

Board of Commissioners

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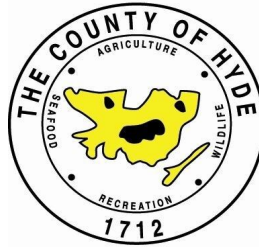
COUNTY OF HYDE

30 Oyster Creek Road
PO Box 188
SWAN QUARTER, NORTH CAROLINA 27885
252-926-4400
252-926-3701 Fax

Kris Cahoon Noble
County Manager

Franz Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board



Invitation to Bid

Re: Bid Proposal For Replacement of 11 Exterior Windows and 2 Exterior Doors at 700 Sladesville Credle Rd, Scranton, NC

To Whom it May Concern:

Hyde County will be accepting bid proposals for the above referenced project.

Bids must be received no later than 5 pm on Friday September 17, 2021. Hyde County is not responsible for bids that do not arrive through the mail before this deadline. Bids will be opened at 9 am on Monday, September 20, 2021 in the Hyde County Manager's Office. Bidders will be notified immediately. Bidders do not have to be present at the bid opening.

There will be a mandatory pre-bid/walk-through of the property on Friday, September 10th at 11 AM. Anyone wishing to submit a bid must attend this meeting in order to understand the scope of work and ensure that everyone is clear on the specifications.

Bids may be submitted via mail at 30 Oyster Creek Road, PO Box 188, Swan Quarter, North Carolina 27885; via email at emiller@hydecourtnc.gov; or via drop-off at the County Manager's office on the second floor of the Hyde County Government Center at 30 Oyster Creek Road in Swan Quarter.

Bids received after this date and/or time will not be accepted and will be returned unopened to the sender.

The purpose of this project is to replace the exterior windows and doors at 700 Sladesville Credle Rd, Scranton, NC. The work scope for this project is as follows:

Replacement of 11 Exterior Windows

New window installation includes removal of the existing window unit, sill, and deteriorated framing; installation of all new framing work (including header and stud wall framing) necessary to install new window unit plumb and weather-tight; and new sill, jamb, casing, apron, stops, sashes, weatherstripping, glass and hardware, including window lock. New replacement or new construction windows shall match existing windows in detail and dimension if size meets Section R310 of the NC Residential Building Code. Screens are required as a part of installation, unless noted otherwise. All windows assemblies and casings shall be installed expertly and in accordance with the manufacturer's instructions, and shall be plumb, level, square, true to line and be securely anchored. All units shall fit accurately and shall operate freely without binding or dragging. Voids around windows shall be filled with rigid foam insulation or r-13 unfaced batt insulation. Interior of windows shall be fully cased, trimmed out and painted. Windows shall meet the area's wind zone requirements and dp rating.

2 Exterior Doors Replacement

Pre-hung metal exterior door units (panel or nine-lite) shall be equal to Lowe's "Benchmark" and carry a minimum of a five-year guarantee with warranty in writing and turned in with owner's warranties. Units shall come complete with door pre-hung in frame with rabbeted jamb, threshold, weatherstripping, casing, and lockset and deadbolt (keyed alike). Installation includes removal of existing door and frame, minor framing adjustments, and all related casing to install a door equal to the original size (interior casing to match new or existing room trim is required as part of this installation). Prime and paint metal doors and new and existing trim remaining in accordance with painting specifications. All exterior doors shall have dead bolts as part of any installation. All exterior doors shall be installed with a rigid aluminum strip with neoprene-type weather stripping securely fastened to side and head jambs. Pre-hung door units shall have factory-installed weather stripping. Install to ensure no air leakage around openings in exterior doors. All exterior doors shall be provided with aluminum or wood with rubber attached to the drip cap at bottom edge of door. Hardware shall be fastened to framing in a manner to prevent removal to gain entrance while door is in its locked position. All doors, jambs, casings and hardware shall be installed expertly and in accordance with the manufacturers specifications. Shall be installed plumb, level, square, in plane, true to line and be securely anchored. Installation includes wide aluminum saddle type threshold, door shoe with vinyl gasket, jamb up weather stripping, lockset, and deadbolt. All deadbolts and locksets should

be keyed alike. Prime and paint wooden doors and new and existing trim remaining. Remove all construction debris when complete.

If you are interested in submitting a bid by mail, email or by drop-off, it should be delivered to the name and address listed below in a sealed envelope as follows:

Elizabeth Miller at emiller@hydecountync.gov

30 Oyster Creek Road

PO Box 188

Swan Quarter, North Carolina 27885

Bid Submission Attn: New Flooring for 10043 Piney Woods Road, Fairfield, NC

Bids must be prepared and submitted using the bid forms provided and must be typed or printed and then signed in ink. If bids are submitted via email please submit signed PDFs only.

Bidders must be on the Qualified Vendors List to submit. For questions on how to become a Hyde County Qualified Vendor please contact emiller@hydecountync.gov

All bids received by the deadline shall be reviewed by Hyde County. All bids must include all requested work items, conform to the project standards/specifications and be responsive, accurate, and cost reasonable. Hyde County will select the contractor to perform all work required and the contract will be executed between Hyde County and the winning contractor.

You are reminded to bid only on those items designated in the work write-up. In the event the owner should request additional work or deletion of any work from the write-up, or should you feel additional work is required, those items, along with costs, shall be listed on a separate piece of paper or letterhead stationery. All additional items will be considered separately from the base bid and consideration of any changes will be negotiated with the owner after the bid opening.

Hyde County has the right to reject any and all bids at their sole discretion based on sound documented reasons. This project is funded by the NC Housing Finance Agency under the Urgent Repair Program. Should you have any questions or concerns about any of the items on the work write-up, please contact Elizabeth Miller at emiller@hydecountync.gov or at 252-926-4178 for clarification prior to bidding. You are reminded that your bid should be inclusive of all taxes, fees, permits, and all other costs.

Upon selection of the winning contractor, Hyde County will send a bid award notice to the selected contractor. The bid award notice will advise the selected

contractor of the date, time and location of the pre-work conference that must take place before any work can begin. Upon satisfactory completion of the pre-work conference, Hyde County will issue a “Notice to Proceed,” which must be executed by the selected contractor as well.

A completed bid submission will include the following:

- Completed and signed construction bid form
- Completed and signed cost breakdown
- Signed contractors statement found at the end of Hyde County Procurement and Disbursement Policy
- A completed vendor application form if not already a Hyde County approved vendor

Thank you for your consideration of this invitation to bid.

Sincerely,

Kris Cahoon Noble
Hyde County Manager

Name	<u>County of Hyde</u>	Company	_____
Address	<u>PO Box 188, 30 Oyster Creek Road</u>	Name	_____
City, State ZIP	<u>Swan Quarter, NC 27885</u>	Address	_____
Phone	<u>252-926-4400</u>	City, State ZIP	_____
Email	<u>emiller@hydecountync.gov</u>	Phone	_____
Project name	<u>700 Sladesville Credle Rd, Scranton, NC Windows and Doors Replacement</u>	Email	_____
		Completion date	<u>Project Must be completed by November 30th, 2021</u>

Scope of Work

Contractor will replace 11 windows and 2 exterior doors per the work scope outlined in the bid invitation.

Not Included

Please include any additional information here if applicable:

Company Proposal

Please complete the detailed cost breakdown attached to this bid form that includes all costs for the system replacement. Please make the estimate as detailed as possible.

_____	_____
Submitted by (Company Representative)	Date

Cost Breakdown

List of Materials and Costs

Qty.	Description	Cost	Total
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Subtotal

Tax rate

Tax

Grand total

Submitted by (Company Representative)

Date

**Hyde County
Procurement and Disbursement Policy
Urgent Repair Program**

PROCUREMENT POLICY

1. To the maximum extent practical, the County of Hyde promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are a part of Hyde County's approved qualified vendor's list. (To be a qualified vendor, a contractor must use the Hyde County vendor process which includes: completing an application, having their recent work inspected, reviewed and approved by the Rehabilitation Specialist and submitting proof of insurance.) Any contractor listed with and approved by Hyde County and in good standing will receive automatic approval status on the qualified vendor's list.
2. At least three eligible contractors on Hyde County's qualified vendor list shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means:
(a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of Hyde County's cost estimate, and (c) there is no conflict of interest (real or apparent).
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsible bidder for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids must include a cost-per-item breakdown with linen item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change of the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of Hyde County. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.
8. Hyde County reserves the right to reject any or all bids at any time during the procurement process.

CONTRACTORS STATEMENT:

I have read and understand the attached Assistance Policy and Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____