

**DURHAM COUNTY  
NORTH CAROLINA**



**REQUEST FOR PROPOSALS  
(RFP NO. 18-026Rebid)**

**RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER**

**Proposal Due Date: March 27, 2018  
2:00 P.M.**

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**RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER  
(RFP 18-026Rebid)**

**BID SCHEDULE  
(Note: The below dates are subject to change)**

<b>Advertisement Date</b>	April 21, 2018
<b>Last Question Date</b>	May 2, 2018 by 3:00 P.M.
<b>Proposal Due Date</b>	May 15, 2018 by 2:00 P.M.



## REQUEST FOR PROPOSALS

### RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER (RFP No. 18-026Rebid)

ISSUE DATE:

April 21, 2018

ISSUING DEPARTMENT:

County of Durham Purchasing Division  
4<sup>th</sup> Floor / 200 East Main Street  
Durham, NC 27701

Proposals will be received until 2:00 P.M., on May 15, 2018, to provide services for the Resealing of Kennel Floors at Durham County Animal Shelter.

All inquiries concerning the Scope of Services, Proposal Submission Requirements or Procurement Procedures should be directed to:

**Hilda W. Williams, Senior Procurement Specialist, (919) 560-0054**  
**Purchasing Division**  
**Email: [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov)**

Proposals shall be mailed and/or hand delivered to the Issuing Department shown above, and the envelope shall bear the name and number of this Request for Proposals (RFP). It is the sole responsibility of the Proposer to ensure that his/her Proposal reaches the Purchasing Division by the designated date and hour indicated above.

**In compliance with this Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the goods and services described in accordance with the attached signed proposal.**

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

(Name Typed/Printed)

Phone: \_\_\_\_\_

By: \_\_\_\_\_

(Signature in Ink)

**INSTRUCTIONS TO PROPOSERS  
(RFP 18-026Rebid)**

1. In order for a proposal to be considered, it must be based on terms, conditions and scope of services contained herein and must be a complete response to this RFP. **One (1) hard copy Original, One (1) hard "copy" of the Original, and a soft copy of your Proposal on a flash drive shall be submitted to the Issuing Department. The original Proposal should be marked "Original". The copies must consist of all documents that are included in the "Original" Proposal.** No other distribution of the Proposal shall be made by the Proposer. Proposals shall be limited to 10 double-sided pages or less and must be signed by an authorized representative. The letter of introduction, section dividers, detailed Résumés, forms, and dividers are not included in this page limit. Each Proposal should be bound in a single volume with all relevant documentation. The County may elect to require oral presentations after receipt of the proposals.
2. **COMMUNICATION WITH PROPOSERS:** All communications between the Purchasing Division and prospective Proposers shall be in writing. E-mailed questions will be accepted and can be sent to [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov). Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Hilda W. Williams, Senior Procurement Specialist, at the email address above. All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses affecting the Scope of Services will be provided to all Proposers by issuance of an Addendum. **All questions shall be received by the Purchasing Division no later than 3:00 P.M., on May 2, 2018. NO EXCEPTIONS.**
3. **SITE VISIT:** (Are you going to give them the opportunity to visit the site since you indicated you wanted the color to match what's in place currently of has that changed?)
4. **PROPOSAL DUE DATE:** Proposals will be received until 2:00 P.M., on March 21, 2018. Proposals must be mailed or hand delivered to: Durham County Purchasing Division, Attn: Hilda W. Williams, Senior Procurement Specialist, 200 East Main Street, 4<sup>th</sup> Floor, Durham, NC 27701. Proposals shall be dully marked and/or identified with Proposer name, address and RFP number.
5. **LATE PROPOSALS:** Proposals received after the date and time specified will not be considered for award and will be returned to the Proposer unopened.
6. **VENDOR APPLICATION:** All Proposers shall complete and submit the Vendor Application along with the W-9 Form. This information will be used to create or update the County's electronic vendor database upon award of contract.
7. Proposers are required to make a good faith effort to include Minority and Women Business Enterprises (M/WBEs) as part of their management team. Describe the program (plan) that your company has developed to encourage participation by M/WBEs to meet or exceed the goals set by the County of Durham's M/WBE Program Ordinance. Include a copy of that plan in your response. Provide documentation of M/WBE participation that you have achieved over the past two years on both public and private construction projects. Outline specific efforts that your Company takes to notify M/WBE firms of opportunities for participation. Indicate the M/WBE participation goal that you expect to achieve on this project.

Durham County hereby establishes the following goals for the expenditure of funds with M/WBE firms. Questions concerning M/WBE should be directed to Rick Greene, Assistant Procurement Manager, at (919) 560-0059.

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	<b>10.4%</b>
Asian American	1.3	3.0	1.1	.43	<b>1.3%</b>
Hispanic American	4.2	1.8	1.1	.43	<b>1.5%</b>
American Indian	.65	.75	1.0	.5	<b>.70%</b>
White Female	13.8	11.0	9.5	7.1	<b>10.3%</b>
Overall MWBE Participation Goal =					<b>25.0%</b>

Each Proposer shall make good faith efforts to subcontract the established percentage stated with small business concerns, owned and controlled by M/WBEs. The Proposers are required to submit information about participating M/WBEs with their Proposal on the enclosed forms Affidavits A through C. The information shall include the name and address of each M/WBE, a description of the work to be performed by each, and the dollar value of the work to be performed by each. Any Proposer who fails to achieve the indicated M/WBE participation goal stated above is required to provide documentation demonstrating that good faith efforts were made in an attempt to meet the established goal. Any Proposal that does not include M/WBE information and documentation may be considered non-responsive.

An M/WBE is a business that is at least 51% owned and controlled by minority group members or women. An M/WBE is bona fide only if the minority group or female ownership interests are real and continuing and not created solely to meet the M/WBE requirement. In addition, the M/WBE shall itself perform satisfactory work or service or provide supplies under the contract and not act as a conduit. The contractual relationship shall be bona fide owned and controlled as: (1) a sole proprietorship legitimately owned by an individual who is a minority group member or female; (2) a partnership or joint venture controlled by minorities and/or females;; (3) a corporation or other entities controlled by minorities or females, and in which at least 51% of the voting interests and 51% of the beneficial ownership interests are legitimately held by minorities and/or females. These persons shall control the management and operations of the business on a day-to-day basis:

A person who is a citizen or lawful permanent resident of the United States and who is:

a "Black American"; a person having origins in any of the black racial groups of Africa;

an "Hispanic American"; a person of Spanish culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race; a "Native American Indian tribe"; a federally recognized Indian tribe means an Indian tribe, or band, nation, rancheria, pueblo, colony, or other organized group or community, including any Alaska native village, which is recognized by the Secretary of the Interior on October 1, 1985 as having special rights and is recognized as eligible for service provided by the United States to Indians because of their status as Indians, a tribe that has a pending application for Federal recognition on October 1, 1985.

8. **DISCREPANCIES AND OMISSIONS:** Should a Proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, he/she should at once notify the County, and a written Addendum shall be issued. The County will not be responsible for any oral instructions. Acknowledgment of any Addendum received shall be noted on the Addendum Acknowledgement Form included in the Proposal. In closing of a contract, any Addendum issued shall become a part thereof.
9. **SECURITY OF NON-PUBLIC RECORDS:** Pursuant to N.C.G.S. § 132-1.7, entitled, "Sensitive Public Security Information", public records, as defined in G.S. 132-1, shall not include information containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities. Therefore, all information provided, received, gathered or obtained by BIDDER containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities shall be held confidential and shall be used by the BIDDER only for the purpose of responding to this bid. All plans and drawings shall be returned to the County. Any breach of this paragraph by the BIDDER may result in BIDDER being barred from being awarded any contracts with the COUNTY.
10. **E-VERIFY:** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.
11. **Addendum No. 1 issued for RFP 18-026 is attached and becomes a part of this RFP (RFP 18-026Rebid).**

## **END OF INSTRUCTIONS TO PROPOSERS**

## RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER

### SCOPE OF SERVICES (RFP 18-026Rebid)

This Scope of Services will become an integral part of the contract between the County of Durham and the Contractor. The Contractor hereby agrees to provide services and/or materials to the County pursuant to the provisions set forth below.

- 1.0 **PURPOSE:** The purpose and intent of this Request for Proposals (RFP) is to solicit proposals from qualified firms to provide services to strip, prep, and reseal all kennel floors in the Durham County Animal Shelter facility at 2117 East Club Blvd., Durham, NC 27705.
- 2.0 **INVOICE PAYMENT:** Invoices submitted will be paid net 30 days. Invoices shall be forwarded to the County's Designated Representative for review and payment approval.
- 3.0 **TERMS OF CONTRACT:** The term of the contract will be **90 days** once contractor has been given Notice to Proceed (NTP).
- 4.0 **CANCELLATION OF CONTRACT:** The County of Durham reserves the right to cancel and terminate any resulting contract(s), in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation shall not relieve the Contractor(s) of the obligation to deliver and/or perform services on all outstanding orders issued prior to the effective date of cancellation.
- 5.0 **COUNTY DESIGNATED REPRESENTATIVES:** Shawn Swiatocha, Asst. Director of Operations; (919) 560-0443; Charles King, Project Facilitator, (919) 560-7196.
- 6.0 **BACKGROUND:** The epoxy coated floors are worn down and in need of resealing. A small portion has already been done in conjunction with a separate foundation repair project. **It is the intent to reseal the remaining kennel floor area in the facility to match what has been previously done. (Approx. 12,000 sf)**
- 7.0 **WORK REQUIREMENTS:** All existing epoxy coated floors are to be stripped, cleaned, properly prepped and resealed with an epoxy coating to match existing new coating (color, thickness, and texture) in kennels 18-24. See attached reference drawing (A-1) indicating areas in which work is to be performed. The coating will turn up 6" onto the base of the kennel walls and provide a finished transition. Contractors will need to field verify conditions in order to price work accordingly. The work will have to be done in phases and coordinated with the onsite shelter Director, for scheduling of sections and timing. The phasing/sequencing is to be coordinated in a pre-construction meeting, upon contract award.
- 8.0 **WARRANTY:** A 1-year warranty is required on labor and materials.
- 9.0 **SCHEDULES/TIMELINES:** Work is to begin no later than 15 days upon Notice to Proceed to winning bidder. Work days and hours will be Mon-Fri 8am- 5pm. Earlier/later hours as well as weekend work can be scheduled in advance.

## **QUALIFICATIONS AND SUBMISSION REQUIREMENTS (RFP 18-026Rebid)**

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Unnecessary elaborate brochures or other materials beyond those sufficient to present a complete and effective response to this solution are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Therefore, elaborate artwork, expensive paper and bindings, etc., are strongly discouraged.

**One (1) Original hard copy, One (1) hard copy of the Original, and a soft copy of your proposal on a flash shall be submitted to the Issuing Department.**

### **Tab 1 – Signed Forms**

This Tab should include the following forms and information:

- a. Signed Proposal Signature Sheet, Page 1**
- b. Proposal Form**
- c. Addendum Acknowledgement Form**
- d. Non-Collusion Affidavit**
- e. Affidavit of Compliance (E-verify)**
- f. Vendor Application/W-9 Form**
- g. M/WBE Forms:**

**Affidavits A and C** are required to be submitted with your proposal if your company has M/WBE participation.

**Affidavit B** is required if your company has no opportunity to sub-contract and will complete all work with their own work force. No other Affidavits must be returned.

**NOTE: Appendix E is not to be returned with your Proposal. However, this form must be submitted with each pay request for documentation of contract payment to M/WBEs.**

### **Tab 2 – Executive Summary**

This Tab should provide a brief summary of the Proposer's understanding of the Scope of Services presented in this RFP and emphasize any unique aspects or strengths of the Proposal.

### **Tab 3 – Corporate Overview**

This Tab should present an overview of the Proposer's organization and should include the firm's name, address, phone and fax numbers, firm history, email address and phone number of the firm's representative for the Proposal.

### **Tab 4 – Approach**

This Tab should present the Proposer's approach to providing the services specified in this RFP. This Tab should describe the services to be provided, who will provide the services, how the services will be provided, etc. This Tab should include a description of activities, such as the project methodology and timeline for project completion, etc. This tab should also include any technical specifications of the epoxy coating product in which the contractor is intending to use. The Proposer should also include in this Section its plan for managing the work requirements. Most of the proposed responses to the requirements found in **Section 7.0 – Work/Requirements**, should be included under this Tab.



**Tab 5 – Organization and Staffing**

This Tab should present the Proposer's proposed organization structure and staffing chart showing specific job classifications, number of employees and full-time equivalent employees by position and reporting relationships. Résumés for all managerial and key personnel should be provided in sufficient detail to be able to determine the nature and depth of each individual's relevant experience. This Tab should also identify any of the required services that the Proposer intends to subcontract, if any, providing for each (i) the reasons for subcontracting, (ii) the proposed subcontractor's responsibilities, and (iii) information identifying proposed subcontractor's name, location, relevant personnel and experience. The Proposer's proposed M/WBE utilization and explanation of their involvement on this project must also be included under this Tab.

**Tab 6 – Qualifications and Experience**

In this Tab, the Proposer should describe its track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to the ability of the Proposer to perform these services. This tab should also include a list of all similar work performed by your firm over the past five (5) years. This list should include the name of each client, a client contact and telephone number, the size and Scope of Work provided, effective dates of the contract(s) with this client, and the annual contract amount.

**Tab 7 – Conflict of Interest**

In this Tab the Proposer should describe any involvement that your firm, its employees, or its owner(s) have that may constitute a conflict of interest.

**Tab 8 – Warranty**

This tab should include the warranty on labor and materials.

**Tab 8 – Site Visit**

This tab should include a statement indicating the Contractor visited the site and has a full understanding of site conditions in relation to the Scope of Work described in this solicitation.

## **EVALUATION AND AWARD CRITERIA (RFP 18-026Rebid)**

Based on the evaluation criteria outlined below, all Proposals will be evaluated and scored by the Evaluation Committee designated by the County of Durham. Written or oral discussions may be requested to resolve issues relating to individual proposals.

### **1. Evaluation Criteria**

Proposals will be evaluated using the following criteria:

- a) Experience in providing this type of service for this size contract.
- b) Public Sector Experience
- c) Demonstrated ability to meet commitments requested in the RFP
- d) Qualifications of staff to be assigned to this project
- e) Specific plans and methodology for providing the proposed services
- f) References from at least three (3) similar clients
- g) Price
- h) Compliance with Durham County M/WBE requirements

### **2. Award of Contract**

The County reserves the right to award to a single Contractor deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Price shall be considered, but shall not be the sole determining factor. Once the proposals are ranked and the most qualified firm(s) are determined, the County may conduct further negotiations, and/or request presentations from firm(s) to further assist in the clarification of information and selection process.

The County reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

## **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, handicap, age, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, handicap, age, color, religion, sex or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of the nondiscrimination clause.
- B. The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to race, handicap, age, color, religion, sex, or national origin.
- C. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the labor union or workers' representative of the contractor's commitments under the Equal Employment Opportunity section of this contract and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. In the event of the contractor's noncompliance with nondiscrimination clauses of this contract or with any such rules, regulations or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further County contracts.
- E. The contractor will include the provisions of this section in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Board of County Commissioners of the County of Durham, North Carolina so that such provisions will be binding such Subcontractor or Proposer.



## **LEGAL NOTICE**

### **RESEALING OF KENNEL FLOORS AT DURHAM COUNTY ANIMAL SHELTER**

#### **REQUEST FOR PROPOSALS (RFP No. 18-026Rebid)**

The County of Durham will receive proposals for the Resealing of Kennel Floors at Durham County Animal Shelter on **May XXX, 2018** in the Durham County Purchasing Division, 200 East Main Street, 4th Floor, Durham, North Carolina 27701. No proposals will be accepted after the official time and date.

An electronic copy of this Request for Proposals (RFP) can be obtained from Durham County's eBid System located under Bid Opportunities at <http://www.dconc.gov/government/departments-f-z/finance/bid-opportunities>. Proposers can download a copy of the solicitation and all addenda without registering in the system. However, in order to **automatically** receive email notifications of solicitations and addenda issued by the Purchasing Division, Proposers **MUST** register in the eBid system.

Questions concerning administrative matters should be directed to Hilda W. Williams, Senior Procurement Specialist, at (919) 560-0054 or via email at [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov).

The County reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

Publication Date: April 2018

**Attachment B**

**ADDENDUM ACKNOWLEDGEMENT  
(RFP NO. 18-026Rebid)**

Receipt of the following Addendum is acknowledged:

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Firm)

**Attachment C**

**NON-COLLUSION AFFIDAVIT**

State of North Carolina  
County of Durham

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ of \_\_\_\_\_, the Proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a **collusive** or **sham** Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a **collusive** or **sham** Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price of any other Proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Durham or any person interested in the proposed contract; and
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
*Signature of Proposer*

\_\_\_\_\_  
Date

Subscribed and sworn before me,  
this \_\_\_\_ day of \_\_\_\_\_, 20XX

(Seal)

\_\_\_\_\_  
Notary Public

Notary Public  
My Commission Expires: \_\_\_\_\_

**M/WBE FORMS**

(Affidavits A-C and Appendix E)

**Affidavit A**

**ATTACH TO BID**

**State of North Carolina AFFIDAVIT A - List of the Good Faith Effort**

**COUNTY OF DURHAM**

Affidavit of \_\_\_\_\_  
(Name of Bidder)

**I have made a good faith effort to comply under the following areas checked:**  
(A minimum of 5 areas must be checked in order to have achieved a "good faith effort")

- ☐ 1-Contacted minority businesses that reasonably could have 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-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-Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ 4-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 business.
- ☐ 5-Attended pre-bid meetings scheduled by the public owner.
- ☐ 6-Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ 7-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-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-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-Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cashflow demands.

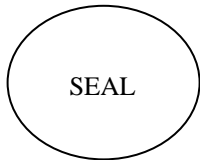
In accordance with GS 143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach 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 North Carolina, County of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Notary Public \_\_\_\_\_  
My commission expires \_\_\_\_\_



**Affidavit B**

**ATTACH TO BID – IF YOU ARE NOT UTILIZING SUBCONTRACTORS**

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

**COUNTY OF DURHAM**

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)

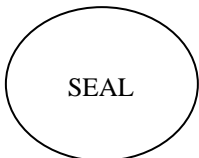
In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and agrees to provide any additional information or documentation requested by the owner in support of the above statement.

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 North Carolina, County of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_  
Notary Public \_\_\_\_\_  
My commission expires \_\_\_\_\_

**Affidavit C****ATTACH TO BID - IF YOU HAVE M/WBE PARTICIPATION****State of North Carolina AFFIDAVIT C - Portion of the Work to be Performed by Minority Firms****COUNTY OF DURHAM**

Durham County Goals for M/WBE Participation in the Procurement of Goods, Services and Construction

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	<b>10.4%</b>
Asian American	1.3	3.0	1.1	.43	<b>1.3%</b>
Hispanic American	4.2	1.8	1.1	.43	<b>1.5%</b>
American Indian	.65	.75	1.0	.5	<b>.70%</b>
White Female	13.8	11.0	9.5	7.1	<b>10.3%</b>
<b>Overall MWBE Participation Goal =</b>					<b>25.0%</b>

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

(Project Name)

Project ID No. \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority businesses enterprises. Work will be subcontracted to the following firms listed below. Attach additional sheets if needed.

Firm Name(Street Address/Zip/Telephone)	*Minority Category	Work Description	Dollar Value	Percentage of Goal

**\*Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**)

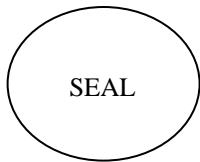
Pursuant to GS 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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 North Carolina, County of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_  
Notary Public \_\_\_\_\_  
My commission expires \_\_\_\_\_

## **Affidavit D**

**DO NOT SUBMIT WITH THE BID      DO NOT SUBMIT WITH THE BID      DO NOT SUBMIT WITH THE BID**  
**(NOTE: This form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If you do not meet the M/WBE Goal, the Bidder shall provide the following documentation of his Good Faith Efforts within **72 hours** after notification of being the low bidder.

### **State of North Carolina AFFIDAVIT D – Good Faith Efforts COUNTY OF DURHAM**

Durham County Goals for M/WBE Participation in the Procurement of goods, Services, and Construction

<b>Categories</b>	<b>Construction</b>	<b>Architect/ Engineer</b>	<b>Services</b>	<b>Goods</b>	<b>MWBE Availability % (Median Availability)</b>
Black American	14.6	9.8	10.9	2.8	<b>10.4%</b>
Asian American	1.3	3.0	1.1	.43	<b>1.3%</b>
Hispanic American	4.2	1.8	1.1	.43	<b>1.5%</b>
American Indian	.65	.75	1.0	.5	<b>.70%</b>
White Female	13.8	11.0	9.5	7.1	<b>10.3%</b>
<b>Overall MWBE Participation Goal =</b>					<b>25.0%</b>

Affidavit of \_\_\_\_\_

(Name of Bidder)

I do certify the attached documentation as true and accurate representation of my good faith efforts.

I will expend a minimum of \_\_\_\_% of the total dollar amount of the contract with minority businesses enterprises. Work will be subcontracted to the following firms listed below. Attach additional sheets if needed.

<b>Name and Phone Number</b>	<b>*Minority Category</b>	<b>Work description</b>	<b>Dollar Value</b>	<b>Percentage of Goal</b>

**\*Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**)

Documentation of the Bidder's good faith efforts to meet the goals set forth in the provisions. Examples of documentation include, but are not limited to, the following evidence:

- A. Copies of solicitation 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
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. 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.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.

- I. Letter documenting proposed assistance offered to minority business in need to 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.

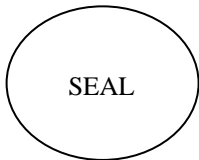
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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 North Carolina, County of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_  
Notary Public \_\_\_\_\_  
My commission expires \_\_\_\_\_

**Appendix E****MWBE DOCUMENTATION FOR CONTRACT PAYMENTS**

Prime Contractor/Architect: \_\_\_\_\_

Address &amp; Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Pay Application #: \_\_\_\_\_ Period: \_\_\_\_\_

The following is a list of payments to be made to minority business contractors on this project for the above-mentioned period.

<b>Firm Name</b>	<b>*Minority Category</b>	<b>Total Contract Amount</b>	<b>Amount Paid this Period</b>	<b>Total Payment Amount to date</b>	<b>Percentage of Work Completed</b>	<b>Scheduled Start Date</b>	<b>Scheduled End Date</b>

**\*Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**), Female (**F**)

Date: \_\_\_\_\_ Approved/Certified By: \_\_\_\_\_

Name

\_\_\_\_\_  
Title\_\_\_\_\_  
Signature**\*THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST & FINAL PAYMENT\***

**Attachment E**

**STATE OF NORTH CAROLINA**

**COUNTY OF DURHAM**

**AFFIDAVIT OF COMPLIANCE  
with N.C. E-Verify Statutes**

I, \_\_\_\_\_ (hereinafter the "Affiant"), being duly authorized by and on behalf of  
\_\_\_\_\_ (hereinafter "Contractor") after first being duly sworn hereby swears or affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes; and
2. Contractor understands that an "Employer", as defined in NCGS§64-25(4), is required by law to use E-Verify to verify the work authorization of its employees through E-Verify in accordance with NCGS§64-26(a). The term "Employer" does not include State agencies, counties, municipalities, or other governmental bodies.
3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in the state of North Carolina. (mark Yes or No)
  - a. YES \_\_\_\_\_
  - b. NO \_\_\_\_\_
4. Contractor will ensure compliance with E-Verify to the extent applicable and will ensure compliance by any subcontractors subsequently hired by Contractor to perform work under Contractor's contract with Durham County.

This \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Signature of Affiant

Print or Type Name: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the \_\_\_\_\_

day of \_\_\_\_\_, 201\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

(Affix Official/Notarial Seal)

**VENDOR APPLICATION/W-9 FORM**

**Attachment G**

**NO PROPOSAL REPLY FORM**

TO: Durham County

PROPOSAL #: **RFP No. 18-026Rebid**

Purchasing Division  
200 East Main Street, 4th Floor  
Durham, NC 27701

PROPOSAL TITLE: **Resealing of Kennel Floors at Durham  
County Animal Shelter**

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received an invitation, but does not wish to submit a proposal, state their reason(s) below and return to this office. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

\_\_\_\_\_ 1. We do not wish to participate in the proposal process.

\_\_\_\_\_ 2. We do not wish to submit a proposal under the terms and conditions of the Request for Proposal document. Our objections are:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 3. We do not feel we can be competitive.

\_\_\_\_\_ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.

\_\_\_\_\_ 5. We do not wish to sell to the Durham County. Our objections are:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 6. We do not sell the items/services on which Proposals are requested.

\_\_\_\_\_ 7. Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE

\_\_\_\_\_ We wish to remain on the Bidders' List.

\_\_\_\_\_ We wish to be deleted from the Bidders' List.



**Attachment H**



**PROPOSAL FORM**

**Resealing of Kennel Floors at the Animal Shelter  
(RFP 18-026Rebid)**

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the County of Durham.

**TOTAL PROPOSED COST**

\$ \_\_\_\_\_

\_\_\_\_\_  
(Total Proposed Cost in Words)

**The above Total Proposed Cost should be based on being awarded the entire project.**

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: \_\_\_\_\_

Authorized Signature:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm Name

## **SERVICE CONTRACT – SAMPLE**

**Attachment J**

**Addendum 1 - RFP 18-026**