



**INVITATION TO BID  
FOR  
ROWAN COUNTY**

**AIRPORT PUBLIC PARKING  
AREA REHABILITATION  
# 2023-016**

**ROWAN COUNTY**  
130 West Innes Street  
Salisbury, NC 28144  
704-216-8178

[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)

Date Issued: Monday, January 24, 2023

Date Due: Tuesday, February 7, at 3:00 PM ET

Administered By: Jody Farrow-Bennett, Purchasing Director

**NOTICE TO BIDDERS**

**INVITATION TO BID**

**PARKING LOT CONSTRUCTION – MID-CAROLINA REGIONAL AIRPORT**

Rowan County is requesting bids to provide the necessary materials, labor, equipment, and supervision to provide rehabilitation to the parking areas for the Fixed Base Operator (FBO) building as detailed on included exhibits. The project shall include all surveying, site prep, and any other identified components required to provide a complete and finished project. Specific bidding instructions and clarification will be provided at the pre-bid meeting. All bids submitted must meet or exceed the time frame and the product/service specifications as outlined in this Invitation to Bid (ITP).

**Bids for the Rowan County Airport Admin/Public Parking Area Rehabilitation will be accepted until February 7, 2023, at 3:00 pm ET** at the Rowan County Purchasing Department, 130 West Innes Street, Suite 31, Salisbury, North Carolina 28144. Bid documents may be obtained by contacting the Rowan County Purchasing Director or from the County website at:

Rowan County Purchasing Department  
Attn: Jody Farrow-Bennett, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144  
704-216-8178  
[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)  
<https://www.rowancountync.gov/675/Purchasing>

Submission of any bid signifies the Bidder's agreement that their bid and the content thereof, are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between Rowan County and the successful Bidder. All prices submitted with the bid shall remain in effect for the ninety (90) day period.

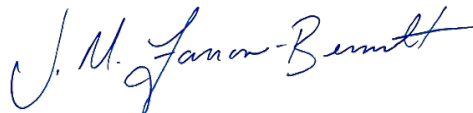
Insurance requirements are listed in the document and will be required only from the awarded vendor before entering into contract with Rowan County.

Once the ITB is public all questions related to the ITB shall be directed to the Purchasing Director. Any contact related to the ITB with County Staff and/or Board of Commissioners will be prohibited and cause for rejection.

Rowan County reserves the right to award and/or reject any and/or all bids and waive any technicalities or irregularities. For complete details, consult the bid package.

This is the 24<sup>th</sup> day of January 2023.

Rowan County



By: Jody Farrow-Bennett  
Rowan County Director of Purchasing  
and Contract Administration

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## **1. Section 1: Introduction & General Instructions**

### **1.1. Intent of Request for Bids**

The purpose and intent of this Invitation to Bid (ITB) is to contract for the install of new asphalt parking area at Mid-Carolina Regional Airport. The Bidder must be a licensed general contractor in North Carolina. The following documents make up this Request for Bids:

- a. This Document
- b. Scope of Work
- c. Bidder Information Sheet
- d. Bid Response Form

### **1.2. Important Dates**

- |  |   |
|--|---|
| 1.2.1. Issue Date:                     | Monday, January 24, 2023                  |
| 1.2.2. Pre-Bid Meeting Date:           | Tuesday, January 31, 2023, at 10:00 AM ET |
| 1.2.3. Deadline for written questions: | Thursday, February 2, 2023, at 5:00 PM ET |
| 1.2.4. Deadline for Submitting Bids:   | Tuesday, February 7, 2023, at 3:00 PM ET  |

### **1.3. Pre-Bid Meeting**

There is an optional pre-bid meeting for this project. Bidders interested in visiting the sites should be present at the pre-bid meeting at the time and date listed above. The meeting will be held at the Mid-Carolina Regional Airport at 3670 Airport Loop, Salisbury, NC 28147. Questions about the specifications and or bid documents should be addressed to Jody Farrow-Bennett the Rowan County Purchasing Director. A company representative highly encouraged to be present at this meeting in order to offer a bid on the project.

## **2. Section 2: Bid Submission**

### **2.1. Submission of Bids**

Bids must be presented on the **Bid Response Form** attached to the specifications in a sealed envelope and mailed or delivered to:

Rowan County Purchasing Department  
Attn: Purchasing Department  
130 West Innes Street, Suite 31  
Salisbury, NC 28144

The package shall be sealed and plainly marked **"ITB 2023-016 Airport Admin/Public Parking Area Rehabilitation"**.

Bidders must submit one original sealed bid and one copy.

No responsibility shall be attached to Rowan County (the County) for the premature opening of any bid not properly addressed or identified.

This will not be a public bid opening. Once bid is awarded all bidders will receive notification.

Sealed Bids are due on Tuesday, February 7, 2023, at 3:00 PM ET in the J. Newton Cohen, Sr. Administration Building at 130 West Innes Street, Suite 31, Salisbury, North Carolina. Failure to submit a Bid by this deadline will disqualify the Bidder from consideration in this project.

## **2.2. Request for Clarification**

The County will not be bound by or be responsible for any interpretations or conclusions drawn from this ITB. All questions or requests for clarification or additional information must be submitted in writing no later than 5:00 pm on Thursday, February 2, 2023. These written questions or requests must be submitted to Jody Farrow-Bennett, Purchasing Director, by mail or e-mail. Any questions the County feels are pertinent to all interested bidders will be delivered to all participating bidders as addenda to this ITB. All addendums will be posted on the County website <https://www.rowancountync.gov/675/Purchasing> and it is the responsibility of the Bidder to check for any addendums. The addenda for clarification will be posted by 5pm Friday, February 3, 2023.

In addition, the County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this ITB, or otherwise distributed or made available during this procurement process. The County will not be bound by or be responsible for any explanation, interpretation or conclusions of this ITB or any documents provided by the County, other than those given in writing by the County, through the issuance of addenda. It is the full responsibility of the Bidder to thoroughly investigate the needs/requirements of the County not necessarily assumed in this ITB.

## **2.3. Errors and Omissions**

The Bidder shall not take advantage of any errors or omissions in this ITB and shall promptly notify the County of any omissions or errors found in this document.

## **2.4. Signed Bid Considered an Offer**

Receipt of a signed bid shall be considered an offer on the part of the Bidder. The terms, conditions, and specifications of this ITB will become part of the contract if the bid shall be deemed approved and accepted by the County. In the event of a default on the part of the Bidder after acceptance by the County, the County may take such action as it deems appropriate, including legal action for damages or specific performance.

## **2.5. Insurance Coverage**

The Bidder shall not commence work under this contract until all insurance required under this section has been obtained. The Bidder shall not allow any subcontractor to commence on work that has been subcontracted until similar insurance has been obtained by the subcontractor. Also, the Bidder agrees that once awarded and during the term of this contract, the Bidder, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Bidder shall provide and maintain the following coverage and limits:

### **2.5.1. WORKER'S COMPENSATION**

Worker's compensation insurance as required by North Carolina law to cover all of the Provider's employees engaged in any work under the Agreement. Workers' Compensation in the minimum amount of \$500,000 employer's liability. A Certificate of Insurance shall be issued confirming the above coverage. The Certificate must include a clause obligating the Insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

### **2.5.2. COMPREHENSIVE GENERAL LIABILITY**

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than \$500,000 per occurrence / \$1,000,000 aggregate. This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance and **name the County as an additional insured.**

This coverage must include:

1. Blanket contractual coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such Certificate must specifically state that the contractor is insured, and it must be signed by the insurance company, not the agent or broker.
2. Contractor's protective coverage for his subcontractors.

2.5.3. **COMPREHENSIVE AUTOMOBILE LIABILITY**

The Contractor shall maintain Comprehensive Automobile Liability covering all owned, hired, and non-owned vehicles used in connection with this Agreement. The minimum combined single limit shall be \$1,000,000 for bodily injury and property damage; and \$1,000,000 uninsured/underinsured motorist coverage. A Certificate of Insurance shall be issued confirming this coverage. The Certificate must include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance. Any exceptions must be agreed upon by the County.

**2.6. Conflict of Interest**

All Bidders must disclose in writing with their bid the name of any owner, officer, director or agent who is also an employee of the County. All Bidders must also disclose in writing with their bid the name of any employee of the County who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches or subsidiaries. By submitting a bid, the Bidder certifies that there is no relationship between the Bidder and any person or entity which is, or gives the appearance of, a conflict of interest related to this ITB or project.

**3. Section 3: Evaluation of Bids**

**3.1. Award Criteria**

The County will award based on the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract.

**3.2. Liquidated Damages**

Liquidated Damages shall be assessed and levied against each Prime Contractor not attaining substantial completion of the contractual work in the amount of time indicated in their response. The damage amount applicable to each Contractor shall be as listed below and shall begin the day following the scheduled date of substantial completion (plus any written, approved extensions) and continue until final acceptance is obtained.

Each day following the intended substantial completion date for work not found substantially complete will be subject to damage assessment at the following rate:

\$150.00 per calendar day

**3.3. Pricing**

Submission of any bid signifies the Bidder's agreement that its bid and the contents thereof are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between the County and the successful Bidder. All prices submitted with the bid shall remain in effect for the ninety (90) day period.

**3.4. Required Information**

The following information must be included in the bid:

- 3.4.1. Applicable licensure with North Carolina. (Bidder Information Sheet)
- 3.4.2. Warranty on above services. (Bid Response Form)
- 3.4.3. Bids to be in the form of a proposed contract signed by the bidder. (Bid Response Form)
- 3.4.4. Proposed days to complete (Bid Response Form)

**4. Section 4: Agreement & General Conditions**

**4.1. Timeline to Execute Contract**

As time is of the essence, the Bidder is required to begin and/or commence the work to be performed under this contract within the time specified on the Bid Form. Failure by the Bidder to begin and/or complete the work within the contract time shall be assessed a penalty for each day of overrun. The Bidder hereby agrees to execute this contract and that said charges are considered a just and reasonable compensation to the County and said charges shall be deducted from payment.

**4.2. Availability of Funds**

A contract for this project will be awarded and deemed binding only to the extent of appropriated funds for the purpose set forth in this ITB.

**4.3. Non-Discrimination**

The Bidder shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin, or disability.

**4.4. Collusive Bidding**

The Bidder's signature on the Bid Form is a guarantee the prices quoted have been arrived at without collusion with other eligible Bidder(s) and without effort to preclude the County from obtaining the lowest possible competitive price.

**4.5. General Indemnity**

The Bidder shall save and hold harmless, protect, defend and indemnify the County (including the County Manager, the Board of Commissioners, as well as Rowan County officers, agents and employees) from and against any demand, claim, suit, loss, expense or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of, any person arising out of, or in any way related to, any action or inaction of the Bidder (including its officers, agents and employees) in the performance or intended performance of this contract, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to, the performance of this contract. The obligations of the Bidder pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by, or for the use and benefit of, the Bidder. As an integral part of this contract, the Bidder agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof with the County named as an additional insured.

**4.6. Warranty**

Contractor shall provide a minimum one-year warranty for all materials and workmanship.

**4.7. Assignment**

The successful Bidder shall be the prime Contractor and shall be solely responsible for all contractual performance. The Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of its agreements with the County, or its rights, title, or interests herein, or its power to execute such agreement, to any other person, company or corporation without the previous written consent and approval of the County.

**4.8. Termination**

If the County shall determine that it is in the County's best interest, the County shall notify the Bidder to terminate the work within seven (7) days. In such event, the Bidder shall be entitled to compensation for all work properly executed and any expenses incurred in terminating the contract and vacating the County work site.

No claim shall be made by the Bidder for any loss of anticipated profits because of any alteration, change or termination, or by reason of any variation between the approximate quantities and the quantity of work as done.



## **SCOPE OF WORK**

Rowan County is seeking to rehabilitate the parking lot and stripe the parking areas along the FBO building located at 3670 Airport Loop, Salisbury, NC 28147.

### **SCOPE:**

Rowan County requests bids to provide the necessary materials, labor, equipment, and supervision to complete the rehabilitation and striping for the parking areas, as detailed on included exhibits. The project shall include all surveying, site prep, and any other identified components required to provide a complete and finished project. Specific bidding instructions and clarification will be provided at the pre-bid meeting.

### **SPECIFICATIONS:**

1. Contractor Responsibilities:
  - Furnish the necessary supervision, labor, tools, equipment, and materials to complete the required work as outlined.
  - Verify all measurements. Parking lot area to be resurfaced is approximately 31,500 sq. ft. All quantities shall be agreed upon by designated Rowan County Staff.
  - Prep and pave the current parking lot area.
  - Moving of all materials, equipment and all cleaning are to be handled by the Contractor.
  - Restore all disturbed areas affected by the work and remove trash daily.
2. Asphalt Surfacing:
  - Edge Mill as needed to tie in new asphalt.
  - Install one and a half (1.5) inches of asphalt.
  - The Contractor shall grade asphalt to allow natural drainage away from all buildings and stabilize the banks of the parking lot to prevent destabilization.
  - All surfaces slope as to avoid pooling of water.
3. Marking:
  - Striping areas shall be swept with a wire broom and blown clean with a blower sufficiently sized to adequately remove all dirt and debris.
  - Contract shall use reflective commercial grade traffic marking paint that is pre-approved by the Airport Director.
  - Re-stripe the parking lot according to existing layout.
  - Re-logo all handicap stalls.
  - Re-stripe crosswalks and handicap stalls.
  - Stripe parking stalls with white traffic marking paint.
  - Stripe no-parking area with white traffic marking paint.
4. Curb Stops:
  - Remove and replace concrete stops with new concrete curb stops.
  - Store and reuse rubber curb stops at existing locations.
5. Ramp/Entryway:
  - Any demolition material removed, and any other waste material shall be disposed of properly off site.
  - Demo existing step and wheelchair ramp
  - Add full width ramp and relocate existing handrails.
6. Permits:
  - The Contractor shall obtain the required permits, surveys, and comply with all laws, ordinances, codes, rules, and regulations bearing on the conduct of the work.
  - No time extensions shall be granted, or financial consideration given to the Contractor for time or monies lost due to violations of any such ordinance, code, law, or regulations that may occur.

7. Staging Area:

- The staging area and all areas for material storage will be limited on site as designated by the County prior to the start of construction.

8. Temporary Security and Protection:

- Provide temporary protection for adjacent areas to prevent contamination by construction operations such as dust, debris, fumes, etc.
- Provide temporary barricades as necessary to ensure protection of the public and County employees.

9. Scheduling:

- Work schedule limitations, if any, will be discussed at the Pre-Bid meeting.

Description	Units	Quantities	Bid Price
Mobilization	EA	1	
Excavate and Patch Failed Asphalt	CY	30	
Milling	SY	50	
Asphalt S9.5B	TN	310	
Demo Entrance	EA	1	
Striping	LF	1500	
Curb Blocks	EA	19	

**TOTAL BID AMOUNT:** \_\_\_\_\_

**BIDDER INFORMATION SHEET**

1. COMPANY NAME: \_\_\_\_\_
2. OWNER OF COMPANY: \_\_\_\_\_
3. NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_
4. NUMBER OF PERSONS EMPLOYED ON REGULAR BASIS: \_\_\_\_\_
5. WHO WILL BE THE COUNTY'S CONTACT PERSON IN THE EVENT YOUR FIRM IS AWARDED THE CONTRACT?  
NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**BID RESPONSE FORM**

The undersigned proposes and agrees that if this bid is accepted to contract with Rowan County, North Carolina for the furnishing of all equipment and labor necessary to complete the scope of work described in the Request for Bids documents in full and complete accordance with specifications and contract documents, and to the full and entire satisfaction of Rowan County, North Carolina for the prices provided below. Pursuant to the provisions of NC G.S. 143-54 under penalty of perjury, the signer of the bid certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or North Carolina antitrust laws.

\_\_\_\_\_  
COMPANY NAME FEDERAL ID#

\_\_\_\_\_  
STREET ADDRESS PO BOX CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE # FAX #

\_\_\_\_\_  
SIGNATURE SIGNATORY'S NAME (printed)

\_\_\_\_\_  
SIGNATORY'S TITLE (printed)

\_\_\_\_\_  
WARRANTY ON WORK

\_\_\_\_\_  
DAYS TO COMPLETE

# Rowan County Airport Parking Lot Resurfacing

- Overlay approximately 31,500 ft<sup>2</sup> of existing parking.
- Restripe parking lot to existing layout
- Mill edges as needed to make tie-ins
- Excavate failed areas and replace with full depth patching prior to resurfacing. Field locate with Rowan County staff.

Add Parking Spaces  
6 Spaces @ 8.5'W 18'L

Add Striping:  
Gored Marking 10' x 70'  
Add "No Parking" Centered in Area using 12" High Letters

- Demo existing step and wheelchair ramp.
- Add full width ramp and relocate existing handrails



Credits: NC OneMap, NC Center for Geographic Information and Analysis, NC 911 Board

