

**Request for Quotation
(Informal Bid)**

BID NO. 5-79648039

TITLE: UCPS 2025 Summer Painting-Variou Locations

PROCUREMENT

LEAD: Jennifer West
UCPS Purchasing Department
facilitiesbids@ucps.k12.nc.us

BID/QUOTE SUBMITTAL

Bids will be received no later than: **2:00 PM, on April 23, 2025**

Bid shall be submitted in the manner indicated below:

PREBID MEETING

Attendance is **mandatory**.

April 16, 2025 at 10:00 AM at Walter Bickett Education Center at 501 Lancaster Ave, Monroe, NC 28112 and will travel to Sun Valley Middle and then to Indian Trail Elementary School.

It is the sole responsibility of the Bidder, Contractor to familiarize themselves to all aspects of this project. Failure to meet this requirement will not justify a change order.

COMMUNICATION

During the bid process, all communication relating to this bid shall be directed to the Procurement Lead identified above. Failure to meet the requirement may consider your bid non-responsible.

All questions relating to this project shall be directed to the Procurement Lead identified above in the form of an email no later than April 21, 2025 by 2:00 PM. Answers will be provided to all bidders in the form of an addendum.

DESCRIPTION OF PROJECT:

Union County Public Schools seeks quotes/informal bids for the above referenced Project.

The Scope of Work is attached as Exhibit 1.

AWARD:

UCPS desires to promptly approve and sign a contract after a decision has been made to award. Company awarded the contract is expected to promptly sign the contract in the form attached hereto as Exhibit A. Any requested changes to this contract form should be provided with your response.

UCPS reserves the right to award this project in a method considered to be most advantageous. This includes the right to issue single award, multiple awards, or reject all bids. UCPS is not required to award a contract.

Exhibit 1
Scope of Work

SCOPE OF WORK

INTRODUCTION:

It is the intentions of Union County Public Schools to contract the exterior painting of Walter Bickett Education Center and interior and exterior painting Sun Valley Middle School and Indian Trail Elementary School to a professional painting contractor that is experienced in commercial painting projects of this type and size. Surfaces requiring Electrostatic Painting is exempted from this project. The awarded Contractor will be expected to paint all surfaces that have been previously painted. The project areas are identified on the site map located within Appendix II.

SCOPE OF WORK:

General

- a. The awarded Contractor shall be responsible for furnishing all equipment, labor, materials, paint, tools, and supervision as necessary to complete the specifications as listed herein in a safe, professional, and timely manner.
- b. The awarded Contractor shall appoint a Project Coordinator to be the sole point of contact during the project. The Project Coordinator must have the ability to fluently read, speak, and write in the English Language and be on the project site at all times during the work process.
- c. UCPS is a tobacco free facility. Under no circumstances is alcohol, tobacco, drugs or any other type of controlled substances permitted on UCPS property.
- d. Under no circumstances shall firearms be permitted on UCPS property.
- e. All works are restricted to the project site only.
- t. Contractor shall dress appropriately for a school environment and perform work in a professional manner.
- g. All subcontractors must receive approval by Union County Public Schools prior to award.
- h. Jessica Lunsford Act is applicable to this project and the awarded Contractor must comply.
- i. Contractor is responsible for a turn-key project.
- j. Contractor is responsible for all damages to UCPS and shall immediately notify the assigned UCPS Project Coordinator of such damages.
- k. Contractor shall safeguard the project areas at all times for the safety of UCPS staff, students, and to protect the newly painted surfaces, as well as, non-painted surfaces.

Materials

- a. Trim Color to be determined by the UCPS Project Manager.
- b. The awarded Contractor must use the Paint Specifications that is included in Appendix I or an approved equivalent. Substitution requests must be received to facilitiesbids@ucps.k12.nc.us no later than the question deadline located on page 1 of IFB.
- c. A Primer coat and a minimum of (2) finish coats will be required on all surfaces previously painted with solvent based products, but full coverage and a professional finish must be obtained regardless of the number of finish coats needed. Neutral based coatings will be avoided if possible.
- d. Awarded Contractor shall use ODOR ZAPPE, a paint odor reducer additive to be used in all solvent based paints, primers, and other coatings. NO EXCEPTIONS.

Workmanship

Qualifications

- ❖ The awarded Contractor shall be solely responsible for furnishing Skilled Laborers that are thoroughly trained and experienced in the necessary crafts, materials, and equipment to clean, prep and re-coat all previously coated interior and exterior surfaces as outlined in this RFP.
- ❖ Contractor shall have a minimum of five (5) years of successfully completing projects of this type and size.

Method

- ❖ The awarded Contractor shall retain minimum of (4) skilled craftsmen on the project at all times.
- ❖ All materials used shall be new and be prepared, cleaned and applied in strict accordance with coating manufacturer's instruction. Use applicators and techniques best suited for the material and surfaces to be applied. Apply paint only to dry, clean, and adequately prepared surfaces in areas where dust is no longer generated by activities such that airborne particles will not affect the quality of finished surfaces. Apply additional coats when undercoats or conditions show through final paint coat, until paint film is of uniform finish, color, and appearance. Work must be evenly uniform in sheen, color, and texture; free from brush marks, sags, crawls, runs or other defects

detrimental to appearance or performance. Paint surfaces behind movable equipment and furniture same as adjacent similar exposed surfaces unless otherwise directed by the assigned UCPS Project Coordinator. Apply each material at no less than the manufacturer's recommended spreading rate.

- ❖ Concrete, masonry, stucco, and plaster shall be cleaned of oils, efflorescence, chalk, dust, dirt, and shall be thoroughly dry or dried prior to painting. Holes, cracks, and other imperfections in surfaces to be painted shall be suitably primed and patched with a compound recommended by the manufacturer of the paint to be applied to these surfaces, and all areas to be painted shall be brought to true, even surfaces.
- ❖ Assure that all coats are thoroughly dry before applying succeeding coats. Sand surfaces between coats as necessary to produce a smooth finish and as may be required for adhesion of succeeding coats.
- ❖ The new coating must be compatible with the old paint to avoid problems such as lifting or loss of adhesion.
- ❖ Contractor shall contact the assign UCPS Project Coordinator upon completion of each application for inspection and allow ample time (minimum al 24 hours) for the drying process prior to applying the next coating.
- ❖ The awarded Contractor must complete the entire building prior to moving on to a new area.

Exterior:

- * **Stucco: Pressure wash all stucco. Awarded Contractor shall eliminate (kill) all Mildew/Algae before repairs are made or re-coated. One coat of finish or coverage is required.**
- * **All Previously Painted Courtyard Benches shall be cleaned, primed and repainted**
- * **All Previously Painted Roof Top Structures, Units, etc. shall be cleaned, primed and repainted.**
- * **All previously painted surfaces must be repainted (interior and exterior of school building including roof units/ladders etc.).**
- * **All Previously Painted Flashing/Gravel Stop shall be cleaned, primed and repainted.**
- * **Galvanized Handrails shall NOT be painted.**
- * **All Previously Painted Lintels over all openings shall be cleaned, primed and repainted unless natural galvanized.**
- * **All Light Poles throughout campus, parking lot, courtyard, etc. shall be re-coated.**
- * **All Previously Painted Double Doors shall be cleaned, primed and painted.**

Interior:

- ◆ Contractor shall perform trim work on all casings.
- ◆ All painted doors and window frames shall be cleaned, sanded and prepped before applying primer and a minimum of two top coats.
- ◆ All polyurethane doors and surfaces shall be de-glossed, sanded and a minimum of 2 coats of polyurethane applied.
- ◆ Remove ALL staples, tape, glue, etc. from doors and walls before re-coating. Skim all drywall tears. Patch all holes with suitable materials.
- ◆ All holes found shall be filled and painted.
- ◆ Contractor is responsible for storing all paint, polyurethane, primer and block filler.
- ◆ Contractor is responsible for a minimum of 3 coats (1 Primer and 2 Paint).
- ◆ Furnish, maintain, and remove all scaffolding, ladders, and planks required for this work, and all drop cloths for the protection of concrete walk-ways, floors, adjacent surfaces, pre-finished materials, building fixtures, and similar surfaces. Painted and finished surfaces subject to damage or defacement due to other work in the station or building shall be properly protected and covered. The Contractor shall be responsible for damage to painted work and to that of other work caused by painting operations under this Section until final acceptance by the district.
- ◆ The awarded Contractor shall make every attempt to ventilate and deodorize all areas to insure as few odors related complaints as possible.
- ◆ Asbestos may or may not be present at the project site. In accordance with the Asbestos Hazard Emergency Response Act (AHERA) the Owner has had an Asbestos Management Plan (AMP) prepared for this site. A copy of the AMP is available at the UCPS Facilities Department or at the project site. The AMP is designed to document (to the best of the Owner's ability) the asbestos containing building materials (ACBM) or presumed asbestos containing materials (PACM) present at the project site. It is incumbent upon the Contactor to review the AMP to insure his/her staff does not come in contact or otherwise disturb the ACBM/PACM. The Contractor is to notify all

their subcontractors and other staff involved with the project of the AMP so they may also avoid being exposed to and /or disturbing any ACBM/PACM during construction. It shall be understood that by executing an agreement between the Owner and Contractor that the Contractor has made this review and has notified all staff involved with this project of the availability of the AMP.

❖ If the event the contractor, or his representatives, notices an area that is suspicious looking of asbestos or lead paint, the individual shall stop immediately and contact the UCPS Project Coordinator for direction.

Cleanup

❖ Awarded Contractor shall not leave trash in any of the areas. All trash and garbage must be properly disposed in an approved, safe manner off UCPS Property on a daily basis. DO NOT USE SCHOOL DUMPSTERS.

❖ The Awarded Contractor shall either remove all paint and equipment daily or provide storage for equipment and paint on site. Any onsite storage must be prearranged with the assigned UCPS Project Coordinator.

❖ Clean and retouch the work as necessary for a first-class job. All surfaces of the station or building and surrounding areas shall be left clean and neat in all respects, free from any paint spots, smears, smudges, or stain.

WARRANTY

a. Contractor shall provide a Fidelity Bond in the minimum amount of \$10,000 per employee.

b. Contractor shall be responsible for all Damages and/or Loss incurred to UCPS Property.

c. Contractor must provide a minimum of **(1)** year warranty from the date of final acceptance against any latent defects, design, materials, workmanship and installation, including but not limited to peeling of paint.

d. Contractor shall promptly refinish the entire painting area that is damaged during the warranty period at no cost to Union County Public Schools. "No Cost" includes, but not limited to, equipment, labor, materials, supervision, and travel.

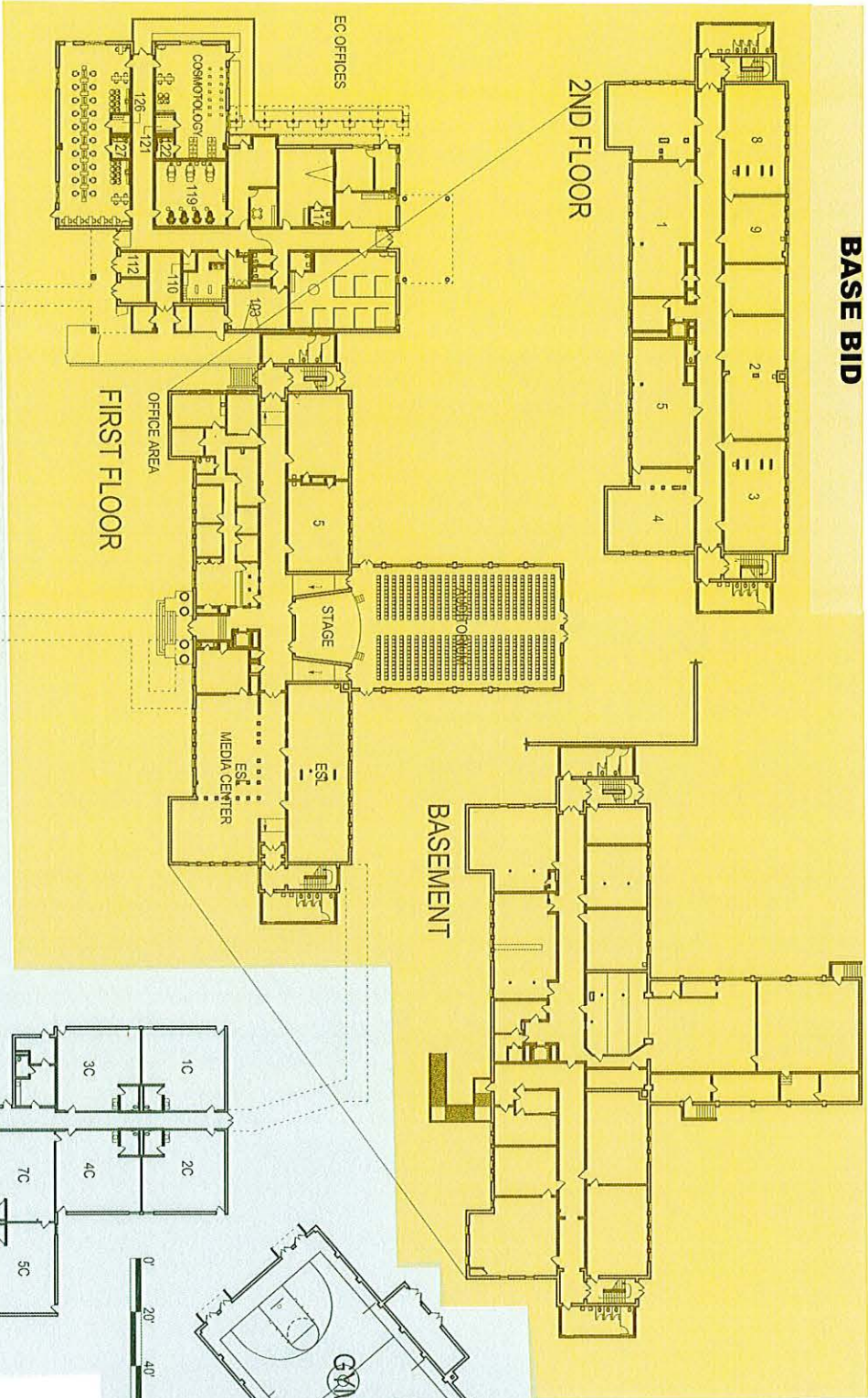
SCHEDULING

a. The awarded Contractor shall work diligently to meet the schedule given to him/her by the UCPS Project Coordinator.

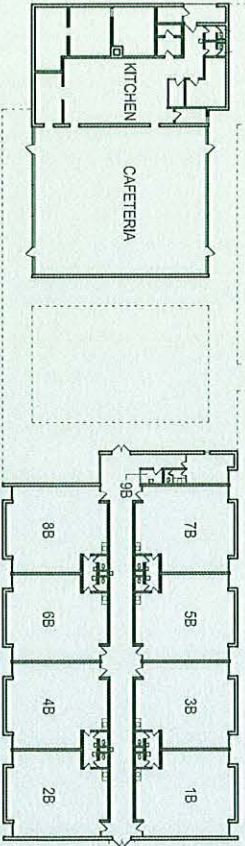
b. The awarded Contractor may begin work once you have spoken to the Project Manager.

c. The Consecutive Calendar Days (CCD) listed on the Cost Proposal/Execution of Proposal Form shall be based on having access to the building Monday through Thursday 7:30 am through 5:30 pm with the exception of holidays.

BASE BID

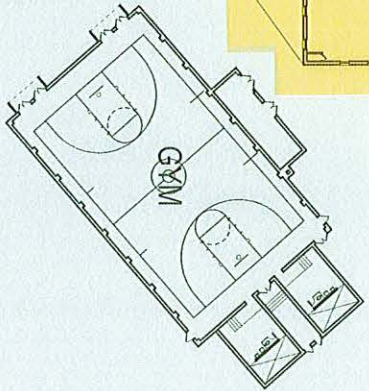
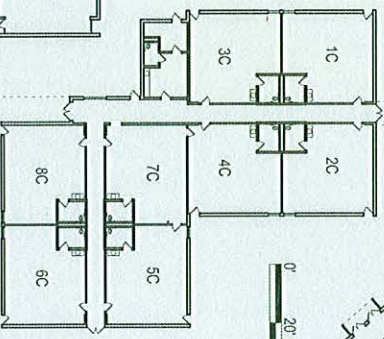


"B" BUILDING



ALTERNATE 1

"C" BUILDING



**W.B. EDUCATION CENTER
FLOOR PLAN**

PROPERTY ACCOUNTING
PROJECT DESCRIPTION

**WALTER BICKETT
EDUCATION CENTER**

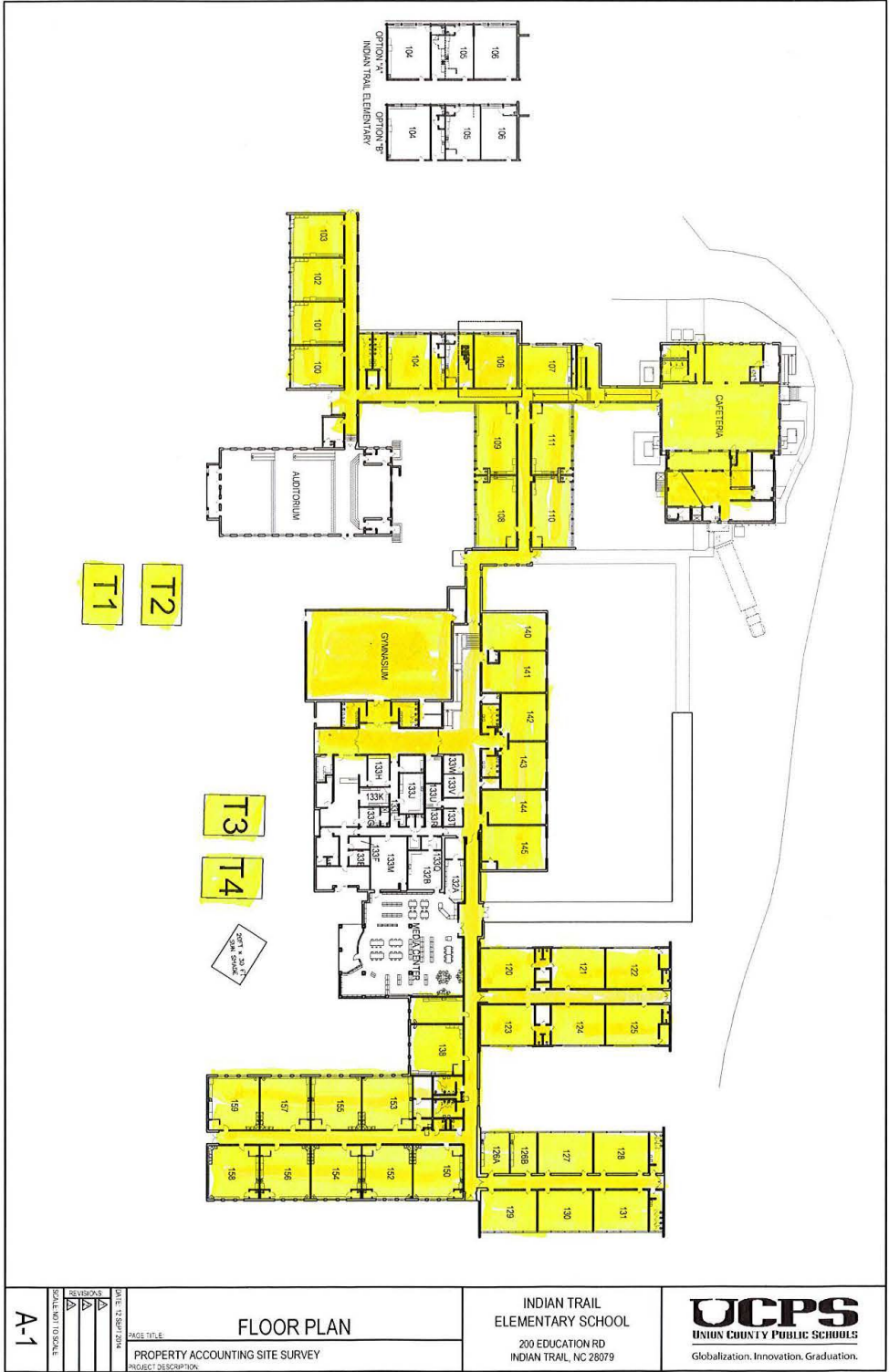
501 LANCASTER AVE
MONROE, NC 28112



Globalization. Innovation. Graduation.

A-1.0

REVISIONS	DATE
SCALE: NOT SCALED	2 OCTOBER 2014



T1
T2

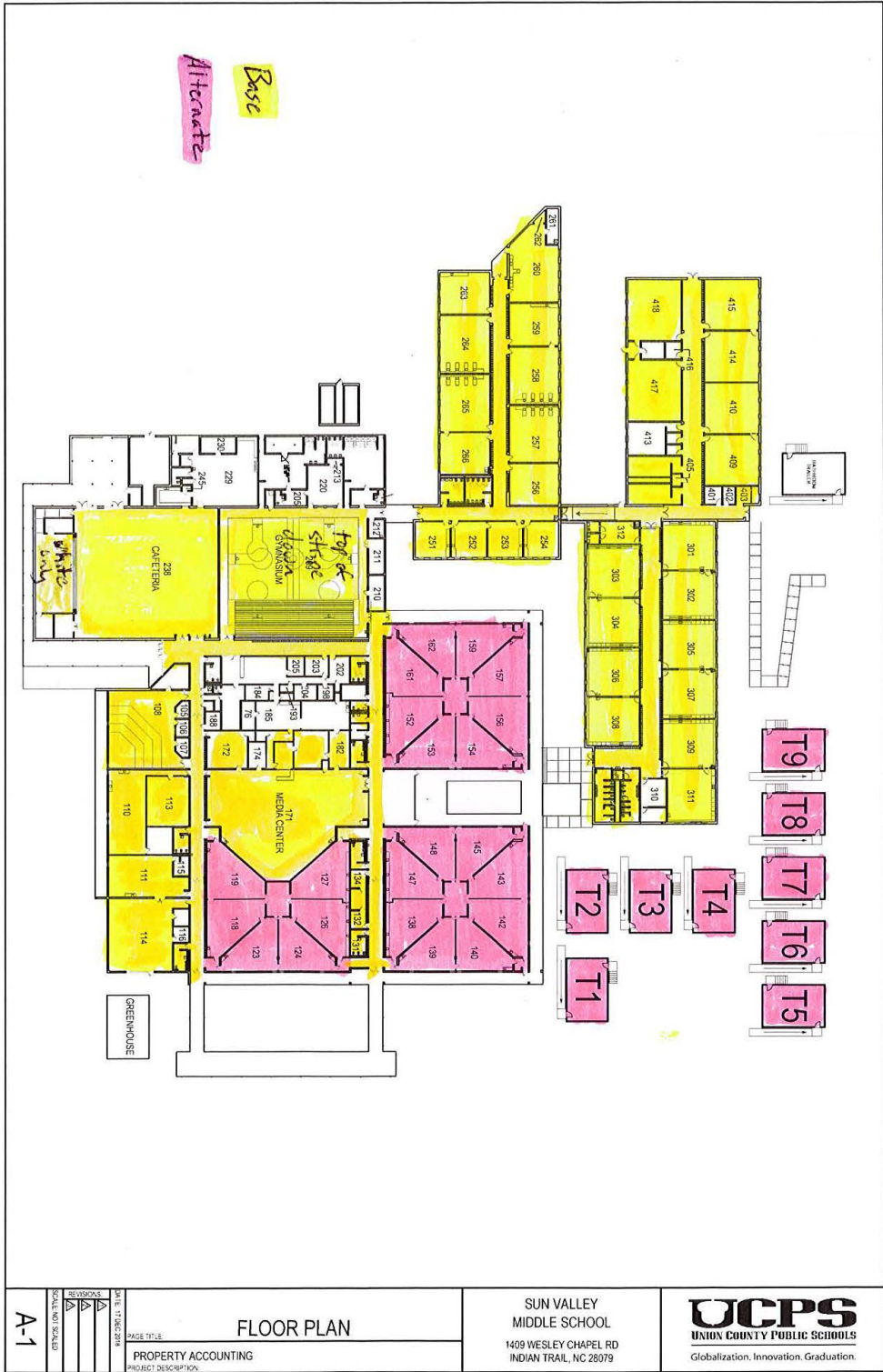
T3
T4

REVISIONS	DATE	BY

FLOOR PLAN
 PAGE TITLE
 PROPERTY ACCOUNTING SITE SURVEY
 PROJECT DESCRIPTION

INDIAN TRAIL
 ELEMENTARY SCHOOL
 200 EDUCATION RD
 INDIAN TRAIL, NC 28079

UCPS
 UNION COUNTY PUBLIC SCHOOLS
 Globalization. Innovation. Graduation.



SCALE: NOT SCALE
 TITLE: FLOOR PLAN
 A-1

FLOOR PLAN
 PAGE TITLE
 PROPERTY ACCOUNTING
 PROJECT DESCRIPTION

SUN VALLEY
 MIDDLE SCHOOL
 1409 WESLEY CHAPEL RD
 INDIAN TRAIL, NC 28079

UCPS
 UNION COUNTY PUBLIC SCHOOLS
 Globalization. Innovation. Graduation.

Company Name: _____

Bid No.: 5-79648039

**COST PROPOSAL/EXECUTION OF PROPOSAL
UCPS 2025 Summer Painting-VariouS Locations**

By submitting this proposal, the potential contractor certifies the proposal is signed by an authorized representative of the firm. The cost and availability of all equipment, materials, supplies, taxes, etc. associated with performing the services described herein have been determined and included in the proposed cost. All labor costs, direct and indirect (including sales tax), have been determined and included in the proposed cost. The offeror is aware of prevailing conditions associated with performing these services. The potential contractor has read and understands the conditions set forth in this bid and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within **60** days from the date of the opening, to furnish the subject services for a cost not to exceed:

BASE BID: \$ _____
ALTERNATE 1 \$ _____
ALLOWANCE FUNDS: \$ _____ 10% of total BID
ALL INCLUSIVE TOTAL \$ _____

Consecutive calendar days required to achieve Final Completion from issuance of Notice to Proceed: _____ calendar days

ADDENDA ACKNOWLEDGEMENT

ADDENDUM 1: _____ ADDENDUM 2: _____ ADDENDUM 3: _____ ADDENDUM 4: _____

EXECUTION

OFFEROR: _____ FEDERAL ID NO. _____

LICENSE DESCRIPTION: _____ LICENSE NO. _____

ADDRESS: _____ CITY, STATE, ZIP _____

TELEPHONE NUMBER: _____ MOBILE: _____ EMAIL: _____

BY: _____ DATE: _____ TITLE: _____

(Signature)

(Typed or printed name)

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)

*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.

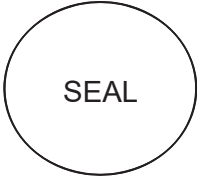
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure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



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

State of _____, County of _____

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.

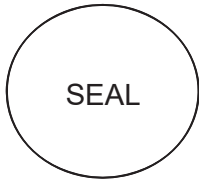
The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

State of _____

Signature: _____

Title: _____



_____, County of _____

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

Notary Public _____

My commission expires _____

**DOCUMENT 00 43 13
BID SECURITY FORM**

Date of Execution of this bond _____

Name and Address of Principle (Bidder) _____

Name and Address of Surety _____

Name and Address of Contracting Body THE UNION COUNTY BOARD OF EDUCATION a body corporate of the State of North Carolina,
201 Venus Street Monroe, NC 28112

Amount of Bond Bid Amount and Proposal Dated: _____
_____ for _____

KNOW ALL MEN BY THESE PRESENTS, that we the PRINCIPLE above named and SURETY above named who is duly licensed to act as SURETY in the State of North Carolina, are held and firmly bound unto THE UNION COUNTY BOARD OF EDUCATION, a body corporate of the State of North Carolina, as Obligee, in the penal sum of five percent (5%) of the amount bid in the bid and proposal described in lawful money of the United States of America, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such, that if the PRINCIPLE shall be awarded the contract for which the bid and proposal above described is submitted and shall execute the contract, give bond for the faithful performance of the contract, and give bond for the payment of all persons supplying labor and materials in the prosecution of the work provided for in said contract, within ten (10) days after the award of the same to the PRINCIPLE above named, then this obligation shall be null and void; but if the PRINCIPLE above named fails to so execute such contract and give performance bond and payment bond as required by Section 129 of Chapter 143 of the General Statutes of North Carolina, as amended, the Article 3 of Chapter 44-A of the General Statutes of North Carolina, as amended, the Surety shall upon demand, forthwith pay the Obligee the amount of this bond set forth above.

IN WITNESS WHEREOF, the Principle above named and the Surety above named have executed this instrument under their several seals on the date set forth above.

WITNESS:

Principle (Name of individual, and trade Name, partnership, corporation, or joint venture)

(Proprietorship or Partnership)

BY _____(Seal)

TITLE _____
(Owner, Partner, Office held in corporation, joint venture)

(Corporate Seal)

ATTEST

BY _____
(Corporation)

TITLE _____
(Corporation Secretary or Assistant Secretary Only)

Surety (Name of Surety Company)

BY _____

TITLE Attorney in Fact

(Corporate Seal of Surety)

WITNESS:

(Address of Attorney in Fact)

COUNTERSIGNED:

N.C. Licensed Resident Agent

State of North Carolina
Prequalification for Single Prime Contractors

Note: Failure to answer all of the following questions may result in disqualification. If you have any questions, contact the person listed below under "Submitted to." The State agency/institution reserves the unqualified right to reject any or all proposals and to waive informalities. The State agency/institution has developed a plan to meet or exceed goals set by GS 143-128 for the participation of minority businesses in public construction contracts. Contractors are expected to be familiar with these initiatives and to comply with program requirements.

Due Date:

_____ *Date* _____ *Time*

Submitted to:

_____ *Contact Name*

_____ *Agency/Institution*

_____ *Address*

_____ *City* _____ *State* _____ *Zip Code*

Project Title:

Project Description:

I. Minimum Requirements

A. Firm's Name and Principal Office serving this project:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: (____) ____ - _____ Extension: _____

Email: _____

B. Type of Company (*check one*): ___ Corporation ___ Individual ___ Partnership
___ Joint Venture ___ Other (*please specify*): _____

C. Type of Work (*check one; file separately for each classification of work*):

___ General Construction ___ Mechanical ___ Plumbing
___ Electrical Other (*please specify*): _____

State of North Carolina Prequalification for Single Prime Contractors

D. License

North Carolina License Type (*check*): General Construction Mechanical
 Plumbing Electrical Other (*please specify*): _____

North Carolina License Number: _____

License Limitations or Level: _____

State/County/City Privilege License: _____
(attach copy)

E. Bonding

1. Attach letter, dated within the last 30 days, from your surety company or its agent licensed to do business in North Carolina, verifying your company’s capability and capacity based on your current value of work for providing sufficient performance and payment bonds for this project. Surety company bond rating shall be rated “A” or better under the A.M. Best Rating system or The Federal Treasury List.

3. Have any funds been expended by a surety company on your behalf? Yes No
 If yes, explain:

4. List all surety companies that have provided bonds for your company for the past five (5) years, explanation required if more than one company.

<i>Date</i>	<i>Firm</i>
-------------	-------------

<i>Date</i>	<i>Firm</i>
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<i>Date</i>	<i>Firm</i>
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F. Insurance

In order to pre-qualify, firms must indicate that they can provide evidence of insurance coverage as follows, should they subsequently be the successful bidder. Evidence of insurance in the required amounts can be provided.

1. Worker’s Compensation insurance as required by law and Employer’s Liability Insurance coverage with minimum limits of \$100,000.

State of North Carolina
Prequalification for Single Prime Contractors

2. General liability insurance with minimum limits of \$500,000 per occurrence for bodily injury and \$100,000 per occurrence/\$300,000 aggregate for property damage.
3. Builder's risk at the full insurable value of the entire work site.

Can your provide evidence of the above insurance? : ___ Yes ___ No

II. General Requirements

A. Experience

1. Number of years in business as a contractor under the company name listed in I.A., above: _____ years. List any other names your firm operated under previously.

2. List date, State and type of incorporation, partnership, or proprietorship establishment:

Date *State/Type (incorporation, partnership/proprietorship)*

2. List names of the firm principals appropriate to the type of the firm:

Corporation – President: _____
Vice-President: _____
Secretary: _____
Treasurer: _____

Partnership – Partners: _____

Proprietorship – Owner: _____

Other – (List and explain): _____

4. Has your company ever performed construction work for the State of North Carolina and/or related public agencies and/or this specific agency/institution? ___ Yes ___ No

If yes, on a separate sheet list the name of the agency, project, dollar value, owner and architect names and contact phone numbers, scheduled completion and actual completion dates for all projects completed within the last five (5) years.

5. Has your organization been pre-qualified to bid on a State agency/institution project and failed to submit a bid? ___ Yes ___ No

If yes, on a separate sheet list name of project and reason you did not submit a bid.

State of North Carolina
Prequalification for Single Prime Contractors

B. Size/Capacity

1. How many full-time permanent employees work for the company? : _____
2. If the company has more than one office location, how many full-time permanent employees work for the company at the location which will serve this project? _____
3. List the annual dollar value of construction work the company has performed for each year over the last 5 calendar years:
(1) _____ (2) _____ (3) _____ (4) _____ (5) _____

C. Office Locations

1. If your company has multiple office locations, indicate the location of the principal place of business: _____
(City/State/Country)
2. If your company has multiple office locations, indicate the location that will service this project: _____
(City/State/Country)
3. How many full-time permanent positions from your company will be located in North Carolina, and have payroll taxes paid in North Carolina? : _____
(# of positions)

D. Workload

1. How many projects do you currently have under contract or in progress and what is their total dollar value? : _____ projects totaling \$ _____
(# of projects) (total \$ value)
2. List the three biggest contracts currently under contract or in progress, including the name of the project, owner and architect names and phone numbers, contract dollar values, percentage complete and currently anticipated completion dates. *(attach additional sheets if needed)*

(1) Project: _____
Owner: _____ Phone: (____) ____ - _____
Architect: _____ Phone: (____) ____ - _____
\$ Contract: _____ % Complete _____ Completion Date: _____

(2) Project: _____
Owner: _____ Phone: (____) ____ - _____
Architect: _____ Phone: (____) ____ - _____
\$ Contract: _____ % Complete _____ Completion Date: _____

State of North Carolina
Prequalification for Single Prime Contractors

(3) Project: _____
Owner: _____ Phone: (____) ____ - _____
Architect: _____ Phone: (____) ____ - _____
\$Contract: _____ % Complete _____ Completion Date: _____

E. Quality Control/Administration

1. Describe quality control procedures, including contractor inspection and approval processes, to be applied to this project. List the most recent project where these procedures were used, and provide owner and architect contact names and telephone numbers. *(attach additional sheet if needed)*

2. Describe management plans for processing Requests for Information (RFI's), shop drawings, submittals, value engineering, change orders, proposals, and requests for deviations. Identify key personnel assigned to these or other special issues. Describe your approach to dispute and claims resolution. *(attach additional sheets if needed)*

F. Financials - Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.) Indicate Dunn & Bradstreet (www.dnb.com) rating if one exists:

Rating

List any lines of credit, including the identification of the financial institution holding the credit line, contact name and phone number at the institution, current total line of credit, current balance available, and effective date of the stated balances (must be within the last 30 days). *(attach additional sheets if needed)*

Note: As provided by statute, the [name of agency/institution] will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

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G. Litigation/Claims.

If yes, *attach a separate sheet* listing the project(s), dollar value, contact information for owner and architect, date of completion, explain the nature of the claim/delay (item 2), and attach relevant documentation.

1. Has your company ever failed to complete work awarded to it? ___ Yes ___ No
2. Has your company ever failed to substantially complete a project in a timely manner (i.e. more than 20% beyond the originally contracted, scheduled completion date)?
 ___ Yes ___ No
3. Has your company filed any claims with the North Carolina Office of State Construction within the last five years? ___ Yes ___ No
4. Has your company been involved in any suits or arbitration proceedings within the last five years? ___ Yes ___ No
5. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents? ___ Yes ___ No
6. Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging? ___ Yes ___ No
7. Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? ___ Yes ___ No
If yes, explain: _____

H. Safety Record for the past three years:

1. List your company's Experience Modification Rate (EMR) _____
rate
2. List your company's Incidence Recordable Rate (IRR) _____
rate
3. List your company's Lost Day Case Rate (LDCR) _____
rate
4. If these rates reflect corporate performance over a number of locations, please explain, to the extent possible, the performance experience of the location serving this project. (*attach additional sheets if needed*)

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I. HUB Plan

1. Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses? ___ Yes ___ No
2. What has been your company's typical percentage level of Historically Underutilized Business participation for similar projects in this locale? _____%

List an example project including name, percentage achieved and owner representative's name and telephone number. *(attach additional sheets if needed)*

III. Project-Specific Requirements

- A. Project-Specific References – *[General project references were requested in section II. A. 4., based on a "Yes" response, and II. D. 2.]* Please identify at least three (3) projects most closely reflecting the size and complexity of the type of work being requested for the currently proposed project. The similar projects should be completed within the last ten (10) years and at least one of which within the last five (5) years. If this information is already reflected in responses to earlier sections, please simply identify the relevant projects and detailed information. *(attach additional sheets if needed)*

(1) Project Name: _____
\$ Original Contract: _____ \$ Final Contract: _____
Scheduled Completion: ___/___/___ Actual Completion: ___/___/___
Narrative: *(describe the project and its similarity to the proposed project)*

Performance on this project: _____
Performance rating or letter of commendation (attached) from the owner: _____
Owner Contact Name: _____ Phone: (____) ____ - _____
Architect Contact Name: _____ Phone: (____) ____ - _____

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(2) Project Name: _____

\$ Original Contract: _____ \$ Final Contract: _____

Scheduled Completion: ___/___/___ Actual Completion: ___/___/___

Narrative: *(describe the project and its similarity to the proposed project)*

Performance on this project: _____

Performance rating or letter of commendation (attached) from the owner: _____

Owner Contact Name: _____ Phone: (____) ____ - _____

Architect Contact Name: _____ Phone: (____) ____ - _____

(3) Project Name: _____

\$ Original Contract: _____ \$ Final Contract: _____

Scheduled Completion: ___/___/___ Actual Completion: ___/___/___

Narrative: *(describe the project and its similarity to the proposed project)*

Performance on this project: _____

Performance rating or letter of commendation (attached) from the owner: _____

Owner Contact Name: _____ Phone: (____) ____ - _____

Architect Contact Name: _____ Phone: (____) ____ - _____

B. Staffing and Organizational Structure

1. Provide organizational structure reflecting authority, responsibility and proportion of time dedicated to this project for all key personnel and job descriptions. As attachments, include qualifications (resumes) of the project team key personnel to be assigned to this project. For each resume, include name, length of time employed with your company, proposed position, education and training, professional registrations/ licenses, and affiliations, company and project-specific employment history.

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- 2. Project-specific Staff Experience - Project-specific employment history is requested for key personnel for similar projects performed within the last five years. Information should include project size and description, time and budget performance, position held, authority and responsibilities, contributions made to project success, and include owner/architect contacts with phone numbers. Provide evidence that the key personnel have worked together successfully as a team.

- 3. Staff Availability - Are key personnel also proposed on any other projects for which bidding and contracting is pending? ___ Yes ___ No

If yes, describe general availability and qualifications of potential substitutes.

- C. *[This section reflects any further project-specific or unique project requirements, such as clean room, hospital/medical, prison, LEED certification, construction recycling, schedule constraints, etc. DO NOT REPEAT ABOVE QUESTIONS.]*

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IV. Signature

By signing this document, you are acknowledging that all answers are true to the best of your knowledge.

A. Dated this day of: "" _____

Submitted by:

Name of Contractor's Contact

Company Name (as licensed in NC)

Address

_____ *City* _____ *State* _____ *Zip Code*

Phone: () ____ - ____
Contact person's phone number

E-mail: _____
Contact person's e-mail address

Signature: _____
By Authorized Officer

.....

Title of Authorized officer (typed)

B. NOTARY CERTIFICATION

North Carolina
_____ County

I, a Notary Public of the County and State aforesaid, certify that _____, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20__.

Official Seal or Stamp _____
Notary Public

My commission expires _____, 20__.