

INVITATION TO BID

NEW TENNIS COURTS
NEILLS CREEK PARK
COUNTY OF HARNETT
NORTH CAROLINA



Harnett
C O U N T Y
NORTH CAROLINA

SITE ADDRESS: NEILLS CREEK PARK
3885 NEILLS CREEK RD
ANGIER, NC 27501

BIDS DUE: TUESDAY, APRIL 17th @ 2:00 PM
HARNETT COUNTY ADMINISTRATION BUILDING
420 MCKINNEY PKWY, LILLINGTON, NC 27546

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:
Mrs. Renea Warren-Ford
Finance and Accounting Specialist II
Telephone: (910) 814-6101
Email: rwarren-ford@harnett.org

QUESTIONS REGARDING THE SPECIFICATIONS:
Mr. Carl Davis
Parks & Recreation Director
Telephone: (910) 814-6390
Email: cdavis@harnett.org

**COUNTY OF HARNETT
ADVERTISEMENT FOR BIDS
“NEW TENNIS COURTS – NEILLS CREEK PARK”**

The County of Harnett, NC (hereinafter referred to as “County”) is requesting bids for the construction of six (6) new tennis courts located at Neills Creek Park with the Harnett County Parks and Recreation Department. The scope of work shall include but is not limited to site work, playing surface, nets, and fencing.

This is a turn-key project.

A site visit is not mandatory but is encouraged.

Sealed bids will be received by the County of Harnett until Tuesday, April 17th @ 2:00 PM at the Finance office located in the Harnett County Administration Building, 420 McKinney Parkway, Lillington, NC 27546. Mailed bids (UPS or FedEx) shall be delivered to 420 McKinney Parkway, Lillington, NC 27546 on or before Tuesday, April 17th @ 2:00 PM and addressed to Renea Warren-Ford, Finance & Accounting Specialist.

All sealed bids shall have the words **Attn: Renea Warren-Ford - Bid Enclosed, New Tennis Courts – Neills Creek Park** on the outside of the bid package and mail carrier envelope.

All bids will be marked with the date and time they are received by reception staff. There will be a public bid opening on April 17th at 3:30pm at the Harnett County Administration office, 420 McKinney Parkway, Lillington, NC 27546. Bids will be opened and evaluated by staff and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

County reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the bids, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the Harnett County Finance Department, 420 McKinney Parkway, Lillington, NC, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (910) 893-7557. Minority/Women owned business are encouraged to submit bids.

Mrs. Renea Warren-Ford
Finance and Accounting Specialist II
Telephone: (910) 814-6101
Email: rwarren-ford@harnett.org
420 McKinney Parkway, Lillington, NC

INSTRUCTIONS TO BIDDERS

**Bid to Provide
“New Tennis Courts – Neills Creek Park”
3885 Neills Creek Road, Angier, NC 27501**

1. Contractor is to provide verification to County that the company’s employees are covered under worker’s compensation insurance coverage.
2. It is expressly understood by the contractor offering a bid after a written notice of award by County, a written contract or purchase order will be required to be executed and will serve together with this bid, these instructions, and any detailed specifications as the entire form of contract between the parties.
3. Each Contractor submitting a bid is affirming that no official or employee of County is directly or indirectly interested in this proposal for any reason of personal gain.
4. Sales taxes may be listed on the bid, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the County is exempt.
5. If the Contractor is unable to provide a bid for any reason, please send an email of explanation to cdavis@harnett.org.
6. Questions regarding any procedure for submission of a bid shall be directed by email to Carl Davis, Parks and Recreation Director, at cdavis@harnett.org. The last date to submit questions will be Monday, April 16, 2018 by 2:00 PM.
7. By submitting a bid for the NEW TENNIS COURTS – NEILLS CREEK PARK, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that County accepts no responsibility for any injuries to the firm’s employees, while on County property performing their duties.
8. Contractor shall comply with all OSHA requirements associated with the work within this contract. Follow all safety guidelines while work is in progress.
9. No work will be performed at any time without proper supervision. If requested, the names and experience of supervisors shall be provided.
10. Contractor must procure and post the required permits prior to the commencement of work.
11. Staging areas for equipment and materials will be arranged on site during a pre-construction meeting.
12. All work shall be performed Monday – Saturday during approved hours. Hours of operation shall be 7:00 AM to 7:00 PM. All daily operations, activities, traffic flow, ingress and egress of all doors must not be hindered.
13. The Contractor shall accompany a designated representative(s) of County on inspections of work at any time during the contract period. County reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance shall be corrected immediately.

**COUNTY OF HARNETT
PARKS AND RECREATION DEPARTMENT
SPECIFICATIONS FOR
“NEW TENNIS COURTS – NEILLS CREEK PARK”**

1.0 SCOPE:

The scope of work must include, but is not limited to:

- 1.1 The new courts are to be built to industry standards and to meet USTA specifications. The courts shall be built with a pitch to allow water to not stand on the courts.**
- 1.2 The approximate size of the courts are 300' x 120'. The contractor shall be responsible for all measurements. The contractor shall be responsible for any site work that will be needed to construct the new tennis courts.**
- 1.3 The following information shall be used for the construction of the new courts:**
 - 1.3.1 Asphalt surfacing with acrylic painting. The lowest elevation of the asphalt court shall be a minimum height of 6" above surrounding landscaping.**
 - 1.3.2 Fencing shall be 9 gauge core (8 gauge finish) with thermally fused black vinyl coating with 1 3/4" mesh. Fence fabric shall be knuckled at the top and bottom with walk-thru gates at each corner.**
 - 1.3.3 2 7/8" O.D. Edwards Classic round net posts with internal wind reels and brass hardware with Edwards Advantage nets with nylon cover straps with three year warranty or equal**
- 1.4 Provide a unit price on the Bid Submittal Sheet to install Pickleball Court lines per Attachment B.**
- 1.5 Any damage to any buildings, concrete, landscaping, etc. shall be repaired by the contractor prior to the completion of the project.**

2.0 PAYMENT AND BID:

- 2.1 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.**
- 2.2 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.**
- 2.3 County has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.**

2.4 Minority and/or Women Business Enterprise (MWBE) Program

Refer to Attachment "D" for all Minority and/or Woman Business Enterprise requirements.

Questions regarding the County's M/WBE Program should be directed to Cathy Ryals in the Finance Office at (910) 814-6094.

2.5 County reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to County. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.

2.6 Equal Employment Opportunity Clause

County is an equal employment opportunity employer. County is a federal contractor, and therefore the provisions and affirmative action obligations of 41 CFR §601.4(a), 41 CFR 60-741.5(a), and 41 CFR 60-250.4 are incorporated herein by reference, where applicable.

2.7 If needed, the contractor shall complete a new vendor application and any associated documents as required upon acceptance of the contract.

2.8 The contractor will develop a lump sum bid; that will include, but is not limited to all work, equipment, parts, and labor specified herein.

3.0 WORK SCHEDULE AND PROJECT COMPLETION

3.1 The bidder shall submit a detailed timeline for the performance of all investigation, design, demolition and construction work for the project. All work on the project shall be completed and all of the tennis courts ready for play on or before June 30, 2018.

4.0 WORKERS COMPENSATION AND INSURANCE:

4.1 The contractor shall maintain during the life of the contract, Worker's Compensation Insurance for all employees working at the project site under the contract, or as otherwise required by North Carolina General Statutes.

4.2 Before Contractor commences any work, Contractor shall be required to purchase and maintain, and contractor shall deliver to County, naming the County of Harnett as an additional insured, evidence of liability and other insurance as is appropriate for the work being performed and as well provide protection from claims set forth below which may arise out of the result from performance of the work and Contractor's other obligations under the contract, whether it is to be performed by Contractor, any subcontractor or supplier, or by anyone directly or indirectly employed by any of them to perform any of the work, or by anyone whose acts any of them may be liable:

A. Workers Compensation coverage is required by law;

B. General Liability Insurance with a contractual coverage endorsement with an aggregate of \$3,000,000.00 bodily injury and property damage and not less than \$2,000,000.00 per occurrence.

C. Automobile Liability Insurance with limits of liability not less than \$1,000,000.00 per occurrence for bodily injury and \$1,000,000.00 per occurrence for property damage.

4.3 OTHER INSURANCE:

The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

5.0 CANCELLATION:

5.1 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

5.2 The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner.

5.3 Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

*Carl Davis, Parks and Recreation Director
County of Harnett
P.O. Box 816
Lillington, NC 27546
Email: cdavis@harnett.org*

6.0 DAMAGE TO CONTRACTORS PROPERTY:

6.1 County shall be under no obligation to replace or in any way compensate the contractor for fire, theft, vandalism or any other casualty, injury or damage to equipment or property belonging to the contractor while on County property.

6.2 The successful bidder agrees to indemnify and hold harmless County from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on County property and further agrees to release and discharge County and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under the contract.

6.3 It is understood and agreed by the parties that County will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on County facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on County or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

7.0 ADDENDUM

7.1 Addendum/Amendment: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect. The contract may be amended from time to time through written agreement by both parties.

8.0 E-VERIFY COMPLIANCE

8.1 By submission of this proposal, the potential contractor certifies that it and any subcontractors complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

9.0 IRAN DIVESTMENT ACT

9.1 Vendors, contractors, and or subcontractors affirm they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification. The final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/iran and should be updated every 180 days.

10.0 REFERENCE INFORMATION

All bidders shall provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

1. Company name: _____
Contact person: _____
Title: _____ Phone No. _____
2. Company name: _____
Contact person: _____
Title: _____ Phone No. _____
3. Company name: _____
Contact person: _____
Title: _____ Phone No. _____

11.0 CONTRACTOR INFORMATION

Contractor shall provide the information below with the bid sheet.

**COUNTY OF HARNETT
NORTH CAROLINA
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: _____
Address: _____
Phone Number: _____ Mobile Phone Number: _____
Email: _____
Tax ID# _____
Corporation or Partnership: _____
Number of Years in Business: _____

COUNTY OF HARNETT
PARKS AND RECREATION DEPARTMENT
REQUEST FOR BID

In compliance with the request for bid by the County of Harnett and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.

NEW TENNIS COURTS AT NEILLS CREEK PARK	
Proposed Price to Complete Construction of six (6) New Tennis Courts	\$
Unit Price to Install Painted Pickleball Court Lines (3 Courts Only)	\$
TOTAL	\$

Addenda Received: _____

Bid reviewed, prepared and submitted by:

Company Name: _____ Date: _____

Signed: _____ Print Name: _____





