

Request for Bids
Chatham County Solid Waste & Recycling Collection Center Improvements

Purpose

The Chatham County Solid Waste & Recycling Division is requesting bids from qualified, licensed contractors to perform site improvements at the Asbury and Cole Park collection centers. The work will include asphalt pavement resurfacing and repair, concrete drain trough replacement, and miscellaneous site work. All trade permits shall be obtained by the Contractor if needed.

Scope of Work

The County is seeking the services of a qualified, licensed contractor to provide site improvements at the properties listed below:

Name	Street Address
Asbury Collection Center	34 Mt. View Church Rd, Moncure, NC
Cole Park Collection Center	11632 US 15/501 N, Chapel Hill, NC

A full Scope of Work is provided in Attachment B and construction drawings are provided in Attachment D. The County will select one firm to perform the work.

The County is asking for lump sum pricing to be submitted with the bid. All work shall commence within the schedule and timeframe agreed upon by both parties and will be established at scope review and time of award. It is expected that all work shall be completed within 45 days after Notice to Proceed.

A pre-bid meeting will be held at the Asbury facility (see address above) on **Thursday, April 23, 2026, at 10:00 AM EST.**

Bid Instructions

- A. **Bids Deadline:** Must be received by Chatham County no later than **Wednesday, May 6, 2026, at 2:00 PM EST.** A public bid opening will take place promptly at 2:00 PM EST at the Chatham County Solid Waste & Recycling Center, 28 County Services Road, Pittsboro, NC 27312.
- B. **Submission of Bids:** Vendors must submit **one hard copy** with all attachments, including signatory pages, which must be received by the deadline above. Each sealed envelope containing a BID must be plainly marked on the outside as **BID for SW&R Improvements** and the envelope should bear on the outside the BIDDER'S name, address, and the name of the project for which the BID is submitted. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to one of the following delivery addresses:
 - Postal Address: Michele Peluso, Chatham County Finance
P. O. Box 608, Pittsboro, NC 27312 (all postal delivery)

- Street Address: Michele Peluso, Chatham County Finance
12 East Street, Pittsboro, NC 27312 (land delivery only)
- C. **Withdrawal of Bids:** Proposing vendors may withdraw their bids any time before the deadline for submission on **Tuesday, May 5, 2026, at 2:00 PM EST**, but the withdrawal must be submitted in writing and signed by the proposing vendor.
- D. **Inquiries and Corrections:** All inquiries relating to this request should be in writing and addressed to:

Michele Peluso, Chatham County Finance Office
P.O. Box 608 or 12 East Street, Pittsboro, NC 27312
They also may be faxed to 919-542-4261 or emailed to: purchasing@chathamcountync.gov

If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to the County's purchasing agent listed above. Any interpretation of or changes made to the RFB will be made by written addendum to each proposing consultant 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 submitted by **12:00 PM EST on Tuesday, April 28, 2026**. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting bids.

- E. **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 bids submitted;
 - Represents that all of the information contained in the submitted bids 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 bid;
 - 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 bids cannot be modified after submission for any reason.
- F. **Format & Deadline of Bids:** Late bids will not be accepted under any circumstance and will not be opened or reviewed. We will not accept bids by fax or any method other than is outlined under item B of Bids Instructions. The sender must allow ample delivery time for the selected shipment or transmission methods.
- G. **Bid Bond:** The County formal limit of \$300,000 requires the 5% Bid Bond, which must be included with the bid submittal in a separate envelope for any bid in the formal range only.

- H. **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.

RFB Schedule

- A pre-bid meeting will be held at the Asbury Collection Center on **Thursday, April 23, 2026, at 10:00 AM.**
- The deadline for submitting questions in writing (mail or email) is **12:00 PM EST on Tuesday, April 28, 2026.**
- The deadline for receipt of bids by the county is **2:00 PM EST on Wednesday, May 6, 2026.**
- We expect to have the contract executed and work to begin by July 1, 2026.

Insurance and Legal Requirements

Chatham County requires selected contractors and any subcontractors to obtain and maintain at their own expense, all insurance required by state and federal law. If requested, the selected organization agrees to provide Chatham County with evidence of required policies, certificates, and/or endorsements upon the award of the contract. As a minimum, contractors and subcontractors are required to have the following coverages related to any contract work for Chatham County:

- **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract. (Non-applicable-individual.)
- **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$100,000 bodily injury per person, \$500,000 bodily injury per occurrence, \$100,000 property damage, and 1,000,000 in errors and omissions and negligent performance. (Defense cost shall be in excess of the limit of liability.)
- **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$250,000.00 bodily injury and \$100,000 property damage.

The County shall be named as an additional insured on both the professional liability and comprehensive general liability coverage. Contractor shall furnish copies of all such policies and all renewals, terminations, and alterations to the County on a current basis.

Bid Bond or Bid Deposit

Any bid which meets the Chatham County Formal Range of \$300,000 or more, must be accompanied by a Bid Bond at the time of submission, executed by a corporate surety licensed under the laws of North Carolina to execute such bonds, conditioned that the surety will, upon demand forthwith make payment to the Owner if the bidder fails to execute the Contract. The Bid Bond shall be in a separate envelope labeled as such. The Bid Bond shall be in the amount of five (5%) percent of the total bid plus all the alternates. The Bid Bond shall be valid for a minimum of sixty (60) calendar days. In lieu of a Bid Bond, a deposit equal to five (5%) percent of the total bid plus all of the alternates in the form of a Cashier's

Check or Certified Check on some bank or trust company insured by the Federal Deposit Insurance Corporation and payable to County of Chatham. The purpose of the Bid Deposit or Bid Bond is to ensure that the bidder will enter into a Contract with the Owner with the terms stipulated in the Bid Proposal and the bidder guarantees that a Performance, Labor & Material Bond will be executed, which is required for bids in the Chatham County Formal Range. If the Contractor fails to execute a Contract, the Bid Bond or Bid Deposit shall be seized.

Chatham County Outreach Plan for MWBE

Chatham County has a current verifiable goal of 15 percent for minority participation for building construction or repair projects. Additional information can be found in Attachment E.

E-Verify

Effective September 4, 2013, North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

Iran Divestment Act

Effective October 1, 2015, North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of §143C-6A-5. Contractor agrees to fully comply with such statute and require Contractors subcontractors, if any, to fully comply with such statute.

Requirement To Recycle Certain Electronic Equipment

If applicable, Contractor's failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute or failure to comply with any statutory requirement within the formal bid request, as provided in the bid packet, incorporated herein by reference, shall be grounds for immediate termination of this Agreement.

Divestment from Companies That Boycott Israel

Contractor certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to NC G.S. 147-86.80 et al, and (b) it will not take any action causing it to appear on any such list during the term of the Contract Agreement.

County Conditions

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the bids. However, Chatham County reserves the right to change the conditions, requirements, and specifications as it deems necessary.
- The bids must be signed by a duly authorized official of the proposing organization or individual submitting the bids.
- 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, the Chatham County Board of Commissioners, or the Chatham County Economic Development Corporation.
- 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 90 (ninety) 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.
- 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 proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- All bids shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the bids and will not affect the evaluation of bids.
- Chatham County reserves the right to negotiate with any, none, or all of the proposing vendors.
- All costs, including travel and expenses, incurred in the preparation of this bids will be borne solely by the proposing company.
- The County will not return bids materials to those submitting bids.
- No agreements with any selected vendor shall be binding until a contract is approved, signed, and executed by the authorized County Official 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.chathamcountync.gov/government/departments-programs-a-h/finance/forms>.

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

Attachment A:

Effective 7/1/24



Purchasing Division

PO Box 608
Pittsboro, NC 27312
Phone 919-545-9329
vendors@chathamcountync.gov

Date of Application

Company/Firm Name as shown on Federal Tax Return

Alternate Name if applicable (doing business as)

Corporation ☐ Individual ☐ LLC ☐ Partnership ☐ Non-Profit ☐ Foster Care ☐

Federal ID Number (SSN if Foster Care)

Phone number

Contact Name

Email for Contact Person

Corporate Address (must match W-9)

Line 1

Line 2

City

State

Zip

Address for Remittance

☐ Same

Line 1

Line 2

City

State

Zip

What specific products and/or services will you be providing to Chatham County?

Certificate Holder & Additional
Insured: Chatham County
Address: P.O. Box 1809,
Pittsboro, NC 27312

Do you have a Certificate of Insurance (COI)? ☐ Yes ☐ No Provide copy of COI.

If you are a HUB vendor registered with the statewide vendor database (SWUC), please mark your classification and attach your certification.

Minority ☐ Disadvantage ☐ Disabled ☐ Female ☐

I hereby affirm that all information is true and accurate to the best of my knowledge and belief, and I bear the responsibility of any error or mistake in data.

Signature

Date

Title

Internal Use Only Date Initials

Checklist Completed

Vendor ID#

Dept Approval-Products/Services

Digital form is located on our website -

<https://www.chathamcountync.gov/government/departments-programs-a-h/finance/forms>

Attachment B:

Scope of Work and Pricing

Scope of Work:

The Scope of Work expected at each location is provided below and detailed in the drawings provided in Attachment C.

Asbury Collection Center:

- Perform full-depth pavement repair at locations to be determined in the field to repair dips, breaks or holes in the existing pavement. The existing pavement specification was 8" compacted ABC base with 2" I-2 pavement. Saw-cut and remove asphalt from full depth repair areas and prepare base layer of ABC to ensure at least 8" of compacted stone. Install 2" I-2 or equivalent on prepared base layer. Full depth repair shall match grade with existing pavement.
- Mill existing pavement at edges of all new and existing concrete pads and pavement to allow proper tie-in of new asphalt.
- Apply tar and gravel layer over entire asphalt area to limits shown prior to overlay.
- Overlay entire asphalt area to limits shown with 1.5" 9.5B overlay. Where pavement overlay meets existing concrete slabs or ramps, the pavement overlay grade shall match the existing concrete grade. Any full-depth repairs done outside of overlay limits will not be overlaid.
- In the central island near the waste compactor, remove soil, fines and existing gravel to allow for installation of 4" of #57 stone over filter fabric. Finish grade of stone shall match the grade of the overlay pavement.
- In areas shown on the drawing in the central island, remove existing material to allow installation of 4" of white marble stone over a geotextile layer, Mirafi 140N, or equivalent. Finish grade of stone shall match the grade of the overlay pavement.
- Install eight (8) Blue Junipers, one gallon size, around the perimeter of the white marble stone area. The geotextile should be cut where the plants are installed to be planted in the soil.
- Install metal edging around the perimeter of the central island, between the pavement and newly installed stone. Install a metal divider between the #57 stone and white marble stone.
- Grade soil at the edge of pavement to facilitate drainage off-site, as needed. Seed and straw any disturbed areas.
- Maintain control of erosion and sediment to prevent sediment from leaving site.
- Remove from site and properly dispose of milled or removed asphalt, concrete, aggregate, soil or other construction generated debris.

Cole Park Collection Center

- Remove and replace existing concrete trough and drain grate located at the junction between the trash compactor and its receiving bin. Saw cut the full width of the existing concrete pad around the existing drain trough approximately 12" on either side of the drain. Care must be taken when cutting the concrete close to the existing compactor's base to maintain the integrity of the concrete into which the base retaining bolts are attached.

- The frame and grate shall be East Jordan Iron Works heavy duty trench grate and frame, Product Number 47381261, or approved equal.
- Install #5 rebar dowels at 12" on center to tie the new concrete the existing slabs. Extend dowels at least 4" into existing slab and secure with concrete epoxy. Dowels shall be installed to tie into the middle of the depth of the newly poured slab. Where the new slab meets the old slab, use expansion joint material and concrete epoxy to seal the joint. Areas of the existing slab that are damaged should be cleaned and sealed with concrete epoxy to prevent water intrusion and further surface layer spalling.
- Pour new 6" concrete slab with 6x6-W2.9xW2.9 welded wire fabric reinforcement placed 3" from the bottom of slab. Concrete shall be high early strength and rated 5000 psi. There shall be 10" compacted ABC under the 6" concrete slab. Verify in the field that the existing ABC layer is of specified depth.
- The 6" drain trough shall be formed into the newly poured concrete. The frame for the heavy duty grate shall be set into the edges of the newly formed trough.
- Verify the integrity of the existing Schedule 40 4" PVC trough drainpipe after the existing drain trough concrete has been removed. Repair any damage to the drainpipe prior to pouring the new concrete. Replace the existing drain cap with a new drain cap suitable for corrosive environments. The drain cap shall be set so the top of the cap is flush with the bottom of the newly poured concrete trough.

General Notes:

1. The Asbury Collection Center is closed on Wednesday. It is expected that work which requires the center to be closed, such as overlay paving, will be scheduled on Wednesdays. Other work will have to be staged so it can safely take place while the center is open.
2. Contractor is responsible for ensuring the new asphalt and other site work does not interfere with site drainage. New work shall not create ponding of water on site.
3. The square yard estimate of the full depth repairs is 100 square yards and will be used as the basis for the bid. The actual amount of full depth repair will be field determined and mutually agreed upon by the contractor and the County before the work is completed. The final contract amount will be adjusted by using the square yard price for full depth repair provided in the bid.
4. Removed asphalt and other inert construction debris may be brought to the Chatham County Solid Waste main facility located at 28 County Services Rd, Pittsboro, NC. There will be no charge to the contractor for inert debris brought to the Chatham County Solid Waste main facility as part of this project. All other construction debris must be disposed of at an approved construction and demolition (C&D) facility. Disposal costs are the responsibility of the contractor.
5. The County will negotiate final Scope of Work with the selected contractor.
6. Documentation of the specifications for the concrete and asphalt used will be a required part of the closeout documents.
7. There shall be a one-year replacement warranty on the living plants. This will begin on the date of substantial completion.
8. All work performed shall have a one-year warranty for labor and materials that begins on the date of substantial completion.

9. Contractor shall notify Chatham County 24 hours in advance of checking the condition of the existing aggregate base so the County can determine whether additional base course is needed.

<https://www.chathamcountync.gov/government/bid-proposal-opportunities>

Attachment C
Request for Bids:
Chatham County–Asbury and Cole Park Collection Center Site Work
Bid Form

BIDDER acknowledges receipt of the following ADDENDUM:

BID SCHEDULE

BIDDER agrees to perform all the work described in the BID DOCUMENTS -Scope of Work and drawings - for the following Lump Sum prices for each Center:

Asbury Collection Center: \$ _____

Cole Park Collection Center: \$ _____

Total: \$ _____

Provide the cost for providing and installing one ton of ABC stone \$ _____ /ton

Provide the unit cost for full depth pavement repair \$ _____ /sy

Add Alternate 1: Overlay Asbury Collection Center Driveway \$ _____

NOTE: BIDS shall include sales tax and all other applicable taxes and fees.

Respectfully submitted:

Signature

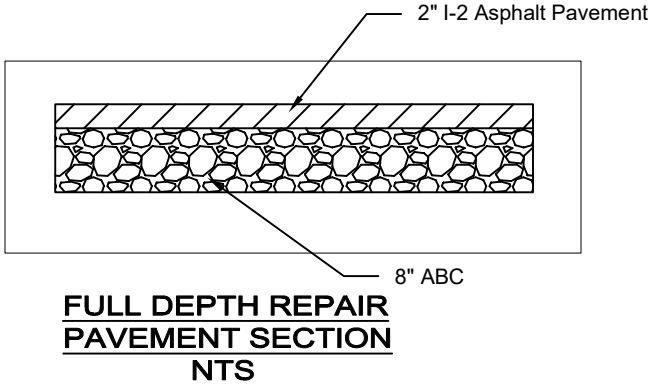
Address

Title

Date

Contractor's GC License

SEAL – (if BID is by a coporation)

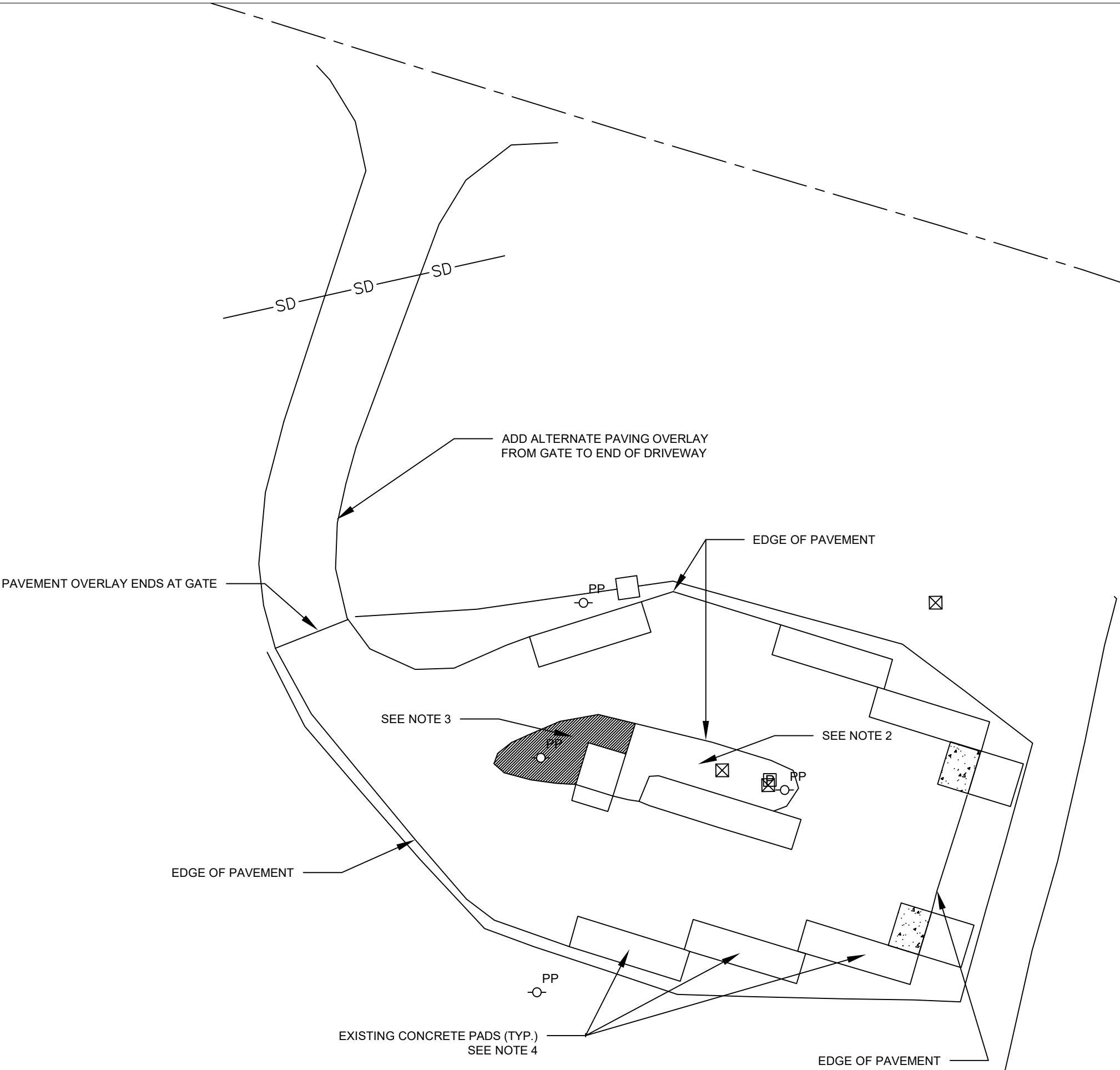


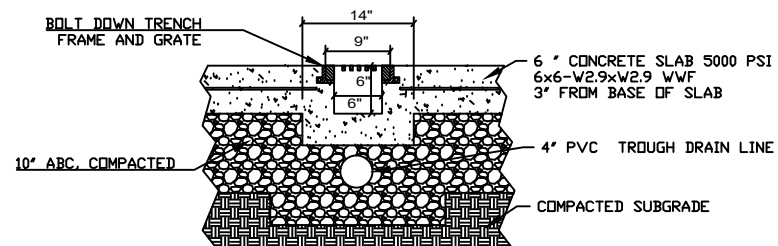
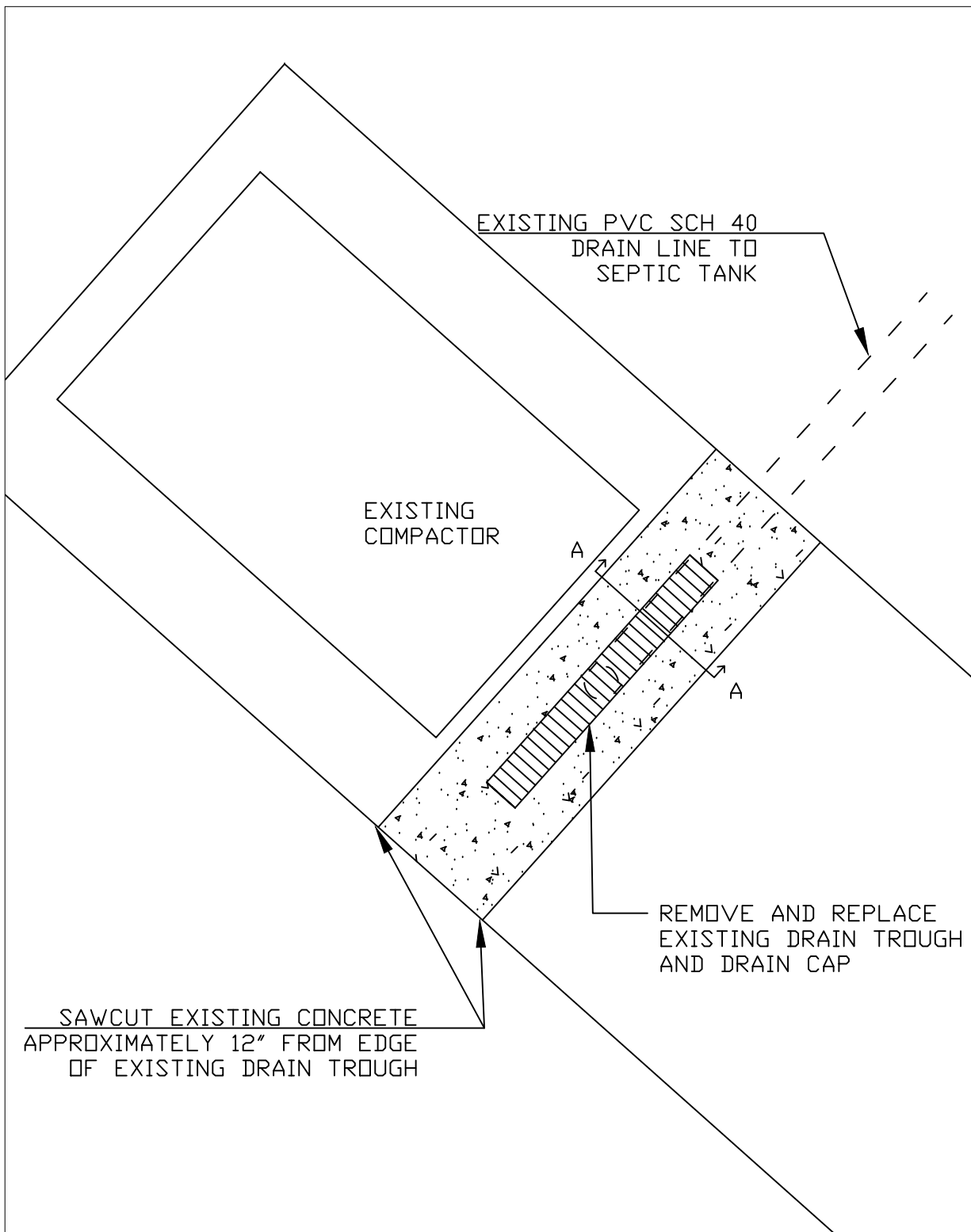
- NOTES:
1. FINISHED ELEVATIONS SHALL PROVIDE POSITIVE DRAINAGE TO OUTSIDE EDGE OF PAVEMENT.
 2. IN THE CENTER ISLAND, INSTALL 4" #57 WASHED STONE OVER FILTER FABRIC. REMOVE EXISTING MATERIAL AS NEEDED TO MAKE FINISHED GRADE MATCH GRADE OF NEW PAVEMENT OVERLAY. INSTALL METAL EDGING BETWEEN GRAVEL AREA AND PAVEMENT.
 3. IN HATCHED AREA OF THE ISLAND, REPLACE EXISTING MATERIAL WITH 4" WHITE MARBLE STONE OVER GEOTEXTILE FABRIC (MIRAFI 140N OR EQUIVALENT). INSTALL METAL EDGING AROUND THE HATCHED AREA. INSTALL EIGHT (8), GALLON CONTAINER SIZE BLUE JUNIPERS AROUND THE PERIMETER OF THE HATCHED AREA. FINISH GRADE OF STONE SHALL MATCH GRADE OF THE FINAL PAVEMENT OVERLAY.
 4. WHERE NEW PAVEMENT OVERLAY MEETS THE EXISTING CONCRETE PADS, THE PAVEMENT SHALL BE TAPERED TO MATCH THE GRADE OF THE EXISTING CONCRETE.
 5. ALL DISTURBED GRASSY AREAS WILL BE SEEDED AND STRAWED WITH AN APPROPRIATE SEED MIX FOR THE SEASON.

ASBURY COLLECTION CENTER
34 MT. VIEW CHURCH RD, MONCURE, NC

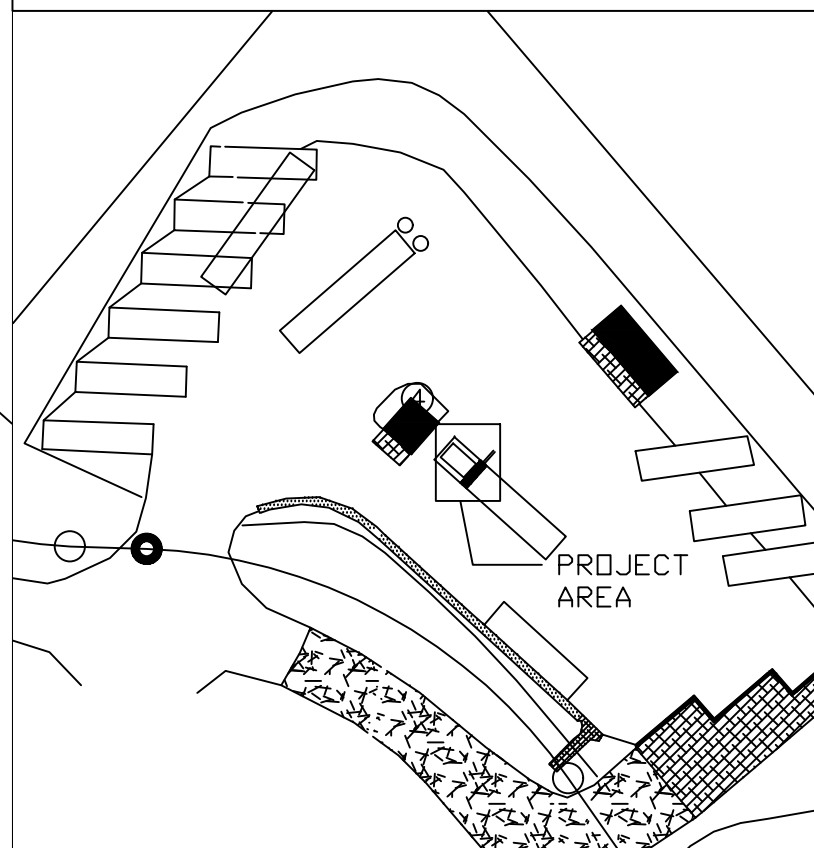
CHATHAM COUNTY SOLID WASTE & RECYCLING
28 COUNTY SERVICES RD, PITTSBORO, NC 27312

DATE: 1/5/2026 DRAWN BY: RKL





TRENCH INSTALLATION
SECTION A-A NTS



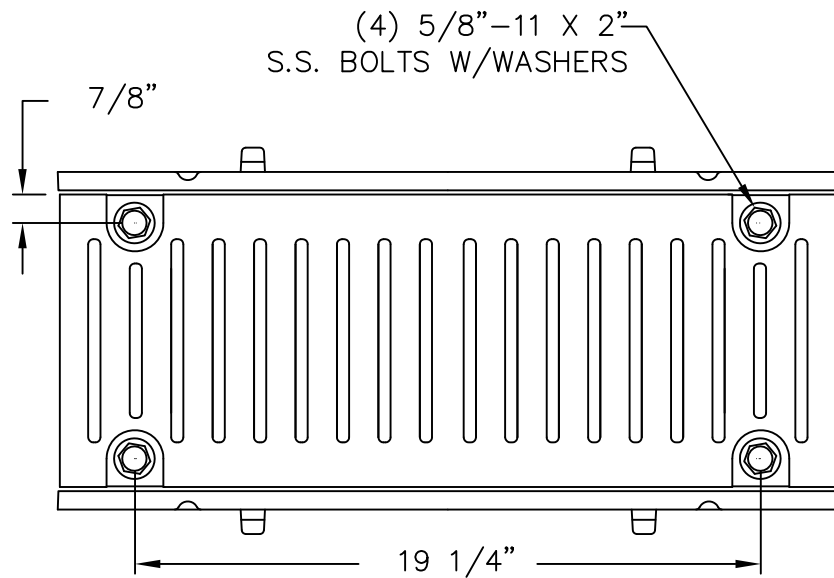
COLE PARK COLLECTION CENTER DRAIN REPLACEMENT
11632 US HWY 15 501, CHAPEL HILL, NC

CHATHAM COUNTY SOLID WASTE & RECYCLING
28 COUNTY SERVICES RD, PITTSBORO, NC 27312

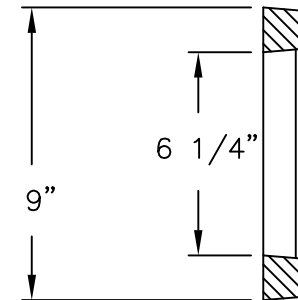
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DRAWN BY: RKL

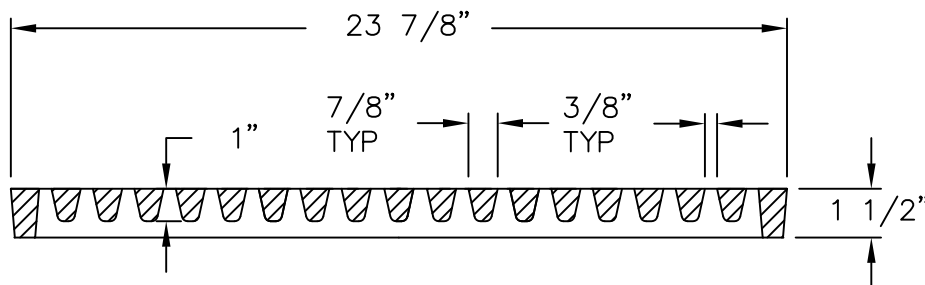
V7320-1 V7381-20 Assembly



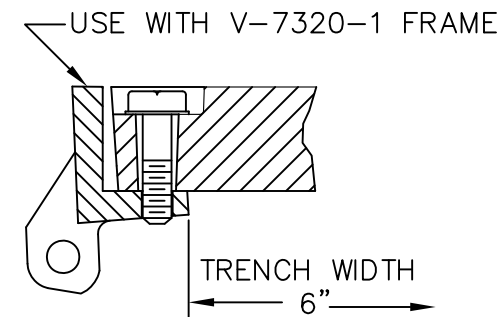
PLAN VIEW



GRATE SECTION



GRATE SECTION



BOLT DOWN DETAIL

CAUTION: DO NOT DISASSEMBLE BOLTED GRATES BEFORE SETTING SECTIONS IN CONCRETE

Product Number

47381261

Design Features

- Materials
 - Trench Rail
 - Gray Iron (CL35B)
 - Trench Grate
 - Gray Iron (CL35B)

- Design Load
 - Heavy Duty
- Open Area
 - 41 Sq. Inches
- Coating
 - Undipped
- ✓ Designates Machined Surface

Certification

- ASTM A48
-
-
- Country of Origin:USA

Major Components

47320110
47381230

Drawing Revision

06/17/2004 Designer: DAL
01/12/2017 Revised By: DVD

Disclaimer

Weights (lbs./kg) dimensions (inches/mm) and drawings provided for your guidance. We reserve the right to modify specifications without prior notice.

CONFIDENTIAL: This drawing is the property of EJ GROUP, Inc., and embodies confidential information, registered marks, patents, trade secret information, and/or know how that is the property of EJ GROUP, Inc. Copyright © 2011 EJ GROUP, Inc. All rights reserved.

Contact

800 626 4653
ejco.com

CHATHAM COUNTY OUTREACH PLAN FOR MINORITY BUSINESSES PARTICIPATION IN BUILDING CONSTRUCTION

In accordance with G.S. 143-128.2, these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on Chatham County's building construction or repair projects in the amount of \$300,000 or more. The outreach plan shall also be applicable to the selection process of architectural, engineering, and Construction Manager-at-Risk services.

Chatham County has a current verifiable goal of 15 percent for minority participation for building construction or repair projects. The goal will be reviewed every 5 years.

SECTION A: INTENT

It is the intent of these guidelines that Chatham County, as awarding authority for building construction or repair projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper, and reasonable to achieve the goal of 15 percent for participation by minority businesses in each building construction or repair project as required by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

SECTION B: DEFINITIONS

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:

- a. Black, that is, a person having origins in any of the black racial groups in Africa;
- b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
- c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
- d. American Indian, that is, a person having origins in any of the original peoples of North America; or
- e. Female

2. Minority Business (MBE) - means a business:

- a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
- b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637: Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.

4. Owner – County of Chatham.

5. Designer – Any person, firm, partnership, or corporation which has contracted with Chatham County to perform architectural or engineering work.
6. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.
7. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials, or services, including construction, and obligating the buyer to pay for them.
8. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with Chatham County to perform building construction or repair work.
9. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION C: MINORITY OUTREACH PLAN AND GUIDELINES

The following strategies may be used to encourage participation from MBEs.

1. Work with minority-focused and small business groups that support MBE inclusion in the solicitation of bids.
2. Place emphasis on the importance of soliciting certified MBE firms for subcontracting opportunities at pre-bid conferences and in the bid documents. Encourage prime contractors to solicit bids for subcontracts from MBE firms.
3. Provide detailed information to majority contractors concerning the bidding and good faith efforts requirements by holding meetings with the contractors.
4. Assess the effectiveness of the MBE program, and identify opportunities to enhance it by evaluating MBE participation and compliance and reviewing the good faith efforts provided in bid packages.
5. Identify subcontracting opportunities unique to each construction contract and project and target certified MBE firms that have expressed an interest in Chatham County projects. Identify these opportunities and contact interested businesses no later than 10 days prior to the bid opening and provide a list of prime contractors who plan to participate in the project.
6. Build new and strengthen existing business relationships through networking. Continue communicating with other North Carolina public agencies to find out how their MBE outreach programs are working and to share “best practices” and ideas to improve programs.
7. Enhance Chatham County’s web page by including the outreach plan and guidelines, listing good faith efforts, creating links to MBE resources, and creating awareness of specific subcontracting opportunities.
8. Make available to minority-focused agencies a list of subcontracting opportunities when they are identified, no later than 10 days prior to the bid opening, and a list of prime bidders that subcontractors may wish to contact for subcontracting consideration.
9. Maintain or continue to maintain a database specifically for MBE firms and majority contractors to ensure those firms wishing to do business with Chatham County have access to up-to-date information.
10. Advertise upcoming bid opportunities in minority-focused media.

11. Work with architects and engineers to make subcontracting opportunities more noticeable and more easily understood by potential contractors and subcontractors.

Designer

Under the single-prime bidding, separate prime bidding, construction manager at risk, or alternative contracting method, the designer will:

1. Attend the scheduled pre-bid conference to explain minority business requirements to the prospective bidders.
2. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
3. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
4. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S.143-128.2(f) – (i.e. bidders’ proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.
5. During construction phase of the project, review documentation for contract payment to MBEs (e.g. state form “Appendix E: MBE Documentation for Contract Payment” <http://interscope2.doa.state.nc.us/Guidelines/MBE/MBGuidelines2002R.pdf>) for compliance with minority business utilization commitments. Submit this form with monthly pay applications to the Owner.

Prime Contractor(s), CM at Risk, and Its First-Tier Subcontractors

Under the single-prime bidding, the separate-prime bidding, construction manager at risk, and alternative contracting methods, contractor(s) will:

1. Attend the scheduled pre-bid conference.
2. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
3. During the bidding process, comply with the owner’s requirements listed in the proposal for minority participation.
4. Identify on the bid the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
5. Make documentation showing evidence of implementation of Prime Contractor, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by Chatham County, upon request.
6. Upon being named the apparent low bidder, the bidder shall provide one of the following: (1) an affidavit that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; or (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. The documentation must include evidence of all good faith efforts that were implemented including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
7. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values.

8. The contractor(s) shall submit with each monthly pay request(s) and final payment(s) documentation for contract payment to MBEs (e.g. state form “Appendix E: MBE Documentation for Contract Payment” <http://interscope2.doa.state.nc.us/Guidelines/MBE/MBGuidelines2002R.pdf>) for designer’s review.
9. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.
10. If during the construction of a project additional subcontracting opportunities become available, the contractor shall make a good faith effort to solicit sub-bids from minority businesses.

Minority Business Responsibilities

Certification

While minority businesses are not required to become certified in order to participate in the Chatham County’s building construction or repair projects, it is recommended that they become certified. The County’s participation goal is only counted for registered certified minority firms.

Effective July 1, 2009, HUB firms must be certified through the HUB Office to be listed in the database to be counted by local and state entities for HUB participation and the reporting purposes. The HUB Office partnered with our local M/WBE offices to develop and implement SWUC with input and feedback from HUB firms, prime contractors and HUB resource advocates. With the HUB Office facilitating the certification process, local M/WBE Offices can focus on providing resources and business development.

How to Apply for HUB Certification under the SWUC Program

If you are interested in becoming a certified HUB firm or recertifying as a HUB firm, you must register in the electronic Vendor Portal (eVP) and request HUB Certification.

1. Go to <https://ncadmin.nc.gov/businesses/hub/hub-certification>
2. To start the registration process please click here: <https://vendor.ncgov.com/vendor/login>
3. Next, create a vendor log-in: , <https://vendor.ncgov.com/vendor/login>
4. To set up your vendor login; you need to provide your EIN or SSN number
5. Follow the application process once in the vendor portal, and provide all information needed to complete the certification.

Other Responsibilities

Minority businesses that are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

SECTION D: MINIMUM COMPLIANCE REQUIREMENTS

All written statements or affidavits made by the bidder shall become a part of the agreement between the Contractor and Chatham County for performance of the contract. Failure to comply

with any of these statements, affidavits, or with the minority business guidelines shall constitute a breach of the contract. A finding by Chatham County that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of Chatham County whether to terminate the contract for breach.

In determining whether a contractor has made good faith efforts, Chatham County will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, diligence, and results of these efforts. Contractors are required to earn at least 50 points for good faith efforts. Failure to file a required affidavit or documentation demonstrating that the contractor made the required good faith effort, is grounds for rejection of the bid. Good faith efforts include:

1. Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed. (10 points)
2. Making the construction plans, specifications, and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due. (10 points)
3. Breaking down or combining elements of work into economically feasible units to facilitate minority participation. (15 points)
4. Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses. (10 points)
5. Attending any pre-bid meetings scheduled by the public owner. (10 points)
6. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. (20 points)
7. Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Reasons for rejection of a minority business based on lack of qualification should be documented in writing. (15 points)
8. Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit. (25 points)
9. Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. (20 points)

10. Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands. (20 points)

SECTION E: DISPUTE RESOLUTION PROCEDURES

Pursuant to G.S. 143-128 (f1), all disputes involving contractors on a building construction or repair project with Chatham County shall be resolved pursuant to Chatham County's **Dispute Resolution Policy**.

SECTION F: In addition to these guidelines, there will be issued with each construction bid package provisions for providing minority business participation in the Chatham County projects.

Forms

Identification of Minority Business Participation

Affidavit A- Listing of the Good Faith Efforts

Affidavit B- Intent to Perform Contract with Own Workforce.

Provide Affidavit A or B with bid submittal.

Affidavit C- Portion of the Work to be Performed by Minority Firms

Affidavit D-Good Faith Efforts

Do not submit Affidavit C or D with bid. Affidavit C or D will be submitted by awarded vendor.

Links (Includes registration for certification)

Office for Historically Underutilized Businesses - <https://ncadmin.nc.gov/businesses/hub>

North Carolina Department of Admin Hub Opportunities: <https://ncadmin.nc.gov/businesses/hub>

Historically Underutilized Businesses Job Opportunities:

<https://ncadmin.nc.gov/businesses/hub/events>

State Construction Office - <http://www.nc-sco.com/>

State of North Carolina electronic Vendor Portal (all categories)-evp.nc.gov

Identification of HUB Certified/ Minority Business Participation

I, _____
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work Type

***Minority
Category**

****HUB
Certified
(Y/N)**

[illegible]

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**** HUB Certification with the state HUB Office required to be counted toward state participation goals.**

The total value of minority business contracting will be (\$)_____.

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of _____

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

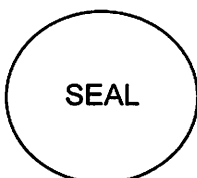
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

**State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract
with Own Workforce.**

County of _____

Affidavit of _____

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

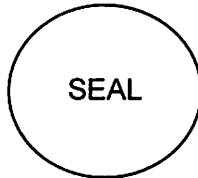
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

(Project Name)
Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

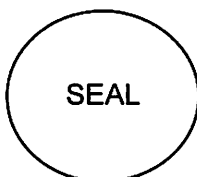
*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

**** HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the _____
(Name of Bidder)

Project ID# _____ (Project Name) Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Examples of documentation that **may** be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- Copies of quotes or responses received from each firm responding to the solicitation.
- A telephone log of follow-up calls to each firm sent a solicitation.
- For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- Copy of pre-bid roster
- Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- Letter detailing reasons for rejection of minority business due to lack of qualification.
- Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

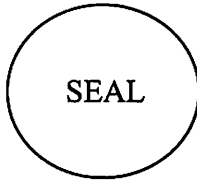
Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

MBE FIRM NAME	* INDICATE TYPE OF MBE	AMOUNT PAID THIS MONTH	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F), Social and Economically Disadvantage (D)

Date: _____ Approved/Certified By: _____

Name

Title

Signature

SUBMIT WITH EACH PAY REQUEST & FINAL PAYMENT



Additional Clarifications

1. **Q:** Specifications for drain cover; must be flush with the bottom of the drain trough and stainless to prevent rust.
A: The new 4" PVC pipe will terminate flush with the bottom of the newly formed drain trough. The drain cover will be a snap-in PVC drain cover like this:
https://www.lowes.com/pd/Oatey-Snap-In-Drains-4-5-in-L-Square-Holes-Round-PVC-Snap-in-Drain/50315093?store=2448&cm_mmc=shp_-c_-prd_-plb_-ggl_-PMAX_PLB_000_Priority_Item_Omni_-50315093_-local_-22871716687_-&gclid=aw.ds&gad_source=1&gad_campaignid=23536707241&gbraid=0AAAAAD2B2W9-dxj3P5dA7KjB6QLtiLFgA&gclid=EAlalQobChMIzLTpvbr1kwMVY3BHAR0mATxoEAQYAyABEgLMZPD_BwE
2. **Q:** Hours of operation for each center.
A: Asbury is closed on Wednesday; open on M, T, Th, F, Sat 7am-7pm. Cole Park open Monday-Saturday, 7am-7pm. Paving should be completed on Wednesday when the center is closed. Other sitework, including milling the existing pavement edges can be completed while centers are open. Contractor will need to work safely with site traffic and maintain a safe working zone with regards to foot and vehicle traffic while working during operating hours. Coordinate with Solid Waste & Recycling (SW&R) for drain work at Cole Park so the compactor bin can be moved out of the way while the work is being done.
3. **Q:** How long will the center be out of service after site work is completed?
A: SW&R will plan to leave the new drain concrete to cure for at least one full day after the concrete is poured, e.g. if poured on a Tuesday, the bin would not be put back until Thursday morning. This will be about 36-48 hours total. SW&R will place ¼" steel plates over the newly poured concrete to bridge the new work as it continues to cure. This timeframe can be adjusted somewhat if necessary and will be worked out with the contractor prior to beginning the work.
4. There is a possibility that the County will reuse the hedges and rock. If so, we have asked our Facilities department to remove them prior to the work.