



Invitation for Bids (IFB)

Elmwood Development Roof Replacement and Lincoln Development Porch Roof Demolition

Solicitation #: 03262025-01

ISSUE DATE

March 26, 2025

PRE-BID/SITE VISIT

April 8, 2025 AT 10:00AM

ALL SEALED BIDS ARE DUE NO LATER THAN

May 13, 2025 AT 2:00PM.

Small, Minority and Women-Owned Businesses are encouraged to bid. The HACG complies with Section 3 of the HUD Act of 1968.

**INVITATION FOR BID
ELMWOOD DEVELOPMENT ROOF REPLACEMENT**

TABLE OF CONTENTS

TABLE OF CONTENTS 2

ATTACHMENTS 2

INTRODUCTION 2

PURPOSE 3

TIMELINE 3

PRE-BID MEETING/SITE VISIT 3

AGENCY CONTACT 4

SEALED BIDS FORMAT/DUE DATE 4

SCOPE OF WORK (Elmwood Roof Replacement) 6

GENERAL SPECIFICATIONS 6

SCOPE OF WORK (Lincoln Development Porch Roof Demolition) 7

AGENCY RIGHTS 10

IFB REQUIREMENTS AND CONDITIONS 10

SIGNATURE 13

ATTACHMENTS

- a. Unit Addresses and Map
- b. HUD Form 5369
- c. HUD Form 5369A
- d. HUD Form 5370
- e. E-Verify Affidavit
- f. Non-Collusive Form
- g. Section 3 Business preference Documentation
- h. Davis-Bacon Wage Rate Determination # NC20240110 dated 01-05-2024
- i. Sample Department of Labor – Wage Verification/Payroll Forms

INTRODUCTION

The Housing Authority of the City of Goldsboro (Hereinafter the HACG or the Agency) is a public entity that was formed to provide federally subsidized housing and housing assistance to low-income families, within the City of Goldsboro, North Carolina. The HACG is governed by a seven (7) member Board of Commissioners appointed by the Mayor of the City of Goldsboro

commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the Agency’s procurement policy. The Board employs a Chief Executive Officer to administer the HACG operations.

The HACG owns and operates 1225 public housing units and administers 284 Section 8 Vouchers. In addition, the HACG currently owns 1 commercial building, several vacant lots, and about 125 other units. The HACG has also created a nonprofit 501(c)(3) organization to provide affordable housing opportunities for low- and moderate-income persons. The nonprofit organization owns and manages approximately 24 rental units. The HACG employs approximately 50 regular and temporary employees.

The HACG’s mission includes providing safe, quality, and affordable housing to low-income families, the elderly, and disabled individuals. As a leader in the public housing community, the HACG encourages personal responsibility and upward mobility of residents in partnership with other community organizations while maintaining the fiscal and programmatic integrity of our agency.

PURPOSE

In keeping with its mandate to provide efficient and effective services, the HACG, is inviting bids from qualified, licensed and bonded entities (Hereinafter Respondent, Contractor, or Bidder) for Roof Replacement on thirteen (42) apartment unit buildings at our Elmwood Terrace Development and Porch Roof Demolition of (8) Apartments at our Lincoln Development. A more detailed description is provided in the Scope of Services below.

TIMELINE

The estimated timeline for this IFB is listed below. Dates, with the exception of the submission deadline, are estimates and may change based on the responsiveness of bidders and other procurement needs.

IFB Advertised:	March 26,2025
Pre-Bid Meeting/Site Visit:	April 8, 2025 (10:00AM) EST
Deadline for questions/clarifications:	May 6,2025
Deadline for Submission of Sealed Bids:	May 13, 2025 (2:00PM EST)
Public Bid Opening:	May 13, 2025 (2:00PM EST)
Verification of Responsiveness:	May 14, 2025
Anticipated Award Announcement:	May 22, 2025

PRE-BID MEETING/SITE VISIT

A non-mandatory Pre-Bid Meeting/Site Visit will be held on April 8, 2025 at 10:00 AM EST at the Elmwood Management Office located at 409 Hinson Street. Following a brief overview of the project, the attendees will be escorted to view a couple of the buildings with the HACG staff. Attendees will have the opportunity to go on the roofs with fall protection equipment for inspection and can get measurements at this time. Upon completion of site visit at the Elmwood Terrace Development, all bidders shall visit the site at the Lincoln Development at 1009 Slaughter Street. Bidders will be escorted to view a couple of the buildings with the HACG staff. It is highly suggested that potential Respondents attend the pre-bid meeting/site visit prior to submitting their bid. The HACG will not be able to provide measurements. Potential Contractors are not permitted to go on the roofs outside of the site visit.

Additional site visits for Respondents may be scheduled before the deadline for submission

based on the needs of the Respondents and the HACG but are not guaranteed.

AGENCY CONTACT

This IFB is being issued by the HACG. All inquiries for information concerning instructions to the bidder, bid submission documents, the scope of work, project specifications, or procurement procedures shall be directed via the Agency Contact Person. The Agency Contact Person for the HACG is:

Keith Curtis
700 N. Jefferson Ave
Goldsboro, NC 27530
919-750-6957
919-735-4226 ext. 1118
kcurtis@hacg.org

All bid questions/clarifications must be submitted by May 6, 2025, at 5:00PM EST and will be answered by the issuance of an addendum.

SEALED BIDS FORMAT/DUE DATE

IFB Submission and Format. The Invitation for Bid (IFB) package shall be mailed and/or hand-delivered in a sealed envelope bearing the name and number of the IFB to:

09192024-01 Elmwood Development Roof Replacement/Lincoln Porch Roof Demo
The Housing Authority of the City of Goldsboro
700 N. Jefferson Ave
Goldsboro, NC 27530

Bids received at the HACG office after 2:00 p.m. Eastern Time on Tuesday, May 13, 2025 will not be considered. The HACG is not responsible for delays in the delivery of mail by the U.S. Postal Service or private couriers/delivery services. **It is the sole responsibility of the Respondent to ensure that its bid reaches the HACG office by the designated date and hour.** The official time used in the receipt of proposals is that time-stamped by the Housing Authority.

The HACG reserves the right to reject any or all proposals. The HACG is an equal opportunity employer and contracting agency.

At a minimum, the following information is expected to be included in the bid:

a. **Coversheet.**

- i. Cover sheet must include IFB name and number, Submission Date, Name of Respondent, and Company Name;

b. **Personnel/Staff/Contacts.**

- i. The name, title(s), and contact information for the individual(s) authorized to negotiate and contractually bind Respondent. Bids **MUST** be signed by an official authorized to contractually bind the Respondent.
- ii. The name, title(s), and contact information for the individual(s) who may be contacted by the HACG for purposes of clarification or the provision of additional information as necessary.
- iii. The name, title(s), and contact information for the individual(s) to be assigned to work with the HACG on this project, including their current

position with the organization and, if applicable, license type (electrical, plumbing, HVAC, etc), and license number. The HACG reserves the right at any time to request the Contractor to remove and/or replace any assigned staff from HACG properties.

c. **Agency/Individual Profile and Relevant Experience.**

- i. General information about the Agency/Individual including a general description of the Respondent including the nature of the business or organization, and a brief summary of its history, size, and organizational structure. The description should include an identification of any subcontractors or subconsultants proposed to be used by Respondent and their relative expertise.
- ii. Description of the managerial and financial capacity/ability to deliver the score of work.
- iii. Examples of at least three (3) relevant projects Respondent is currently working on, or has worked on in the past five years, that best demonstrate Respondent's ability to provide the requested services. These descriptions should include a description of the project, the time frame over which services were performed, the type of services performed by Respondent, and a client reference including full contact information.
- iv. Additional References pertinent to other Housing Authorities, City Governments, or Mixed-Use, Mixed-Income development.

d. **Proposal.**

- i. Provide a description of how the Respondent can meet the proposed scope of work, and timeline for service, and must include the method/plan for completing the job with units being occupied.

e. **Proposed Cost.**

- i. Provide a fixed price rate for the scope of work listed in this IFB using the Bid Tabulation Form. Fix price rates should be in accordance with the Respondent's agreement to furnish all labor, tools, equipment, materials, water, light, heat, air conditioner, power, transportation, and supervision necessary for the satisfactory performance of the work subject to this IFB.

f. **Attachments.**

- i. Signed IFB Packet
- ii. Form HUD-5369 A
- i. E-Verify Affidavit
- ii. Non-Collusive Form
- iii. Section 3 Business Preference Documentation
- iv. Proof of Insurance
- v. Bid Bond
- vi. Bid Tabulation Form

b. **Complete Submission.** Any individual or organization interested in being considered for the award must submit a bid in response to this IFB in accordance with the instructions and terms hereunder. By submitting a response, the Respondent agrees to be bound by all terms and conditions of this IFB. Respondents are expected to examine ALL elements of the IFB prior to preparing their response. Failure to do so will be at the Respondent's risk. Offers for services other than those specified may not be considered.

c. **Board and Staff Communications.** Under no circumstances should any member of the HACG board or any staff member other than the contact specified above to be contacted during the IFB process by any entity intending to submit a response to this IFB. Failure to comply with this request may result in disqualification. All questions should be in writing and directed to the individual identified above. The HACG assumes no responsibility for verbal representations made by its employees unless such representations are confirmed in writing.

d. **Proprietary Information.** If a respondent does not desire certain proprietary information in

their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response with a request for nondisclosure and a justification for the designation. Any identified proprietary information must be clearly marked and readily separable to facilitate potential future public inspection of non-confidential sections. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award. Price and minimum services cannot be deemed confidential.

- e. **Addenda/Changes to IFB.** Any changes to this proposal document will be issued as addenda and will be on file in procurement until bids are opened. All such addenda will become part of the contract and all Respondents will be bound by such addenda, whether or not received by the Respondent.

SCOPE OF WORK (Elmwood Roof Replacement)

The following scope of work will be located at Forty-two (42) occupied buildings and (1) Office Building located in the Elmwood Development:

1. The Contractor shall be responsible for the removal and disposal of all material down to the existing roof sheeting to include shingles, felt paper, and flashing. Magnet sweeper will be utilized around each building to remove all nails.
2. The Contractor shall replace any rotted sheeting with plywood.
3. The Contractor shall visually inspect rafter tails under rotted sheeting. If rotten, the Contractor shall provide and install scabbing as-needed.
4. The Contractor shall provide and install #15lb or greater felt underlayment paper.
5. The Contractor shall provide and install 40-year three-tab black CertainTeed architectural singles.
6. The Contractor shall provide and install ice & water barrier 3 inches from sidewalls and in all valleys.
7. The Contractor shall provide and install continuous ridge vents.
8. The Contractor shall provide and install flashing at sidewalls, crickets, leaded pipe boots, and rain diverters.

GENERAL SPECIFICATIONS

The following general specifications apply to any Contractor selected to do the work in this IFB:

- a. These buildings will be occupied during the project. Time is of the essence once work begins in each unit. It is the HACG's intent for the Contractor to complete the scope of work in each unit on the same day, but no later than 24 hours after starting in that unit to minimize disturbance.
- b. The Contractor must provide a Service Schedule showing each work activity estimate start and finish date. Performance of the contract must be done in compliance with any local ordinances.
- c. The HACG will notify the Residents occupying these buildings accordingly in writing.
- d. Any required meetings with the HACG staff shall take place between 7:00am and 5:00PM (Monday-Thursday).
- e. Work will be inspected by the HACG staff after completion for acceptance of work. Invoices must be accompanied by a HACG staff signature indicating acceptance of work. The HACG will only pay for services rendered upon acceptance of work.
- f. The Contractor shall register, if needed, and provide the HACG with complete product warranty documentation.
- g. The Contractor shall provide 5-year labor warranty.
- h. The Contractor will supply all labor, tools, equipment, materials, water, light, heat, air conditioner, power, transportation, and supervision necessary for the satisfactory performance of the work subject to this IFB.
- i. The Contractor is responsible for any workers or subcontractors it has on-site. They shall ensure that anyone onsite shall have the appropriate protective gear and permission for access. All workers on the roof must use fall protection equipment.

- j. All work is to be performed with the highest degree of professional standards, in compliance with all applicable laws, regulations, procedures, criteria, and requirements; including all applicable Federal, State, and local laws and regulations. The scope of work must be made in accordance with the industry standard and repaired using the same or equivalent approved materials, same texture/color, and minimal deviation from and/or an indistinguishable difference from the original esthetics/appearance. These units are subject to inspection by the U.S. Department of Housing and Urban Development (HUD) Real Estate Assessment Center (REAC) inspection and therefore, all work must meet the Uniform Physical Condition Standards (UPCS and the National Standards for the Physical Inspection of Real Estate (NSPRIE).
- k. The proposed fee should be a flat rate that is all-inclusive of any related costs that the Contractor will incur in the execution of the contract agreement by task. The proposed fee shall list a separate flat rate price for each building. Respondents should use the attached Bid Tabulation Form to submit bid price for comparison purposes.
- l. The Contractor will supply the dumpster to remove all debris/demo daily. Dumpsters located on the HACG property may not be used to dispose of debris/demo.
- m. The Contractor shall have all applicable licenses/permits, as required by the city, state, and federal code requirements, and submitted to the HACG prior to the start of work. All permits and final inspection reports must be provided to the HACG. If applicable, passed inspection reports must be provided to the HACG before the invoice can be processed.
- n. The Contractor shall be responsible for any damage caused by their actions while onsite. Any damage shall be reported immediately to the HACG contractor administrator or on-site staff.
- o. The Contractor shall carry all applicable insurances (i.e.: General Commercial Liability, Workers' Compensation Liability, Automobile Liability).
- p. It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work, to the maximum extent feasible, to protect the safety of Agency residents and staff, the Contractor's staff, subcontractors, and the public. This shall include, but not be limited to, compliance with all OSHA-related Federal and local laws, codes, and regulations.
- q. The Contractor shall abide by the HACG policies while on-premises, including the Smoke-Free Policy.
- r. It shall be the responsibility of the Contractor to provide any temporary facilities that may be required, including, but not limited to: temporary toilets; water; fencing; barricades; lighting; planking; signage; guardrails; etc. Accordingly, it shall be the responsibility of the Contractor to secure and maintain such items during the term of the work. The use of toilets in the occupied units is prohibited.
- s. The Contractor must comply with Davis-Bacon Wage Rate Determinations and submit DOL Wage Verification/Payroll forms.
- t. Contractor vehicles are not permitted on grass/sidewalk areas of the property due to shallow water/sewer lines.
- u. All costs incurred, directly or indirectly by the Respondent including travel, preparation, submission, and miscellaneous expenses in response to this IFB are the sole responsibility of the Respondent and, as such, shall be borne solely by the Respondent.

SCOPE OF WORK (Lincoln Development Porch Roof Demolition)

Description. The agency is also seeking quotes from experienced and qualified licensed contractors to provide demolition and disposal of eight (8) covered porch roofs. This includes any environmentally hazardous material removal and post-demolition services. As directed by the HACG, the contractor will perform:

1. Demolition Services, which includes the following:
 - i. Removal of the covered porch structure that is attached to the dwelling structures and all related supporting structure of the covered porch.
 - ii. Removal of posts/columns.

iii. The concrete slab will *remain* intact.

2. Environmental hazardous material removal, which includes the following:

- i. The Contractor will be responsible for securing appropriate environmental testing as required by the Health Hazards Control Unit (HHCU) of the N.C. Department of Health and Human Services, including, but not limited to asbestos, prior to the start of demolition services, pursuant to the contract agreement.
- ii. These structures were built prior to 1978, therefore, under the Lead Renovation, Repair, and Painting rule, the Contractor must be lead-safe certified by the Environmental Protection Agency (EPA).
- iii. The Contractor is responsible for the removal of any and all environmental hazardous materials as it pertains to the demolition of the covered porch roofs.

3. Post Demolition Services, which includes the following:

- i. Rebuild of the gable, fascia, soffit, flashing, shingles, and sidewall so that the exterior elevation matches.
- ii. Holes in the concrete will be filled-in leaving a smooth surface.
- iii. The Contractor shall seed and straw any grass areas nears the work site(s) that were disturbed.

b. Method of Execution.

1. The buildings where the covered porches are attached, are one-story apartments which are occupied. There are two exterior doorways. One of which will lead directly to the covered porch.
2. The Contractor must follow every precaution to safeguard the residents and the public at the construction site. Including, but not limited to roping off areas and display signage.

c. General Specifications. The following general specifications apply to any Contractor selected to do the work in this IFB.

1. It is the responsibility of the bidder to review the QSP in detail and set prices accordingly. It is also the responsibility of the bidder to take any measurements. Changes orders will not be issued due to Contractor's lack of attention to details.
2. The Contractor will supply all labor, tools, equipment, materials, water, light, heat, air conditioner, power, transportation, and supervision necessary for the satisfactory performance of the work subject to this QSP. Building utilities cannot be used.
3. The Contractor is responsible for any workers or subcontractors it has on site. They shall ensure that anyone onsite shall have the appropriate protective gear and permission for access.
4. The Contractor is responsible for securing any materials, tools, or equipment at the end of each work day. The HACG cannot provide a secure facility. However, the Contractor can opt to have a Conex on-site if needed and the location must be preapproved.

5. The Contractor will supply the dumpster to remove all debris/demo daily. Dumpsters located on the HACG property may not be used to dispose of debris/demo. Location of the dumpster must be preapproved.
6. The rebuild must be made in accordance with the industry standard and repaired using the same or equivalent approved materials, same texture/color, and minimal deviation from and/or an indistinguishable difference from the original esthetics/appearance.
7. The unit is subject to inspection by the U.S. Department of Housing and Urban Development (HUD) Real Estate Assessment Center (REAC) inspection and therefore, all repairs must meet the National Standards for the Physical Inspection of Real Estate (NSPIRE).
8. The Contractor shall have all applicable licenses/permits, as required by the city, state, and federal code requirements, and submitted to the HACG prior to the start of work. All permits and final inspection reports must be provided to the HACG. Passed inspection reports must be provided to the HACG before the invoice can be processed.
9. The Contractor shall be responsible for any damage caused by their actions while onsite. Any damage shall be reported immediately to the HACG contractor administrator or on-site staff.
10. The Contractor shall carry all applicable insurances (i.e.: General Commercial Liability, Workers' Compensation Liability, Automobile Liability).
11. The Contractor shall abide by the HACG policies while on-premises, including the Smoke-Free Policy.
12. The Contractor must comply with Davis-Bacon Wage Rate Determinations.
13. Contractor/Sub Contractor/Vendor vehicles are not permitted on grass/sidewalk areas of the property due to shallow water/sewer lines. Any damages caused by vehicles is the responsibility of the Contractor.
14. The proposed fee should be a flat rate that is all-inclusive of any related costs that the Contractor will incur in the execution of the contract agreement by task. Respondents should use the bid form or similar layout to submit cost for comparison purposes.
15. It is recommended that the Bidder attend the pre-bid meeting/on-site visit. However, bidders may view the buildings at any time on their own. No extension of time will be permitted for failure to attend the Pre-Bid meeting/on-site visit or view the buildings on their own.
16. All costs incurred, directly or indirectly by the Bidder including travel, preparation, submission and miscellaneous expenses in response to this QSP are the sole responsibility of the Bidder and, as such, shall be borne solely by the Bidder.
17. Work will be inspected by the HACG staff after completion for acceptance of work. Invoices must be accompanied by an HACG staff signature indicating acceptance of work. Passed permit inspections must accompanied the invoice indicating acceptance. The HACG will only pay for services rendered upon acceptance of work. Invoices are paid in current funds and within thirty days of receipt.

AGENCY RIGHTS

The Agency reserves the right to:

- a. **Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, waive any informality in the IFB process, or to terminate the IFB process at any time if deemed by the Agency to be in its best interests.
- b. **Right to Not Award.** Not to award a contract pursuant to this IFB.
- c. **Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days' written notice to the successful proposer.
- d. **Right to Determine Time and Location.** Determine the days, hours, and locations that the Contractor shall provide the services called for in this IFB.
- e. **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contact Person.
- f. **Right to Negotiate.** The HACG shall retain the right to negotiate the amount of fees that are paid to the successful Respondent, meaning the fees proposed by the apparent successful IFB may be the basis for the beginning of negotiations.
- g. **Right to Award.** To make an award to the same bidder (aggregate) for all items; to make an award to multiple bidders (including joint venture proposals) for the same or different items; to select a respondent(s) for specific purposes or any combination of specific purposes; or, to defer the selection and award of any respondent(s) to a time of the HACG's choosing.
- h. **Right to Reject any Proposal.** Reject and not consider any bid that does not, in the opinion of the HACG, meet the requirements of this IFB, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- i. **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this IFB.
- j. **Right to Interview.** Request an oral interview with, and additional information from, companies prior to the final selection of a Respondent (NOTE-If an oral interview is requested, Respondent will be given at least three (3) business days' notice, along with the date, time, and place for the interviews. Expenses will be the responsibility of the respondent.)
- k. **Right to Consider.** Consider information about a company in addition to the information submitted in the response or interview.
- l. **Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the bid packet, each prospective Respondent is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that he/she will inform the Agency Contact Person in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective Respondent of any responsibility pertaining to such issue.

IFB REQUIREMENTS AND CONDITIONS

- a. **Minimum Requirements.** This IFB sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the bid unacceptable.

- b. **Cost of the Bid.** All costs incurred, directly or indirectly, by the Respondent in response to and in preparation for this IFB shall be the sole responsibility of the Respondent and shall be borne by the Respondent. Proposers shall not include any such expenses as part of their bids.
- c. **Clarification to Bids.** The HACG reserves the right to obtain clarifications of any point in a company's bid or to obtain additional information necessary to properly evaluate a particular bid. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses. The HACG may conduct interviews with one or more agencies for such purposes.
- d. **Cancellation of the IFB.** The HACG reserves the right to cancel this IFB at any time, for any reason, and without liability, if cancellation is deemed to be in the best interest of the HACG. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its bid.
- e. **Collusion.** Proposer, by submitting a bid, hereby certifies that no officer, agent, or employee of the HACG has a pecuniary interest in this bid; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with or obligation to any undisclosed person or company.
- f. **Insurance Requirements.**
 - i. All contractors and/or professional firms must submit verification of coverage for \$1,000,000 General Liability and applicable Workmen's Compensation coverage with HACG designated as loss payee for the said project prior to the award of Contract.
 - ii. **Proof of Insurance,** shall not be terminated or expire without thirty (30) days written notice, and is required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors or subconsultants used in the performance of this contract to name HACG as an additional insured. Following are the standard types and minimum amounts.
 - iii. The contractor shall carry all necessary, and required Insurances, as required by the state of North Carolina, including but not limited to:
 - i. Commercial General Liability, with a single occurrence limit of not less than \$1,000,000 per occurrence.
 - ii. Commercial Automobile Liability, with a single occurrence limit of not less than \$750,000, in accordance with North Carolina Financial Responsibility laws.
 - iii. Worker's Compensation Insurance, in accordance with North Carolina Workers' Compensation laws.
 - iv. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all reprocurement costs and any other remedies under the law. The Contractor shall provide a certification of Liability Insurance and Workers Compensation.
- g. **Bonding Requirements.**
 - i. Bid Bonds: For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
 - ii. Performance/Payment Bonds: For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any of the following four:
 - i. A performance and payment bond in a penal sum of 100% of the contract price; or
 - ii. Separate performance and payment bonds, each for 50% or more of the contract price; or
 - iii. A 20% cash escrow; or

iv. A 25 % irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the State of California. Individual sureties shall not be considered. U.S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. The use of companies on this circular is mandatory.

- h. Indemnification.** The Contractor agrees to indemnify, defend and, hold harmless the HACG and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this IFB or subsequent contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the HACG on account of any claim, therefore, except where such indemnification is prohibited by law.
- i. Suspension/Debarment.** The Contractor shall provide a certification statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency.
- j. Americans with Disabilities Act.** The Bidder must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.
- k. Choice of Law.** The resulting contract will be entered into within the State of North Carolina and the law of the said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts within Wayne County and the state of North Carolina shall be followed with respect to the contract.
- l. Award of Contract.** Bids will be opened publicly on October 31, 2024, at 2:00PM at 700 North Jefferson Avenue, Goldsboro, N.C. 27530. Each valid bid will be evaluated on the extent to which it properly responds to the IFB, responds to the requested scope of services, and meets the needs of the HACG. Upon completed review of all bids, the lowest bidder will be identified. Once the bidder with the lowest bid is identified, the HACG must determine that the bidder is responsive and responsible.
- i.** The HACG reserves the right to conduct a pre-award survey for the purpose of confirming the Bidder's responsibility and/or capacity to perform the contract. This survey may include, but is not limited to, the review of subcontracting agreements, financial capacity, and reference checks.
 - ii.** The HACG reserves the right to conduct an interview with the identified successful lowest Bidder, prior to awarding the contract.
 - iii.** If the HACG determines that the Bidder is not responsive and/or not responsible, the Bidder will be disqualified. The next Bidder with the next lowest bid will then be evaluated and so forth until a successful Bidder is identified.
 - iv.** At the discretion of the HACG, the contract will be awarded to the lowest Bidder, who is a responsive and responsible, and provides the best value to the HACG. The decision of the HACG is considered final.
 - v.** All unsuccessful Bidders will be notified of the status of their bid by email and mail after the potential contract award(s) has/have been identified.
 - vi.** The HACG reserves the right to re-visit and/or award the next best-qualified Bidder, if a contract award does not occur or is terminated.
 - vii.** In such instance and at the sole discretion of the HACG, the HACG may award the contract to the next successful Bidder, who is responsive and responsible, for either the remaining contract period or the remaining contract period and any remaining optional contract extensions.
- m. Request for Payment.** Upon award and execution of the contract, the successful Bidder shall submit an itemized payment request to the HACG upon completion of the contract, or the Contractor may opt to submit itemized invoice(s) for progress payments for acceptable work and materials delivered on the site in 30-day

intervals.

- i. Invoicing and payments shall be made to the contractor in accordance with the policies and procedures of the Agency.
- ii. Progress payments. 10% retainage will be held on each payment request. A separate payment request for the return of the retainage will be required at the completion of the work. The Contract must use HUD Form 51001, G703 Continuation Sheet – Schedule of Values.
- iii. Review and Approval. The Agency will review each such Contractor's request for payment and will approve the payment only if the following listed conditions are met. If the Contract requests payment items that have not been completed in a satisfactory manner ("satisfactory," as determined at the sole discretion of the Agency), the Agency shall hold payment for the unsatisfactory items, and pay the balance of the request (e.g. the undisputed portion). The agency shall ensure:
 - i. The request for payment is consistent with the Agency approved schedule of amounts for contract payments;
 - ii. The work covered by the request for payment has been performed in accordance with the scope of work;
 - iii. The Contractor has submitted all required forms, including Davis Bacon Wage Verification/Payroll forms, properly executed.
- n. **Timeline for service.** Work may begin after the issuance of the HACG's "Notice to Proceed" and must be completed per the Schedule of Service that is agreed upon by both parties and will be finalized in the contract. A penalty of \$100 per day (liquidated damages) will be assessed for each day over the completion date to include Saturdays, Sundays, and Holidays.
- o. **Contract End Items.** Upon completion of work the Contractor must submit the following:
 - i. Separate payment request for the retainage (if applicable);
 - ii. Department of Labor – Wage Verification/Payroll Forms;
 - iii. A ten-year labor warranty letter from the Contractor;
 - iv. Consent of surety to Final Payment;
 - v. Contractor's Affidavit of Release of Liens;
 - vi. Contractor's Certificate and Release.

SIGNATURE

The undersigned certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of the firm named below.

Company Name: _____

Type of Business (corporation, partnership, an individual, or limited liability company): _____

Federal Tax ID: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax Number: _____ E-Mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

BID TABULATION FORM

BIDDERS DECLARATION. The undersigned bidder certifies that it has examined the site, read and understands the specification for the above project, and agrees to comply with all applicable federal, state, and local laws and regulations. The bidder is advised that by the signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

PRICING. The fixed price rate listed in this bid proposal is tendered in accordance with the Respondent’s agreement to furnish all labor, tools, equipment, materials, water, light, heat, air conditioner, power, transportation, and supervision necessary for the satisfactory performance of the work subject to this IFB.

ELMWOOD TERRACE DEVELOPMENT ROOF REPLACEMENT

Building Number	Address	Labor	Material	Total Cost
52	311 A Charles Street	\$	\$	\$
	311 B Charles Street	\$	\$	\$
53	313 A Charles Street	\$	\$	\$
	313 B Charles Street	\$	\$	\$
54	315 A Charles Street	\$	\$	\$
	315 B Charles Street	\$	\$	\$
B-0019	300 Charles Street	\$	\$	\$
	302 Charles Street	\$	\$	\$
	304 Charles Street	\$	\$	\$
	306 Charles Street	\$	\$	\$
	308 Charles Street	\$	\$	\$
	310 Charles Street	\$	\$	\$
B-0016	312 Charles Street	\$	\$	\$
	314 Charles Street	\$	\$	\$
	316 Charles Street	\$	\$	\$
	318 Charles Street	\$	\$	\$
	320 Charles Street	\$	\$	\$
	322 Charles Street	\$	\$	\$
B-0013	400 Charles Street	\$	\$	\$
	402 Charles Street	\$	\$	\$
	404 Charles Street	\$	\$	\$
	406 Charles Street	\$	\$	\$
	408 Charles Street	\$	\$	\$
	410 Charles Street	\$	\$	\$
42	401 Charles Street	\$	\$	\$
43	403 Charles Street	\$	\$	\$
44	405 Charles Street	\$	\$	\$

45	407 Charles Street	\$	\$	\$
B-0010	412 Charles Street	\$	\$	\$
	414 Charles Street	\$	\$	\$
B-0008	416 Charles Street	\$	\$	\$
	418 Charles Street	\$	\$	\$
	420 Charles Street	\$	\$	\$
	422 Charles Street	\$	\$	\$
	426 Charles Street	\$	\$	\$
29	301 Denmark Street	\$	\$	\$
30	303 Denmark Street	\$	\$	\$
	305 Denmark Street	\$	\$	\$
	307 Denmark Street	\$	\$	\$
	309 Denmark Street	\$	\$	\$
	311 Denmark Street	\$	\$	\$
	313 Denmark Street	\$	\$	\$
31	315 Denmark Street	\$	\$	\$
32	317 Denmark Street	\$	\$	\$
	319 Denmark Street	\$	\$	\$
33	401 Denmark Street	\$	\$	\$
	411 Denmark Street	\$	\$	\$
34	413 Denmark Street	\$	\$	\$
	415 Denmark Street	\$	\$	\$
35	417 Denmark Street	\$	\$	\$
	419 Denmark Street	\$	\$	\$
	421 Denmark Street	\$	\$	\$
	423 Denmark Street	\$	\$	\$
	425 Denmark Street	\$	\$	\$
	427 Denmark Street	\$	\$	\$
B-0073	400 Hinson Avenue	\$	\$	\$
B-0076	402 Hinson Avenue	\$	\$	\$
	404 Hinson Avenue	\$	\$	\$
	406 Hinson Avenue	\$	\$	\$
	408 Hinson Avenue	\$	\$	\$
	410 Hinson Avenue	\$	\$	\$
	412 Hinson Avenue	\$	\$	\$
		\$	\$	\$
B-0079	414 Hinson Avenue	\$	\$	\$
	416 Hinson Avenue	\$	\$	\$

	418 Hinson Avenue	\$	\$	\$
	420 Hinson Avenue	\$	\$	\$
	422 Hinson Avenue	\$	\$	\$
	424 Hinson Avenue	\$	\$	\$
B-0082	426 Hinson Avenue	\$	\$	\$
	500 Hinson Avenue	\$	\$	\$
B-0085	502 Hinson Avenue	\$	\$	\$
	504 Hinson Avenue	\$	\$	\$
	506 Hinson Avenue	\$	\$	\$
	508 Hinson Avenue	\$	\$	\$
	510 Hinson Avenue	\$	\$	\$
28	300 Hollowell Avenue	\$	\$	\$
	310 Hollowell Avenue	\$	\$	\$
B-0025	301 Hollowell Avenue	\$	\$	\$
	303 Hollowell Avenue	\$	\$	\$
B-0028	305 Hollowell Avenue	\$	\$	\$
	307 Hollowell Avenue	\$	\$	\$
	309 Hollowell Avenue	\$	\$	\$
	311 Hollowell Avenue	\$	\$	\$
	313 Hollowell Avenue	\$	\$	\$
	315 Hollowell Avenue	\$	\$	\$
27	312 Hollowell Avenue	\$	\$	\$
		\$	\$	\$
		\$	\$	\$
26	316 Hollowell Avenue	\$	\$	\$
	318 Hollowell Avenue	\$	\$	\$
	320 Hollowell Avenue	\$	\$	\$
	322 Hollowell Avenue	\$	\$	\$
	324 Hollowell Avenue	\$	\$	\$
	326 Hollowell Avenue	\$	\$	\$
B-0031	317 Hollowell Avenue	\$	\$	\$
	319 Hollowell Avenue	\$	\$	\$
25	400 Hollowell Avenue	\$	\$	\$
	402 Hollowell Avenue	\$	\$	\$
	404 Hollowell Avenue	\$	\$	\$
	406 Hollowell Avenue	\$	\$	\$

	408 Hollowell Avenue	\$	\$	\$
	410 Hollowell Avenue	\$	\$	\$
B-0036	401 Hollowell Avenue	\$	\$	\$
	403 Hollowell Avenue	\$	\$	\$
	405 Hollowell Avenue	\$	\$	\$
	407 Hollowell Avenue	\$	\$	\$
	409 Hollowell Avenue	\$	\$	\$
	411 Hollowell Avenue	\$	\$	\$
B-0044	412 Hollowell Avenue	\$	\$	\$
	414 Hollowell Avenue	\$	\$	\$
B-0042	416 Hollowell Avenue	\$	\$	\$
	418 Hollowell Avenue	\$	\$	\$
	420 Hollowell Avenue	\$	\$	\$
	422 Hollowell Avenue	\$	\$	\$
	424 Hollowell Avenue	\$	\$	\$
	426 Hollowell Avenue	\$	\$	\$
41	403 E. Spruce Street	\$	\$	\$
	405 E. Spruce Street	\$	\$	\$
40	407 E. Spruce Street	\$	\$	\$
	409 E. Spruce Street	\$	\$	\$
	411 E. Spruce Street	\$	\$	\$
	413 E. Spruce Street	\$	\$	\$
B-0022	408 E. Spruce Street	\$	\$	\$
	410 E. Spruce Street	\$	\$	\$
39	415 E. Spruce Street	\$	\$	\$
	417 E. Spruce Street	\$	\$	\$
38	419 E. Spruce Street	\$	\$	\$
	421 E. Spruce Street	\$	\$	\$
37	501 E. Spruce Street	\$	\$	\$
	503 E. Spruce Street	\$	\$	\$
36	505 E. Spruce Street	\$	\$	\$
	507 E. Spruce Street	\$	\$	\$
		\$	\$	\$
	Project Total Bid			\$

As-needed Costs	Labor	Material	Total Cost Each
Plywood Sheeting (Each)	\$	\$	\$
Rafter Scab (Each)	\$	\$	\$

LINCOLN PORCH ROOF DEMOLITION

Address of Covered Porch	Total Cost
919 A & B Hugh Street	\$ -
915 A & B Hugh Street	\$ -
917 A & B Hugh Street	\$ -
925 A & B Hugh Street	\$ -
911 A & B Hugh Street	\$ -
903 A & B Hugh Street	\$ -
912 A & B Slaughter Street	\$ -
908 A & B Slaughter Street	\$ -
Project Total Bid	\$ -

GRAND TOTAL BID: _____

BID BOND (5% of Total Bid): _____

Company Name: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____