THIRD ADVERTISEMENT

NEW HANOVER COUNTY

REQUEST FOR BIDS

GOVERNMENT CENTER POLE LIGHT REPLACEMENT

RFB # 19-0335

COUNTY COMMISSIONERS

JONATHAN BARFIELD, JR., CHAIRMAN
JULIA OLSON-BOSEMAN, VICE-CHAIRMAN
PATRICIA KUSEK
WOODY WHITE
ROB ZAPPLE

CHRIS COUDRIET, COUNTY MANAGER
NEW HANOVER COUNTY
REQUEST FOR BIDS
GOVERNMENT CENTER POLE LIGHT REPLACEMENT
RFB # 19-0335

Sealed bids addressed to Ricky Thomas, Trades Supervisor, 200 Division Drive, Wilmington, NC 28401 and marked “RFB# 19-0335 GOVERNMENT CENTER POLE LIGHT REPLACEMENT” will be accepted until 2:00 P.M. EST, Friday, April 26, 2019.

New Hanover County (NHC) is accepting bids for the replacement of a pole light at the NHC Government Center located at 230 Government Center Drive, Wilmington, NC 28403.

Mandatory site visits will be available from April 16 - 22, 2019 by appointment only and can be arranged by contacting Ricky Thomas, Trades Supervisor by emailing rthomas@nhcgov.com. Please note, if a previous site visit was conducted during the initial bid release, an additional site visit is not required.

Instructions for submitting bids and complete requirements and information may be obtained by visiting the County’s website at https://www.nhcgov.com/business-nhc/bids or by contacting Ricky Thomas at rthomas@nhcgov.com.

New Hanover County reserves the right to accept or reject any or all Bids and to make the Award which will be in the best interest of the County.

Released: Monday, April 15, 2019
Section 2 – Instructions and General Conditions

2.1 – Schedule

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<th>Date</th>
<th>Action</th>
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<tr>
<td>Monday, April 15, 2019</td>
<td>RFB issued.</td>
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<tr>
<td>April 16-22, 2019</td>
<td>Mandatory site visits by appointment (contact <a href="mailto:rthomas@nhcgov.com">rthomas@nhcgov.com</a>). Please note, if a previous site visit was conducted during the initial bid release, an additional site visit is not required</td>
</tr>
<tr>
<td>Tuesday, April 23, 2019 2:00 p.m.</td>
<td>Deadline for questions. All questions must be submitted in writing to Ricky Thomas, Trades Supervisor (<a href="mailto:rthomas@nhcgov.com">rthomas@nhcgov.com</a>).</td>
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<tr>
<td>Wednesday, April 24, 2019</td>
<td>Questions will be answered via written addendum.</td>
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<tr>
<td>Friday, April 26, 2019, 2:00 p.m.</td>
<td>Deadline for receipt of SEALED bids.</td>
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2.2 – Preparation of Bid

2.2.1 Bidders are instructed to submit one (1) original, (1) copy, and one (1) electronic copy on CD or USB in a sealed envelope. Bids should be clearly marked “RFB # 19-0335 – GOVERNMENT CENTER POLE LIGHT REPLACEMENT.”

2.2.2 The bid shall be submitted by 2:00 PM Friday, April 26, 2019 and addressed to:
   New Hanover County
   Property Management
   Attn: Ricky Thomas, Trades Supervisor
   200 Division Drive
   Wilmington, NC 28401

2.2.3 Completion of Bid Form (Price Sheet): Bidders are expected to examine the specifications herein, the schedule and all instructions. Failure to do so will be at the bidder’s risk. Each bidder shall furnish the information required on the price sheet. Bids must be submitted on the price sheet contained in this bid package. Bids submitted that are not on the attached price sheet will be rejected. BIDS NOT SIGNED WILL BE DEEMED NONRESPONSIVE AND REJECTED.

   All prices and notations shall be written in ink or typed. Discrepancies between words and numerals will be resolved in favor of words.

   Changes or corrections made in the bid must be initialed by the individual signing the bid. No corrections will be permitted once bids have been opened.

2.2.4 No telephone, electronic or facsimile bids will be considered. Bids received after the time and date for closing will not be considered.
2.3 – Site Visit
Site visits are mandatory and will be available by appointment only from **April 16-22, 2019**. Bidders must request a site visit by emailing **rthomas@nhcgov.com**. Please note, if a previous site visit was conducted during the initial bid release, an additional site visit is not required.

2.4 – Questions
Questions concerning the specifications in this Request for Bids (RFB) should be directed to the Ricky Thomas, Trades Supervisor at **rthomas@nhcgov.com**. Questions will be received until **Tuesday, April 23, 2019 at 2:00 pm**. An addendum summarizing all questions and answers will be posted to the County’s website. Bidders who have notified the County of their intent to submit a bid along with the email address will be sent the addendum upon posting.

2.5 – Communication
Bidders may not have communications, verbal or otherwise, concerning this RFB with any personnel or boards from New Hanover County, other than the person listed in this section which is Ricky Thomas, Trades Supervisor email **rthomas@nhcgov.com**. If any vendor attempts any unauthorized communication, the bid may be rejected.

2.6 – Intent to Submit
All Bidders who intend to submit a bid on this project should send an email to **rthomas@nhcgov.com** including pertinent contact information. This will ensure that you receive any addenda issued for this RFB; if applicable.

2.7 - Cost of Preparation of Response
Costs incurred by prospective Bidders in the preparation of the response to this Request for Bids are the responsibility of the Bidder and will not be reimbursed by The County.

2.8 – Bid Opening
The public bid opening will be **Friday, April 26, 2019 at 2:00 p.m.** in the conference room of the New Hanover County Property Management, 200 Division Drive, Wilmington, NC 28401.

2.9 – Award
Award “shall be made to the lowest responsive responsible bidder taking into consideration quality, performance, and the time specified in the bid for the performance of the contract.”

The County may also consider other factors such as past performance, financial stability, and availability of equipment in the consideration of award.

2.10 - Execution of Agreement
The successful Bidder will be required to enter into a formal agreement that is consistent with the bid requirements outlined within. The successful Bidder to whom the Contract is awarded by the County shall within three (3) days after notice of award and receipt of Agreement from the County, sign and deliver to the County all required copies of said Agreement.
2.11 – Ownership of Documents
All bids and accompanying documentation will become the property of New Hanover County at the time the bids are opened and as such will not be returned to the bidder.

2.12 - Trade Secret Confidentiality
Upon receipt of your bid by New Hanover County, your bid is considered a public record except for material which qualifies as "trade secret" under N.C. General Statute 132-1.2. After opening, your bid will be provided to County staff and others who participate in the evaluation process, and to members of the general public who submit public records requests.

To properly designate material as trade secret under these circumstances, each Bidder must take the following precautions: (a) any trade secrets submitted by a Bidder must be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating This Bid," and (b) the same trade secret/confidentiality designation must be stamped on each page of the trade secret materials contained in the envelope.

Do not attempt to designate your entire Bid as a trade secret, and do not attempt to designate pricing information as a trade secret. Doing so will result in your Bid being disqualified.

In submitting a Bid, each Bidder agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who assist the County in the selection process. Furthermore, each Bidder agrees to indemnify and hold harmless the County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material, which the Bidder has designated as a trade secret.

2.13 - Withdrawal of Bids
Bidders may withdraw or withdraw and resubmit their bid at any time prior to the closing time for receipt of bids. NO bid may be withdrawn after the scheduled closing time for receipt of bids for a period of ninety (90) days.

2.14 - Equal Opportunity
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 Bidder agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Bidder agrees to take affirmative action to employ, advance in
employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Pursuant to GS 143-48, New Hanover County encourages small, minority, physically handicapped, and women firms to submit bids in response to this RFB.

2.15- Indemnity
The successful Bidder shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Bidder hereunder, resulting from the negligence of or the willful act or omission of the Bidder, his agents, employees and subcontractors.

2.16 – E-Verify
Pursuant to Session Law 2013-418, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. County requires an affidavit attesting to Contractor’s compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

2.17 - Insurance
Before commencing any work, the Bidder shall procure insurance in the Bidder’s name and maintain all insurance policies for the duration of the contract of the types and in the amounts listed in this Agreement. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the Bidder, his agents, representatives, employees, or subcontractors, whether such operations are done by himself/herself or anyone directly or indirectly employed by him/her.

Limits of insurance required are detailed in the attached Draft Contract.

2.18 - Addendum
The bid package constitutes the entire set of instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be sent to all known Bidders who are listed with the Finance Office and posted on the County’s website.

You may visit our website at http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx, or email rthomas@nhcgov.com to check for the issuance of any addenda before submitting your bid.

2.19 - Compliance with Bid Requirements
Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid/bid.
2.20- Successful Bidder
The Bidder who is not currently set up as a vendor in The County’s vendor file will be required to submit a completed Vendor Application, W-9 and EFT form in order to be entered into the County’s vendor database.

2.21 – Federal Uniform Guidance
If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7471q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324). Refer to the Attached Draft Contract for complete Details.

2.22– Estimated Activation Period
The Bidder shall be prepared to sign a contract within three (3) days of bid award. Time is of the essence, and the work must begin within seven (7) days of receipt of the fully executed contract and either purchase order or notice to proceed, and to continue until project is completed.

2.23– Term and Time/Completion Schedule
   2.23.1 Time is of the essence. This contract will be for the period of thirty (30) days from the contract date, although it is anticipated the work will take less than 15 days to complete. Work will commence immediately (within seven (7) days) upon issuance of a purchase order or notice to proceed and will be completed as soon as possible thereafter.

   2.23.2 The CONTRACTOR will begin work within seven (7) days of notice to proceed. Completion will be at the discretion of the Director of Property Management.

2.24 - Right to Reject Bids
New Hanover County reserves the right to accept or reject any or all bids and to make the award which will be most advantageous to the County.

2.25 – Draft Contract
A draft contract is attached for review by the Bidder.
Section 3 – Scope of Services

1.0 GENERAL
This Bid for the full scope of work is split into a Base Bid (pole light installation) and one (1) alternative.

1.01 The BIDDER shall comply with all applicable Federal, State and Local codes, ordinances and requirements of all agencies having jurisdiction. The BIDDER will be responsible for obtaining all necessary licenses to complete the scope of work.

1.02 Performance: The quality of workmanship concerning the services provided for the Government Center Pole Light Replacement must reflect professional work and conduct.

2.0 SCOPE OF SERVICES

Government Center Pole Light Replacement
Scope of Services
New Hanover County is soliciting bids for the replacement of a pole light at the NHC Government Center located at 230 Government Center Drive, Wilmington, NC 28403. Specific project specifications are as follows:

Base Bid - Pole Light Installation

- Supply all parts, equipment, permits, and labor necessary to install new (county supplied) 35 ft pole utilizing existing base.
- Install two (2) (county supplied) LED light fixtures.
- Install new wiring from base of pole to existing junction box (approx. 140 ft). In-line fuses are required.
- Removal of existing pole light.
- Work hours will be 8:00 am – 5:00 pm M-F. Work performed beyond those hours will be at the contractor’s expense.
- Invoice(s) are to be submitted within ten (10) days after completion of project and must include documentation of labor and equipment time expended.
- All Local, state and federal laws, including OSHA safety compliance, must be adhered to.

Alternate(s):

- Install new wiring to five (5) additional light poles to existing junction box. In-line fuses are required at the base of each pole.
3.0 PRICE SCHEDULE

3.1 The contract will be based upon estimated installation costs. Prices proposed by the bidder shall include anything necessary to complete the work including mobilization, insurance, labor, equipment, fuel, overhead, profit, and applicable taxes, if any. No minimum or maximum quantity is implied or inferred by this contract.

3.2 All bids must be submitted using the attached Price Sheet/Bid Form.

4.0 BIDDER SAFETY REQUIREMENTS

4.1 BIDDER shall comply with all local, state and federal safety rules and regulations.

4.2 The BIDDER shall be solely responsible for maintaining safety at all work sites. The BIDDER shall take all reasonable steps to insure safety for both workers and visitors to include traffic control.

5.0 OTHER LAWS AND REGULATIONS

BIDDER will comply with any and all applicable federal, state and local standards, regulations, laws, OSHA and all health and safety regulations.
NEW HANOVER COUNTY
GOVERNMENT CENTER POLE LIGHT REPLACEMENT

Price Sheet/Bid Form
RFB # 19-0335

TO: Ricky Thomas, Trades Supervisor
New Hanover County
Property Management
200 Division Drive
Wilmington, NC 28401

DATE: ___________________ CONTRACTOR: _______________________________

OFFICE PHONE: _______________ CELL PHONE: ___________________________

ADDRESS: ____________________________________________________________

EMAIL ADDRESS: _______________________________________________________

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders,
New Hanover County RFB # 19 – 0335 - Government Center Pole Light Replacement, and draft
contract dated February 5, 2019, including the following addenda;

ADDENDUM #_________________ DATED: _________________________

As well as the premises and conditions affecting the work, proposes to furnish all services,
labor, materials and equipment called for to complete the project in accordance with the
contract documents for the following unit price amounts.

Base Bid:
Price for Pole Light Installation: $_______________

Alternate(s):
New Wire Installation to five (5) pole lights: $_______________

______________________________ ________________________________
Signature Title
State of Incorporation

Section 5 – Statement of Assurances and Compliance

NEW HANOVER COUNTY
GOVERNMENT CENTER POLE LIGHT REPLACEMENT

STATEMENT OF ASSURANCES AND COMPLIANCE

The undersigned, as bidder certifies that the General Conditions and Instructions to Bidders, the Draft Contract, the Scope of Work and the Price Sheet/Bid Form found in the bidding documents have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid, as indicated below:

1) Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document:
2) Currently complies with all applicable State and Federal Laws:
3) Is not guilty of collusion with the vendors possibly interested in this bid or in determining prices to be submitted: and
4) Such agent as indicated below is officially authorized to represent the firm in whose name this bid is submitted.

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