

January 12, 2024

SCIENCE CLASSROOM RENOVATIONS

Brunswick County Schools

BMG Project No: 2022031.00

BID DATE, TIME, AND LOCATION *HAS CHANGED.*

Bid Date and Time: **Tuesday, February 6, 2024, at 2 PM**

Bid Location: Brunswick County Schools Operations, 199 Sessions Drive NE, Bolivia, NC 28422. Bids must be clearly labeled and placed in Bid Box at Front Door.

The following items supplement, change, delete or add to the Construction Documents as though repeated in full therein. All general conditions, special conditions, etc., as originally specified shall apply to these items.

1. PRE-BID MEETING

A mandatory Pre-Bid Meeting was held on Wednesday, January 10, 2024. The meeting minutes including a list of attendees is attached to the end of this Addendum.

2. CLARIFICATIONS / ADDITIONAL INFORMATION

- a. Bidders were requested to submit Bid Packages for each group in separate envelopes.
- b. Requests for Information (RFI) and Pre-Bid substitutions will be considered by the design team if submitted in writing via e-mail to Kim Wilson (kwilson@beckermorgan.com), and copied to Leah Stephens (lstephens@beckermorgan.com) and Rick Collins, AIA (rcollins@beckermorgan.com). Please do not call with questions. All RFI's must be received by **Wednesday, January 24, 2024, at 5 PM**. Any questions received after the RFI deadline will not be considered. Responses to Bidder RFI's will be formally answered by an addendum.
- c. BCS Science Classroom Visit Schedule is attached to the end of this Addendum.
- d. Site Visit Authorization Form:
 - Line for School/Location shall list every school Contractor wishes to visit.
 - Line for Contractor Requesting Access shall list Contractor and all Subcontractors wishing to visit schools.
 - Site Visit Authorization Form to be completed and submitted to Greg Shuskey, cshuskey@bcswan.net, copying Kim Wilson, kwilson@beckermorgan.com, **24 hours prior** to the date requested for each school they wish to visit.
 - Site Visit Authorization Form to be reviewed and signed by Greg Shuskey, then returned to Contractor to be taken to each school and kept in their possession during the entire school visit.

3. REQUESTS FOR INFORMATION

The following questions were asked and answered:

- a. Will Sales Tax be required on this project?
Response: This project is not tax exempt.

ADDENDUM NO. 4

SCIENCE CLASSROOM ADDITIONS

2022031.00

- b. Will casework vendor's name be released to Plan Holders?
Response: As soon as a laboratory casework vendor is selected, their name will be released to Plan Holders.
- c. Why is bonded storage required? Can casework be delivered directly to the school(s)?
Response: Yes, laboratory casework can be delivered directly to the school(s). But if storage of any materials is necessary, the storage shall be bonded.
- d. Should casework match existing?
Response: Laboratory casework vendor will match existing casework to the best of their ability.
- e. Will assembly be required for casework?
Response: Extent of assembly will be determined once casework vendor is selected.
- f. How will Contractor know the size of the sinks to be cut out in the countertops?
Response: Laboratory casework is integral, which shall include base cabinets, wall cabinets, countertops, and integral sinks.
- g. Will Contractor be responsible for the installation of the casework?
Response: Laboratory casework vendor shall be responsible for laboratory casework installation. Revised Architectural drawing notes regarding installation shall be released in the next addendum.
- h. Alternate No. 2 states, "Provide new science casework, countertops, sinks and related finishes." Is the Contractor responsible for purchasing any casework?
Response: Contractor will not be responsible for the purchase or installation of the laboratory casework. The language for Alternate No. 2 has been revised. See Drawing A101 – North Brunswick High School - 400 Building First Floor Plan, Drawing A102 – North Brunswick High School - 400 Building First Floor Plan, Specification Sections Notice to Bidders, Bid Packages – Group A / Group B / Group C, and 012300 – Alternates, attached to the end of this Addendum.
- i. Can Alternates be removed from Group B and Group C Bid Form? Since both Alternates are for Group A only?
Response: Yes, Bid Packages have been revised to remove Alternate language from Group B and Group C, attached to the end of this Addendum.
- j. Will remediation / abatement be required by the Contractor?
Response: No. Brunswick County Schools's report states there is no asbestos present.

4. DRAWINGS

The following drawings have been added or revised:

- a. **REVISED:** Drawing A101 – North Brunswick High School - 400 Building First Floor Plan, attached to the end of this Addendum.
- b. **REVISED:** Drawing A102 – North Brunswick High School - 400 Building First Floor Plan, attached to the end of this Addendum.

5. SPECIFICATIONS / PROJECT MANUAL

The following specifications have been added or revised:

- a. **REVISED:** Project Manual Cover, attached to the end of this Addendum.

ADDENDUM NO. 4

SCIENCE CLASSROOM ADDITIONS

2022031.00

- b. **REVISED:** Notice to Bidders, attached to the end of this Addendum.
- c. **REVISED:** Bid Package – Group A, attached to the end of this Addendum.
- d. **REVISED:** Bid Package – Group B, attached to the end of this Addendum.
- e. **REVISED:** Bid Package – Group C, attached to the end of this Addendum.
- f. **REVISED:** Specification Section 011000 – Summary, attached to the end of this Addendum.
- g. **REVISED:** Specification Section 012300 – Alternates, attached to the end of this Addendum.
- h. **REVISED:** Specification Section 123553 – Laboratory Casework, attached to the end of this Addendum.

6. ATTACHMENTS

- a. Pre-Bid Meeting Minutes and Sign-In Sheet
- b. BCS Science Classroom Visit Schedule
- c. Drawing A101 – North Brunswick High School - 400 Building First Floor Plan
- d. Drawing A102 – North Brunswick High School - 400 Building First Floor Plan
- e. Project Manual Cover
- f. Notice to Bidders
- g. Bid Package – Group A
- h. Bid Package – Group B
- i. Bid Package – Group C
- j. Section 011000 – Summary
- k. Section 012300 – Alternates
- l. Section 123553 – Laboratory Casework

END OF ADDENDUM NO. 4

Pre-Bid Meeting Agenda

Date: Wednesday, January 10, 2024 **Time:** 2 PM

Project: Brunswick County Schools

Science Classroom Renovations

Location: Brunswick County Schools Operations
199 Sessions Drive NE
Bolivia, North Carolina 28422

1. Introductions

- a. An attendance sign-in sheet is attached to the end of the minutes.

2. Project Summary / Bid Packages

- a. Work Scope: At present the science classrooms lack certain features now required by DPI, such as safety cabinets, eye wash, signage, emergency disconnects, and ventilation. The scope per school and classroom varies quite a bit. Please pay close attention to the drawings for each school separately.
- b. Bid Opening Date and Time: Wednesday, January 31, 2024, at 2 PM.
 - Discussed revising bid date and time, to be addressed in future Addendum.
- c. Bid Opening Location: Brunswick County Schools Operations, 199 Sessions Drive NE, Bolivia, NC 28422. Bids must be clearly labeled and placed in Bid Box at Front Door.
- d. Last Day for Questions and Substitution Requests: Friday, January 19, 2024, at 2 PM, to be submitted in writing via email to Kim Wilson (kwilson@beckermorgan.com), and copied to Leah Stephens (lstephens@beckermorgan.com) and Rick Collins, AIA (rcollins@beckermorgan.com).
 - Discussed revising date and time, to be addressed in future Addendum.
- e. Addenda:
 - Addendum No. 1, dated January 4, 2024
 - Minimum one (1) Superintendent per Group.
 - Addendum No. 2, dated January 8, 2024
 - Added Drawing AD102
 - Addendum No. 3, dated January 9, 2024
 - Site Visit Authorization Form due to Greg Shuskey, at cshuskey@bcswan.net, 24 hours prior to the requested school's visit.
- f. Group A:
 - Leland Middle School, 927 Old Fayetteville Road NE, Leland, North Carolina
 - North Brunswick High School, 114 Scorpion Drive, Leland, North Carolina
- g. Group B:
 - South Brunswick High School, 280 Cougar Drive, Southport, North Carolina

- South Brunswick Middle School, 100 Cougar Drive, Southport, North Carolina
- h. Group C:
 - Cedar Grove Middle School, 750 Grove Trail SW, Supply North Carolina
 - Shallotte Middle School, 225 Village Road, Shallotte, North Carolina
 - Waccamaw School, 5901 Waccamaw School Road NW, Ash, North Carolina
 - West Brunswick High School, 550 Whiteville Road, Shallotte, North Carolina
- i. Alternates:
 - Alternate No. 1: NBHS Rooms 410 and 757 New Fume Hood. Install countertop fume hood as specified in Section 115313 – Laboratory Fume Hoods.
 - Alternate No. 2: NBHS Room 406 Upgrade. Provide new science casework, countertops, sinks and related finishes. Coordinate demolition and new work with MEP Alternate #2. Coordination of all demolition and new work notes and keynotes apply.
- j. Permits: Each location (8) will require a separate building permit, inspections, and closeout. Becker Morgan Group shall submit the plans to various AHJ Permitting agencies. General Contractor shall be responsible for obtaining and for payment of building permits.
- k. Owner-Furnished Contractor Installed Products:
 - Owner-Furnished items shall include the fabrication and coordination with General Contractor of delivery, bonded storage, and installation of furniture components of base cabinets, wall cabinets, countertops, and integral sinks.
 - General Contractor shall coordinate delivery and bonded storage with Laboratory Casework Vendor, and shall provide INSTALLATION of furniture components of base cabinets, wall cabinets, countertops, and integral sinks.
 - Owner-Furnished Contractor Installed Products:
 - Casework: Base and Wall Cabinet
 - Countertops
 - Integral Sinks

3. Construction Project Schedule

- a. Time of Performance: 70 Calendar Days
- b. Liquidated Damages: \$250 per Calendar Day per School that Substantial Completion is delayed beyond Wednesday, August 7, 2024, due to reasons not associated with material lead time and/or deliveries and permitting delaying start of work past Thursday, May 30, 2024.

4. MBE Participation Requirements

- a. MBE/WBE/HUB/DBE participation goal is 10.0%.
- b. Only certified MBE/WBE/HUB/DBE firms will be counted towards the goal. Firms must be certified with the Office of Historically Underutilized Businesses (HUB) or with the North Carolina Department of Transportation (NCDOT) to be counted. The Statewide Uniform Certification Program took effect on July 1, 2009. For more information, visit the HUB website at <http://www.doa.nc.gov/hub/> or visit the NCDOT website at www.ncdot.org.
- c. Bidders must make a "good faith effort" to identify and subcontract with MBE/WBE/HUB/DBE firms as defined in the bid document.
- d. Bidders must sign and notarize Affidavit "A" or "B" in order for your bid to be considered.

- e. Bidders must supply a list of all HUB certified/minority businesses to be used as construction contracts, vendors, supplies, or providers of professional services on this project.

5. Bid Submittal Requirements

- a. Bid Form(s) as provided in the Specifications. Bid Forms are separated by Group.
- b. All blanks on the Bid Form(s) shall be legibly executed.
- c. Sums shall be expressed in both words and numbers. In case of discrepancy, words shall govern.
- d. Edits to entries on the Bid Form(s) must be initialed by the signer of the Bid.
- e. The following items shall be included with each Bid Proposal:
 - Completed and signed 'Bid Form'
 - Completed 'Form of Bid Bond' with Power of Attorney, Cash Deposit or Certified Check
 - Completed and Notarized 'E-Verify Affidavit'
 - Completed 'Identification of HUB Certified/Minority Business Participation'
 - Completed and notarized
 - 'State of North Carolina Affidavit A – Listing of Good Faith Efforts'
 - OR-
 - 'State of North Carolina Affidavit B – Intent to Perform Contract with Own Workforce'
- f. Review Insurance Requirements in General Conditions of the Contract for Construction thoroughly.
- g. Bid proposals shall remain firm for not less than ninety (90) calendar days after date of bid receipt.

6. Brunswick County Schools Safety and Job Site Requirements:

NUMBER 1 PRIORITY IS THE SAFETY OF STUDENTS AND STAFF. NO INTERACTION WITH STUDENTS.

- a. No Firearms.
- b. No alcohol or drugs (except prescribed by doctor).
- c. No indecent language, unacceptable dress or acts on site.
- d. Smoking (tobacco or e-cigarettes) is prohibited on school premises, both indoors and outdoors.
- e. Contractor identification at all times (T-Shirts, Badges, etc.).
- f. Construction Area Control.
- g. Sign-in at school every day.
- h. Material lay-down area.
- i. Temporary port-a-jon area.
- j. Daily Cleaning of construction debris.

7. Brunswick County Schools General Conditions of the Contract for Construction

8. Site Visits and Site Visit Authorization Form

- a. Site Visit Matrix to be released via future Addendum.

- b. On Site Visit Authorization Form, line for School/Location shall list every school Contractor intends to visit.
- c. On Site Visit Authorization Form, line for Contractor Requesting Access shall list Contractor and all Subcontractors wishing to visit schools.
- d. Site Visit Authorization Form to be completed and submitted to Greg Shuskey, cshuskey@bcswan.net, copying Kim Wilson, kwilson@beckermorgan.com, 24 hours prior to the date requested for each school intended to visit.
- e. Site Visit Authorization Form to be reviewed and signed by Greg Shuskey, then returned to Contractor to be kept in Contractor's possession at every school visit.

9. Conclusion

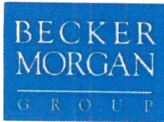
a. Questions:

- Will Sales Tax be required on this project?
- Will casework vendor name be released to Plan Holders?
- Why is bonded storage required. Can casework be delivered to the school(s)?
- Should casework match existing?
- Will assembly be required for casework?
- How will Contractor know the size of the sinks to be cut out in the countertops?
- Will Contractor be responsible for the installation of the casework?
- Alternate No. 2 states Provide new science casework, countertops, sinks, and related finishes. Is the Contractor responsible for purchasing casework?
- Can alternates be removed from Group B and Group C, since both alternates only deal with Group A?
- Will remediation / abatement be required by the Contractor?

b. Communications:

- Each Group's Bid Package shall be submitted in separate envelopes.

202203100_PreBid_Minutes.docx



ARCHITECTURE
ENGINEERING

Pre-Bid Meeting Attendance

Project Name: Brunswick County Schools - Science Classroom Renovations
Project No: 2022031.00

Date & Time: Wednesday, January 10, 2024, at 2 PM
Location: Brunswick County Schools Operations
199 Sessions Drive NE
Bolivia, North Carolina 28422

Name	Company Representing	Phone No.	Email Address	Mark Intended Bid Group(s)		
				Group A	Group B	Group C
Kim Wilson	Becker Morgan Group	(910) 341-7600	kwilson@beckermorgan.com			
Jennifer Lancaster	Stonehenge Building	(910) 471-2268	stonehenge.bui223@bellsouth.net		✓	✓
MIKE ILLES	FBi CONSTRUCTION	843 665-0408	mike.illes@fbiconstruction.com		✓	✓
CHARLIE MILLER	PERI CITY BUILDERS	910.791.8272	PERICITYBUILDERSINC@GMAIL.COM	X	X	
FRED COMBS	BLANKENSHIP ASSOC.	919-810-6334	F.COMBS@BLANKENSHIPASSOC.COM	X	X	X
SCOT THOMPSON	TEAM CONSTRUCTION	910-320-8528	sthompson@teamconstruction.com	-	-	-
Matt Wallace	GH Construction	910-880-3606	matt@ghconstruction.net	-	-	-
Don KreK	Clancy & Thye	910.599.2467	donkreke@clancythye.com	-	-	-
Leah Stephens	BMG	910.341.7600	lstephens@beckermorgan.com	-	-	-
GREG SHUSKEY	BCS	910-274-1127	cshuskey@bcswm.net			
Frank Hoke	Timeless Properties	4103659274	Frank@TimelessProperties.com	✓	✓	✓
Rudy Dombroski	ATD BUILDING	910-620-3263	Rudy@ATDBUILDINGGROUP.COM	✓	✓	✓
Virgil Holmes	Group III mgt	252-560-8536	jackie@groupiii.com	✓	✓	✓
Rachel Hernandez	Hanover Coatings	910-313-0866	estimating@hanovercoating.com	✓	✓	✓
Brooke Parkinson	Hanover Interiors Inc	910-262-1895	brooke@hanoverinteriorsinc.com	✓	✓	✓

Pre-Bid Meeting Attendance

Project Name: Brunswick County Schools - Science Classroom Renovations
Project No: 2022031.00

Date & Time: Wednesday, January 10, 2024, at 2 PM
Location: Brunswick County Schools Operations
199 Sessions Drive NE
Bolivia, North Carolina 28422

[illegible]

BCS Science Classroom Visit Schedule

Project	BCS Science Classroom Upgrade								
Bid Opening	1/31/2024								
NBHS	7:35AM - 9:05AM	9:10AM - 10:40AM	10:45AM - 11:10AM	11:15AM - 1:05PM	1:10PM - 2:40PM				
1/15/2024 (MLK Holiday)									
1/16/24 - 1/19/24		410, 413	757	407, 408, 753					
1/22/2024	All Rooms	All Rooms	All Rooms	All Rooms	All Rooms				
1/23/2024		410, 413	757	407, 408, 753					
SBHS	7:40AM - 9:00AM	9:00AM - 10:20AM	10:20AM - 10:50AM	10:50AM - 11:20AM	11:20AM - 11:50AM	11:55AM - 1:15PM	1:15PM - 2:40PM		
1/15/2024 (MLK Holiday)									
1/16/24 - 1/19/24	404, 415	405	408 (Wed Only)	405, 409, 411, 415 (Wed Only)	404 (Wed Only)	409	408, 411		
1/22/2024	All Rooms	All Rooms	All Rooms	All Rooms	All Rooms	All Rooms	All Rooms		
1/23/2024	404, 415	405	408 (Wed Only)	405, 409, 411, 415 (Wed Only)	408 (Wed Only)	409	408, 411		
WBHS	7:40AM - 9:00AM	9:10AM - 10:50AM	10:55AM - 1:05AM	1:10PM - 2:40PM	10:55AM - 11:19AM (Lunch)				
1/15/2024 (MLK Holiday)									
1/16/24 - 1/19/24	406, 417	402, 421	401, 403, 416	411, 412	All Rooms				
1/22/2024	All Rooms	All Rooms	All Rooms	All Rooms	All Rooms				
1/23/2024	406, 417	402, 421	401, 403, 416	411, 412	All Rooms				

BCS Science Classroom Visit Schedule

[illegible]

BCS Science Classroom Visit Schedule

[illegible]



FLOOR PLAN LEGEND	
AC	ACIDS CABINET
CB	CHALK BOARD
CC	CORROSIVES CABINET
CH	COAT HOOKS
DEWH	DECK MTD. EYEWASH WITH DRENCH HOSE
DW	DISHWASHER
ESO	EMERGENCY SHUT OFF
EW	EYEWASH
FB	FIRE BLANKET
FE	WALL MOUNTED FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FLC	FLAMMABLES CABINET
GC	GOGGLE CABINET
IM	ICE MACHINE
REF	REFRIGERATOR
SB	SMART BOARD
SHWR	EMERGENCY SHOWER
TB	TACK BOARD
WB	WHITE BOARD
WEWH	WALL MTD. EYEWASH WITH DRENCH HOSE

1 NBHS - 400 BUILDING FIRST FLOOR PLAN
A101 SCALE: 1/8" = 1'-0"

PRICING AND BIDDING NOTES

CASEWORK VENDOR PRICING TO INCLUDE THE FABRICATION OF AND COORDINATION WITH GENERAL CONTRACTOR FOR DELIVERY, BONDED STORAGE, AND INSTALLATION OF FURNITURE COMPONENTS OF BASE CABINETS, WALL CABINETS, COUNTERTOPS, AND INTEGRAL SINKS. ITEMS INCLUDED, BUT NOT LIMITED TO, SPECIFICATION SECTION: 123553 - LABORATORY CASEWORK. REFER TO SPECIFICATION SECTION: 123553 - LABORATORY CASEWORK - FOR DELIVERY DEADLINE AND LIQUIDATED DAMAGES RELATED TO DELIVERY DEADLINE.

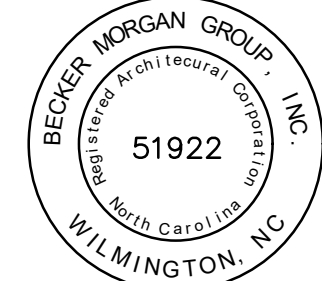
GENERAL CONTRACTOR BIDDING TO INCLUDE THE COORDINATION OF DELIVERY AND BONDED STORAGE WITH LABORATORY CASEWORK VENDOR AND THE INSTALLATION OF FURNITURE COMPONENTS INCLUDING BASE CABINETS, WALL CABINETS, COUNTERTOPS, AND INTEGRAL SINKS, AS LISTED IN SPECIFICATION SECTION: 123553 - LABORATORY CASEWORK.

GENERAL NOTES

- THE CONTRACTOR SHALL REVIEW AND COORDINATE THE SCHEDULING OF ALL CONSTRUCTION WITH THE BUILDING OWNER. SUBMIT DETAILED CONSTRUCTION SCHEDULE PRIOR TO DOING WORK INCLUDING PHASED CONSTRUCTION AND AFTER HOURS WORK.
- THE CONTRACTOR SHALL TAKE ADEQUATE PRECAUTIONS TO ENSURE THAT SECURITY BETWEEN CONSTRUCTION AREA AND AREAS WHICH ARE PUBLIC OR OTHERWISE OCCUPIED SHALL BE MAINTAINED.
- CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL EXITS, EXIT LIGHTING, FIRE PROTECTION DEVICES AND ALARMS TO CONFORM TO LOCAL BUILDING CODE REQUIREMENTS.
- THE CONTRACTOR SHALL MAINTAIN THE RATING OF ALL REQUIRED RATED WALLS AT ALL INTERSECTIONS, CONNECTIONS, AND PENETRATIONS.
- CHASE WALLS SHALL MATCH ADJACENT CONSTRUCTION; TYPICAL, UNLESS OTHERWISE NOTED.
- TRANSITIONS OF FLOOR MATERIALS TO BE LOCATED AT CENTERLINE OF DOORS IN CLOSED POSITION; TYPICAL, UNLESS OTHERWISE NOTED.
- PAINT BACK SIDES OF REMOVABLE ACCESS PANELS AND HINGED COVERS TO MATCH EXPOSED SURFACE.
- CAULK ALL JOINT OR CRACKS WHICH OCCUR WHERE DISSIMILAR MATERIALS INTERSECT PERPENDICULAR TO EACH OTHER AND THE INTERSECTION IS EXPOSED TO VIEW UNLESS INDICATED OTHERWISE ON THE DRAWINGS.
- WHERE SLAB CUTS OCCUR TO PERFORM NEW WORK; PATCH CONCRETE FLOOR AS FOLLOWS: LEVEL EXISTING SUB-GRADE AND TAMP TO ACHIEVE SUITABLE COMPACTION. INSTALL 67 STONE FILL UP TO THE LEVEL OF THE BOTTOM OF THE EXISTING SLAB AND INSTALL A 15MIL VAPOR BARRIER WITH TURNED UP EDGES AT THE FACE OF THE EXISTING SLAB. HOLD IN PLACE WITH TAPE. INSTALL NON-SHRINK CONCRETE AND TOOL TO A SMOOTH FINISH LEVEL WITH THE EXISTING SLAB. PROVIDE EXPANSION MATERIAL BETWEEN THE EXISTING WALL AND NEW NON-SHRINK CONCRETE INFILL.
- WHERE DEMOLITION OR NEW WORK AFFECTS WALLS: PATCH, REPAIR AND INFILL SURFACES AS NECESSARY TO MAINTAIN CONTINUITY OF ORIGINAL FINISHES AND ANY UL ASSEMBLY RATINGS.
- FOR ANY EXTERIOR WALL OR ROOF PENETRATIONS: PATCH AND REPAIR ASSEMBLIES TO MAINTAIN ORIGINAL ENERGY EFFICIENCY CONSTRUCTION AND/OR IN COMPLIANCE WITH MANUFACTURER WARRANTY PENETRATION DETAILS.
- WHERE DEMOLITION OR NEW WORK AFFECTS CEILING FINISHES: REPAIR WITH ORIGINAL UNDAMAGED TILE AND GRID OR REPLACE WITH NEW TO MATCH EXISTING.

KEYED NOTES (ALL NOTES DO NOT APPLY)

- NEW EYEWASH, EYEWASH WITH DRENCH HOSE, OR DECK MOUNTED EYE WASH. COORDINATE TYPE WITH PLUMBING DRAWINGS AND SCHEDULE
- NEW FUME HOOD
- NEW WALL-MOUNTED EMERGENCY SHOWER. SEE PLUMBING DRAWINGS
- NEW EPOXY-RESIN SINKS WITH SINK COVERS. SEE PLUMBING DRAWINGS. CONTRACTOR TO VERIFY SIZE OF SINK/COVER PRIOR TO PURCHASE
- NEW SPARK FREE REFRIGERATOR
- NEW GOGGLE SANITIZER CABINET. MOUNT AT 3'-4" AFF
- NEW DISHWASHER. SEE SIGNAGE DRAWING FOR REQUIRED SIGN
- CONTRACTOR TO REPAIR THRU WALL/ROOF PENETRATIONS AT NEW FUME HOODS. COORDINATE LOCATION WITH PME DRAWINGS.
- ALTERNATE #1: INSTALL NEW FUME HOOD
- ALTERNATE #2: COORDINATE INSTALLATION OF OWNER PROVIDED SCIENCE CASEWORK, COUNTERTOPS, SINKS, AND RELATED FINISHES. PROVIDE AND COORDINATE DEMOLITION AND NEW WORK WITH PME ALTERNATE #2. ALL DEMOLITION AND NEW WORK NOTES AND KEYNOTES APPLY.
- NEW TALL LOCKING CABINETS. MECHANICALLY ATTACH TO WALL WITH BOLTS, SCREWS OR OTHER DEVICES
- RELOCATED OR NEW SMART BOARD / TACK BOARD / WHITE BOARD. SEE 1/A201
- NEW COAT HOOKS. SEE ROOM ELEVATIONS FOR MOUNTING HEIGHTS
- RELOCATED CABINET. MECHANICALLY ATTACH TO WALL WITH BOLTS, SCREWS OR OTHER DEVICES
- NEW WOOD CABINETRY WITH EPOXY-RESIN COUNTER TOPS. MECHANICALLY ATTACH CABINETS TO WALL WITH BOLTS, SCREWS OR OTHER DEVICES
- NEW EPOXY-RESIN WINDOW SILL TO MATCH NEW COUNTER TOPS
- RELOCATED OR NEW SAFETY EQUIPMENT AND SIGNAGE
- PAINT ALL WALLS THIS ROOM AND INSTALL NEW RUBBER COVE BASE
- NEW EPOXY-RESIN COUNTER TOP
- NEW WOOD CABINETRY, EPOXY-RESIN COUNTERTOP AND EPOXY-RESIN SINK, MECHANICALLY ATTACH CABINETS TO WALL WITH BOLTS, SCREWS OR OTHER DEVICES
- NEW 6" STL. STUD WALL WITH EPOXY-RESIN TOP. SEE ELEVATIONS
- NEW FIRE EXTINGUISHER CABINET
- NEW EPOXY-RESIN PEGBOARD
- NOT USED
- EXISTING LAB TABLE, RELOCATED
- NOT USED
- EXISTING LOCKERS RELOCATED
- WHEELED PLASTIC TUB CART FOR CHEMICAL TRANSFER. SEE SPECIFICATIONS
- NOT USED
- RELOCATED OR NEW SAFETY CABINETS. SEE ELEVATIONS
- REFRIGERATOR RELOCATED FROM OTHER CLASSROOM
- PAINT NEW WALL AND INSTALL RCB
- NEW EMERGENCY SHUT-OFF BUTTON. SEE ELECTRICAL DRAWINGS
- ACCESSIBLE SHOWER/EYE WASH. COORDINATE WITH PLUMBING DRAWINGS AND SCHEDULE
- NO BASE CABINETS. LEAVE OPEN FOR CLEAN-OUT ACCESS



PROJECT TITLE



BRUNSWICK
COUNTY SCHOOLS

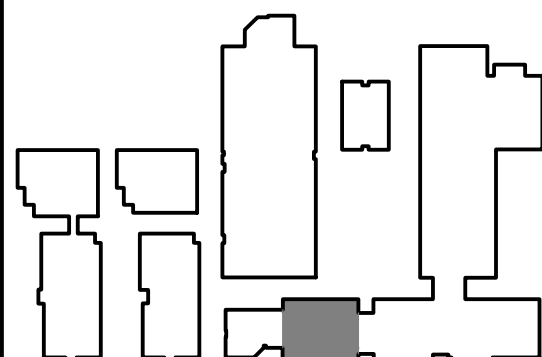
SCIENCE
CLASSROOM
RENOVATIONS

- NORTH BRUNSWICK
HIGH SCHOOL

DSP #: 100
DPI SCHOOL #: 326

SHEET TITLE

NORTH BRUNSWICK
HIGH SCHOOL -
400 BUILDING FIRST
FLOOR PLAN



KEYPLAN

ISSUE BLOCK	

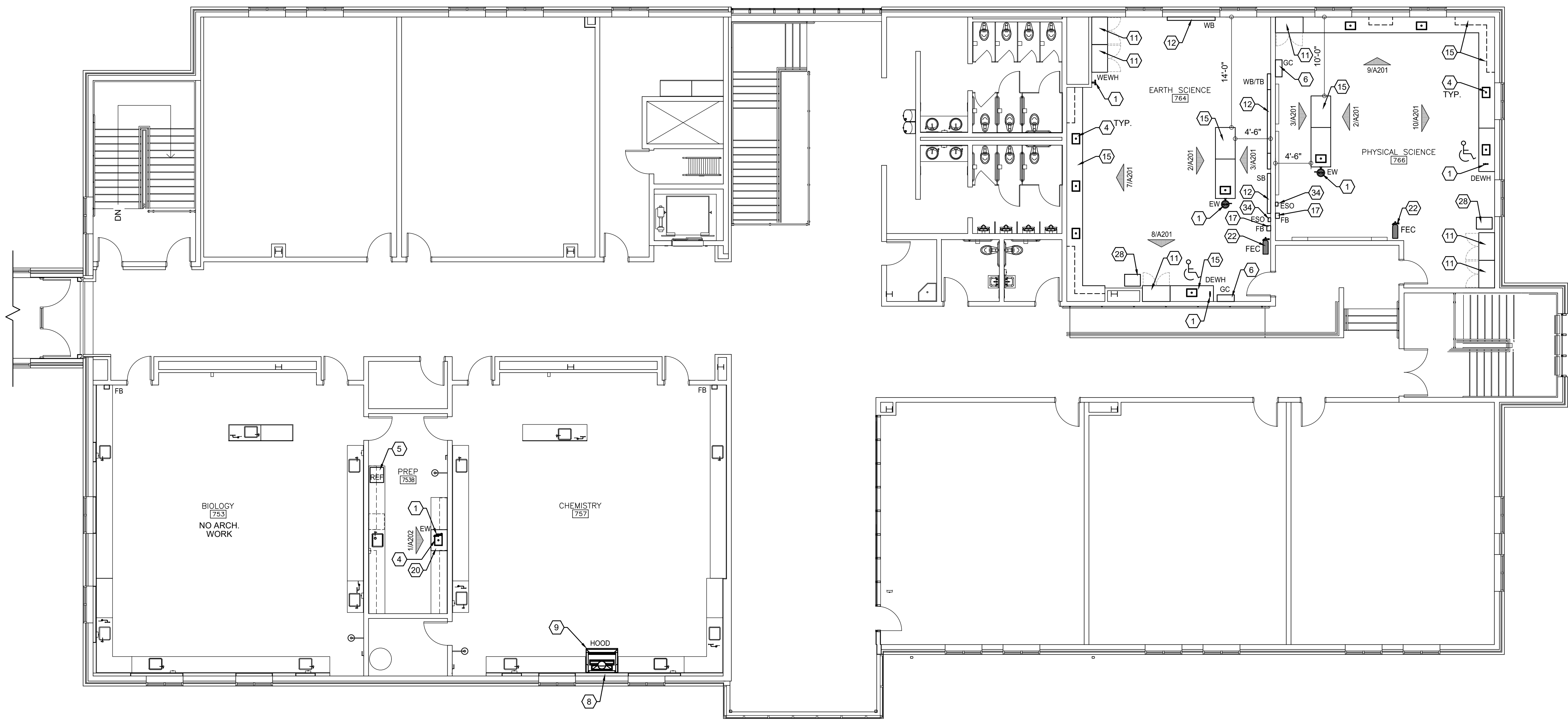
DATE	01.12.2024	DESCRIPTION	ADDENDUM #4
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PROJECT NO:	2022031.04
DATE:	01.03.2024

SCALE:	
DRAWN BY:	LJR
PROJ MGR:	RMC

A101

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1 NBHS - 700 BUILDING SECOND FLOOR PLAN
A102 SCALE: 1/8" = 1'-0"

PRICING AND BIDDING NOTES

CASEWORK VENDOR PRICING TO INCLUDE THE FABRICATION OF AND COORDINATION WITH GENERAL CONTRACTOR FOR DELIVERY, BONDED STORAGE, AND INSTALLATION OF FURNITURE COMPONENTS OF BASE CABINETS, WALL CABINETS, COUNTERTOPS, AND INTEGRAL SINKS. ITEMS INCLUDED, BUT NOT LIMITED TO, SPECIFICATION SECTION: 123553 - LABORATORY CASEWORK. REFER TO SPECIFICATION SECTION: 123553 - LABORATORY CASEWORK - FOR DELIVERY DEADLINE AND LIQUIDATED DAMAGES RELATED TO DELIVERY DEADLINE.

GENERAL CONTRACTOR BIDDING TO INCLUDE THE COORDINATION OF DELIVERY AND BONDED STORAGE WITH LABORATORY CASEWORK VENDOR AND THE INSTALLATION OF FURNITURE COMPONENTS INCLUDING BASE CABINETS, WALL CABINETS, COUNTERTOPS, AND INTEGRAL SINKS, AS LISTED IN SPECIFICATION SECTION: 123553 - LABORATORY CASEWORK.

GENERAL NOTES

- THE CONTRACTOR SHALL REVIEW AND COORDINATE THE SCHEDULING OF ALL CONSTRUCTION WITH THE BUILDING OWNER. SUBMIT DETAILED CONSTRUCTION SCHEDULE PRIOR TO DOING WORK INCLUDING PHASED CONSTRUCTION AND AFTER HOURS WORK.
- THE CONTRACTOR SHALL TAKE ADEQUATE PRECAUTIONS TO ENSURE THAT SECURITY BETWEEN CONSTRUCTION AREA AND AREAS WHICH ARE PUBLIC OR OTHERWISE OCCUPIED SHALL BE MAINTAINED.
- CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL EXITS, EXIT LIGHTING, FIRE PROTECTION DEVICES AND ALARMS TO CONFORM TO LOCAL BUILDING CODE REQUIREMENTS.
- THE CONTRACTOR SHALL MAINTAIN THE RATING OF ALL REQUIRED RATED WALLS AT ALL INTERSECTIONS, CONNECTIONS, AND PENETRATIONS.
- CHASE WALLS SHALL MATCH ADJACENT CONSTRUCTION; TYPICAL, UNLESS OTHERWISE NOTED.
- TRANSITIONS OF FLOOR MATERIALS TO BE LOCATED AT CENTERLINE OF DOORS IN CLOSED POSITION; TYPICAL, UNLESS OTHERWISE NOTED.
- PAINT BACK SIDES OF REMOVABLE ACCESS PANELS AND HINGED COVERS TO MATCH EXPOSED SURFACE.
- CAULK ALL JOINT OR CRACKS WHICH OCCUR WHERE DISSIMILAR MATERIALS INTERSECT PERPENDICULAR TO EACH OTHER AND THE INTERSECTION IS EXPOSED TO VIEW UNLESS INDICATED OTHERWISE ON THE DRAWINGS.
- WHERE SLAB CUTS OCCUR TO PERFORM NEW WORK; PATCH CONCRETE FLOOR AS FOLLOWS: LEVEL EXISTING SUB-GRADE AND TAMP TO ACHIEVE SUITABLE COMPACTION. INSTALL 67 STONE FILL UP TO THE LEVEL OF THE BOTTOM OF THE EXISTING SLAB AND INSTALL A 15MIL VAPOR BARRIER WITH TURNED UP EDGES AT THE FACE OF THE EXISTING SLAB. HOLD IN PLACE WITH TAPE. INSTALL NON-SHRINK CONCRETE AND TOOL TO A SMOOTH FINISH LEVEL WITH THE EXISTING SLAB. PROVIDE EXPANSION MATERIAL BETWEEN THE EXISTING WALL AND NEW NON-SHRINK CONCRETE INFILL.
- WHERE DEMOLITION OR NEW WORK AFFECTS WALLS: PATCH, REPAIR AND INFILL SURFACES AS NECESSARY TO MAINTAIN CONTINUITY OF ORIGINAL FINISHES AND ANY UL ASSEMBLY RATINGS.
- FOR ANY EXTERIOR WALL OR ROOF PENETRATIONS: PATCH AND REPAIR ASSEMBLIES TO MAINTAIN ORIGINAL ENERGY EFFICIENCY CONSTRUCTION AND/OR IN COMPLIANCE WITH MANUFACTURER WARRANTY PENETRATION DETAILS.
- WHERE DEMOLITION OR NEW WORK AFFECTS CEILING FINISHES: REPAIR WITH ORIGINAL UNDAMAGED TILE AND GRID OR REPLACE WITH NEW TO MATCH EXISTING.

KEYED NOTES (ALL NOTES DO NOT APPLY)

- NEW EYEWASH, EYEWASH WITH DRENCH HOSE, OR DECK MOUNTED EYE WASH. COORDINATE TYPE WITH PLUMBING DRAWINGS AND SCHEDULE
- NEW FUME HOOD
- NEW WALL-MOUNTED EMERGENCY SHOWER. SEE PLUMBING DRAWINGS
- NEW EPOXY-RESIN SINKS WITH SINK COVERS. SEE PLUMBING DRAWINGS. CONTRACTOR TO VERIFY SIZE OF SINK/COVER PRIOR TO PURCHASE
- NEW SPARK FREE REFRIGERATOR
- NEW GOGGLE SANITIZER CABINET. MOUNT AT 3'-4" AFF
- NEW DISHWASHER. SEE SIGNAGE DRAWING FOR REQUIRED SIGN
- CONTRACTOR TO REPAIR THRU WALL/ROOF PENETRATIONS AT NEW FUME HOODS. COORDINATE LOCATION WITH PME DRAWINGS.
- ALTERNATE #1: INSTALL NEW FUME HOOD
- ALTERNATE #2: COORDINATE INSTALLATION OF OWNER PROVIDED SCIENCE CASEWORK, COUNTERTOPS, SINKS, AND RELATED FINISHES. PROVIDE AND COORDINATE DEMOLITION AND NEW WORK WITH PME ALTERNATE #2. ALL DEMOLITION AND NEW WORK NOTES AND KEYNOTES APPLY.
- NEW TALL LOCKING CABINETS. MECHANICALLY ATTACH TO WALL WITH BOLTS, SCREWS OR OTHER DEVICES
- RELOCATED OR NEW SMART BOARD / TACK BOARD / WHITE BOARD. SEE 1/A201
- NEW COAT HOOKS. SEE ROOM ELEVATIONS FOR MOUNTING HEIGHTS
- RELOCATED CABINET. MECHANICALLY ATTACH TO WALL WITH BOLTS, SCREWS OR OTHER DEVICES
- NEW WOOD CABINETRY WITH EPOXY-RESIN COUNTER TOPS. MECHANICALLY ATTACH CABINETS TO WALL WITH BOLTS, SCREWS OR OTHER DEVICES
- NEW EPOXY-RESIN WINDOW SILL TO MATCH NEW COUNTER TOPS
- RELOCATED OR NEW SAFETY EQUIPMENT AND SIGNAGE
- PAINT ALL WALLS THIS ROOM AND INSTALL NEW RUBBER COVE BASE
- NEW EPOXY-RESIN COUNTER TOP
- NEW WOOD CABINETRY. EPOXY-RESIN COUNTERTOP AND EPOXY-RESIN SINK. MECHANICALLY ATTACH CABINETS TO WALL WITH BOLTS, SCREWS OR OTHER DEVICES
- NEW 6" STL. STUD WALL WITH EPOXY-RESIN TOP. SEE ELEVATIONS
- NEW FIRE EXTINGUISHER CABINET
- NEW EPOXY-RESIN PEGBOARD
- NOT USED
- EXISTING LAB TABLE, RELOCATED
- NOT USED
- EXISTING LOCKERS RELOCATED
- WHEELED PLASTIC TUB CART FOR CHEMICAL TRANSFER. SEE SPECIFICATIONS
- NOT USED
- NOT USED
- RELOCATED OR NEW SAFETY CABINETS. SEE ELEVATIONS
- REFRIGERATOR RELOCATED FROM OTHER CLASSROOM
- PAINT NEW WALL AND INSTALL RCB
- NEW EMERGENCY SHUT-OFF BUTTON. SEE ELECTRICAL DRAWINGS
- ACCESSIBLE SHOWER/EYE WASH. COORDINATE WITH PLUMBING DRAWINGS AND SCHEDULE
- NO BASE CABINETS. LEAVE OPEN FOR CLEAN-OUT ACCESS

FLOOR PLAN LEGEND

AC	ACIDS CABINET
CB	CHALK BOARD
CC	CORROSIVES CABINET
CH	COAT HOOKS
DEWH	DECK MTD. EYEWASH WITH DRENCH HOSE
DW	DISHWASHER
ESO	EMERGENCY SHUT OFF
EW	EYEWASH
FB	FIRE BLANKET
FE	WALL MOUNTED FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FLC	FLAMMABLES CABINET
GC	GOGGLE CABINET
IM	ICE MACHINE
REF	REFRIGERATOR
SB	SMART BOARD
SHWR	EMERGENCY SHOWER
TB	TACK BOARD
WB	WHITE BOARD
WEWH	WALL MTD. EYEWASH WITH DRENCH HOSE



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910.341.7600
Salisbury, MD
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Salisbury, MD 21801
410.546.9100
Dover, DE
309 S Governors Ave
Dover, DE 19804
302.734.7850
www.beckermorgan.com



PROJECT TITLE



BRUNSWICK
COUNTY SCHOOLS

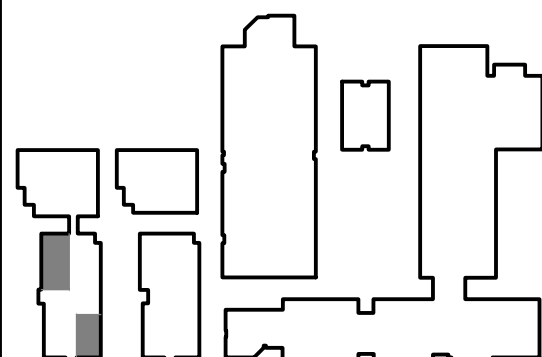
SCIENCE
CLASSROOM
RENOVATIONS

- NORTH BRUNSWICK
HIGH SCHOOL

DSP # : 100
DPI SCHOOL #: 326

SHEET TITLE

NORTH BRUNSWICK
HIGH SCHOOL -
400 BUILDING FIRST
FLOOR PLAN



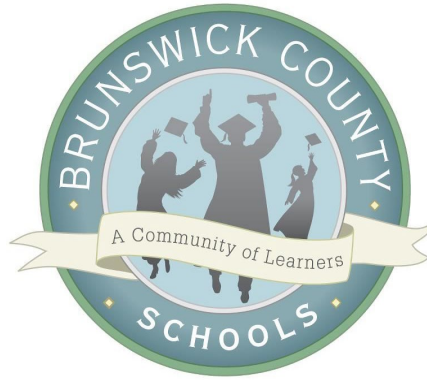
KEYPLAN

ISSUE BLOCK		DATE	DESCRIPTION
1	01.12.2024	ADDENDUM #4	
1	01.03.2024		

PROJECT NO: 2022031.04
DATE: 01.03.2024

SCALE:
DRAWN BY: LJR PROJ MGR: RMC

A102
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SCIENCE CLASSROOM RENOVATIONS

CEDAR GROVE MIDDLE SCHOOL
LELAND MIDDLE SCHOOL
NORTH BRUNSWICK HIGH SCHOOL
SHALLOTTE MIDDLE SCHOOL
SOUTH BRUNSWICK HIGH SCHOOL
SOUTH BRUNSWICK MIDDLE SCHOOL
WACCAMAW SCHOOL
WEST BRUNSWICK MIDDLE SCHOOL

ISSUED FOR BIDDING PROJECT MANUAL

for

**BRUNSWICK COUNTY SCHOOLS
NORTH CAROLINA**

Prepared by:



ARCHITECTURE
ENGINEERING

January 3, 2024

BMG Project No. 2022031.00

Addendum No. 4

NOTICE TO BIDDERS

Sealed proposals will be received by Brunswick County Schools 199 Sessions Drive NE, Bolivia, NC 28422, **until 2 PM on Wednesday, February 6, 2024**. Bids must be clearly labeled and placed in Bid Box. Bids will be publicly opened at Brunswick County Schools Operations, 199 Sessions Drive NE, Bolivia, NC 28422, for the furnishing of labor, material and equipment entering into the construction of:

Science Classroom Renovations

The project is of the renovation of several science classrooms at eight (8) different schools to meet current standards for safety and curriculum. The project is broken into three (3) distinct geographic areas and each bid group will be a separate bid. Bidders are invited to bid on one (1) or more bid groups.

The project shall consist of furnishing all labor, materials, and equipment and performing all work required to satisfactorily complete the Science Classroom Renovations project, with the exception of the procurement of the following scientific casework items: base and wall cabinets, all countertops and integral sinks as indicated on drawings. **Casework items will be owner furnished, with contractor responsibility to include the coordination of delivery, bonded storage, and coordination of installation with chosen vendor.** New work includes partitions, doors and frames, plumbing, interior finishes and safety signage. Associated work includes modifications to certain electrical components, addition of fume hoods, patching and repair to floors, walls, and ceilings.

Bids will be received for Single Prime. All proposals shall be lump sum.

Pre-Bid Meeting

A **Mandatory** Pre-Bid Meeting will be held for bidders and subcontractors on Wednesday, January 10, 2024, at 2 PM, at the Brunswick County Schools Operations, 199 Sessions Drive NE, Bolivia, NC 28422. The meeting will address project scope, issues, specific questions, bidding procedures, and bid forms. Site visits to each school will be discussed and scheduled. Contractors will be required to complete a Contractor Site Visit Authorization Form and send an email to Greg Shuskey, cshuskey@bcswan.net, **copying Kim Wilson, kwilson@beckermorgan.com, 24 hours prior to the date for each school they wish to visit.** School Principals will be notified, and Bidders will be required to take the completed Contractor Site Visit Authorization Form with them to each school **and keep it in their possession during the entire school visit.**

Important Dates:

- **Notice of Award – February 8, 2024**
- Contract Fully Executed – March 7, 2024
- Notice to Proceed – March 7, 2024

In accordance with General Statute GS 133-3, Specifications may list one or more preferred brands as an alternate to the base bid in limited circumstances. Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference. Performance standards for the preference must be approved in advance by the owner in an open meeting. Any alternate approved by the owner shall be approved only where (i) the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public.

In accordance with GS133-3 and SCO procedures the following preferred brand items are being considered as Alternates by the Owner for this project:

- A. Alternate 1 – NBHS Rooms 410 and 757 New Fume Hood:
 - 1. Install countertop fume hood as specified in Section 115313 – Laboratory Fume Hoods.
- B. Alternate 2 – NBHS Room 406 Upgrade:
 - 1. **Coordinate installation of Owner provided** new science casework, countertops, sinks and related finishes. **Provide and** coordinate demolition and new work with MEP Alternate #2. All demolition and new work notes and keynotes apply.

Justification of any approvals will be made available to the public in writing no later than seven (7) days prior to bid date.

Complete digital plans and specifications for this project can be obtained, at no cost, from Becker Morgan Group, Inc. by emailing contact information to kwilson@beckermorgan.com during normal office hours.

Requests for Information (RFI) and Pre-Bid substitutions will be considered by the design team if submitted in writing via e-mail to **Kim Wilson** (kwilson@beckermorgan.com), and copied to **Leah Stephens** (lstephens@beckermorgan.com) and **Rick Collins, AIA** (rcollins@beckermorgan.com). Please do not call with questions. All RFI's must be received by **Wednesday, January 24, 2024, at 5 PM**. Any questions received after the RFI deadline will not be considered. Responses to Bidder RFI's will be formally answered by an addendum.

NOTE: The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall include either *Affidavit A* or *Affidavit B* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.) The goal for minority business participation is 10%.

All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades. Reference the Laws and Regulations of the North Carolina Licensing Board for General Contractors available at <https://nclbgc.org/>.

General contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina, will be observed in receiving and awarding general contracts. General contractors submitting bids on this project must have license classification for General Contractor.

NOTE - SINGLE PRIME CONTRACTS: Under GS 87-1, a contractor that superintends or manages construction of any building, highway, public utility, grading, structure or improvement shall be deemed a “general contractor” and shall be so licensed. Therefore, a single prime project that involves other trades will require the single prime contractor to hold a proper General Contractors license. EXCEPT: On public buildings being bid single prime, where the total value of the general construction does not exceed 25% of the total construction value, contractors under GS87- Arts 2 and 4 (Plumbing, Mechanical & Electrical) may bid and contract directly with the Owner as the SINGLE PRIME CONTRACTOR and may subcontract to other properly licensed trades. [GS87-1.1- Rules .0210](#)

NOTE: The bidder shall also include with the bid proposal the completed *E-Verify Affidavit*. Pursuant to Session Law 2013-418, bidder shall fully comply with the U.S. Department of Homeland Security employee legal status *E-Verify* requirements.

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company, insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal, or in lieu thereof a bidder may offer a bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. Said deposit shall be retained by the owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

A performance bond and a payment bond will be required for one hundred percent (100%) of the contract price.

Payment will be made based on ninety-five percent (95%) of monthly estimates and final payment made upon completion and acceptance of work.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 30 days. The Owner reserves the right to reject any or all bids and to waive informalities.

Designer:

Becker Morgan Group, Inc

Wilmington, North Carolina

910.341.7600

Owner:

Brunswick County Schools

Bolivia, North Carolina

Addendum No. 4

BID FORM - GROUP A

TO: Craig Eckert, Director of Capital Projects & Planning
Brunswick County Schools
119 Sessions Drive
Bolivia, North Carolina 28422

RE: **Science Classroom Renovations**
Leland Middle School, 927 Old Fayetteville Road NE, Leland, North Carolina
North Brunswick High School, 114 Scorpion Drive, Leland, North Carolina

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER on the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

BIDDER has examined the sites and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER seems necessary.

BIDDER and CASEWORK VENDOR: Science Laboratory Casework Delivery to awarded General Contractor(s) shall be no later than 5 PM on Thursday, June 6, 2024. The amount of Liquidated Damages is \$250 per calendar day per school that delivery is delayed beyond Thursday, June 6, 2024.

I/We agree to achieve total project substantial completion of the work within seventy (70) calendar days of the construction start date (construction commencement date – May 30, 2024; substantial completion date – August 7, 2024). A construction schedule documenting this will be required to be submitted in accordance with Section 013200 Construction Progress Documentation.

The amount of Liquidated Damages is \$250 per calendar day per school that Substantial Completion is delayed beyond Wednesday, August 7, 2024, due to reasons not associated with material lead time and/or deliveries and permitting delaying start of work past Thursday, May 30, 2024.

Receipt of the following addenda to the drawings and specifications is hereby acknowledged:

____ Addendum No. 1, Dated _____
(Initials)

____ Addendum No. 2, Dated _____
(Initials)

____ Addendum No. 3, Dated _____
(Initials)

____ Addendum No. 4, Dated _____
(Initials)

____ Addendum No. 5, Dated _____
(Initials)

____ Addendum No. 6, Dated _____
(Initials)

LIST OF SUBCONTRACTORS:

Upon award of the Contract, the General Contractor must supply a completed AIA G705-2001, List of Subcontractors.

BASE BID: Stipulated Lump Sum:

The sum of _____ Dollars, (\$ _____)

BIDDER hereby agrees to furnish all labor, materials, equipment and services required for the project.

ALTERNATE NO. 1: NBHS ROOMS 410 AND 757 NEW FUME HOOD:

1. Install countertop fume hood as specified in Section 115313 – Laboratory Fume Hoods.

(ADD/DEDUCT) _____ Dollars, (\$ _____)

ALTERNATE NO. 2: NBHS ROOM 406 UPGRADE:

1. **Coordinate installation of Owner provided** new science casework, countertops, sinks and related finishes. **Provide and** coordinate demolition and new work with MEP Alternate #2. Coordination of all demolition and new work notes and keynotes apply.

(ADD/DEDUCT) _____ Dollars, (\$ _____)

OWNER CONTINGENCY: \$15,000 per Bid Group and shall be included in each Bidder's price.

In submitting this bid we agree:

1. This offer is binding and cannot be withdrawn until ninety (90) days from date of Bid.
2. To accept the provisions of Instructions to Bidders.
3. To enter into and execute a contract, if awarded on the basis of this Bid, and to furnish performance and payment bonds in accordance with the Instructions to Bidders and Supplementary Conditions.
4. To accomplish the Work in accordance with the Contract Documents.
5. Owner will award based on review of lowest responsive and responsible bidder based on alternates, submitted proposed substantial completion date and bidder's qualifications.
6. Add/Alternate pricing to be held for (90) days from date of Bid.

Owner will review base bids from responsive bidders, submitted proposed substantial completion dates and bidders' qualifications. Owner will make the award based on his best interests.

We have attached the required bid security to this bid.

(1) Signature when Bidder is an individual:

Respectfully submitted,

Date

Firm Name

Owner

(2) Signature when Bidder is a partnership:

Date

Firm Name

Signature of Partner

Signature of Partner

Signature of Partner

(3) Signature when Bidder is a Corporation:

Date

Firm Name

By _____

Corporate Seal

Title

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

END OF BID FORM

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____
_____ as principal, and
_____, as surety, who is duly licensed to act as surety in
North Carolina, are held and firmly bound unto The County of Brunswick, NC through
_____ as obligee, in the penal sum of
_____ DOLLARS, 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.

Signed, sealed and dated this ____ day of ____ 20__

WHEREAS, the said principal is herewith submitting proposal for
and the principal desires to file this bid bond in lieu of making
the cash deposit as required by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the
principal shall be awarded the contract for which the bid is submitted and shall execute the contract and give
bond for the faithful performance thereof within ten days after the award of same to the principal, then this
obligation shall be null and void; but if the principal fails to so execute such contract and give performance
bond as required by G.S. 143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set
forth in the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by G.S.
143-129.1

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

STATE OF _____

E-VERIFY AFFIDAVIT

COUNTY OF _____

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer 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 NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through EVerify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark "Yes" or "No")
 - a. YES _____
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____, 20____.

Signature of Affiant

Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the _____ day of _____, 20____.

My Commission Expires:

Notary Public

Seal

Lien Agent Information

What is the lien agent system? The State of NC signed into law the lien agent system April 1, 2013. It was enacted to address the so called 'hidden lien' problem associated with construction projects. Existing mechanic's lien law had no mechanism for contractors, subcontractors or suppliers to publish their participation in a project. Consequently, purchasers, lenders and closing attorneys would be unable to determine who had worked on a construction project and deserved to be paid - often until long after closing.

The mechanic's lien agent system allows (but does not require) potential lien claimants to give notice they are working on a project. Then closing attorneys, lenders and purchasers will have the ability to address those known potential interests at closing.

- The law went into effect on April 1, 2013.
- It involves a simple 3-step process:

Step 1: Appointment of Lien Agent:

When a construction project is contracted, the owner of the property (or their contractor on their behalf) designates a Lien Agent, identifying the property and any pre-permit contractors or subcontractors, including design professionals (architects, engineers, surveyors and landscape architects) who have worked on the property. (Appointments are not required for improvements under \$30,000 or to the owner's existing residence—including accessory building or structures to the owner's existing residence or for public building projects.) Cost is payable by credit card and is \$25 for single family; \$50 for any other.

Step 2: Notice to Lien Agent:

Contractors and subcontractors (potential lien claimants) can then give notice that they wish to preserve their lien rights to the lien agent at any time before, during or after they have provided lienable labor, services, materials or rental equipment to the property. So long as this notice is prior to conveyance to a third party or mortgage to an unaffiliated lender (or within 15 days of the potential lien claimant's first furnishing to the property, if later), the potential lien claimant has preserved the priority of any right it has to seek a claim of lien on the property under the existing mechanic's lien law.

Step 3: Searching for Filings:

Filings above can then be found through the system, including the contact and other information reported in the system by the above users. This allows all users to better monitor their construction projects and protect parties at closing.

Please visit www.liensnc.com for further information or for filings.



APPENDIX G

DESIGN PROFESSIONAL INSPECTION FORM

RECORD OF THE INSPECTION OF A COMPONENT OR ELEMENT BY A NC LICENSED ARCHITECT OR ENGINEER

Project Information:

Residential Single-Family Project: Y N	Commercial Project: Y N
Code Enforcement Project No:	Permit No:
Project Name:	Owner:
Project Address:	Suite No:
Date Inspected:	Contractor Name:
Component Inspected:	

Responsible Licensed NC Architect or NC Engineer

Name:	
Firm Name:	
Phone Numbers:	Office: Mobile:
Email Address:	
Mailing Address:	

APPLICABLE CODE:

2018 NCBC = 2018 NC Building Code; 2018 NCRC = 2018 NC Residential Code

Describe Element/Component/Type of Inspection: *

*(subgrade form/letter may also be required)

Attestation/Signature:

By signing below, I certify that the component and/or element of the building as identified on this form has been inspected by me or someone under my direct supervision per G.S. 160D-11-6 and is in compliance with the Code or other proposal of the architect or engineer for the project. This inspection is in compliance with all of the requirements of the above referenced code. Attach any additional documents if needed.

SEAL

Licensed Architect or Engineer: _____

Inspection Department disclaimer:

Upon the receipt of a signed written document as required by G.S. 160D-11-6, Code Enforcement shall be discharged and released from any liabilities, duties and responsibilities imposed by this article or in common law from any claim arising out of or attributed to the component or element in the construction of the building for which the signed written document was submitted. Be aware that this inspection will be noted in all inspection records including the Certificate of Occupancy or Certificate of Compliance. This inspection does not address any local ordinances or zoning requirements. The delayed effective date of this Rule is January 1, 2021. The Statutory authority for Rule-making is G.S. 143-136; 143-138.

GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN STATE CONSTRUCTION CONTRACTS

In accordance with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on State construction projects in the amount of \$300,000 or more. The legislation provides that the State shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end.

SECTION A: INTENT

It is the intent of these guidelines that the State of North Carolina, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

SECTION B: DEFINITIONS

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
 - e. Female
2. Minority Business - means a business:
 - a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
 - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637. "Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities". "Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged".
4. Public Entity - means State and all public subdivisions and local governmental units.
5. Owner - The State of North Carolina, through the Agency/Institution named in the contract.
6. Designer - Any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering, work.
7. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

8. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials or services, including construction, and obligating the buyer to pay for them.
9. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the State of North Carolina to perform construction work or repair.
10. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION C: RESPONSIBILITIES

1. Office for Historically Underutilized Businesses, Department of Administration (hereinafter referred to as HUB Office).

The HUB Office has established a program, which allows interested persons or businesses qualifying as a minority business under G.S. 143-128.2, to obtain certification in the State of North Carolina procurement system. The information provided by the minority businesses will be used by the HUB Office to:

- a. Identify those areas of work for which there are minority businesses, as requested.
- b. Make available to interested parties a list of prospective minority business contractors and subcontractors.
- c. Assist in the determination of technical assistance needed by minority business contractors.

In addition to being responsible for the certification/verification of minority businesses that want to participate in the State construction program, the HUB Office will:

- (1) Maintain a current list of minority businesses. The list shall include the areas of work in which each minority business is interested.
- (2) Inform minority businesses on how to identify and obtain contracting and subcontracting opportunities through the State Construction Office and other public entities.
- (3) Inform minority businesses of the contracting and subcontracting process for public construction building projects.
- (4) Work with the North Carolina trade and professional organizations to improve the ability of minority businesses to compete in the State construction projects.
- (5) The HUB Office also oversees the minority business program by:
 - a. Monitoring compliance with the program requirements.
 - b. Assisting in the implementation of training and technical assistance programs.
 - c. Identifying and implementing outreach efforts to increase the utilization of minority businesses.
 - d. Reporting the results of minority business utilization to the Secretary of the Department of Administration, the Governor, and the General Assembly.

2. State Construction Office

The State Construction Office will be responsible for the following:

- a. Furnish to the HUB Office a minimum of twenty-one days prior to the bid opening the following:
 - (1) Project description and location;
 - (2) Locations where bidding documents may be reviewed;
 - (3) Name of a representative of the owner who can be contacted during the advertising period to advise who the prospective bidders are;
 - (4) Date, time and location of the bid opening.
 - (5) Date, time and location of prebid conference, if scheduled.
- b. Attending scheduled prebid conference, if necessary, to clarify requirements of the general statutes regarding minority-business participation, including the bidders' responsibilities.

- c. Reviewing the apparent low bidders' statutory compliance with the requirements listed in the proposal, that must be complied with, if the bid is to be considered as responsive, prior to award of contracts. The State reserves the right to reject any or all bids and to waive informalities.
- d. Reviewing of minority business requirements at Preconstruction conference.
- e. Monitoring of contractors' compliance with minority business requirements in the contract documents during construction.
- f. Provide statistical data and required reports to the HUB Office.
- g. Resolve any protest and disputes arising after implementation of the plan, in conjunction with the HUB Office.

3. Owner

Before awarding a contract, owner shall do the following:

- a. Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and non-minority businesses.
- b. Attend the scheduled prebid conference.
- c. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office for Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
 - 1. A description of the work for which the bid is being solicited.
 - 2. The date, time, and location where bids are to be submitted.
 - 3. The name of the individual within the owner's organization who will be available to answer questions about the project.
 - 4. Where bid documents may be reviewed.
 - 5. Any special requirements that may exist.
- d. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
- e. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- f. Review, jointly with the designer, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award to the State Construction Office.
- g. Evaluate documentation to determine good faith effort has been achieved for minority business utilization prior to recommendation of award to State Construction Office.
- h. Review prime contractors' pay applications for compliance with minority business utilization commitments prior to payment.
- i. Make documentation showing evidence of implementation of Owner's responsibilities available for review by State Construction Office and HUB Office, upon request

4. Designer

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

- a. Attend the scheduled prebid conference to explain minority business requirements to the prospective bidders.
- b. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
- c. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- d. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S.143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with

corresponding total dollar value of the bid and affidavit listing Good Faith Efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.

- e. During construction phase of the project, review “MBE Documentation for Contract Payment” – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the owner and forward copies to the State Construction Office.
- f. Make documentation showing evidence of implementation of Designer’s responsibilities available for review by State Construction Office and HUB Office, upon request.

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

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

- a. Attend the scheduled prebid conference.
- b. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
- c. At least ten (10) days prior to the scheduled day of bid opening, notify minority businesses of potential subcontracting opportunities listed in the proposal. The notification will include the following:
 - (1) A description of the work for which the subbid is being solicited.
 - (2) The date, time and location where subbids are to be submitted.
 - (3) The name of the individual within the company who will be available to answer questions about the project.
 - (4) Where bid documents may be reviewed.
 - (5) Any special requirements that may exist, such as insurance, licenses, bonds and financial arrangements.

If there are more than three (3) minority businesses in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the contractor(s) shall notify three (3), but may contact more, if the contractor(s) so desires.

- d. During the bidding process, comply with the contractor(s) requirements listed in the proposal for minority participation.
- e. Identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
- f. Make documentation showing evidence of implementation of PM, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by State Construction Office and HUB Office, upon request.
- g. Upon being named the apparent low bidder, the Bidder shall provide one of the following: (1) an affidavit (Affidavit C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
- h. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values. The schedule of values shall be provided as required in Article 31 of the General Conditions of the Contract to facilitate payments to the subcontractors.
- i. The contractor(s) shall submit with each monthly pay request(s) and final payment(s), “MBE Documentation for Contract Payment” – (Appendix E), for designer’s review.
- j. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner, State Construction Office, and the Director of the HUB Office in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.

- k. If during the construction of a project additional subcontracting opportunities become available, make a good faith effort to solicit subbids from minority businesses.
- l. It is the intent of these requirements apply to all contractors performing as prime contractor and first tier subcontractor under construction manager at risk on state projects.

6. **Minority Business Responsibilities**

While minority businesses are not required to become certified in order to participate in the State construction projects, it is recommended that they become certified and should take advantage of the appropriate technical assistance that is made available. In addition, minority businesses who are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

SECTION 4: DISPUTE PROCEDURES

It is the policy of this state that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g).

SECTION 5: These guidelines shall apply upon promulgation on state construction projects. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: www.nc-sco.com

SECTION 6: In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing minority business participation in the state construction program.

MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: <http://www.nc-sco.com>

MINORITY BUSINESS SUBCONTRACT GOALS:

The goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit (Affidavit A) listing good faith efforts or affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

The lowest responsible, responsive bidder must provide Affidavit C, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal.

OR

Provide Affidavit D, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, **with documentation of Good Faith Effort, if the percentage is not equal to the applicable goal.**

OR

Provide Affidavit B, which includes sufficient information for the State to determine that the bidder does not customarily subcontract work on this type project.

The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.

MINIMUM COMPLIANCE REQUIREMENTS:

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business Guidelines shall constitute a breach of the contract. A finding by the State that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, the State will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting 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) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

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

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

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

Date: _____ Approved/Certified By: _____

Name

Title

Signature

SUBMIT WITH EACH PAY REQUEST & FINAL PAYMENT

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

County of _____

(Name of Bidder)

Affidavit of _____

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

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

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

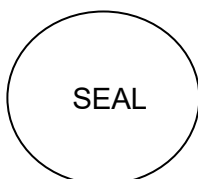
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure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

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

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

Notary Public _____

My commission expires _____

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

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ contract.
(Name of Project)

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

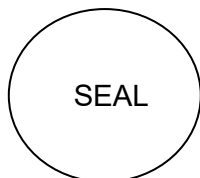
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

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

Notary Public _____

My commission expires _____

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

County of _____

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

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

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

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

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

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

Attach additional sheets if required

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

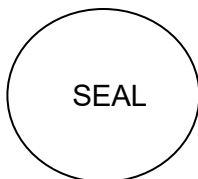
*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

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

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

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

Date: _____ Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

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

Notary Public _____

My commission expires _____

State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of _____

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

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

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

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

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

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

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

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

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

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

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

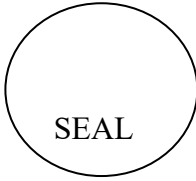
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

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

Notary Public _____

My commission expires _____

Addendum No. 4

BID FORM - GROUP B

TO: Craig Eckert, Director of Capital Projects & Planning
Brunswick County Schools
119 Sessions Drive
Bolivia, North Carolina 28422

RE: **Science Classroom Renovations**
South Brunswick High School, 280 Cougar Drive, Southport, North Carolina
South Brunswick Middle School, 100 Cougar Drive, Southport, North Carolina

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER on the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

BIDDER has examined the sites and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER seems necessary.

BIDDER and CASEWORK VENDOR: Science Laboratory Casework Delivery to awarded General Contractor(s) shall be no later than 5 PM on Thursday, June 6, 2024. The amount of Liquidated Damages is \$250 per calendar day per school that delivery is delayed beyond Thursday, June 6, 2024.

I/We agree to achieve total project substantial completion of the work within seventy (70) calendar days of the construction start date (construction commencement date – May 30, 2024; substantial completion date – August 7, 2024). A construction schedule documenting this will be required to be submitted in accordance with Section 013200 Construction Progress Documentation.

The amount of Liquidated Damages is \$250 per calendar day per school that Substantial Completion is delayed beyond Wednesday, August 7, 2024, due to reasons not associated with material lead time and/or deliveries and permitting delaying start of work past Thursday, May 30, 2024.

Receipt of the following addenda to the drawings and specifications is hereby acknowledged:

____ Addendum No. 1, Dated _____
(Initials)

____ Addendum No. 2, Dated _____
(Initials)

____ Addendum No. 3, Dated _____
(Initials)

____ Addendum No. 4, Dated _____
(Initials)

____ Addendum No. 5, Dated _____
(Initials)

____ Addendum No. 6, Dated _____
(Initials)

LIST OF SUBCONTRACTORS:

Upon award of the Contract, the General Contractor must supply a completed AIA G705-2001, List of Subcontractors.

BASE BID: Stipulated Lump Sum:

The sum of _____ Dollars, (\$_____)

BIDDER hereby agrees to furnish all labor, materials, equipment and services required for the project.

NO ALTERNATES FOR BID GROUP B

OWNER CONTINGENCY: \$15,000 per Bid Group and shall be included in each Bidder's price.

In submitting this bid we agree:

1. This offer is binding and cannot be withdrawn until ninety (90) days from date of Bid.
2. To accept the provisions of Instructions to Bidders.
3. To enter into and execute a contract, if awarded on the basis of this Bid, and to furnish performance and payment bonds in accordance with the Instructions to Bidders and Supplementary Conditions.
4. To accomplish the Work in accordance with the Contract Documents.
5. Owner will award based on review of lowest responsive and responsible bidder based on alternates, submitted proposed substantial completion date and bidder's qualifications.
6. Add/Alternate pricing to be held for (90) days from date of Bid.

Owner will review base bids from responsive bidders, submitted proposed substantial completion dates and bidders' qualifications. Owner will make the award based on his best interests.

We have attached the required bid security to this bid.

(1) Signature when Bidder is an individual:

Respectfully submitted,

Date

Firm Name

Owner

(2) Signature when Bidder is a partnership:

Date

Firm Name

Signature of Partner

Signature of Partner

Signature of Partner

(3) Signature when Bidder is a Corporation:

Date

Firm Name

By _____

Corporate Seal

Title

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

END OF BID FORM

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____
_____ as principal, and
_____, as surety, who is duly licensed to act as surety in
North Carolina, are held and firmly bound unto The County of Brunswick, NC through
_____ as obligee, in the penal sum of
_____ DOLLARS, 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.

Signed, sealed and dated this ____ day of ____ 20__

WHEREAS, the said principal is herewith submitting proposal for
and the principal desires to file this bid bond in lieu of making
the cash deposit as required by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the
principal shall be awarded the contract for which the bid is submitted and shall execute the contract and give
bond for the faithful performance thereof within ten days after the award of same to the principal, then this
obligation shall be null and void; but if the principal fails to so execute such contract and give performance
bond as required by G.S. 143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set
forth in the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by G.S.
143-129.1

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

STATE OF _____

E-VERIFY AFFIDAVIT

COUNTY OF _____

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer 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 NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through EVerify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark "Yes" or "No")
 - a. YES _____
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____, 20____.

Signature of Affiant

Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the _____ day of _____, 20____.

My Commission Expires:

Notary Public

Seal

Lien Agent Information

What is the lien agent system? The State of NC signed into law the lien agent system April 1, 2013. It was enacted to address the so called 'hidden lien' problem associated with construction projects. Existing mechanic's lien law had no mechanism for contractors, subcontractors or suppliers to publish their participation in a project. Consequently, purchasers, lenders and closing attorneys would be unable to determine who had worked on a construction project and deserved to be paid - often until long after closing.

The mechanic's lien agent system allows (but does not require) potential lien claimants to give notice they are working on a project. Then closing attorneys, lenders and purchasers will have the ability to address those known potential interests at closing.

- The law went into effect on April 1, 2013.
- It involves a simple 3-step process:

Step 1: Appointment of Lien Agent:

When a construction project is contracted, the owner of the property (or their contractor on their behalf) designates a Lien Agent, identifying the property and any pre-permit contractors or subcontractors, including design professionals (architects, engineers, surveyors and landscape architects) who have worked on the property. (Appointments are not required for improvements under \$30,000 or to the owner's existing residence—including accessory building or structures to the owner's existing residence or for public building projects.) Cost is payable by credit card and is \$25 for single family; \$50 for any other.

Step 2: Notice to Lien Agent:

Contractors and subcontractors (potential lien claimants) can then give notice that they wish to preserve their lien rights to the lien agent at any time before, during or after they have provided lienable labor, services, materials or rental equipment to the property. So long as this notice is prior to conveyance to a third party or mortgage to an unaffiliated lender (or within 15 days of the potential lien claimant's first furnishing to the property, if later), the potential lien claimant has preserved the priority of any right it has to seek a claim of lien on the property under the existing mechanic's lien law.

Step 3: Searching for Filings:

Filings above can then be found through the system, including the contact and other information reported in the system by the above users. This allows all users to better monitor their construction projects and protect parties at closing.

Please visit www.liensnc.com for further information or for filings.



APPENDIX G

DESIGN PROFESSIONAL INSPECTION FORM

RECORD OF THE INSPECTION OF A COMPONENT OR ELEMENT BY A NC LICENSED ARCHITECT OR ENGINEER

Project Information:

Residential Single-Family Project: Y N	Commercial Project: Y N
Code Enforcement Project No:	Permit No:
Project Name:	Owner:
Project Address:	Suite No:
Date Inspected:	Contractor Name:
Component Inspected:	

Responsible Licensed NC Architect or NC Engineer

Name:	
Firm Name:	
Phone Numbers:	Office: Mobile:
Email Address:	
Mailing Address:	

APPLICABLE CODE:

2018 NCBC = 2018 NC Building Code; 2018 NCRC = 2018 NC Residential Code

Describe Element/Component/Type of Inspection: *

*(subgrade form/letter may also be required)

Attestation/Signature:

By signing below, I certify that the component and/or element of the building as identified on this form has been inspected by me or someone under my direct supervision per G.S. 160D-11-6 and is in compliance with the Code or other proposal of the architect or engineer for the project. This inspection is in compliance with all of the requirements of the above referenced code. Attach any additional documents if needed.

SEAL

Licensed Architect or Engineer: _____

Inspection Department disclaimer:

Upon the receipt of a signed written document as required by G.S. 160D-11-6, Code Enforcement shall be discharged and released from any liabilities, duties and responsibilities imposed by this article or in common law from any claim arising out of or attributed to the component or element in the construction of the building for which the signed written document was submitted. Be aware that this inspection will be noted in all inspection records including the Certificate of Occupancy or Certificate of Compliance. This inspection does not address any local ordinances or zoning requirements. The delayed effective date of this Rule is January 1, 2021. The Statutory authority for Rule-making is G.S. 143-136; 143-138.

GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN STATE CONSTRUCTION CONTRACTS

In accordance with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on State construction projects in the amount of \$300,000 or more. The legislation provides that the State shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end.

SECTION A: INTENT

It is the intent of these guidelines that the State of North Carolina, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

SECTION B: DEFINITIONS

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
 - e. Female
2. Minority Business - means a business:
 - a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
 - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637. "Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities". "Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged".
4. Public Entity - means State and all public subdivisions and local governmental units.
5. Owner - The State of North Carolina, through the Agency/Institution named in the contract.
6. Designer - Any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering, work.
7. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

8. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials or services, including construction, and obligating the buyer to pay for them.
9. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the State of North Carolina to perform construction work or repair.
10. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION C: RESPONSIBILITIES

1. Office for Historically Underutilized Businesses, Department of Administration (hereinafter referred to as HUB Office).

The HUB Office has established a program, which allows interested persons or businesses qualifying as a minority business under G.S. 143-128.2, to obtain certification in the State of North Carolina procurement system. The information provided by the minority businesses will be used by the HUB Office to:

- a. Identify those areas of work for which there are minority businesses, as requested.
- b. Make available to interested parties a list of prospective minority business contractors and subcontractors.
- c. Assist in the determination of technical assistance needed by minority business contractors.

In addition to being responsible for the certification/verification of minority businesses that want to participate in the State construction program, the HUB Office will:

- (1) Maintain a current list of minority businesses. The list shall include the areas of work in which each minority business is interested.
- (2) Inform minority businesses on how to identify and obtain contracting and subcontracting opportunities through the State Construction Office and other public entities.
- (3) Inform minority businesses of the contracting and subcontracting process for public construction building projects.
- (4) Work with the North Carolina trade and professional organizations to improve the ability of minority businesses to compete in the State construction projects.
- (5) The HUB Office also oversees the minority business program by:
 - a. Monitoring compliance with the program requirements.
 - b. Assisting in the implementation of training and technical assistance programs.
 - c. Identifying and implementing outreach efforts to increase the utilization of minority businesses.
 - d. Reporting the results of minority business utilization to the Secretary of the Department of Administration, the Governor, and the General Assembly.

2. State Construction Office

The State Construction Office will be responsible for the following:

- a. Furnish to the HUB Office a minimum of twenty-one days prior to the bid opening the following:
 - (1) Project description and location;
 - (2) Locations where bidding documents may be reviewed;
 - (3) Name of a representative of the owner who can be contacted during the advertising period to advise who the prospective bidders are;
 - (4) Date, time and location of the bid opening.
 - (5) Date, time and location of prebid conference, if scheduled.
- b. Attending scheduled prebid conference, if necessary, to clarify requirements of the general statutes regarding minority-business participation, including the bidders' responsibilities.

- c. Reviewing the apparent low bidders' statutory compliance with the requirements listed in the proposal, that must be complied with, if the bid is to be considered as responsive, prior to award of contracts. The State reserves the right to reject any or all bids and to waive informalities.
- d. Reviewing of minority business requirements at Preconstruction conference.
- e. Monitoring of contractors' compliance with minority business requirements in the contract documents during construction.
- f. Provide statistical data and required reports to the HUB Office.
- g. Resolve any protest and disputes arising after implementation of the plan, in conjunction with the HUB Office.

3. Owner

Before awarding a contract, owner shall do the following:

- a. Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and non-minority businesses.
- b. Attend the scheduled prebid conference.
- c. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office for Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
 - 1. A description of the work for which the bid is being solicited.
 - 2. The date, time, and location where bids are to be submitted.
 - 3. The name of the individual within the owner's organization who will be available to answer questions about the project.
 - 4. Where bid documents may be reviewed.
 - 5. Any special requirements that may exist.
- d. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
- e. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- f. Review, jointly with the designer, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award to the State Construction Office.
- g. Evaluate documentation to determine good faith effort has been achieved for minority business utilization prior to recommendation of award to State Construction Office.
- h. Review prime contractors' pay applications for compliance with minority business utilization commitments prior to payment.
- i. Make documentation showing evidence of implementation of Owner's responsibilities available for review by State Construction Office and HUB Office, upon request

4. Designer

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

- a. Attend the scheduled prebid conference to explain minority business requirements to the prospective bidders.
- b. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
- c. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- d. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with

corresponding total dollar value of the bid and affidavit listing Good Faith Efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.

- e. During construction phase of the project, review “MBE Documentation for Contract Payment” – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the owner and forward copies to the State Construction Office.
- f. Make documentation showing evidence of implementation of Designer’s responsibilities available for review by State Construction Office and HUB Office, upon request.

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

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

- a. Attend the scheduled prebid conference.
- b. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
- c. At least ten (10) days prior to the scheduled day of bid opening, notify minority businesses of potential subcontracting opportunities listed in the proposal. The notification will include the following:
 - (1) A description of the work for which the subbid is being solicited.
 - (2) The date, time and location where subbids are to be submitted.
 - (3) The name of the individual within the company who will be available to answer questions about the project.
 - (4) Where bid documents may be reviewed.
 - (5) Any special requirements that may exist, such as insurance, licenses, bonds and financial arrangements.

If there are more than three (3) minority businesses in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the contractor(s) shall notify three (3), but may contact more, if the contractor(s) so desires.

- d. During the bidding process, comply with the contractor(s) requirements listed in the proposal for minority participation.
- e. Identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
- f. Make documentation showing evidence of implementation of PM, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by State Construction Office and HUB Office, upon request.
- g. Upon being named the apparent low bidder, the Bidder shall provide one of the following: (1) an affidavit (Affidavit C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
- h. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values. The schedule of values shall be provided as required in Article 31 of the General Conditions of the Contract to facilitate payments to the subcontractors.
- i. The contractor(s) shall submit with each monthly pay request(s) and final payment(s), “MBE Documentation for Contract Payment” – (Appendix E), for designer’s review.
- j. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner, State Construction Office, and the Director of the HUB Office in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.

- k. If during the construction of a project additional subcontracting opportunities become available, make a good faith effort to solicit subbids from minority businesses.
- l. It is the intent of these requirements apply to all contractors performing as prime contractor and first tier subcontractor under construction manager at risk on state projects.

6. **Minority Business Responsibilities**

While minority businesses are not required to become certified in order to participate in the State construction projects, it is recommended that they become certified and should take advantage of the appropriate technical assistance that is made available. In addition, minority businesses who are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

SECTION 4: DISPUTE PROCEDURES

It is the policy of this state that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g).

SECTION 5: These guidelines shall apply upon promulgation on state construction projects. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: www.nc-sco.com

SECTION 6: In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing minority business participation in the state construction program.

MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: <http://www.nc-sco.com>

MINORITY BUSINESS SUBCONTRACT GOALS:

The goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit (Affidavit A) listing good faith efforts or affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

The lowest responsible, responsive bidder must provide Affidavit C, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal.

OR

Provide Affidavit D, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, **with documentation of Good Faith Effort, if the percentage is not equal to the applicable goal.**

OR

Provide Affidavit B, which includes sufficient information for the State to determine that the bidder does not customarily subcontract work on this type project.

The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.

MINIMUM COMPLIANCE REQUIREMENTS:

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business Guidelines shall constitute a breach of the contract. A finding by the State that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, the State will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting 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) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

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

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

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

Date: _____ Approved/Certified By: _____

Name

Title

Signature

SUBMIT WITH EACH PAY REQUEST & FINAL PAYMENT

Identification of HUB Certified/ Minority Business Participation

I, _____
(Name of Bidder)

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

Firm Name, Address and Phone #

Work Type

*Minority
Category

**HUB
Certified
(Y/N)

[illegible]

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

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

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

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

County of _____

(Name of Bidder)

Affidavit of _____

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

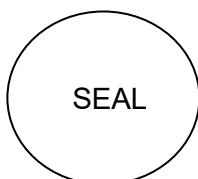
Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

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

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

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

Date: _____ Name of Authorized Officer: _____
 Signature: _____
 Title: _____



State of _____, County of _____
 Subscribed and sworn to before me this _____ day of _____ 20____
 Notary Public _____
 My commission expires _____

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

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ contract.
(Name of Project)

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

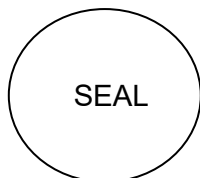
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

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

Notary Public _____

My commission expires _____

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

County of _____

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

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

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

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

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

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

Attach additional sheets if required

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

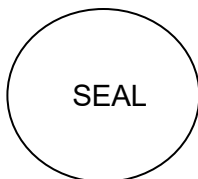
*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

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

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

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

Date: _____ Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

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

Notary Public _____

My commission expires _____

State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of _____

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

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

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

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

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

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

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

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

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

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

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

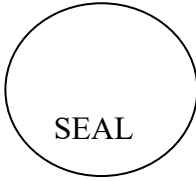
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

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

Notary Public _____

My commission expires _____

Addendum No. 4

BID FORM - GROUP C

TO: Craig Eckert, Director of Capital Projects & Planning
Brunswick County Schools
119 Sessions Drive
Bolivia, North Carolina 28422

RE: **Science Classroom Renovations**
Cedar Grove Middle School, 750 Grove Trail SW, Supply North Carolina
Shallotte Middle School, 225 Village Road, Shallotte, North Carolina
Waccamaw School, 5901 Waccamaw School Road NW, Ash, North Carolina
West Brunswick High School, 550 Whiteville Road, Shallotte, North Carolina

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER on the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

BIDDER has examined the sites and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER seems necessary.

BIDDER and CASEWORK VENDOR: Science Laboratory Casework Delivery to awarded General Contractor(s) shall be no later than 5 PM on Thursday, June 6, 2024. The amount of Liquidated Damages is \$250 per calendar day per school that delivery is delayed beyond Thursday, June 6, 2024.

I/We agree to achieve total project substantial completion of the work within seventy (70) calendar days of the construction start date (construction commencement date – May 30, 2024; substantial completion date – August 7, 2024). A construction schedule documenting this will be required to be submitted in accordance with Section 013200 Construction Progress Documentation.

The amount of Liquidated Damages is \$250 per calendar day per school that Substantial Completion is delayed beyond Wednesday, August 7, 2024, due to reasons not associated with material lead time and/or deliveries and permitting delaying start of work past Thursday, May 30, 2024.

Receipt of the following addenda to the drawings and specifications is hereby acknowledged:

____ Addendum No. 1, Dated _____
(Initials)

____ Addendum No. 2, Dated _____
(Initials)

____ Addendum No. 3, Dated _____
(Initials)

____ Addendum No. 4, Dated _____
(Initials)

____ Addendum No. 5, Dated _____
(Initials)

____ Addendum No. 6, Dated _____
(Initials)

LIST OF SUBCONTRACTORS:

Upon award of the Contract, the General Contractor must supply a completed AIA G705-2001, List of Subcontractors.

BASE BID: Stipulated Lump Sum:

The sum of _____ Dollars, (\$_____)

BIDDER hereby agrees to furnish all labor, materials, equipment and services required for the project.

NO ALTERNATES FOR BID GROUP C

OWNER CONTINGENCY: \$15,000 per Bid Group and shall be included in each Bidder's price.

In submitting this bid we agree:

1. This offer is binding and cannot be withdrawn until ninety (90) days from date of Bid.
2. To accept the provisions of Instructions to Bidders.
3. To enter into and execute a contract, if awarded on the basis of this Bid, and to furnish performance and payment bonds in accordance with the Instructions to Bidders and Supplementary Conditions.
4. To accomplish the Work in accordance with the Contract Documents.
5. Owner will award based on review of lowest responsive and responsible bidder based on alternates, submitted proposed substantial completion date and bidder's qualifications.
6. Add/Alternate pricing to be held for (90) days from date of Bid.

Owner will review base bids from responsive bidders, submitted proposed substantial completion dates and bidders' qualifications. Owner will make the award based on his best interests.

We have attached the required bid security to this bid.

(1) Signature when Bidder is an individual:

Respectfully submitted,

Date

Firm Name

Owner

(2) Signature when Bidder is a partnership:

Date

Firm Name

Signature of Partner

Signature of Partner

Signature of Partner

(3) Signature when Bidder is a Corporation:

Date

Firm Name

By _____

Corporate Seal

Title

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

END OF BID FORM

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____
_____ as principal, and
_____, as surety, who is duly licensed to act as surety in
North Carolina, are held and firmly bound unto The County of Brunswick, NC through
_____ as obligee, in the penal sum of
_____ DOLLARS, 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.

Signed, sealed and dated this ____ day of ____ 20__

WHEREAS, the said principal is herewith submitting proposal for
and the principal desires to file this bid bond in lieu of making
the cash deposit as required by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the
principal shall be awarded the contract for which the bid is submitted and shall execute the contract and give
bond for the faithful performance thereof within ten days after the award of same to the principal, then this
obligation shall be null and void; but if the principal fails to so execute such contract and give performance
bond as required by G.S. 143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set
forth in the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by G.S.
143-129.1

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

STATE OF _____

E-VERIFY AFFIDAVIT

COUNTY OF _____

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer 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 NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through EVerify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark "Yes" or "No")
 - a. YES _____
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____, 20____.

Signature of Affiant

Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the _____ day of _____, 20____.

My Commission Expires:

Notary Public

Seal

Lien Agent Information

What is the lien agent system? The State of NC signed into law the lien agent system April 1, 2013. It was enacted to address the so called 'hidden lien' problem associated with construction projects. Existing mechanic's lien law had no mechanism for contractors, subcontractors or suppliers to publish their participation in a project. Consequently, purchasers, lenders and closing attorneys would be unable to determine who had worked on a construction project and deserved to be paid - often until long after closing.

The mechanic's lien agent system allows (but does not require) potential lien claimants to give notice they are working on a project. Then closing attorneys, lenders and purchasers will have the ability to address those known potential interests at closing.

- The law went into effect on April 1, 2013.
- It involves a simple 3-step process:

Step 1: Appointment of Lien Agent:

When a construction project is contracted, the owner of the property (or their contractor on their behalf) designates a Lien Agent, identifying the property and any pre-permit contractors or subcontractors, including design professionals (architects, engineers, surveyors and landscape architects) who have worked on the property. (Appointments are not required for improvements under \$30,000 or to the owner's existing residence—including accessory building or structures to the owner's existing residence or for public building projects.) Cost is payable by credit card and is \$25 for single family; \$50 for any other.

Step 2: Notice to Lien Agent:

Contractors and subcontractors (potential lien claimants) can then give notice that they wish to preserve their lien rights to the lien agent at any time before, during or after they have provided lienable labor, services, materials or rental equipment to the property. So long as this notice is prior to conveyance to a third party or mortgage to an unaffiliated lender (or within 15 days of the potential lien claimant's first furnishing to the property, if later), the potential lien claimant has preserved the priority of any right it has to seek a claim of lien on the property under the existing mechanic's lien law.

Step 3: Searching for Filings:

Filings above can then be found through the system, including the contact and other information reported in the system by the above users. This allows all users to better monitor their construction projects and protect parties at closing.

Please visit www.liensnc.com for further information or for filings.



APPENDIX G

DESIGN PROFESSIONAL INSPECTION FORM

RECORD OF THE INSPECTION OF A COMPONENT OR ELEMENT BY A NC LICENSED ARCHITECT OR ENGINEER

Project Information:

Residential Single-Family Project: Y N	Commercial Project: Y N
Code Enforcement Project No:	Permit No:
Project Name:	Owner:
Project Address:	Suite No:
Date Inspected:	Contractor Name:
Component Inspected:	

Responsible Licensed NC Architect or NC Engineer

Name:	
Firm Name:	
Phone Numbers:	Office: Mobile:
Email Address:	
Mailing Address:	

APPLICABLE CODE:

2018 NCBC = 2018 NC Building Code; 2018 NCRC = 2018 NC Residential Code

Describe Element/Component/Type of Inspection: *

*(subgrade form/letter may also be required)

Attestation/Signature:

By signing below, I certify that the component and/or element of the building as identified on this form has been inspected by me or someone under my direct supervision per G.S. 160D-11-6 and is in compliance with the Code or other proposal of the architect or engineer for the project. This inspection is in compliance with all of the requirements of the above referenced code. Attach any additional documents if needed.

SEAL

Licensed Architect or Engineer: _____

Inspection Department disclaimer:

Upon the receipt of a signed written document as required by G.S. 160D-11-6, Code Enforcement shall be discharged and released from any liabilities, duties and responsibilities imposed by this article or in common law from any claim arising out of or attributed to the component or element in the construction of the building for which the signed written document was submitted. Be aware that this inspection will be noted in all inspection records including the Certificate of Occupancy or Certificate of Compliance. This inspection does not address any local ordinances or zoning requirements. The delayed effective date of this Rule is January 1, 2021. The Statutory authority for Rule-making is G.S. 143-136; 143-138.

GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN STATE CONSTRUCTION CONTRACTS

In accordance with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on State construction projects in the amount of \$300,000 or more. The legislation provides that the State shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end.

SECTION A: INTENT

It is the intent of these guidelines that the State of North Carolina, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

SECTION B: DEFINITIONS

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
 - e. Female
2. Minority Business - means a business:
 - a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
 - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637. "Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities". "Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged".
4. Public Entity - means State and all public subdivisions and local governmental units.
5. Owner - The State of North Carolina, through the Agency/Institution named in the contract.
6. Designer - Any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering, work.
7. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

8. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials or services, including construction, and obligating the buyer to pay for them.
9. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the State of North Carolina to perform construction work or repair.
10. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION C: RESPONSIBILITIES

1. Office for Historically Underutilized Businesses, Department of Administration (hereinafter referred to as HUB Office).

The HUB Office has established a program, which allows interested persons or businesses qualifying as a minority business under G.S. 143-128.2, to obtain certification in the State of North Carolina procurement system. The information provided by the minority businesses will be used by the HUB Office to:

- a. Identify those areas of work for which there are minority businesses, as requested.
- b. Make available to interested parties a list of prospective minority business contractors and subcontractors.
- c. Assist in the determination of technical assistance needed by minority business contractors.

In addition to being responsible for the certification/verification of minority businesses that want to participate in the State construction program, the HUB Office will:

- (1) Maintain a current list of minority businesses. The list shall include the areas of work in which each minority business is interested.
- (2) Inform minority businesses on how to identify and obtain contracting and subcontracting opportunities through the State Construction Office and other public entities.
- (3) Inform minority businesses of the contracting and subcontracting process for public construction building projects.
- (4) Work with the North Carolina trade and professional organizations to improve the ability of minority businesses to compete in the State construction projects.
- (5) The HUB Office also oversees the minority business program by:
 - a. Monitoring compliance with the program requirements.
 - b. Assisting in the implementation of training and technical assistance programs.
 - c. Identifying and implementing outreach efforts to increase the utilization of minority businesses.
 - d. Reporting the results of minority business utilization to the Secretary of the Department of Administration, the Governor, and the General Assembly.

2. State Construction Office

The State Construction Office will be responsible for the following:

- a. Furnish to the HUB Office a minimum of twenty-one days prior to the bid opening the following:
 - (1) Project description and location;
 - (2) Locations where bidding documents may be reviewed;
 - (3) Name of a representative of the owner who can be contacted during the advertising period to advise who the prospective bidders are;
 - (4) Date, time and location of the bid opening.
 - (5) Date, time and location of prebid conference, if scheduled.
- b. Attending scheduled prebid conference, if necessary, to clarify requirements of the general statutes regarding minority-business participation, including the bidders' responsibilities.

- c. Reviewing the apparent low bidders' statutory compliance with the requirements listed in the proposal, that must be complied with, if the bid is to be considered as responsive, prior to award of contracts. The State reserves the right to reject any or all bids and to waive informalities.
- d. Reviewing of minority business requirements at Preconstruction conference.
- e. Monitoring of contractors' compliance with minority business requirements in the contract documents during construction.
- f. Provide statistical data and required reports to the HUB Office.
- g. Resolve any protest and disputes arising after implementation of the plan, in conjunction with the HUB Office.

3. Owner

Before awarding a contract, owner shall do the following:

- a. Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and non-minority businesses.
- b. Attend the scheduled prebid conference.
- c. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office for Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
 - 1. A description of the work for which the bid is being solicited.
 - 2. The date, time, and location where bids are to be submitted.
 - 3. The name of the individual within the owner's organization who will be available to answer questions about the project.
 - 4. Where bid documents may be reviewed.
 - 5. Any special requirements that may exist.
- d. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
- e. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- f. Review, jointly with the designer, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award to the State Construction Office.
- g. Evaluate documentation to determine good faith effort has been achieved for minority business utilization prior to recommendation of award to State Construction Office.
- h. Review prime contractors' pay applications for compliance with minority business utilization commitments prior to payment.
- i. Make documentation showing evidence of implementation of Owner's responsibilities available for review by State Construction Office and HUB Office, upon request

4. Designer

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

- a. Attend the scheduled prebid conference to explain minority business requirements to the prospective bidders.
- b. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
- c. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- d. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with

corresponding total dollar value of the bid and affidavit listing Good Faith Efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.

- e. During construction phase of the project, review “MBE Documentation for Contract Payment” – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the owner and forward copies to the State Construction Office.
- f. Make documentation showing evidence of implementation of Designer’s responsibilities available for review by State Construction Office and HUB Office, upon request.

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

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

- a. Attend the scheduled prebid conference.
- b. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
- c. At least ten (10) days prior to the scheduled day of bid opening, notify minority businesses of potential subcontracting opportunities listed in the proposal. The notification will include the following:
 - (1) A description of the work for which the subbid is being solicited.
 - (2) The date, time and location where subbids are to be submitted.
 - (3) The name of the individual within the company who will be available to answer questions about the project.
 - (4) Where bid documents may be reviewed.
 - (5) Any special requirements that may exist, such as insurance, licenses, bonds and financial arrangements.

If there are more than three (3) minority businesses in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the contractor(s) shall notify three (3), but may contact more, if the contractor(s) so desires.

- d. During the bidding process, comply with the contractor(s) requirements listed in the proposal for minority participation.
- e. Identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
- f. Make documentation showing evidence of implementation of PM, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by State Construction Office and HUB Office, upon request.
- g. Upon being named the apparent low bidder, the Bidder shall provide one of the following: (1) an affidavit (Affidavit C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
- h. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values. The schedule of values shall be provided as required in Article 31 of the General Conditions of the Contract to facilitate payments to the subcontractors.
- i. The contractor(s) shall submit with each monthly pay request(s) and final payment(s), “MBE Documentation for Contract Payment” – (Appendix E), for designer’s review.
- j. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner, State Construction Office, and the Director of the HUB Office in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.

- k. If during the construction of a project additional subcontracting opportunities become available, make a good faith effort to solicit subbids from minority businesses.
- l. It is the intent of these requirements apply to all contractors performing as prime contractor and first tier subcontractor under construction manager at risk on state projects.

6. **Minority Business Responsibilities**

While minority businesses are not required to become certified in order to participate in the State construction projects, it is recommended that they become certified and should take advantage of the appropriate technical assistance that is made available. In addition, minority businesses who are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

SECTION 4: DISPUTE PROCEDURES

It is the policy of this state that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g).

SECTION 5: These guidelines shall apply upon promulgation on state construction projects. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: www.nc-sco.com

SECTION 6: In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing minority business participation in the state construction program.

MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: <http://www.nc-sco.com>

MINORITY BUSINESS SUBCONTRACT GOALS:

The goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit (Affidavit A) listing good faith efforts or affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

The lowest responsible, responsive bidder must provide Affidavit C, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal.

OR

Provide Affidavit D, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, **with documentation of Good Faith Effort, if the percentage is not equal to the applicable goal.**

OR

Provide Affidavit B, which includes sufficient information for the State to determine that the bidder does not customarily subcontract work on this type project.

The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.

MINIMUM COMPLIANCE REQUIREMENTS:

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business Guidelines shall constitute a breach of the contract. A finding by the State that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, the State will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting 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) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

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

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

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

Date: _____ Approved/Certified By: _____

Name

Title

Signature

SUBMIT WITH EACH PAY REQUEST & FINAL PAYMENT

Identification of HUB Certified/ Minority Business Participation

I, _____
(Name of Bidder)

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

Firm Name, Address and Phone #

Work Type

*Minority
Category

**HUB
Certified
(Y/N)

[illegible]

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

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

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

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

County of _____

(Name of Bidder)

Affidavit of _____

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

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

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

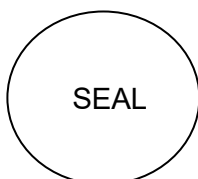
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure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

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

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

Notary Public _____

My commission expires _____

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

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ contract.
(Name of Project)

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

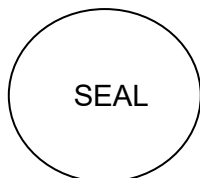
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

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

Notary Public _____

My commission expires _____

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

County of _____

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

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

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

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

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

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

Attach additional sheets if required

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

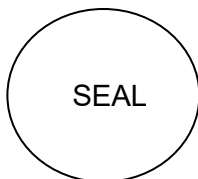
*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

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

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

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

Date: _____ Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

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

Notary Public _____

My commission expires _____

State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of _____

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

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

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

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

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

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

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

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

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

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

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

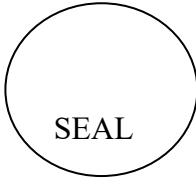
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

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

Notary Public _____

My commission expires _____

Addendum No. 4

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work by Owner.
5. Owner-Furnished Contractor Installed Products.
6. Access to site.
7. Coordination with occupants.
8. Work restrictions.
9. Specification and drawing conventions.
10. Miscellaneous provisions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

A. Project Identification: Brunswick County Schools – Science Classroom Renovations

B. Project Locations – Bid Group A

1. Leland Middle School, 927 Old Fayetteville Road NE, Leland, North Carolina
2. North Brunswick High School, 114 Scorpion Drive, Leland, North Carolina

C. Project Locations – Bid Group B

1. South Brunswick High School, 280 Cougar Drive, Southport, North Carolina
2. South Brunswick Middle School, 100 Cougar Drive, Southport, North Carolina

D. Project Locations – Bid Group C

1. Cedar Grove Middle School, 750 Grove Trail SW, Supply North Carolina
2. Shallotte Middle School, 225 Village Road, Shallotte, North Carolina
3. Waccamaw School, 5901 Waccamaw School Road NW, Ash, North Carolina
4. West Brunswick High School, 550 Whiteville Road, Shallotte, North Carolina

- E. Owner: Brunswick County Schools
 - 1. Owner's Representative: Greg Shuskey
 - 2. Contact Information: (910) 274-1127; cshuskey@bcswan.net
- F. Architect: Becker Morgan Group, Inc.
 - 1. Architect's Representative: Rick Collins, AIA
 - 2. Contact Information: (910) 341-7600; rcollins@beckermorgan.com
- G. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:
 - 1. Mechanical, Electrical, Plumbing Engineer: CBHF Engineers, PLLC
 - a. Mechanical / Plumbing Representative: David Hahn, PE
 - 1) Contact Information: (910) 791-4000; dhahn@cbhfengineers.com
 - b. Electrical Representative: Allen Cribb, PE
 - 1) Contact Information: (910) 791-4000; acribb@cbhfengineers.com
- H. Important Dates:
 - 1. Mandatory Pre-Bid Meeting – January 10, 2024
 - 2. **Bid Opening – February 6, 2024**
 - 3. **Notice of Award – February 8, 2024**
 - 4. Contract Fully Executed – March 7, 2024
 - 5. Notice to Proceed – March 7, 2024

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:
 - 1. The project is the renovation of several science classrooms at eight (8) different schools to meet current standards for safety and curriculum.
 - 2. The project is divided into three (3) geographically distinct areas.
 - 3. The project shall consist of furnishing all labor, materials, and equipment and performing all work required to satisfactorily complete the Science Classroom Renovations project, with the exception of the procurement of the following scientific casework items: base and wall cabinets, all countertops and integral sinks as indicated on drawings. **Casework items will be owner furnished, with contractor responsibility to include the coordination of delivery, bonded storage, and coordination of installation with chosen vendor.** New work includes partitions, doors and frames, plumbing, interior finishes and safety signage. Associated work includes modifications to certain electrical components, addition of fume hoods, patching and repair to floors, walls, and ceilings.
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract for each Bid Group (3).
- C. The Work shall be conducted in one phase for each Bid Group (3).

1. Each school location (8) will require a separate building permit, inspections, and close-out.
2. Becker Morgan Group shall submit the plans to various AHJ Permitting agencies. General Contractor shall be responsible for obtaining and for payment of building permits.

1.5 OWNER-FURNISHED CONTRACTOR INSTALLED PRODUCTS

- A. Owner-Furnished items shall include the fabrication and coordination with General Contractor of delivery, bonded storage, and **installation coordination of furniture components of base cabinets, wall cabinets, countertops, and integral sinks with chosen vendor.**
- B. General Contractor shall coordinate delivery and bonded storage with Laboratory Casework Vendor, and **shall provide installation coordination of furniture components of base cabinets, wall cabinets, countertops, and integral sinks.**
- C. Owner-Furnished **and Laboratory Casework Vendor Installed** Products:
 1. Casework: Base and Wall Cabinet
 2. Countertops
 3. Integral Sinks

1.6 ACCESS TO SITE

- A. General: Contractor shall have limited use of premises for construction operations, including use of Project site, during construction period while school is in session and unrestricted use while school is not in session. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 1. Limits: Confine construction operations to areas established for work of each phase.
 2. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, students, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.7 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.

1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
 - B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Saturday, and Sunday if prearranged.
 - C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 1. Notify Architect and Owner not less than five days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
 - D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 1. Notify Architect and Owner not less than two days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
 3. Construction activity that is deemed to be disruptive by the Owner shall be performed after normal business hours at no additional cost to the Owner.
 - E. Nonsmoking Site: Smoking **(tobacco or e-cigarettes)** is not permitted within buildings or anywhere on Brunswick County School property.
 - F. Controlled Substances: Use of tobacco products and other controlled substances on Brunswick County School campus.
 - G. Construction Employees Identification:
 1. Provide identification tags for Contractor's personnel working on the Project site. Require personnel to utilize identification tags at all times.
 2. Citizenship: All personnel working on the Project site must be U. S. citizens and must provide proof of citizenship.
 - H. Comply with all Brunswick County School board policies as required by the General Conditions.
- 1.8 COORDINATION WITH OCCUPANTS
- A. Full Owner Occupancy: Owner will occupy parts of site and adjacent buildings during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.

2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

1.9 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
 2. Imperative mood and streamlined language are generally used in the Specifications. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 3. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations published as scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

Addendum No. 4

SECTION 012300 – ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

GROUP A ALTERNATES

A. Alternate 1 – NBHS Rooms 410 and 757 New Fume Hood:

1. Install countertop fume hood as specified in Section 115313 – Laboratory Fume Hoods.

B. Alternate 2 – NBHS Room 406 Upgrade:

1. **Coordinate installation of Owner provided** new science casework, countertops, sinks and related finishes. **Provide and** coordinate demolition and new work with MEP Alternate #2. All demolition and new work notes and keynotes apply.

GROUP B – NO ALTERNATES

GROUP C – NO ALTERNATES

END OF SECTION 012300

Addendum No. 4

SECTION 123553 - LABORATORY CASEWORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Science Laboratory Casework Delivery Deadline:
 - 1. Delivery to awarded General Contractor(s) **no later than 5 PM on Thursday, June 6, 2024.**
 - 2. The amount of Liquidated Damages is \$250 per calendar day per school that delivery is delayed beyond Thursday, June 6, 2024.
- B. Section Includes:
 - 1. Science laboratory casework
 - 2. Owner-Furnished items shall include the fabrication and coordination with General Contractor of delivery, bonded storage, and **installation coordination of furniture components of base cabinets, wall cabinets, countertops, and integral sinks with chosen vendor.**
 - 3. General Contractor shall coordinate delivery and bonded storage with Laboratory Casework Vendor, and **shall provide installation coordination of furniture components of base cabinets, wall cabinets, countertops, and integral sinks.**
- C. Related Sections: The following sections contain requirements that relate to this section:
 - 1. Section 096513 "Resilient Base and Accessories" for cove base.

1.3 SUBMITTALS

- A. Product Data: Submit manufacturer's data and installation instructions for each type of furniture unit.
- B. Samples: Submit 6" x 6" samples of specified finishes, including top material. Samples will be reviewed by Architect for color, texture, and pattern only. Compliance with other specified requirements is exclusive responsibility of Contractor.
 - 1. Submit one full-size sample of finished base cabinet unit complete with hardware, doors and drawers, without finish top.
 - 2. Submit one full-size sample of finished wall-mounted cabinet unit complete with hardware, doors, and adjustable shelves.
 - 3. Furnish both hinged and sliding door samples.
 - 4. Acceptable sample units will be used for comparison inspections at project. unless otherwise directed, acceptable sample units may be incorporated in work. Notify

Architect of their exact locations. If not incorporated in work, retain acceptable sample units in building until completion of work and remove sample units from premises when directed by Architect.

- C. Shop Drawings: Submit shop drawings for furniture showing plans, elevations, ends, and cross-sections. Show details and location of anchorages and fitting to floors, walls, and base. Include layout of units with relation to surrounding walls, doors, windows, and other building components.
- D. Coordinate shop drawings with other work involved.

1.4 QUALITY ASSURANCE

- A. Single Source Responsibility: Provide casework with tops and accessories manufactured or furnished by same furniture company for single responsibility.

1.5 PRODUCT HANDLING

- A. Deliver wood furniture only after wet operations in building are completed.
- B. Store completed wood furniture in a ventilated place, protected from the weather, with relative humidity therein of 50 percent or less at 70 deg. F.
- C. Protect finished surfaces from soiling and damage during handling and installation. Keep covered with polyethylene film or other protective covering.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:
 - 1. Campbell Rhea.
 - 2. CIF Laboratory Solutions.
 - 3. Kewaunee Scientific Corporation.

2.2 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Engage a qualified professional engineer, as defined in Section 014000 "Quality Requirements," to design laboratory casework installation.
- B. Seismic Performance: Laboratory casework installation shall withstand the effects of earthquake motions determined according to ASCE/SEI 7.
 - 1. Design earthquake spectral response acceleration, short period (Sds) for Project is indicated on Drawings.
 - 2. Component Importance Factor: 1.0.
 - 3. Base Cabinet Load (Including Countertop and Load on Countertop): 320 lb/ft.
 - 4. Wall Cabinet (Upper Cabinet) Load: 160 lb/ft.

2.3 WOOD CASEWORK

- A. Definitions: The following definitions apply to wood casework units:
1. Exposed portions of casework include surfaces visible when doors and drawers are closed. Bottoms of cases more than 4'-0" above floor shall be considered as exposed. Visible members in open cases or behind glass doors also shall be considered as exposed portions.
 2. Semi-exposed portions of casework include those members behind opaque doors, such as shelves, divisions, interior faces of ends, case back, drawer sides, backs and bottoms, and back face of doors. Tops of cases 6'- 6" or more above floor shall be considered semi-exposed.
 3. Concealed portions of casework include sleepers, web frames, dust panels, and other surfaces not usually visible after installation.
- B. Exposed Materials: Do not use exposed faces of lighter-than-average color joined with exposed faces of darker- than-average color. Do not use two adjacent faces which are noticeably dissimilar in grain, figure, and natural character markings.
1. Solid Wood: Plain sliced Hard "Select White" Maple.
 2. Plywood: Plain sliced Hard veneer with solid "Select White" Maple edge banding.
- C. Semi-Exposed Materials
1. Solid Wood: Plain sliced select natural Birch.
 2. Plywood: Plain sliced select natural Birch veneer with solid Birch edge banding.
- D. Concealed Members
1. Solid Lumber or Plywood: Any species, with no defects affecting strength or utility.
- E. Glass: ASTM C 1036, Type I, Class 1, double strength, quality q3 (Grade "E").
- F. Clear Wood Finish
1. General: Provide complete factory finish to comply with chemical and physical resistance requirements. After installation, touch-up or refinish damaged portions equal to original factory finish.
 2. Preparation: Sand exposed and semi-exposed components, using matching and hand methods. Machine marks, cross sanding, tool marks or other surface blemishes are not acceptable.
- G. Exposed Portions: Carefully sand finishes after each surface treatment. Apply finishes as follows:
1. Sealer coat, if required.
 2. Stain, to match color selected, if required.
 3. Mineral filler, for open grained wood, if required.
 4. Multiple coats of highly chemical resistant finish, heat dried and sanded between each coat to produce a smooth, satin luster free of imperfections.

- H. Semi-Exposed Portions: Apply sealer coat, colored to match exposed portions, and follow with heavy application of clear, water repellent finish coat to provide a smooth, washable surface.
- I. Concealed Portions: One heavy coat of water repellent finish.
- J. Wood Casework Style: Contemporary Flush Overlay.

2.4 CASEWORK HARDWARE AND ACCESSORIES

- A. Provide manufacturer's standard, satin finish hardware units, unless otherwise indicated.
- B. Hinges: Institutional type, satin chrome plated (626), 5 knuckle. Provide one pair for doors less than 4 ft. high and 1 1/2 pair for doors over 4 ft.
- C. Pulls: Satin chrome wire finger (626) powder coat solid metal, for drawers and swing doors, mounted with 2 screws fastened from back. For sliding doors, provide recessed flush pulls. Provide 2 pulls for drawers over 24" wide.
- D. Door Catches: Dual self-aligning permanent magnet type. Provide 2 catches on doors over 4 ft. high.
- E. Drawer Slides: Electrostatically epoxy powder coated, cold rolled steel, heavy-duty, side mounted, to have a 100 lb. load capacity. Equipped with heavy-duty, ball bearing nylon rollers for smooth effortless operation. Slides to have automatic positive stop levers to prevent accidental drawer removal but allow quick removal without tools.
- F. Locks: Half-mortise type, 5-pin tumbler and dead bolt, round cylinder only exposed, brass with satin nickel plated finish. All locks within each room to work with one key (provide six keys per room), with master key for school. Locks to be provided on all drawers and cabinet doors.
- G. Leg Shoes: Extruded vinyl or rubber, color as selected by Architect from standard products available in the industry, open bottom type.
- H. Unit Shelf Supports: Wrought steel, mortise mounted adjustable metal pin and socket.

2.5 FABRICATION

- A. Fabricate wood furniture to dimensions, profiles, and details shown.
- B. Assemble units in the shop in as large components as practicable to minimize field jointing.
- C. Install hardware uniformly and precisely after final finishing is complete. Set hinges snug and flat in mortises unless otherwise indicated. Turn screws to flat seat. Adjust and align hardware so that moving parts operate freely and contact points meet accurately. Allow for final field adjustment after installation.

2.6 LABORATORY TOPS AND ACCESSORIES

- A. Working Surfaces

1. Molded Epoxy Resin Tops: Molded from a modified epoxy resin, black in color, that has been especially compounded and cured to provide the optimum physical and chemical resistance properties required of a heavy-duty laboratory work top.
2. Tops and Splashbacks: Provide a uniform mixture throughout thickness. Tops and splashbacks shall be non- glaring and black in color. Provide 1" thick tops, with drip grooves provided on the underside at all exposed edges. Provide all exposed edges except as indicated below, rounded to a 1/4" radius at front top edge and at vertical corners. Integrally molded 4" high splashbacks at the backs and ends of tops shall be 3/4" thick, and the juncture between top and curb coved to a 3/4" radius. Bonded curbs are acceptable.

a. Physical Properties:

1)	Flexural Strength (ASTM Method D790-71)	15,000 PSI
2)	Compressive Strength (ASTM Method D695-77)	35,000 PSI
3)	Hardness, Rockwell (ASTM Method D785-65)	100
4)	Water Absorption (ASTM Method D570-77)	
	a) % by weight, 24 hours	0.02
	b) % by weight, 7 days	0.04
	c) % by weight, 2 hour boil	0.04
5)	Specific Gravity	1.97
6)	Tensile Strength	8,500 PSI

- b. The result shall be an acid, alkali and solvent resistant surface, uniform in white appearance.

B. Performance Tests for Molded Epoxy Resin

1. Heat Resistance Performance Test Requirements: There shall be no blisters, cracks or any breakdown of the top surface due to heat of standard Bunsen burner.
2. Chemical Resistance Performance Test Requirements: Tops shall resist chemical attaches from normally used laboratory reagents.

C. Sinks and Cup Sinks

1. Molded Epoxy Resin Sinks:

- a. Provide sinks of an especially modified epoxy resin, carefully compounded with selected materials to provide maximum physical and chemical properties. Provide non-glaring sinks, black in color with all inside corners coved and the bottom pitched to the drain outlet. Sinks shall possess a high resistance to mechanical and thermal shock meeting the following mechanical and physical strength requirements:

1)	Tensile Strength	9,500 PSI
2)	Compressive Strength (ASTM Method D695-77)	35,000 PSI
3)	Flexural Strength (ASTM Method D790071)	19,000 PSI
4)	Hardness, Rockwell M (ASTM Method D785-65)	115
5)	Specific Gravity	1.93

6) Water Absorption (ASTM Method D785-65)

a)	% by weight, 24 hours	0.02
b)	% by weight, 7 days	0.04
c)	% by weight, 2 hour boil	0.04

D. Mechanical Service Fitting

1. Laboratory Service Fittings: Provide service fittings as schedule on Drawings.
2. Service Indexes:

- a. Provide fittings identified with service indexes in the following color coding:

<u>Service</u>	<u>Color</u>	<u>Lettering ID</u>
Gas	Blue	Gas
Hot Water	Red	HW
Cold Water	Dark Green	CW
Air	Orange	Air

3. Sink Outlets: Unless otherwise specified, provide molded epoxy resin outlet with integral cross bars, and tapered for overflow and be complete with gasket and lock nut with 1-1/2" IPS male straight thread strainer outlet. Do not furnish overflows for sink outlets. Provide one quart polypropylene bottle trap with 1-1/2" side inlet of polypropylene pipe. Provide each bottle trap with limestone of calcium carbonate-concentrate of at least 90%.
4. Service Fixtures: Fixtures for water or other services, triple chrome plated with heavy-duty construction and specifically designed for laboratory use.
 - a. Water Faucets - Hot and Cold: Cast from red brass, with four-arm type handles with color coded indexes. Serrated hose nozzles, unless specified otherwise, with patented REX unit ceramic disc cartridges, and replaceable seats. Stem is brass, with full Acme threads, and a brass cap nut. Goosenecks are rigid. Fixture outlets are tapped 3/8 inch IPS for aerators, vacuum breakers, hose connections, or other accessories. Vacuum breakers are furnished when specified. Faucets with an integral vacuum breaker are furnished when specified.
 - b. Vacuum Breakers: Watts NLF-9, or comparable, vacuum breakers, brass with polished chrome plating, screw-in type with stainless steel working parts, and durable rubber diaphragm and disc. Vacuum breaker for hot or cold faucet has a primary valve with a soft disc that seats against mating part. Secondary check valve utilizes soft disc to metal seating. Breaker tapped 3/8 inch NPT Vacuum breaker not intended for constant high pressures. Vacuum breakers furnished throughout.
5. Electrical Fixtures: Receptacles to be 3-wire grounded, 20 A, 125V AC, with stainless steel cover plates and cadmium-plated steel boxes. Pedestal boxes to be brushed, cast aluminum with conduit nipples and lock nuts. GFI ground fault circuit interrupter fixtures. GFI fixtures are 20 A, 125V AC, with a brown nylon face and a LED indicator light. GFI fixtures conform to UL Standard 943 Class A, high abuse receptacle construction, certified corrosion resistance with cupro-nickel exposed metal parts. GFI fixtures to have terminal screw wiring connections and a trip time of 0.025 seconds.

PART 3 - EXECUTION

3.1 CASEWORK INSTALLATION

- A. Install plumb, level, true and aligned with no distortions. shim as required, using concealed shims. Where casework abuts other finished work, scribe and apply filler strips for accurate fit with fasteners concealed where practicable.
- B. Base Cabinets: Set cabinets straight, plumb, and level. Adjust sub-tops within 1/16" of a single plane. Fasten each individual cabinet to floor at toe space, with fasteners spaced 24" o.c. Bolt continuous cabinets together. Secure individual cabinets with not less than 2 fasteners into floor, where they do not adjoin other cabinets.
- C. Where required, assemble units into one integral unit with joints flush, tight, and uniform. Align similar adjoining doors and drawers to a tolerance of 1/16".
- D. Wall Cabinets: Securely fasten to solid supporting material, not plaster, lath, or wallboard. Anchor, adjust, and align wall cabinets as specified for base cabinets.
 - 1. Reinforcement of stud walls, if applicable, to support wall-mounted cabinets will be done during wall erection by trade involved, but responsibility for accurate location and sizing of reinforcement is part of this work.
- E. Adjust casework and hardware so that doors and drawers operate smoothly without warp or bind. Lubricate operating hardware as recommended by manufacturer.

3.2 INSTALLATION OF TOPS

- A. Field Jointing: Where practicable, make in same manner as factory jointing using dowels, splines, adhesives, and fasteners recommended by manufacturer. Locate field joints as shown on accepted shop drawings, factory prepared so there is no job-site processing of top and edge surfaces.
- B. Fastening: Use concealed clamping devices for field joints, located within 6" of front, at back edges and at intervals not exceeding 24". Tighten in accordance with manufacturer's instructions to exert a constant, heavy clamping pressure at joints. Secure tops to cabinets with "E"-type fasteners or equivalent, using 2 or more fasteners at each front, end, and back.
- C. Workmanship: Abut top and edge surfaces in one true plane, with internal supports placed to prevent any deflection. Provide flush hairline joints in top units using clamping devices. At stone-type material joints, use manufacturer's recommended adhesives and holding devices to provide joint widths not more than 1/16" wide at any location, completely filled and flush with abutting edges.
- D. After installation, carefully dress joints smooth, remove any surface scratches, clean and polish entire surface.
- E. Provide holes and cutouts as required for mechanical and electrical service fixtures.

- F. Provide scribe moldings for closures at junctures of top, curb and splash with walls as recommended by manufacturer for materials involved. Use permanently elastic sealing compound recommended by manufacturer.

3.3 INSTALLATION OF ACCESSORIES

- A. Install in a precise manner in accordance with manufacturer's directions. turn screws to a flat seat; do not drive. Adjust moving parts to operate freely without excessive bind.

3.4 CLEANING AND PROTECTION

- A. Repair or remove and replace defective work as directed upon completion of installation.
- B. Clean shop-finished surfaces, touch-up as required, and remove or refinish damaged or soiled areas, as acceptable to Architect.
- C. Protection: Advise contractor of procedures and precautions for protection of materials and installed wood casework from damage by work of other trades.

END OF SECTION 123553