

REQUEST FOR QUOTATION

CUMBERLAND COUNTY SCHOOLS
PLANT OPERATIONS FACILITY
810 GILLESPIE STREET
FAYETTEVILLE, NC 28306

Date: May 24, 2018

H. Mark Whitley, Project Manager
Planning Supervisor
(910) 678-2342
e-mail – markw@ccs.k12.nc.us

A **mandatory pre-bid conference** will be held for **VCT replacement**. Contractors interested in bidding shall meet at 10:30 am on Thursday, May 31, 2018 at William H. Owen Elementary, **4533 Raeford Road, Fayetteville, NC 28304**.

A Sealed Proposal, subject to the conditions made a part hereof, **will be received until 2 p.m. on June 7, 2018**, for furnishing product/service described herein.

IMPORTANT NOTE: Address enclosure as shown below. It is the responsibility of the bidder to have the bid in the office of Plant Operations, Cumberland County Schools by the specified time and date of opening.

Cumberland County Schools Plant Operations
H. Mark Whitley, Planning Supervisor
810 Gillespie Street
Fayetteville, NC 28306_

PROJECT: OWEN ELEMENTARY - Cafeteria VCT Replacement

Timetable for the Project

It is the Owner's intent to make a recommendation regarding award of these Contracts by **June 14, 2018**. A Notice of Intent to Award will be prepared and conveyed to the Contractor immediately. The Contractor shall commence the performance of this Contract and shall diligently continue its performance to and until final completion of the Project. Project shall start on **July 16, 2018** and contractor shall have 26 calendar days to complete the project, making the final completion date **August 2, 2018**. Schedule of construction must be coordinated with school personnel.

Insurance

The Contractor shall provide, as required by law, insurance for his employees. The Cumberland County Schools assumes no liability for injuries or accidents related to the contractual agreement. The Contractor shall furnish Certificate of Insurance to the Owner as proof of coverage. The Contractor shall maintain and pay for Insurance coverage and shall not be less than the following:

- A. Workman's Compensation Statutory
- Employers Liability \$1,000,000
- Owners/Officers must be included in coverage**
- B. General Liability (per person/per occurrence):
 - 1. Bodily and Personal Liability \$1,000,000/\$2,000,000
 - 2. Property Damage \$1,000,000/\$2,000,000 Aggregate
- C. Automobile Liability (per person/per occurrence)
 - 1. Bodily Injury \$1,000,000
 - 2. Property Damage: \$1,000,000 Aggregate
- D. The owner shall be listed as an additional insured

Certificates of Insurance shall be filed with the Owner. During construction of the work, the Contractor shall provide updated records whenever any of these coverages become outdated.

A sample certificate and additional insured endorsements are found at the end of this document.

Each certificate of insurance shall bear the provision that the policy cannot be canceled or coverage reduced or eliminated in less than thirty (30) days after mailing to the insured and/or the Owner of such

alteration or cancellation. The certificate holder shall be named: Attn: Tim Kinlaw, Cumberland County Board of Education, P.O. Box 2357, Fayetteville, NC 28302.

Performance

The Contractor shall commence work to be performed under the Contract on a date to be specified in a Notice to Proceed issued by the Owner and shall substantially complete all work in accordance with the project Time Table. If the Contractor fails to begin the work within ten days after the date specified in the Notice to Proceed, or progress of the work is not maintained on schedule, or the Contractor fails to perform the work with sufficient workmen and equipment or with sufficient materials to ensure prompt completion of the work, or shall perform the work unsuitably, or not in accordance with plans and specifications, or in violation of safety requirements or for any cause whatsoever shall not carry on the work in an acceptable manner, then the Owner shall declare this Contract in default and Owner may terminate the performance of the Contract and assume possession of the Project site and of all materials and equipment at the site and may complete the work. In such case, the Contractor shall not be paid until the work is complete. After Final Completion has been achieved, if any portion of the contract price, as it may be modified thereunder, remains after the cost to the Owner of completing the work, including all costs and expenses of every nature incurred, has been deducted by the Owner, such remainder shall belong to the Contractor. Otherwise, the Contractor shall pay and make whole the Owner for such cost. This obligation for payment shall survive the termination of the Contract. Failure of a Contractor to meet the requirements of a Contract and/or insufficient performance may disqualify Contractor from bidding future Projects.

Contract Payments

Request for payment shall be submitted to H. Mark Whitley, Cumberland County Schools, 810 Gillespie Street, Fayetteville, North Carolina 28306. The invoice will be processed and paid within fifteen (15) consecutive days after acceptance of the work.

Certificate of Sales Tax Usage must be included with the request for payment. This Certificate shall include the date, the type of property and the cost of the property purchased from each vendor, the county in which the vendor made the sale and the amount of local sales and use taxes paid thereon. If the property was purchased out-of-state, the county to which the property was delivered should be listed. Contractors are not to include any tax paid on supplies, tools and equipment which they use to perform their contracts and should include only those building materials, supplies, fixtures and equipment which actually become a part of or annexed to the building or structure.

Warranty

The Warranty for work and materials by the Contractor shall be for a period of fifteen years from date of acceptance of the Project by the Owner.

SCOPE OF PROJECT:

Install VCT as indicated on floor plan. *Removal will be completed by an abatement contractor.*

Floor Plan will be provided at the Pre-Bid

Description

Installation of Vinyl Composition Tile (VCT)

1. Contractor to remove existing VCT/Carpet as needed.
2. Contractor to install 12" x 12" VCT. 51899
3. Up to 10% allowance for Accent Color Tile
4. Contractor will skim coat floor surface before installing VCT.
5. Contractor will install 6" Black rubber cove base.
6. Contractor will roll all VCT once install.
7. Contractor will be responsible of disposal of all materials.
8. CCS will move all furniture as needed.

BID

Installation and sales taxes are included.

Bid: _____ (\$ _____)

In compliance with this request for quotation and subject to conditions herein, the undersigned offers and agrees, if this quote is accepted within _____ days from the date of opening, to furnish any and all items upon which prices are quoted at the price set opposite each item. Signature certifies that this quote is submitted competitively and without collusion.

EXECUTION

In compliance with this Invitation for Bid, and subject to the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (G.S. 143-54).

Failure to execute/sign bid prior to submittal shall render the bid invalid. Late bids are not accepted.

Bidder:	Federal ID No.	
Street Address:	P.O. Box:	Zip:
City & State:		
Print Name & Title of Person Signing:	Telephone Number:	
Authorized Signature:	Fax Number:	
Date:	E-Mail:	
Minority Status *:	Form of Minority Certification**:	

*Non-minority, Black, Hispanic, Asian/American, White Female, American Indian, Socially and Economically Disadvantaged, Disabled

**Not Applicable, Local Agency, Self-Identified, State of NC HUB, Federal Agency, State of NC DOT, Out of State Agency, Unknown

(Note: In July 2009, businesses will be required to be certified through the State of NC HUB)

ACCEPTANCE OF BID

If any or all parts of this bid are accepted, an authorized representative of Cumberland County Schools shall affix their signature hereto and this document and the provisions of the Instructions to Bidders of the Instructions to Bidders, special terms and conditions specific to this Invitation To Bid, the specifications, and the North Carolina General Contract Terms and Conditions shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful bidder(s).

FOR CUMBERLAND COUNTY SCHOOL USE ONLY
Offer accepted and contract awarded this _____ day of _____, 20_____, as indicated on attached certification or purchase order,
By _____ (Authorized representative of Cumberland County Schools).

The Owner reserves the right to reject any and all proposals.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C No. Ext.):	FAX (A/C No.):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Insurance Company Name (not parent company)	
INSURED	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y					MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-SUBJECT <input type="checkbox"/> LOG						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY		Y				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							UM/UIM * \$ 1,000,000
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
	DED						\$
	RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in WA)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
A	Sexual Abuse/Molestation Liability		Y				E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							\$100,000 per person/\$300,000 per occ

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Cumberland County Schools is additional insured on the General Liability and Auto Liability policies shown above as respects contract with named insured above.
 *Workers compensation coverage must be INCLUDED for the owner and box must be marked "N" as shown above.
 *UM/UIM limits must be shown on the certificate.

CERTIFICATE HOLDER	CANCELLATION
Cumberland County Board of Education	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
2465 Gillespie Street	
Fayetteville, NC 28306	AUTHORIZED REPRESENTATIVE

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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

Policy Number:
Effective:

COMMERCIAL AUTO
UGCA 35 99 01 07

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

SCHEDULE

Name Of Person Or Organization:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form. The inclusion of additional interest or interests will not operate to increase the limit of our liability.

An additional premium of \$ is fully earned at the time of issue.

CONTRACTOR _____ CONTRACT NUMBER AND/OR JOB DESCRIPTION _____

SALES/USE TAX CERTIFICATE

Sales and/or Use Tax Regulation Number 43 requires that the Cumberland County Schools in the County of Cumberland secure from each contractor certified statement(s) setting forth the cost of the materials and supplies manufactured or purchased by you and consumed in construction. This form is provided for you to list the materials consumed in construction. Please complete this form by inserting the information requested below. If needed, attach additional sheets.

INVOICE NO. OR ORIGINATOR	DATE PURCHASED OR MANUFACTURED	TYPE OF MATERIAL	INVOICE AMOUNT LESS TAX	STATE		COUNTY		NAME OF COUNTY SALES/USE TAX PAID TO
				SALES/USE TAX AMOUNT	TAX AMOUNT	SALES/USE TAX AMOUNT	TAX AMOUNT	
TOTALS			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

AFFIDAVIT

This is to certify that sales/use tax was paid as stated above on materials and supplies purchased or manufactured for the Cumberland County Schools in the County of Cumberland, North Carolina, for the above mentioned project during the period _____.

CONTRACTOR _____

AUTHORIZED SIGNATURE _____

ADDRESS AND TELEPHONE NUMBER _____

Report submitted this _____ day of _____, 19 _____