



ROXBORO
COMMUNITY SCHOOL

115 Lake Drive
Roxboro, NC 27573
www.roxborocommunityschool.org
ph (336) 597-0020
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Contractor: _____

September 12, 2016

Roxboro Community School is accepting proposals for construction of a school parking lot. Proposals should be submitted via email to brozynl@roxborocs.org, hand-delivered to the RCS main office, or postmarked by the close of business on Friday, September 23rd. Preliminary plans are available for review by contacting Natalie Brozy, Managing Executive Director. Contact Information:

Roxboro Community School
Attn: Natalie Brozy, Managing Executive Director
115 Lake Drive
Roxboro, NC 27573
336.597.0020 ext. 313
brozynl@roxborocs.org

Purpose

The purpose and intent of this Request for Proposal and Invitation to Bid is to solicit proposals and specific itemized pricing from those who meet the qualifications described herein to construct a parking lot at Roxboro Community School to include site preparation, installation of a crushed concrete base, curb and gutter, lighting, asphalt top, and concrete curbs and sidewalks. The parking lot will be located at the corner of Foushee Street and Depot Street in Roxboro, North Carolina.

Scope of Work (detailed in the master site plan)

- Excavation and Demolition
- Grading and Drainage
- Detention Pond
- Erosion Control
- Lighting
- Curb & Gutter
- Parking Lot

- Sidewalks: In addition to sidewalks included on the master site plan, the proposal shall include the construction of a sidewalk on the north side of the building to tie in with the railroad improvements.
- Landscaping

Schedule

Work will commence on or before October 31, 2016 and must be completed and cleaned up for daily school use by the close of business on May 19, 2017.

Minimum Qualifications

All contractors bidding this project must have a minimum of five years' experience with similar work.

Insurance Requirements

All contractors shall obtain and maintain at its own cost and expense for the duration of the project, the following insurance:

Worker's Compensation-Statutory Limits for North Carolina plus Employer's Liability Limit of \$1,000,000

Commercial General Liability \$1,000,000 per occurrence, \$2,000,000 aggregate

Comprehensive General Automobile \$1,000,000

\$1,000,000 Umbrella Liability

Employer's and Professional Liability must be included in "General Liability" or maintained as a separate rider/policy to meet Proof of insurance, and must be included at time of RFP / Bid Response. If successful, the respondent must provide Roxboro Community School with insurance documentation that names Roxboro Community School as an additional insured.

Proposal Format

All proposals must be itemized. Each item in the Scope of Work must be itemized by materials and labor. Any subcontractors used for this project must be disclosed at the time of contracting and any changes in subcontractors must be made known to the school, in writing, within two (2) business days of the change. All proposals must be signed by the owner or officer of the company and should have a format similar to shown below.

- 1. Excavation and Demolition
 - a) Materials: \$
 - b) Labor: \$
- 2. Grading and Drainage
 - a) Materials: \$
 - b) Labor: \$
- 3. Detention Pond
 - a) Materials: \$
 - b) Labor: \$
- 4. Erosion Control
 - a) Materials: \$
 - b) Labor: \$
- 5. Lighting
 - a) Materials: \$
 - b) Labor: \$
- 6. Curb and Gutter
 - a) Materials: \$
 - b) Labor: \$
- 7. Parking Lot
 - a) Materials: \$
 - b) Labor: \$
- 8. Sidewalks
 - a) Materials: \$
 - b) Labor: \$
- 9. Landscaping
 - a) Materials: \$
 - b) Labor: \$

Contract Provisions

Hold Harmless Statement

The respondent shall include Hold Harmless Language. The language shall provide a release to Roxboro Community School, otherwise known as "School", for issues concerning any claims or injuries of any nature whatsoever that may arise out of the scope of work proposed, to indemnify and hold the School harmless from any and all claims, losses, damages, judgments, costs, settlements, fines, penalties and expenses (including legal fees) that the School may incur, directly or indirectly, as the result of the work performed by the respondent on either public or private property as assigned, including without limitation claims, losses, etc. that may result from a claim by an employee of the contractor, a land owner, or a third party.

No Indebtedness Clause

Specific state language is required for every contract or lease into which a charter school enters. The following language is required per General Statute 115C-218.105, State and local funds for a charter school:

No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

In-Kind Agreement

The contractor agrees to work with the subcontractors donating in-kind services approved by the School.

Selection

The selected proposal will be based on the following selection criteria.

Evaluation Criteria	Points
Relevant Project Experience	30
Qualifications	20
Cost	30
References/Reputability	20
Total Points Possible	100

References

All contractors must provide, upon request, at least three (3) references from current or past customers receiving the same or similar service(s). Include name of entity, contact name and telephone number. All references must be verifiable to be considered.

Legal Issues

All prospective contractors must disclose any lawsuits, federal, state or local tax liens, or any potential claims or liabilities against you, your company or the officers of the company at this time or within the last three years. A written explanation of these legal issues must accompany proposal.

Verification of Information

Applicants are hereby notified that Roxboro Community School will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy, and completeness of such information. As RCS deems necessary and appropriate in its sole discretion, RCS reserves the right to make any inquiries or other follow up required to verify the information provided. RCS reserves the right to select any or reject any and all submissions in its best interest.

Discrimination in Employment

In connection with the performance of work on this project, the selected Contractor agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Contractor further agrees to insert the foregoing provision in all subcontracts hereunder.

Applicable Laws

This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of North Carolina and the School's charter, and other applicable regulations that may be amended from time to time.

Contract

The successful General Contractor will be required to enter into a written contract with Roxboro Community School in a form acceptable to RCS.

Confidentiality

Each response shall be treated as confidential until the deadline, after which each response shall become public. It is the sole responsibility of each individual Contractor to ensure their proposal is delivered and received by the School in a timely manner. Any submittal received late will not be considered. Please contact Natalie Brozy, Managing Executive Director at 336.507.0020 ext. 313 should you have any questions.