



## **Request for Bids**

### **Chatham County**

### **New Walking Trail at Briar Chapel Park**

### **Release Date: December 10, 2019**

#### **Project Information**

Chatham County is requesting bids for the construction of a new walking trail, approximately 2070 linear feet, at Briar Chapel Park. The trail is to be 8 feet wide, with ABC stone base and finished with 2" of asphalt. The **Park at Briar Chapel is located at 1015 Andrews Store Rd. Pittsboro NC 27312.**

A pre-bid meeting will be held on **Friday, December 20, 2019, at 10:00 AM** on site at Briar Chapel Park. Attendees are asked to meet on the Andrews Road entrance, in the Soccer Field Parking Lot. While the pre-bid meeting is not stated as mandatory, it is **Highly Recommended that all contractors and subcontractors** plan to attend. Key points will be made about the grading of the selected path.

The County is asking for lump sum pricing, two (2) unit prices, and two (2) alternates to be submitted with the bid. The bid documents can be located on the County's Bids and Opportunities page at: <https://www.chathamnc.org/business/current-bid-proposal-opportunities>.

#### **SCOPE OF WORK**

The requirements of this package will include, but not be limited to the following:

- The trail path has been identified by the County and designated in the drawing with blue markings.
- Preparation and compaction of soil subgrade surface to accept new asphalt application. It will be required that the County's Project Manager review, approve, and sign off on the subgrade prior to the placement of the asphalt. Any areas deemed as unsuitable by the contractor must be identified and brought to the attention of the County's Project Manager who will render a decision on how to address the area. Should the solution require additional expense, the value will be negotiated between the County and Contractor and addressed via change order.
- Apply 4 inches of ABC crushed stone, grade and compact stone base.
- An alternate is included in the bid form for placement of ground cloth under the stone base.
- Furnish and install 2" of S9.5B surface asphalt (priced in accordance with the latest NCDOT asphalt index) at a minimum of 8' wide. Asphalt is to be placed in a method to prevent areas of possible standing water. The placement of the asphalt is to be scheduled with the County's Project Manager to allow the witnessing of the application and verification of thickness.
- Backfill trail and apply seed and straw mulch.
- Trail must be ADA compliant.
- Cleanup as necessary to leave site in condition similar to that at the start of the project.
- Permits are not expected, however should any be required, permits will be the responsibility of the contractor and anticipated costs should be included in the bid.
- The County has determined there are no trees to be removed from the trail path.

There are areas available for equipment and material storing and staging; however, prior to bringing equipment or materials on site, the storing and staging areas need to be identified, coordinated, and approved by the County.

**Insurance:**

Contractor shall maintain insurance policies at all times with minimum limits as follows:

**Coverage**

Worker's Compensation  
Statutory Limits  
Statutory Limits

**Automobile Liability**

\$250,000 bodily injury per person (BI)  
\$100,000 property damage (PD) or

**General/Professional Liability**

\$100,000 bodily injury per person (BI)  
\$500,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD)

**Time of Performance**

All work shall commence within the schedule and timeframe agreed upon by both parties. To be established at scope review and time of award.

**Submittal Content – Bid Form Proposal-with Lump Sum Fee, Unit Prices, and Bid Alternates**

The bidder shall attach a "not to exceed" lump sum fee, on the provided Bid Form. The cost of the services (including the furnishing of all materials, equipment, labor and any required insurance) shall be based upon this stipulated sum for all services as outlined in this Request for Bids. In addition, the County has identified two (2) Unit Prices and two (2) Alternates for individual pricing.

All bids must be good for 60 days.

**Non Obligation**

This Request for Bids shall not be construed to create an obligation on the part of the County to enter into a contract with any firm. The County reserves the right to reject any and all bids or to accept the bids that, in the judgment of the County, is in its best interest.

**Bid Instructions**

1. Deadline for bid submission: Sealed bids must be **received by the County no later than 2:00 pm EST on Tuesday, January 7, 2020** to one of the following address:

Robin James, Chatham County Purchasing Agent  
12 East Street (physical address)  
P.O. Box 608 (mailing location)  
Pittsboro, NC 27312

**Responses received after the assigned time will not be accepted.**

2. There will be a public bid open at **2:00 PM, Tuesday, January 7, 2020** in the Chatham County Finance Conference Room located at 12 East Street, Pittsboro, NC 27312.

3. Withdrawal of Bids: Proposing vendors may withdraw their bids any time **prior** to the deadline on **January 7, 2020**, but the withdrawal must be submitted in writing and signed by the proposing vendor.
4. Inquiries and Corrections: All inquiries relating to this request should be in writing and submitted by e-mail to Robin James, Chatham County Procurement Manager at [purchasing@chathamnc.org](mailto:purchasing@chathamnc.org).
5. Any interpretation of or changes made to the bid will be made by written addendum to each known proposed vendor, posted on the County bid opportunity website, and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries must be made no later than **12:00 Noon on Thursday, January 2, 2020** to [purchasing@chathamnc.org](mailto:purchasing@chathamnc.org) or by fax to (919)-545- 2417. **No RFP inquiry telephone calls please.**  
If an addendum is needed, the last one will be issued by **12:00 Noon, on Friday, January 3, 2020**, and posted to the County website at:  
<http://www.chathamnc.org/business/current-bid-proposal-opportunities>
6. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting bids.
7. Vendor Certification: The submission of bids shall be deemed a representation and certification that the proposing vendor:
  - Has carefully read and fully understands the information provided by Chatham County in this RFB;
  - Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the bid submitted;
  - Represents that all of the information contained in the submitted bid is true and correct;
  - Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this bids;
  - Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and
  - Acknowledges that any bid cannot be modified after its submission for any reason.
8. Late submittal: Late bids will not be accepted under any circumstance and will not be opened or reviewed. **We will not accept bids by fax or e-mail.** The sender must allow ample delivery time for the selected shipment or transmission methods.
9. Definition and Context: Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.
10. County Conditions:
  - All bidding firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the bid. However, Chatham County reserves the right to change the conditions, requirements and specifications as it deems necessary.

- The bid form must be signed by a duly authorized official of the bidding organization or individual submitting the bid.
- No bids will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the Chatham County Board of Commissioners.
- Chatham County is not obligated to enter into any contract as a result of the RFB.
- All prices quoted must be firm for a period of 60 (sixty) days following the bid deadline.
- Chatham County reserves the right to reject any and all bids or any part thereof and to select the most responsive bid that is deemed in the best interest of Chatham County.
- The County intends to make one award as the result of the Request for Bids.
- Chatham County may approve or disapprove the use of specific proposed subcontractors in any bids.
- Chatham County reserves the right to enter into an agreement with another bidding vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- Chatham County reserves the right to negotiate with any, none or all of the bidding company.
- All costs, including travel and expenses, incurred in the preparation of this bid will be borne solely by the bidding company.
- The County will not return bid materials to those submitting bids.
- The bidding vendor shall complete and sign the Vendor Information & Signature Form-Bid Form.
- The awarded contractor must enter a contract using the Chatham County on our County Contract Template.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by the Board of Commissioners or County Manager and authorized representatives of the vendor.
- Chatham County will follow all applicable local, state, and federal procurement requirements when expending federal funds and require all contractors to comply in full.
- Details of all terms and conditions for purchase orders and contracts can be found at <https://www.chathamnc.org/government/departments-programs/county-manager-finance-office/finance/purchasing>.

Chatham County is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.



## Vendor Information & Signature Form

<b>Name of Vendor:</b>	
<b>Trade License # (if applicable)</b>	
<b>Contact Person(s)</b>	
<b>Street Address with City, State &amp; Zip Code</b>	
<b>Mailing Address (if different than above)</b>	
<b>Phone #</b>	
<b>Fax #</b>	
<b>Email</b>	
<b>Proposer will do the work as:</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
<b>Date &amp; state of incorporation</b>	Date _____ State _____
<b>Name of partnership or joint venture</b>	

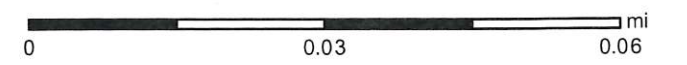
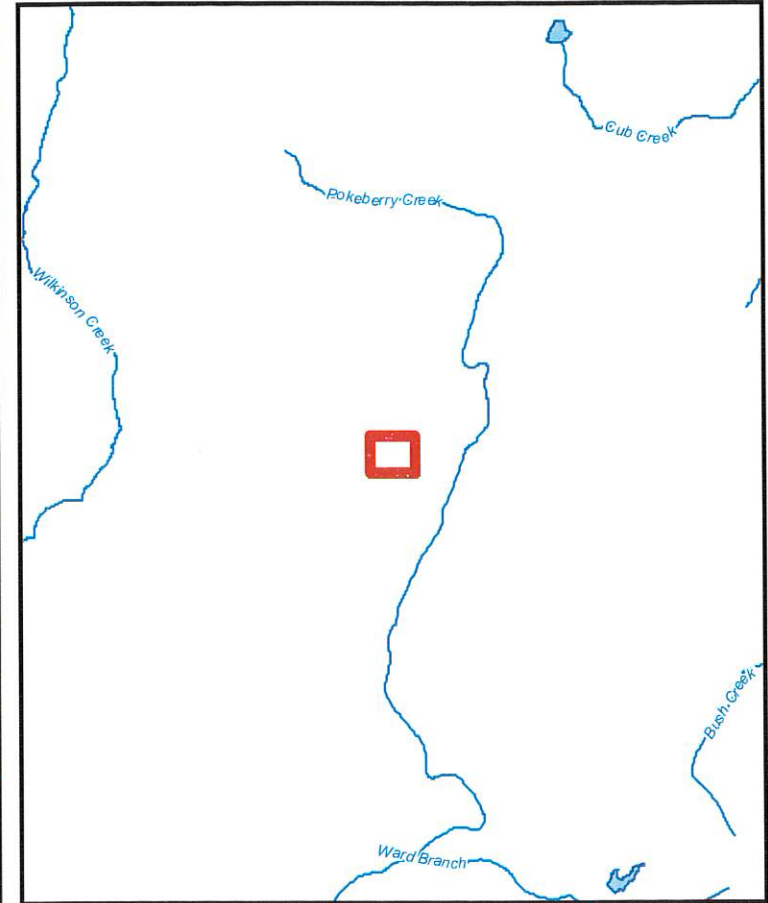
By signing below, the submission of qualifications shall be deemed a representation and certification by the Bidding Consultant that it has investigated all aspects of the RFB, and it has read and understands the RFB.

<b>Authorized Signature:</b>
<b>Date Signed:</b>
<b>Title of Signatory:</b>

Contractor Information Form must be completed with submitted bid. Failure to do so will result of bid being disqualified.



# Chatham County Tax Map



Service Layer Credits: Chatham County, Chatham County GIS, Chatham County EOC  
Chatham County, Chatham County Tax Department  
Chatham County, Chatham County GIS

Date: 11/22/2019  
Time: 1:47:46 PM

