ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Police Department

Request for Proposal #: 320-170522RP

RMPD Remodeling Project

Date of Issue: 05/20/2022

Proposal Due Date: 06/03/2022

At 04:00 P.M. ET

Direct all inquiries concerning this RFP to:

Ramona Plemmer

Senior Purchasing Technician

Email: ramona.plemmer@rockymountnc.gov

Phone: 252-972-1226

Contents

I. SCOPE OF WORK 3
II. PROJECT SCHEDULE 4
III. URGED & CAUTIONED SITE VISIT 4
IV. QUESTIONS 4
V. PROPOSAL SUBMITTAL 5
VI. REFERENCES 5
ATTACHMENT A: PROPOSAL/ACCEPTANCE FORM 6
ATTACHMENT B: ACCEPTED by the City of Rocky Mount 7
ATTACHMENT C: G E N E R A L C O N D I T I O N S 8
ATTACHMENT D: SUPPLEMENTARY GENERAL CONDITIONS 19
ATTACHMENT E: SUPPLEMENTAL VENDOR INFORMATION 20
ATTACHMENT F: PROPOSED PRODUCTS FORM 21
ATTACHMENT G: MWBE FORMS 22
ATTACHMENT H: 23

CITY OF ROCKY MOUNT
STANDARD FORM OF INFORMAL CONTRACT
AND GENERAL CONDITIONS

FOR

Project ID# - 320-170522RP

I. SCOPE OF WORK

The Police Department Building is located at 330 S. Church St. in Rocky Mount North Carolina. This project consists of replacing carpet, ceiling tiles, removing wallpaper, repairing and damage or holes and repainting walls on the second floor rooms including the 911 communications center. This will continue on the first floor and finally the third floor. The bid will be broken down into several projects starting with the 911 communication center then the remainder of the second flooor. First floor will be next with the patrol services area (front of the building) followed by support services area (evidence and quartermaster)(rear of the building). The remainder of the third floor will be the final bid and section to complete.

Painting

- All existing wallpaper shall be removed, walls shall be sanded and prepped where required to provide a smooth paintable surface.
- One coat of oil base primer/sealer on all walls.
- 2 coats of acrylic paint in a satin finish color to be applied on all walls. Contractor will provide paint in the color that has been selected by the owner prior to the project start.
- When painting, all necessary precautions shall be implemented to avoid paint contacting unintended surfaces.
- During the work on the second floor take necessary precaution to protect the hallway floor covering and walls during the removal phase.
- Paint all existing Door Jams to match the existing door Jams

Carpet

- All existing floor covering/carpet shall be removed and properly disposed of by the contractor.
- All cove base shall be removed and properly disposed of by the contractor.
- New Carpet provided by and installed by the contractor shall be Half-Lap/brick Ashlar/Basket Herringbone #T80557.
- Thresholds/transitions should be installed where necessary to ensure smooth/concealed trip free transitions.
- New Cove base shall be 4" and match existing new base. Contractor will provide and install throughout the work area.

Ceiling Tile

- All existing tiles shall be removed and properly disposed of by the contractor.
- Tiles shall be replaced with USG # 2120 SLT Radar 2x2 white
- White fresh air intake vents should be removed and replaced with new

GENERAL PROJECT INFORMATION

- See the attached spread sheets indicating the work to be completed by the associated room number or hallway.
- See the attached rough sketches for Communications break room, front desk, write up room and quartermaster area.

- Contractor shall be responsible for any and all required permits and scheduled inspections.
- Contractor shall be responsible for any and all measurements.
- All materials shall be removed and work site shall be clean for use at the end of the work period. All public areas shall be cleaned prior to 8:00 a.m.
- Public areas shall be used by the public Monday – Friday, 8:30 a.m. – 5:00 p.m.
- Work may be completed after hours and on weekends if necessary, with timely and proper notification made to the project manager.
- Contractor shall have no more than seven (7) days to start the project after notice of award and shall be complete within sixty (60) calendar days.

II. PROJECT SCHEDULE

Event	Responsibility	Date and Time
Issue RFP	City	Friday 5/20/2022
Pre-bid/Site Visit	City	Tuesday 5/24/2022
Submit Written Questions	Contractor	Wednesday 5/25/2022
Provide Response to Questions/Addendum Deadline	City	Friday 5/27/2022
Submit Proposals	Contractor	Friday 6/3/2022 4:00 pm
Contract Award	City	TBD
Estimated Completion Date	Contractor	TBD

III. URGED & CAUTIONED SITE VISIT

Date: 5/24/2022
Time: 10:00 AM Eastern Time
Contact #: 252-972-1226

Instructions: It shall be urged and cautioned that each Contractor's representative be present for a pre-proposal site visit. Attendees must meet promptly at address, 331 S. Franklin St., Rocky Mount, NC 27804.

The purpose of this visit is for all prospective Contractors to apprise themselves with the conditions and requirements which will affect the performance of the work called for by this Request for Proposals. Contractors must stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Contractor would recognize as affecting the work called for or implied by this proposal.

Contractors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Request for Proposal, must be confirmed by written addendum before it can be considered to be a part of this proposal.

IV. QUESTIONS

Written questions shall be e-mailed to ramona.plemmer@rockymountnc.gov by the date and time specified above. Contractors will enter "RFP #320-170522RP – Questions" as the subject for the email.

Questions received prior to the submission deadline date, the Purchasing Managers response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), http://www.ips.state.nc.us, and the City of Rocky Mount website and shall become an

Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFP, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFP.

Inquiries submitted no later than the date and time noted in the project schedule. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

V. PROPOSAL SUBMITTAL

Contractors interested in performing the services requested must submit the following information:

1. One (1) copy of their RFP response including name, address, and phone number of contact person. RFP responses shall be addressed to:

   Attn: RFP #320-170522RP
   City of Rocky Mount
   Purchasing- Ramona Plemmer
   331 S. Franklin Street
   Rocky Mount, NC 27802

All RFP responses shall be received by the date and time noted in the schedule on page 4. RFP responses may be sent via US Mail, FedEx, UPS, or hand delivered. **Faxed or emailed RFP responses will not be accepted**.

VI. REFERENCES

Contractors shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein. 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 proposal. If the City of Rocky Mount references is provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER
Optional: City of Rocky Mount		

ATTACHMENT A: PROPOSAL/ACCEPTANCE FORM

For

RMPD Remodeling Project

320-170522RP

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete in accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

TOTAL BASE PROPOSAL: _____ **Dollars $** _____

Respectively submitted this _____ day of _____ 20____

_____

(Contractor's Name)

Federal ID#: _____

Witness: _____

_____
(Proprietorship or Partnership)

Attest: *(corporation)*

(***Corporate Seal)***

By: _____

Title: _____
(*Owner, partner, corp. Pres. Or Vice President)*

Address: _____

Email Address: _____

By: _____ License #: _____

Title: _____
(Corporation, Secretary. /Ass't Secretary.)

ATTACHMENT B: ACCEPTED by the City of Rocky Mount

For

RMPD Remodeling Project

320-170522RP

City of Rocky Mount

Total amount of accepted by the owner, included base proposal : $_____

BY:_____Title: Purchasing Manager

Date: _____

PRE-AUDIT

This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

_____

Finance Director Date

ATTACHMENT C: GENERAL CONDITIONS

1. GENERAL

It is understood and agreed that by submitting a proposal that the Contractor has examined these contract documents, drawings and specifications and has visited the site of the Work and has satisfied himself relative to the Work to be performed.

2. DEFINITIONS

Owner: "Owner" shall mean, The City of Rocky Mount

Contractor: "Contractor" shall mean the entity that will provide the services for the Owner.

Designer: The **designer(s)** are those referred to within this contract, or their authorized representatives. The Designer(s), as referred to herein, shall mean architect and/or engineer responsible for preparing the project plans and specifications. They will be referred to hereinafter as if each were of the singular number, masculine gender.

Contract Documents: "Contract Documents" shall consist of the Notice to Bidders; General Conditions of the Contract; special conditions if applicable; Supplementary General Conditions; the drawing and specifications, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the documents prior to their execution; the proposal; the contract; the performance bond if applicable; and insurance certificates. All of these items together form the contract.

INTENT AND EXECUTION OF DOCUMENTS

The drawings and specifications are complementary, one to the other. That which is shown on the drawings or called for in the specifications shall be as binding as if it were both called for and shown. The intent of the drawings and specifications is to establish the scope of all labor, materials, transportation, equipment, and any and all other things necessary to provide a complete job. In case of discrepancy or disagreement in the Contract Documents, the order of precedence shall be: Form of Contract, specifications, large-scale detail drawings, small-scale drawings.

In such cases where the nature of the work requires clarification by the Designer/ Owner, the Designer/ Owner shall furnish such clarification. Clarifications and drawings shall be consistent with the intent of the Contract Documents and shall become a part thereof.

4. AS-BUILT MARKED-UP CONSTRUCTION DOCUMENTS

Contractor shall provide one complete set of legible "as-built" marked-up construction drawings and specifications recording any and all changes made to the original design during the course of construction. In the event no changes occurred, submit construction drawings and specifications set with notation "No Changes." The Designer/Owner must receive "As-built" marked-up construction drawings and specifications before the final pay request can be processed.

5. SUBMITTAL DATA

The Contractor awarded the contract shall submit all specified submittals to the Owner/Designer. A minimum number of copies as specified by the owner, of all required submittal data pertaining to construction, performance and general dimensional criteria of the components listed in the technical specifications shall be submitted. No material or equipment shall be ordered or installed prior to written approval of the submittals by the Designer/Owner. Failure to provide submittal data for review on equipment listed in the technical specifications will

result in removal of equipment by the Contractor at his expense if the equipment is not in compliance with the specifications.

6. SUBSTITUTIONS

In accordance with the provisions of G.S. 133-3, material, product, or equipment substitutions proposed by the bidders to those specified herein can only be considered during the bidding phase until five (5) days prior to the receipt of proposals or by the date specified in the pre proposal conference, when submitted to the Designer with sufficient data to confirm material, product, or equipment equality. Proposed substitutions submitted after this time will be considered only as potential change order.

Submittals for proposed substitutions shall include the following information:

a. Name, address, and telephone number of manufacturer and supplier as appropriate.

b. Trade name, model or catalog designation.

c. Product data including performance and test data, reference standards, and technical descriptions of material, product, or equipment. Include color samples and samples of available finishes as appropriate.

d. Detailed comparison with specified products including performance capabilities, warranties, and test results.

e. Other pertinent data including data requested by the Designer to confirm product equality.

If a proposed material, product, or equipment substitution is deemed equal by the Designer to those specified, all bidders of record will be notified by Addendum.

7. WORKING DRAWINGS AND SPECIFICATIONS AT THE JOB SITE

The contractor shall maintain, in readable condition at his job site one complete set of working drawings and specifications for his work including all shop drawings. Such drawings and specifications shall be available for use by the owner, designer or his authorized representative.

The contractor shall maintain at the job site, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on project drawings by the contractor and submitted to the designer upon project completion and no later than 30 days after acceptance of the project.

8. MATERIALS, EQUIPMENT, EMPLOYEES

a. The contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, fuel, heat, sanitary facilities, water, scaffolding and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.

b. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.

c. Upon notice, the contractor shall furnish evidence as to quality of materials.

d. Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed. However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to proposals the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Request for substitution of materials, items, or equipment shall be submitted to the designer for approval or disapproval; the designer prior to the opening of proposals shall make such approval or disapproval. Alternate materials may be requested after the award if it can clearly be demonstrated that it is an added benefit to the owner and the designer and owner approves.

e. The designer is the judge of equality for proposed substitution of products, materials or equipment.

f. If at any time during the construction and completion of the work covered by these contract documents, the language, conduct, or attire of any workman of the various crafts be adjudged a nuisance to the owner or designer, or if any workman be considered detrimental to the work, the contractor shall order such parties removed immediately from grounds.

g. The Contractor shall cooperate with the designer and the owner in coordinating construction activities.

h. The Contractor shall maintain qualified personnel and effective supervision at the site at all times during the project and exercise the appropriate quality control program to ensure compliance with the project drawings and specifications. The designer is responsible for determining compliance with the drawings and specifications.

9. CODES, PERMITS AND INSPECTIONS

The Contractor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the Designer in writing. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Owner, he shall bear all cost arising there from.

All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable.

All fire alarm work shall be in accordance with the latest State Construction Office (SCO) *Guidelines for Fire Alarm Installation* (NFPA72). Where the contract documents are in conflict with the SCO guidelines, the SCO guidelines shall govern. The Contractor shall be responsible for all the costs for the correction of the work where he installs it in conflict with the latest edition of the SCO *Guidelines for Fire Alarm Installation.*

*Inspection and certification of compliance by local authorities is necessary if an architect or engineer was <u>not</u> employed on the project.

10. PROTECTION OF WORK, PROPERTY, THE PUBLIC AND SAFETY

a. The contractors shall be jointly responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the owner or designer, and by laws or ordinances governing such conditions. They shall be responsible for any damage to the owner's property or of that of others on the job, by them, their personnel, or their subcontractors, and shall make good such damages. They shall be responsible for and pay for any damages caused to the owner. All contractors shall have access to the project at all times, except as indicated in the Supplemental General Conditions.

b. The contractor shall provide cover and protect all portions of the structure when the work is not in progress, provide and set all temporary roofs, covers for doorways, sash and windows, and all other materials necessary to protect all the work on the building, whether set by him, or any of the subcontractors. Any work damaged through the lack of proper protection or from any other cause, shall be repaired or replaced without extra cost to the owner.

c. No fires of any kind will be allowed inside or around the operations during the course of construction without special permission from the designer and owner.

d. The contractor shall protect all trees and shrubs designated to remain in the vicinity of the operations by building substantial boxes around it. He shall barricade all walks, roads, etc., as directed by the designer to keep the public away from the construction. All trenches, excavations or other hazards in the vicinity of the work shall be well barricaded and properly lighted at night.

e. The contractor shall provide all necessary safety measures for the protection of all persons on the job, including the requirements of the A.G.C. *Accident Prevention Manual in Construction*, as amended, and shall fully comply with all state laws or regulations and North Carolina State Building Code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations, elevator shafts, stairwells and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all protective devices and signs throughout the progress of the work.

f. The contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, *Federal Register*), and revisions thereto as adopted by General Statutes of North Carolina 95-126 through 155.

i. In the event of emergency affecting the safety of life, the protection of work, or the safety of adjoining properties, the contractor is hereby authorized to act at his own discretion, without further authorization from anyone, to prevent such threatened injury or damage. Any compensation claimed by the contractor on account of such action shall be determined as provided for under Article 13(b).

j. Any and all costs associated with correcting damage caused to adjacent properties of the construction site or staging area shall be borne by the contractor. These costs shall include but not be limited to flooding, mud, sand, stone, debris, and discharging of waste products.

11. SUBCONTRACTS AND SUBCONTRACTORS

The Contractor is and remains fully responsible for his own acts or omissions as well as those of any subcontractor or of any employee of either. The Contractor agrees that no contractual relationship exists between the subcontractor and the Owner in regard to the contract, and that the subcontractor acts on this work as an agent or employee of the Contractor.

12. CONTRACTOR-SUBCONTRACTOR RELATIONSHIPS

The Contractor agrees that the terms of these Contract Documents shall apply equally to each Subcontractor as to the Contractor, and the Contractor agrees to take such action as may be necessary to bind each Subcontractor to these terms. The Contractor further agrees to conform to the Code of Ethical Conduct as adopted by the Associated General Contractors of America, Inc., with respect to Contractor-Subcontractor relationships. The Owner reserves the right to limit the amount of portions of work to be subcontracted as hereinafter specified.

13. CHANGES IN THE WORK AND CLAIMS FOR EXTRA COST

a. The owner may have changes made in the work covered by the contract. These changes will not invalidate and will not relieve or release the contractor from any guarantee given by him pertinent to the contract provisions. These changes will not affect the validity of the guarantee bond and will not relieve the surety or sureties of said bond. All extra work shall be executed under conditions of the original contract.

b. Except in an emergency endangering life or property, no change shall be made by the contractor except upon receipt of approved change order from the designer, countersigned by the owner authorizing such change. No claim for adjustments of the contract price shall be valid unless this procedure is followed. Should a claim for extra compensation by the contractor be denied by the designer or the owner, the contractor may pursue his claim in accordance with G.S. 143-135.3.

In the event of emergency endangering life or property, the contractor may be directed to proceed on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the designer or owner, a correct account of costs together with all proper invoices, payrolls and supporting data. Upon completion of the work the change order will be prepared as outlined under either Method "c(1)" or Method "c(2)" or both.

c. In determining the values of changes, either additive or deductive, contractors are restricted to the use of the following methods:

1. Where the extra work involved is covered by unit prices quoted in the proposal, or subsequently agreed to by the Contractor, Designer, an Owner the value of the change shall be computed by application of unit prices based on quantities, estimated or actual as agreed of the items involved, except is such cases where a quantity exceeds the estimated quantity allowance in the contract by one hundred percent (100%) or more. In such cases, either party may elect to proceed under subparagraph c (2) herein. If neither party elects to proceed under c (2), then unit prices shall apply.

2. The contracting parties shall negotiate and agree upon the equitable value of the change prior to issuance of the change order, and the change order shall stipulate the corresponding lump sum adjustment to the contract price.

d. Under Paragraph "b" and Methods "c(2)" above, the allowances for overhead and profit combined shall be as follows: all contractors (the single contracting entity (prime), his subcontractors(1st tier subs), or their sub-subcontractors (2nd tier subs, 3rd tier subs, etc.) shall be allowed a maximum of 10% on work they each self-perform; the prime contractor shall be allowed a maximum of 5% on contracted work of his 1st tier sub; 1st tier, 2nd tier, 3rd tier, etc. contractors shall be allowed a maximum of 2.5% on the contracted work of their subs. ; Under Method "c(1)", no additional allowances shall be made for overhead and profit. In the case of deductible change orders, under

Method "c(2)" and Paragraph (b) above, the contractor shall include no less than five percent (5%) profit, but no allowances for overhead.

e. The term "net cost" as used herein shall mean the difference between all proper cost additions and deductions. The "cost" as used herein shall be limited to the following:

1. The actual costs of materials and supplies incorporated or consumed as part of the work;

2. The actual costs of labor expended on the project site; labor expended in coordination, change order negotiation, record document maintenance, shop drawing revision or other tasks necessary to the administration of the project are considered overhead whether they take place in an office or on the project site.

3. The actual costs of labor burden, limited to the costs of social security (FICA) and Medicare/Medicaid taxes; unemployment insurance costs; health/dental/vision insurance premiums; paid employee leave for holidays, vacation, sick leave, and/or petty leave, not to exceed a total of 30 days per year; retirement contributions; worker's compensation insurance premiums; and the costs of general liability insurance when premiums are computed based on payroll amounts; the total of which shall not exceed thirty percent (30%) of the actual costs of labor;

4. The actual costs of rental for tools, excluding hand tools; equipment; machinery; and temporary facilities required for the work;

5. The actual costs of premiums for bonds, insurance, permit fees and sales or use taxes related to the work.

Overtime and extra pay for holidays and weekends may be a cost item only to the extent approved by the owner.

f. Should concealed conditions be encountered in the performance of the work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods. All change orders shall be supported by a unit cost breakdown showing method of arriving at net cost as defined above.

g. Change orders shall be submitted by the contractor in writing to the owner/designer for review and approval. The contractor will provide such proposal and supporting data in suitable format. The designer shall verify correctness. Delay in the processing of the change order due to lack of proper submittal by the contractor of all required supporting data shall not constitute grounds for a time extension or basis of a claim. Within fourteen (14) days after receipt of the contractor's accepted proposal including all supporting documentation required by the designer, the designer shall prepare the change order and forward to the contractor for his signature or otherwise respond, in writing, to the contractor's proposal. Within seven (7) days after receipt of the change order executed by the contractor, the designer shall, certify the change order by his signature, and forward the change order and all supporting data to the owner for the owner's signature. The owner shall execute the change order, within seven (7) days of receipt.

At the time of signing a change order, the contractor shall be required to certify as follows:

"I certify that my bonding company will be notified forthwith that my contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety."

h. A change order, when issued, shall be full compensation, or credit, for the work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the work.

i. If, during the progress of the work, the owner requests a change order and the contractor's terms are unacceptable, the owner, may require the contractor to perform such work on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the Designer or owner, a correct account of cost together with all proper invoices, payrolls and supporting data. Upon completion of the work a change order will be prepared with allowances for overhead and profit per paragraph d. above and "net cost" and "cost" per paragraph e. above. Without prejudice, nothing in this paragraph shall preclude the owner from performing or to have performed that portion of the work requested in the change order.

14. ANNULMENT OF CONTRACT

If the contractor fails to begin the work under the contract within the time specified, or the progress of the work is not maintained on schedule, or the work is not completed within the time specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to ensure the prompt completion of said work, or shall perform the work unsuitably or shall discontinue the prosecution of the work, or if the contractor shall become insolvent or be declared bankrupt or commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors, or for any other cause whatsoever shall not carry on the work in an acceptable manner, the owner may give notice in writing, sent by certified mail, return receipt requested, to the contractor and his surety (if applicable) of such delay, neglect or default, specifying the same, and if the contractor within a period of seven (7) days after such notice shall not proceed in accordance therewith, then the owner shall, declare this contract in default, and, thereupon, the surety shall promptly take over the work and complete the performance of this contract in the manner and within the time frame specified. In the event the contractor, or the surety (if applicable) shall fail to take over the work to be done under this contract within seven (7) days after being so notified and notify the owner in writing, sent by certified mail, return receipt requested, that he is taking the same over and stating that he will diligently pursue and complete the same, the owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said contractor, to appropriate or use any or all contract materials and equipment on the grounds as may be suitable and acceptable and may enter into an agreement, either by public letting or negotiation, for the completion of said contract according to the terms and provisions thereof or use such other methods as in his opinion shall be required for the completion of said contract in an acceptable manner. All costs and charges incurred by the owner, together with the costs of completing the work under contract, shall be deducted from any monies due or which may become due said contractor and surety (if applicable). In case the expense so incurred by the owner shall be less than the sum which would have been payable under the contract, if it had been completed by said contractor, then the said contractor and surety (if applicable) shall be entitled to receive the difference, but in case such expense shall exceed the sum which would have been payable under the contract, then the contractor and the surety (if applicable) shall be liable and shall pay to the owner the amount of said excess.

15. TERMINATION FOR CONVENIENCE

a. Owner may at any time and for any reason terminate Contractor's services and work at Owner's convenience, after notification to the contractor in writing via certified mail. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and

placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

b. Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as approved by Owner; (3) plus ten percent (10%) of the cost of the balance of the work to be completed for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against Owner for any additional compensation or damages in the event of such termination and payment.

16. OWNER'S RIGHT TO DO WORK

If, during the progress of the work or during the period of guarantee, the contractor fails to prosecute the work properly or to perform any provision of the contract, the owner, after seven (7) days' written notice sent by certified mail, return receipt requested, to the contractor from the designer, may perform or have performed that portion of the work. The cost of the work may be deducted from any amounts due or to become due to the contractor, such action and cost of same having been first approved by the designer. Should the cost of such action of the owner exceed the amount due or to become due the contractor, then the contractor or his surety, or both, shall be liable for and shall pay to the owner the amount of said excess.

17. REQUESTS FOR PAYMENT

Contractor shall refer to the Supplemental General Conditions for specific directions on payment schedule, procedures and the name and address where to send applications for payments for this project. It is imperative that invoices be sent only to the above address in order to assure proper and timely delivery and handling.

The Designer/Owner will process all Contractor pay requests as the project progresses. The Contractor shall receive payment within thirty (30) consecutive days after Designer/Owner's approval of each pay request. Payment will only be made for work performed as determined by the Designer/Owner.

Retainage:

a. Retainage withheld will not exceed 5% at any time.
b. The same terms apply to general contractor and subcontractors alike.
c. Following 50% completion of the project no further retainage will be withheld if the contractor/subcontractor has performed their work satisfactorily.
d. Exceptions:
    1. Owner/Contractor can reinstate retainage if the contractor/subcontractor does not continue to perform satisfactorily.
    2. Following 50% completion of the project, the owner is authorized to withhold additional retainage from a subsequent periodic payment if the amount of retainage withheld falls below 2.5%.

Final payment will be made within thirty (30) consecutive days after acceptance of the work, receipt of marked-up "as-built" drawings and specifications and the submission both of notarized Contractor's affidavit and final pay request. All pay requests shall be submitted to the Designer/Owner for approval.

THE CONTRACTOR'S FINAL PAYMENT AFFIDAVIT SHALL STATE: "THIS IS TO CERTIFY THAT ALL COSTS OF MATERIALS, EQUIPMENT, LABOR, SUBCONTRACTED WORK, AND ALL ELSE ENTERING INTO THE ACCOMPLISHMENT OF THIS CONTRACT, INCLUDING PAYROLLS, HAVE BEEN PAID IN FULL."

18. PAYMENTS WITHHELD

The designer with the approval of the Owner may withhold payment for the following reasons:

a. Faulty work not corrected.

b. The unpaid balance on the contract is insufficient to complete the work in the judgment of the designer.

c. To provide for sufficient contract balance to cover liquidated damages that will be assessed.

d. The secretary of the Department of Administration may authorize the withholding of payment for the following reasons:

i. Claims filed against the contractor or evidence that a claim will be filed.

ii. Evidence that subcontractors have not been paid.

When grounds for withholding payments have been removed, payment will be released. Delay of payment due the contractor without cause will make owner liable for payment of interest to the contractor as provided in G.S. 143-134.**1.** As provided in G.S. 143-134.1(e), the owner shall not be liable for interest on payments withheld by the owner for unsatisfactory job progress, defective construction not remedied, disputed work, or third-party claims filed against the owner or reasonable evidence that a third-party claim will be filed.

19. MINIMUM INSURANCE REQUIREMENTS

Requirements. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of The Contract. All such insurance shall meet all laws of the City of Rocky Mount. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or The Contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract.

Insurance. Contractor agrees to maintain **Commercial General Liability** in amount of $1,000,000 each occurrence, $1,000,000 each occurrence in Personal & Advertising Injury with $2,000,000 General Aggregate, and $2,000,000 Products/Completed Operations Aggregate. Contractor shall maintain $1,000,000 in **automobile liability,** and other appropriate insurance, as well as Workers Compensation in the required statutory amount of $500,000.00 for all employees participating in the provision of services under this Contract. The City of Rocky Mount shall be named by endorsement as an additional insured on the General and Automobile Liability policies. Certificates of such insurance shall be furnished by Contractor to the City and shall contain an endorsement to provide the City at least 30 days' written notice of any intent to cancel or terminate by either Contractor or the insuring company. Failure to furnish insurance certificates or maintain such insurance shall be a default under this contract and shall be grounds for immediate termination of this Contract.

20. ASSIGNMENT

No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the Owner and solely as a convenience to the Contractor,

the Owner may: (1) forward the Contractor's payment check directly to any person or entity designated by the Contractor, and (2) include any person or entity designated by Contractor as a joint payee on the Contractor's payment check. In no event shall such approval and action obligate the Owner to anyone other than the Contractor, and the Contractor shall remain responsible for fulfillment of all contract obligations.

21. CLEANING UP AND RESTORATION OF SITE

The Contractor shall keep the sites and surrounding area reasonably free from rubbish at all times and shall remove debris from the site from time to time or when directed to do so by the Owner. Before final inspection and acceptance of the project, the Contractor shall thoroughly clean the sites, and completely prepare the project and site for use by the Owner.

At the end of construction, the contractor shall oversee and implement the restoration of the construction site to its original state. Restoration includes but not limited to walks, drives, lawns, trees and shrubs, corridors, stairs and other elements shall be repaired, cleaned or otherwise restored to their original state.

22. GUARANTEE

The contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the final acceptance of the work and shall replace such defective materials or workmanship without cost to the owner.

Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The contractor shall replace such defective equipment or materials, without cost to the owner, within the manufacturer's warranty period.

Additionally, the owner may bring an action for latent defects caused by the negligence of the contractor, which is hidden or not readily apparent to the owner at the time of beneficial occupancy or final acceptance, whichever occurred first, in accordance with applicable law.

Guarantees for roofing workmanship and materials shall be stipulated in the specifications sections governing such roof, equipment, materials, or supplies.

23. STANDARDS

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State inspector which customarily requires the label or re-examination listing or identification marking of appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and State and federal requirements relating to clean air and water pollution.

All equipment and products must be independent third party tested and labeled (UL, FM, or CTS) before final connections to Owner services or utilities.

24. EQUAL OPPORTUNITY CLAUSE

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the secretary of Labor, are incorporated herein.

The contractor(s) agree not to discriminate against any employee or applicant for employment because of physical or mental disabilities in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with such disabilities without discrimination based upon their physical or mental disability in all employment practices.

25. MINORITY BUSINESS PARTICIPATION

GS 143-128.2 establishes a ten percent (10%) goal for participation by minority businesses valued $100,000.00 or more for each State funded building project.

For construction contracts with a value of less than $300,000, the Owner has the responsibility to make a good faith effort to solicit minority proposals and to attain the goal. The contractor shall include with his proposal a completed Identification of HUB Certified/Minority Business Participation form. Contractor shall submit completed Appendix F MBE Documentation for Contract Payments form with final payment request.

For construction contracts with a value of $300,000 or greater, the contractor shall comply with the document *Guidelines for* Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts including Identification of Minority Business Participation, Affidavits A, B, C, and D, and Appendix E. These forms provided herein are hereby incorporated and made a part of this contract. Forms can be found at https://rockymountnc.gov/services-finance-mwbe/

26. MINORITY BUSINESS RESOLUTION

The City Council Minority Business Resolution establishes a five percent (5%) goal for participation by minority business valued $100,000.00 or more for each City building project funded by local funds.

27. ACCESS TO PERSONS AND RECORDS

The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by the Owner in accordance with General Statute 147-64.7. The Owner's internal auditors shall also have the right to access and copy the Contractor's records relating to the Contract and Project during the term of the Contract and within two years following the completion of the Project/close-out of the Contract to verify accounts, accuracy, information, calculations and/or data affecting and/or relating to Contractor's requests for payment, requests for change orders, change orders, claims for extra work, requests for time extensions and related claims for delay/extended general conditions costs, claims for lost productivity, claims for lost efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from Owner and/or its project representatives.

28. GOVERNING LAWS

This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which State all matters, whether sounding in Contract or tort or otherwise, relating to its validity, construction, interpretation and enforcement shall be determined.

ATTACHMENT D: SUPPLEMENTARY GENERAL CONDITIONS

TIME OF COMPLETION

The Contractor shall commence work to be performed under this Contract on a date to be specified in written order from the Designer/Owner and shall fully complete as noted in the preceding paragraph. When a project time overruns, liquidated damages shall apply at $200.00 per day for every calendar day the project overruns beyond the contract end date.

If the Contractor is delayed at any time in the progress of his work by any act or negligence of the Owner, his employees or his separate contractor, by changes ordered in the work; by abnormal weather conditions; by any causes beyond the Contractor's control or by other causes deemed justifiable by Owner, then the contract time may be reasonably extended in a written order from the Owner upon written request from the contractor within ten days following the cause for delay. Time extensions for weather delays, acts of God, labor disputes, fire, delays in transportation, unavoidable casualties or other delays which are beyond the control of the Owner do not entitle the Contractor to compensable damages for delays. Any contractor claim for compensable damages for delays is limited to delays caused solely by the owner or its agents.

CONSTRUCTION SCHEDULE

Project start date will be (to be determined during pre-const conference) _____, 202___ with a completion date of (to be determined during pre-const conference) _____, 20___. Contractor to provide a schedule for how they intend to complete the project within the proposed project timeframe.

PAYMENTS

Payment will be provided following the approved application and certification for payment throughout the project.

UTILITIES

Owner may provide certain utilities such as power or water with connections and extensions by the Contractor.

USE OF SITE

May be restricted. Work hours may be limited. Parking permits may be required.

ATTACHMENT E: SUPPLEMENTAL VENDOR INFORMATION

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 State 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 RFP. 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: _____

CONTRACTOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that has not completed the online vendor registration also complete the form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

https://rockymountnc.gov/services-finance-vendor-registration/

ATTACHMENT F: PROPOSED PRODUCTS FORM

No.	Item	Proposed Product(s)	Supplier Names & Addresses
1			
2			
3			
4			
5			

CERTIFICATION BY PRIME CONTRACTOR:

Each supplier listed above has established his ability and responsibility to supply the specified materials in accordance with the Contract Documents.

Contractor

By: _____ Date: _____
Signature & Title

Approved: CITY OF ROCKY MOUNT

By: _____ Date: _____
Owner/Designer

ATTACHMENT G: MWBE FORMS

Download the City of Rocky Mount HUB related forms and affidavits by accessing the link below. The forms are under the Business with the City header. https://rockymountnc.gov/services-finance-mwbe/

ATTACHMENT H:

First Floor		
Room #	Description	Repairs Needed
	Foyer	remove wallpaper, paint walls, clean polish high gloss existing flooring, replace ceiling tile
1803	Key Room	remove wallpaper, paint walls, clean and polish existing floor, replace ceiling tiles
	Lt. Office Hallway	remove wallpaper, paint walls, replace ceiling tiles, clean and polish high gloss, repair/replace sheetrock as needed
1814	Lt. Office	remove wallpaper, paint walls, replace ceiling tiles, clean and polish existing floor, blinds
1813	Sgt. Office	remove wallpaper, paint walls, replace ceiling tiles, clean polish existing floor
1819		no improvements
1818	Sgt. Office	remove wallpaper, paint walls, replace ceiling tiles, clean polish existing floor
1824	Evidence (Sgt. Dew)	remove wallpaper, paint walls, replace ceiling tiles, clean polish existing floor
1835	Ladies' Room	Clean and polish high gloss Floors, Paint walls and Ceilings, deep clean all tile surfaces
1841	Men's Room	Clean and polish high gloss Floors, Paint walls and Ceilings, deep clean all tile surfaces
1847	Evidence Locker	paint walls and ceiling, fix lights, clean and polish existing floor
	Back Evidence Hallway	remove wallpaper, paint walls, replace ceiling tiles, clean and polish high gloss floor
1750	Evidence Manager	remove wallpaper, paint walls, replace ceiling tiles, clean polish existing floor
1758		paint walls, replace ceiling tiles, clean and polish existing floor
1743	AR 15 Closet	Clean and polish high gloss Floor, Paint walls and Ceiling
1729	Write-Up Room	remove wallpaper, paint walls, replace ceiling tiles, clean and polish high gloss flooring, remove and replace work tops throughout the room with similar constructed worktops. Install door to match existing doors in the building
1730	Sgt. Office	remove wallpaper, paint walls, replace ceiling tiles, carpet

	Front Desk	remove wallpaper, paint walls, replace ceiling tiles, carpet, install pocket door to match existing doors, remove desk and build new desk with drawers and cabinets (see attached drawing)
1765	Fingerprint Room	paint ceiling, walls existing color, epoxy floor (feet on floor), replace Formica top on counter, remove old camera box and hardware that's nonoperational
	Intox Room	paint walls, replace ceiling tile, remove floor tile and epoxy floor, build or replace both desks of similar style
1780	Evidence	paint walls and ceiling, clean and polish existing tile floor
	Quarter Master Hallway/off	paint walls, ceiling, epoxy floor, new lighting/lighting covers remove hallway jail bars, repair any holes, install peg board on block wall, paint all metals door matching existing color, install door to match door at room#1750, remove all nonworking hardware and ac/heat units (camera boxes, etc.) add a mini-split system to condenser. add blinds to cover window
	Sallyport Hallway	remove wallpaper, paint walls, clean and polish high gloss flooring
1739	Traffic Office	remove wallpaper, paint walls, replace ceiling tile, clean and polish floor
	Crime Lab	Paint walls, Ceiling, clean and polish existing floor tiles, paint existing cabinets, replace Formica counter tops
	Evidence Storage	Paint Walls, Paint Shelves, Paint Ceiling, Clean and polish floor
1724	Shepard's office	Remove Wallpaper, Paint walls, new Ceiling tile, clean and polish floor
	Armory	Epoxy floor, fix leak, paint walls and ceiling, construct ceiling access door, paint shelving
1779	Holding cell	Remove bench, shower, bed/ fix sink/ install towel holder/ toilet paper holder/ paint walls ceiling/ epoxy floors
1781	Holding cell/hallway	Epoxy Floors. Paint doors, ceilings, walls, remove all bath equipment, add shelves to match existing
1856	Evidence Storage	paint walls, replace ceiling tiles, clean and polish existing floor
1777	evidence storage	paint wall and ceiling, epoxy floor
		paint all door moldings, trim, casing, paint all metal doors on 1st floor with existing color

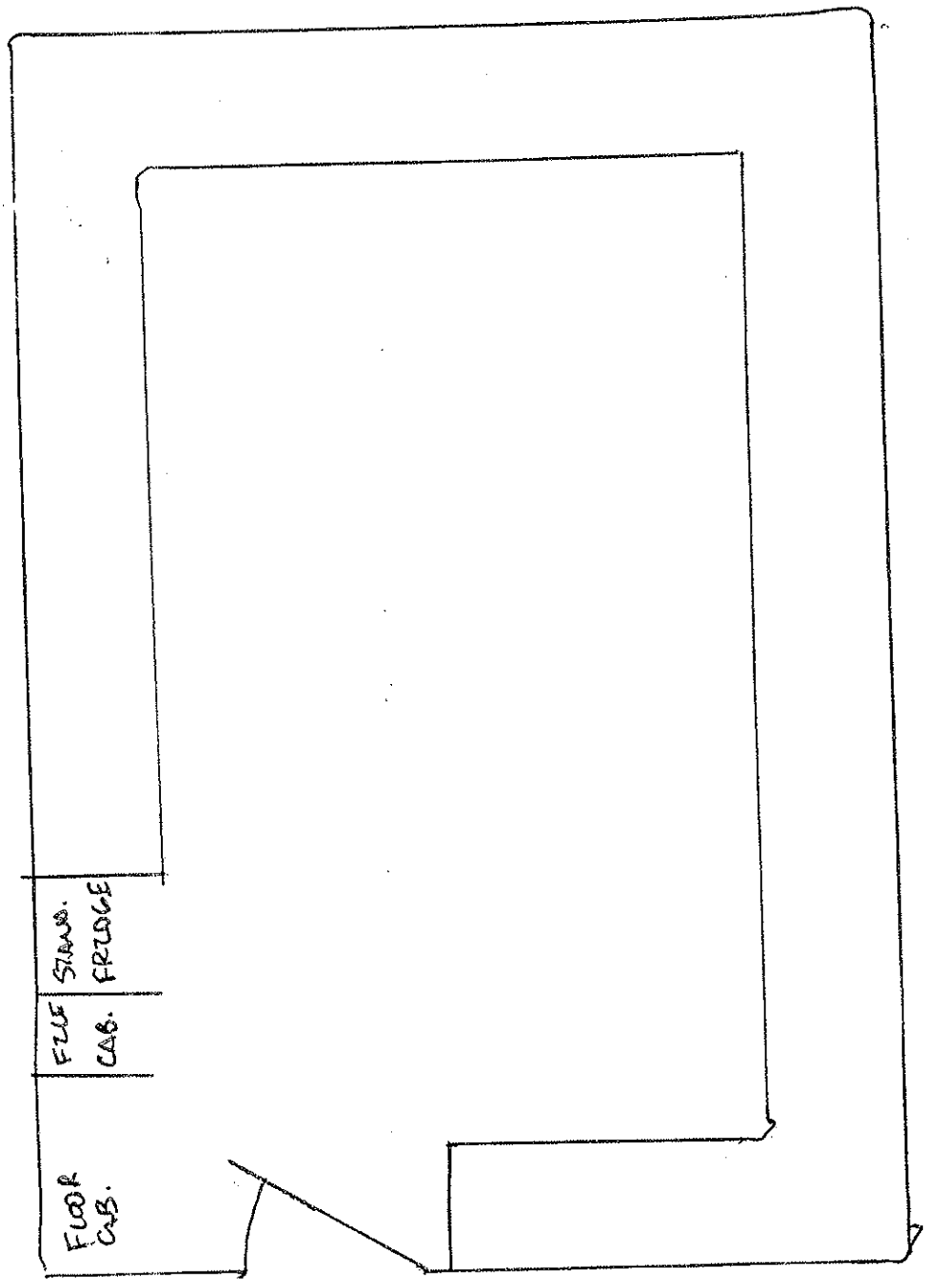
Second Floor		
	Atrium at elevator	install carpet
2738	Public Relations Office	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet. Closet - paint walls, replace ceiling tiles, & lay carpet
2760	Men's Locker Room	paint walls and ceiling, better lighting, repair & clean Tile/Floors, Paint Poles Under benches, Shower Curtains in both showers
2836	Joe Brown Conference Room	lay new carpet, paint walls replace ceiling tiles
2723 /270 5	Records	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet.
2796		remove wallpaper, paint walls, replace ceiling tiles, lay new carpet.
2797		remove wallpaper, paint walls, replace ceiling tiles, lay new carpet.
2807	Dispatch	remove wallpaper/carpet, paint walls, replace ceiling tiles, repair floor panels as needed, install new carpet, install glass enclosure in the rear corner of the room for a training console with an entry/exit door. Add acoustic absorbing tiles throughout room to reduce noise transmission. Install dimmable LED lighting, remove blinds on interior windows and add one way view logo on glass (design will be provided to contractor). add motorized blinds on exterior windows.
	Dispatch break room	move and install mailboxes and lockers, remove, and install cabinets and counter tops with standard size SS kitchen sink, remove wallpaper and paint walls, clean and polish existing floor. Install ADA compliant commercial grade electric 4 burner range UL rating 197, ventless microwave over stove UL rating 923. (Must be paired and installed in accordance manufacture instructions) install and connect ice maker on refrigerator
2846	Supply Closet	No Improvements
2818	Women's Locker Room	paint walls & better lighting, paint ceiling, deep clean and polish tile surfaces
2856	Ladies' Room	remove wallpaper, paint ceiling and walls, deep clean all tile surfaces
2864	Men's Room	remove wallpaper, paint ceiling and walls, deep clean all tile surfaces

	Both Stairwells	clean and touch up paint on hand railings
		install new water fountains to match 1st floor water fountain
		paint all door moldings, trim, casing on 2nd floor

Third Floor		
3707	Interview Room	paints walls & lay new carpet/Ceiling tiles
3711	Polygraph Room	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet
	Third Floor Lobby	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet
3730	Entire Office Space & Offices	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet
	Secretaries' Suite and hallways	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet
3743	Vacant Office	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet remove all cabinets and shelves
3759	SSD Lt. Office	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet
3786	Sgt. Denton's Office	remove wallpaper, paint walls, replace ceiling tiles, lay new carpet
3758	Chief's Conference Room	remove wallpaper, paint walls, replace ceiling tiles
3794	Men's Room	remove wallpaper & paint walls & ceiling/deep clean all tile surfaces fix hole in ceiling
3822	Ladies' Room	remove wallpaper & paint walls & ceiling/deep clean all tile surfaces
3870	Third Floor Closet	No Improvements
3872	Third Floor Closet	No Improvements
3782	Men's bathroom closet	clean and polish tile floor, paint walls and ceiling, repair hole in wall

		paint all metal door jams and casing on 3rd floor
		install new water fountains to match 1st floor water fountain

WRITE UP ROOM

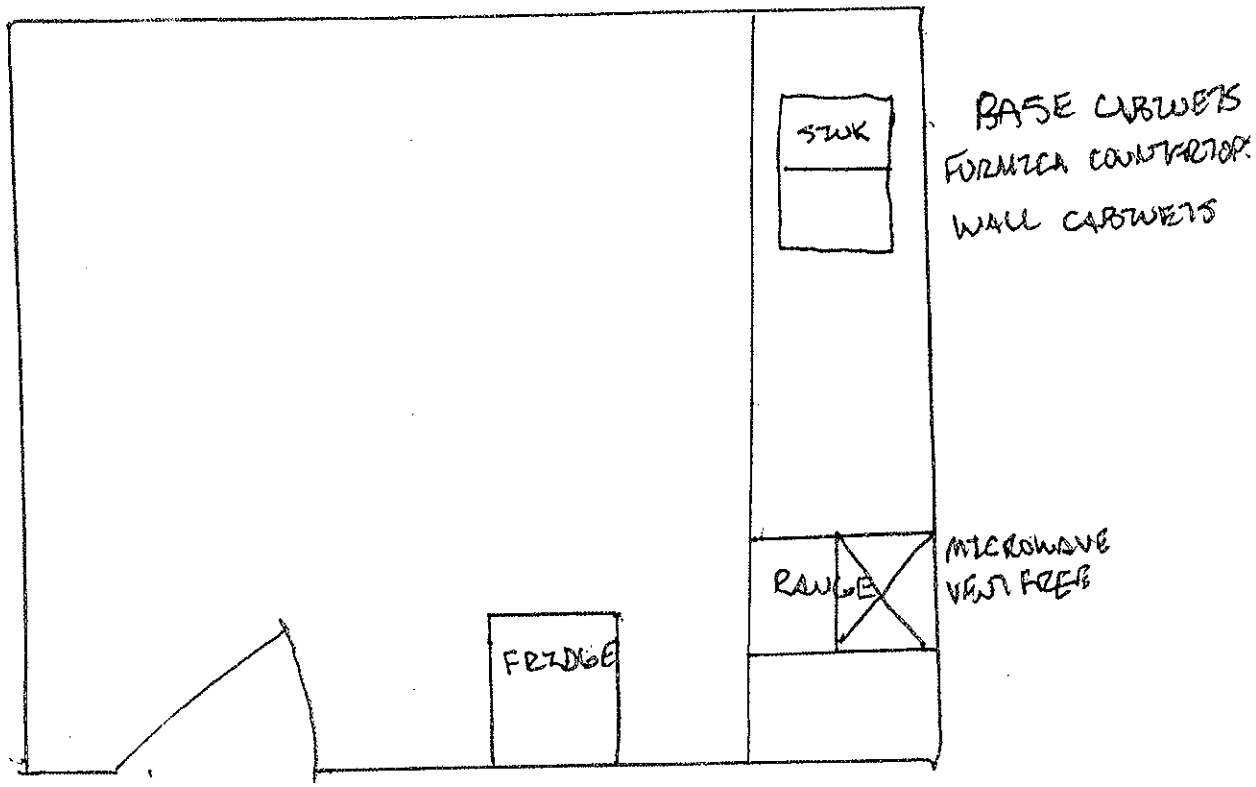


- FORMICA COUNTER TOPS
- NO DRAWERS
- SAME HEIGHT AS EXISTING.

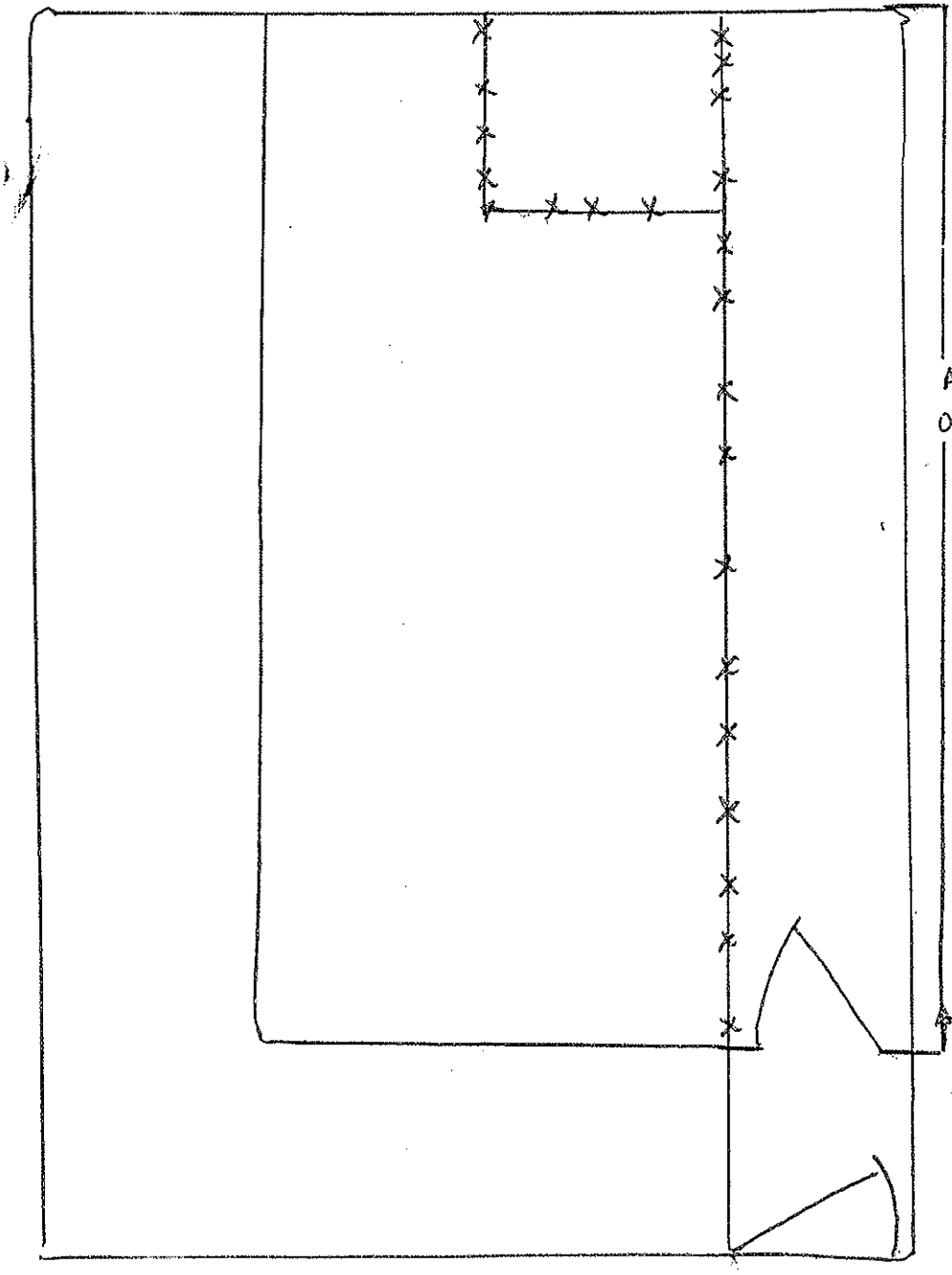
* NOT TO SCALE

★ NOT TO SCALE

COMMUNICATIONS BREAK ROOM



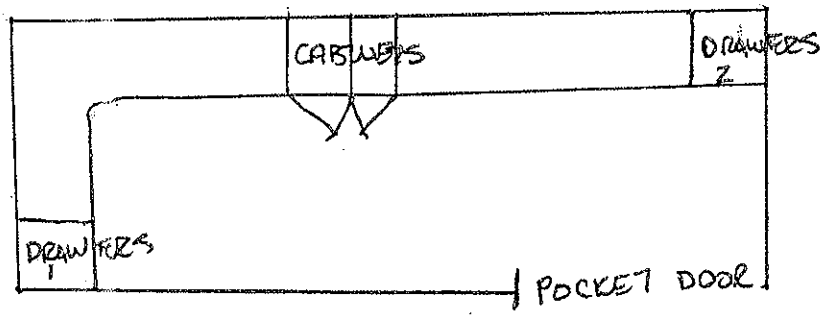
QUARTER MASTERS
OFFICE



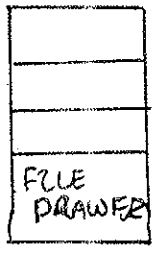
XXX = REMOVE BARS

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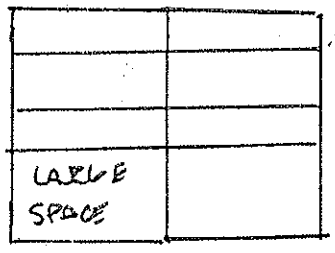
FRONT DESK



BUILT IN COUNTER FORMICA TOP
2 inches higher than existing



1 & 2



EVENLY SPACED SHELVES

* NOT TO SCALE