover Sheet.

22. **Rules on Bidding Alternates and Cost Savings:**

Each bidder is encouraged to suggest alternates or cost saving options in the bidding process in the form of alternates to the bid. All alternative suggestions must be in complete compliance with all local codes and must be **fully disclosed** by the contractor. The contractor assumes the liability for all required research and documentation to bring the alternate suggestion to the attention of all concerned parties, unless otherwise agreed to by all parties. Alternates will become part of the contract only when accepted by the owner in writing prior to the contract execution.

END OF INSTRUCTIONS TO BIDDERS