



# **WATER RESOURCES**

**Water and Sewer**

**Request for Quote #: 320- 290921JS**

**Manhole Rehabilitation**

**Date of Issue: 10/20/2021**

**Quote Due Date: 11/03/2021 by 4:00 P.M.**

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

Jalisa Staton

Purchasing Clerk

Email: [Jalisa.Staton@rockymountnc.gov](mailto:Jalisa.Staton@rockymountnc.gov)

Phone: 252-972-1229



**ROCKY MOUNT**  
FINANCE  
THE CENTER OF IT ALL

## **Request for Quote # 320-290921JS**

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.  
Failure to do so may subject your bid to rejection.**

**ID Number:**

\_\_\_\_\_

Federal ID Number or Social Security Number

\_\_\_\_\_

Vendor Name

***“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”***



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## 1.0 PURPOSE AND BACKGROUND

This specification shall govern all work, materials, and equipment required for manhole rehabilitation for the purpose of eliminating infiltration, providing corrosion protection, repair of voids, and restoration of the structural integrity of the manhole as a result of applying monolithic multi-layer/component lining to the wall and bench surfaces of brick, concrete, or any other masonry construction material.

**The estimated budget for this project is \$100,000.00.**

Quotes shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

## 2.0 GENERAL INFORMATION

### 2.1 REQUEST FOR QUOTE DOCUMENT

The RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference. Vendor may attach its quote to this RFQ for submission; however, any and/or all additional, modified or conflicting terms and conditions submitted on or with Vendor’s quote shall be disregarded and shall not be considered a part of any contract arising from this RFQ. Any attempt to delete or avoid the force of the previous sentence shall render Vendor’s quote invalid, and it shall not be considered.

### 2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions, the Cities’ terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFQ.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFQ (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT QUOTE. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s quote. This applies to any language appearing in or attached to the document as part of the Vendor’s quote that purports to vary any terms and conditions or Vendors’ instructions herein or to render the quote non-binding or subject to further negotiation. *Vendor’s quote shall constitute a firm offer.* **By execution and delivery of a quote in response to this RFQ, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s quote as nonresponsive. Any quote that contains language that indicates the quote is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFQ other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFQ or in the manner specified by this RFQ shall constitute grounds for rejection of said Vendor’s offer, at the Cities election.

### 2.3 RFQ SCHEDULE

The table below shows the *intended* schedule for this RFQ. The city will make every effort to adhere to this schedule.

Action	Responsibility	Date/Time
Issue RFQ	City	Wednesday 10/20/2021
Submit Written Questions/Question Deadline	Vendors	Friday 10/22/2021

Quote Number:320- 290921JS

Vendor: [Redacted]

Provide Response to Questions/Addendum	City	Tuesday 10/26/2021
Submit Bids	Vendors	Wednesday 11/03/2021 by 4 p.m.
Award Contract	City	TBD

## 2.4 QUESTIONS ABOUT QUOTE

**Purpose:** Upon review of the RFQ documents, Vendors may have questions to clarify or interpret the RFQ in order to submit the best quote possible. To accommodate the Quote Questions process, Vendors shall submit any such questions by the above due date.

**Instructions:** Written questions shall be emailed to [Jalisa.Staton@rockymountnc.gov](mailto:Jalisa.Staton@rockymountnc.gov) by the date and time specified above. Vendors should enter "RFQ #320-280921JS – Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFQ section and be submitted in a format shown below:

Reference	Vendor Question
RFQ Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, the City 's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing webpage <https://rockymountnc.gov/bids>, and/or the North Carolina's Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Vendors shall be entitled to rely *only* on written material contained in an Addendum to this RFQ. The dated noted in the RFQ schedule for the City to provide responses to questions also serves as the addendum deadline. If you do not receive a courtesy email notification regarding the addendum by that date do check the City of Rocky Mount Purchasing webpage.

## 2.5 EMAILING OR MAILING INSTRUCTIONS

**Instructions:** Quotes, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein.

MAILING ADDRESS FOR DELIVERY OF QUOTE VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY, OR BY ANY OTHER CARRIER
<p>QUOTE NUMBER: 320-290921JS            Attn: Jalisa Staton, Purchasing Clerk            Address: PO BOX 1180            Rocky Mount, NC 27802</p>	<p>QUOTE NUMBER: 320-290921JS            Attn: Jalisa Staton, Purchasing Clerk            Address: 331 S. Franklin Street            Rocky Mount, NC 27802</p>

Vendors shall deliver either **one (1) signed electronic emailed copy** to [Jalisa.Staton@rockymountnc.gov](mailto:Jalisa.Staton@rockymountnc.gov) response or **one (1) signed original executed quote** to the address identified in the table in this Section. Address package and insert quote number as shown in the table above.

Quote number shall be marked on the outside of the sealed envelope with the Vendor's name and date and time of opening.

**IMPORTANT NOTE:** It is the responsibility of the Vendor to have the signed quote physically in this Office by the specified time and date quotes are due, regardless of the method of delivery. **This is an absolute requirement.** The time of

delivery will be marked on each quote when received, and any quote received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the city 's Mail Service Center. Vendors are cautioned that quotes sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the quote deadline. All Vendors are urged to take the possibility of delay into account when submitting a quote.

If quote is hand delivered, please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a city employee.

**This informal RFQ does not require a public opening of bids.**

## 2.6 QUOTE CONTENTS

Vendor shall populate all attachments of this RFQ that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFQ, and signed receipt pages of any addenda released in conjunction with this RFQ.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- d) ATTACHMENT C: ACCEPTANCE OF TERMS AND CONDITIONS
- e) ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

## 2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.
- c) **FOB-DESTINATION:** Title changes hand from Vendor to purchaser at the destination point of the shipment; Vendor owns commodity in transit and files any claims, and Vendor pays all freight and any related transportation charges. A solicitation may request Vendors to separately identify freight charges in their quote, but no amount or charge not included as part of the total quote price will be paid.
- d) **LOT:** A grouping of similar products within this RFQ.
- e) **ON-TIME DELIVERY:** The delivery of all items within a single order to the receiving point designated by the ordering entity within the delivery time required.
- f) **RFQ:** Request for Quote.
- g) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Quote.

## 3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

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### 3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The city may obtain quotes from one or more potential Vendors. All quotes will be evaluated, and award will be based on lowest responsive quote meeting specifications.

**Local Preference Policy.** *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsive, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsive, responsive Non-Local Bidder's price .An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/vendors>*

**3.2 QUOTE EVALUATION PROCESS**

- a) Quotes are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any quote based on fit, form and function as well as cost.
- b) The City shall review the responses to this RFQ to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the city will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the city is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the city.

**CONFIDENTIALITY DURING PROCESS:** During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor's offer from further evaluation or consideration in the discretion of the City.

**3.3 INTERPRETATION OF TERMS AND PHRASES**

This Request for Quote serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Quote shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether quotes should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Quote. Except as specifically stated herein, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a quote in its entirety.



## 4.0 REQUIREMENTS

This Section lists the requirements related to this RFQ. By submitting a quote, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFQ. If Vendor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing department Contract Lead as specified in this RFQ.

### 4.1 CONTRACT TERM

The Contract shall have an initial term of 60 days, beginning on the date of contract award (the “Effective Date”).

### 4.2 PRICING

Quote price shall constitute the total cost to Buyer for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this Quote. Complete ATTACHMENT A: PRICING FORM and include with Quote.

### 4.3 INVOICES

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line-item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyers Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

### 4.4 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

### 4.5 REFERENCES

Vendors shall provide at least three (3) different references for which your company has provided Services of similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL

<b>Optional:</b> City of Rocky Mount			

## 5.0 SCOPE OF WORK

### 5.1 GENERAL

Provide guarantee against defective materials and workmanship in accordance with the requirements of these specifications:

**I. Section Includes:**

This Section covers the infiltration and corrosion protection system for sanitary sewer manholes, where indicated on the Contract Drawings. The manhole lining system shall provide a monolithic multi-layer/component lining and cover the entire chimney, walls and benches of the manholes to provide infiltration and corrosion protection as a total system. Work includes, but is not limited to, the following:

- a) Manhole cleaning of sedimentation and debris.
- b) The removal of any loose and unsound material.
- c) Performing surface preparation for the lining application.
- d) Applying patching products.
- e) Manhole Lining.

**II. Submittals**

- a) Submit product data for each component specified including data substantiating that the proposed materials comply with specified requirements and recommendations by the manufacturer cover all materials.
- b) Submit technical data, and Safety Data Sheet (SDS) on each product used.
- c) Submit manufacturer’s literature or specifications including surface preparation, application information, curing period, and testing.
- d) Submit copies of independent testing performed on the coating product including ASTM G210-13 and ASTM D543 indicating the product meets the requirements as specified herein.
- e) Submit technical data sheet and project specific data for repair materials to be top coated with the coating products including application, cure time and surface preparation procedures.
- f) Samples of the cured system to include the following:
  - Finish material.
  - Stepped samples showing stages of multi-layer/component applications.

**III. Qualification**

- a) Manufacturer and Contractor specializing in the performance of work specified in this section with a minimum of three (3) years documented experience and 3,000 vertical feet of application.
- b) Submit references of at least five (5) municipal sanitary sewer projects performed within the past three years. These projects must be similar in scope and complexity to the project being bid. These references shall include the following:
  - Project title, locations, and contract value.
  - Project description.
  - Client contact, including customer name, address, and contact.

**IV. Quality Assurance**

- a) Coating material shall be produced in an ISO 9001 certified facility.
- b) Furnish materials of quality required by ASTM standards or other approved standards and specifications.
- c) Coating products shall be capable of being installed and curing properly within the specified environments. Coating products shall be resistant to all forms of chemical or bacteriological attack found in municipal sanitary sewer systems and capable of adhering to the substrates and repair products.
- d) Repair products shall be fully compatible with coating products including ability to bond effectively to the host substrate and coating products forming a composite system.
- e) Contractor shall utilize equipment for the application of the coating products which has been approved by the coating product manufacturer. Contractor shall have received training on the operation and maintenance of said equipment from the coating product manufacturer.
- f) Contractor shall be trained by, or have their training approved and certified by, the coating product manufacturer for the handling, mixing, application and inspection of the coating products to be used as specified herein.
- g) Contractor shall be trained in the use of testing or inspection instrumentation and knowledgeable of the proper use, preparation and installation of the coating products to be used as specified herein.
- h) Provide guarantee against defective materials and workmanship in accordance with the requirements of these specifications.

**V. Definitions**

- a) Cleaning: Removal of sand, dirt, roots, grease and all other solid or semi-solid material from the manholes as required for proper application of patching and coating products.
- b) Faults: Leaking joints, cracks, breaks or other imperfections in the manholes.

**VI. Product Delivery, Storage, and Handling**

- a) Delivery and Handling: Prevent moisture damage and contamination of materials during delivery and handling.
- b) Storage: Store materials in undamaged condition with seals and labels intact as packaged by the manufacturer.
  - Store liquid products protected from freezing conditions.

**VII. Site Conditions**

**1. Environmental Requirements:**

- a) Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the Manufacturer. Do not apply the products of this Section to frozen surfaces.
- b) Do not apply coatings during rain or snow, or when relative humidity is outside the humidity ranges required by the Manufacturer.
- c) Minimum Application Temperatures for coatings: as required by Manufacturer's instructions.

**2. Protection:**

- a) Public Safety: If public safety is endangered during the progress of the rehabilitation work, provide adequate protective measures to protect public pedestrian and vehicular traffic on streets and walkways.
  - Signs, signals and barricades used shall conform to requirements of Federal, State and Local laws, rules, regulations, precautions, orders, and decrees.
- b) Existing Facilities Protection: Protect manholes and sewer main piping from damage due to operations associated with work of this Section.

- c) Personnel Protection: It is the responsibility of the Contractor to provide appropriate protective measures to ensure that chemicals are always under the control of the Contractor and are not available to unauthorized personnel or animals.

**MATERIALS**

**I. Protective Lining Systems Materials**

- a) The protective lining system shall be a multi-layer/component protective lining system, including:

- Polyurea Adhesion Coating
- Polymer Surfacer Layer
- Final Polyurea Armor Layer

- b) Liner System Armor Layer  
100% solids, no volatile organic compound (VOC), moisture tolerant, elastomeric polyurea coating to provide infiltration and corrosion protection. Material shall be capable of curing properly given the project site conditions and temperatures conforming to the following minimum physical requirements:

Property	Value
Hardness, D-2240	D 48
Tensile strength, D-412	3315 psi
100% Modulus, D-412	1668 psi
200% Modulus, D-412	1960 psi
300% Modulus, D-412	2650 psi
Tear strength, DIE-C, D-624	417 pli
Ultimate elongation, D-412	395 %
Abrasion Resistance (CS17 wheels, 1000g, 1000 cycles), D-4060	15 mg loss
ASTM G210-13 Severe Wastewater Analysis Testing	Pass

- c) Liner System Surfacer Layer  
100% solids, no volatile organic compound (VOC), moisture tolerant, elastomeric polyurethane coating to provide infiltration and corrosion protection. Material shall be capable of curing properly given the project site conditions and temperatures conforming to the following minimum physical requirements:

Product Type	Polyurethane	
Core Density	ASTM D 1622	6 lb/ft3
Compressive Strength 1"	ASTM D 1621	130 - 180 psi
Closed Cell Content		>94%
S.W.A.T.	ASTM G210-13	Pass

**INSTALLATION**

**I. Surface Preparation**

- a) Conduct surface preparation program to include monitoring of atmosphere for hydrogen sulfide, methane, low oxygen or other gases, approved flow control equipment, and surface preparation equipment.
- b) Surface preparation methods may include high pressure water cleaning, hydro blasting, abrasive blasting, grinding, detergent water cleaning and shall be suited to provide a surface compatible for installation of the liner system
- c) Surface preparation method shall produce a cleaned, abraded and sound surface with no evidence of laitance, loose concrete, brick or mortar, contaminants or debris, and shall display a surface profile suitable for application of liner system.
- d) After the defects in the structure are identified, repair all leaks with a chemical or hydraulic sealant designed for use in field sealing of ground water. Severe cracks shall be "repaired with a urethane-based chemical" sealant. Product to be utilized shall be as approved by owner/engineer prior to installation. Repairs to exposed rebar, defective pipe penetrations or inverts, etc. shall be repaired utilizing non-shrink grout or approved alternative method.
- e) For structures over 8' diameter or 8'x8' non cylindrical structures an ultra-high water blasting with a minimum of 20,000 psi must be used for prep.

**II. Material Installation**

- a) Application procedures shall conform to recommendations of the manufacturer, including materials handling, mixing, environmental controls during application, safety and spray equipment.
- b) Spray equipment shall be specifically designed to accurately ratio and apply the liner system.
- c) Application of multi-layer/component liner system shall be in strict accordance with manufacturer's recommendation. Final installation shall be a minimum of 1/2" (500 mils).

**III. Inspection**

- a) Final liner system shall be completely free of pinholes or voids. Liner thickness shall be the minimum value as described herein.
- b) Visual inspection shall be made by the Owner/Engineer. Any deficiencies in the finished liner system shall be marked and repaired according to the procedures set forth by Manufacturer.
- c) The sewer system may be returned to full operational service as soon as the final inspection has taken place.

**IV. 10-Year Limited Warranty**

- a) Manufacturer and Applicator warrant the liner system against failure for a period of 10 years. "Failure" will be deemed to have occurred if the protective lining fails to prevent the internal deterioration or corrosion of the structure or prevent groundwater infiltration. If any such failure occurs within 10 years of initial completion of work on a structure, the damage will be repaired at no cost to the Owner. "Failure" does not include damage resulting from mechanical or chemical abuse or act of God. Mechanical or chemical abuse means exposing the lined surfaces of the structure to any mechanical force or chemical substance not customarily present.

## 5.2 VENDOR'S REPRESENTATION

- a) Vendor warrants those qualified personnel shall provide all services that may be required under The Contract in a professional manner. "Professional manner" means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractors(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder.
- b) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

**Attachments to this RFQ begin on the next page.**

**ATTACHMENT A: PRICING FORM**

All labor costs, direct and indirect, shall have been determined and included in the quote. The cost and availability of all equipment, materials, and supplies associated with performing the services described in the scope of work shall have been determined and included in the quote.

LINE	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	Per vertical foot for 4' inside diameter manholes.	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
2	Per vertical foot for 5' inside diameter manholes.	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>



## **ATTACHMENT B: INSTRUCTIONS TO BIDDERS**

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City of Rocky Mount Instructions to Bidders Review <https://rockymountnc.gov/vendor>

## **ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS**

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Review Terms and Conditions: General at <https://rockymountnc.gov/vendor> Terms and conditions on the vendor webpage that do not apply to this bid: [Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.](#)

Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.



**ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION**

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**HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business?  Yes  No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  Yes  No

If so, state HUB classification: [Redacted]

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**NEW VENDOR REGISTRATION**

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

[rockymountnc.gov/vendor](http://rockymountnc.gov/vendor)

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**HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT**

Becoming a Vendor <https://youtu.be/MGOjZxI4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>

Purchase Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>