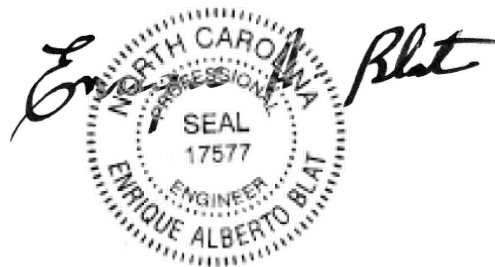




**BID DOCUMENTS FOR  
RUTHERFORD CEMETERY  
IMPROVEMENTS PHASE II  
PROJECT NO. 2016-028**

**BID NO. 2692**

**SET # \_\_\_\_\_**



9/12/2025

ENGINEERING DEPARTMENT  
635 ALFRED BROWN JR. COURT SW,  
POST OFFICE BOX 308  
CONCORD, NORTH CAROLINA 28026-0308

**TABLE OF CONTENTS**

**SECTION I – BIDS, AGREEMENTS, AND NOTICES**

BID ADVERTISEMENT/INVITATION TO BID..... 4  
INSTRUCTION TO BIDDERS..... 6  
DEBARRED FIRMS CERTIFICATION FORM..... 12  
EXHIBIT A – BID FORM ..... 13  
EXHIBIT B – STANDARD FORM OF PERFORMANCE BOND ..... 20  
EXHIBIT C – SPECIAL PROVISIONS ..... 22  
NOTICE OF AWARD..... 31  
NOTICE TO PROCEED ..... 32  
STANDARD FORM OF CONSTRUCTION CONTRACT ..... 33  
EXHIBIT D – E-VERIFY ..... 42  
EXHIBIT E – TAX FORMS ..... 43  
EXHIBIT F – CERTIFICATE OF INSURANCE ..... 44  
PAY REQUEST FORM ..... 45  
ENGINEERING’S APPLICATION FOR PAYMENT FORM ..... 46  
CONTRACT CHANGE ORDER..... 47  
CERTIFICATE OF INFRASTRUCTURE COMPLETION ..... 48  
FIELD ORDER..... 49  
NC SALES TAX REPORT ..... 50  
NORTH CAROLINA ONE CALL..... 51

**SECTION II – GENERAL CONDITIONS**..... 52

SEE City Webpage

<http://www.concordnc.gov/Portals/0/Documents/Engineering/10%2001%2005%20General%20Conditions%20Horizontal.pdf>

## **SECTION I**

### **BIDS, AGREEMENTS, AND NOTICES**



## **BID ADVERTISEMENT/INVITATION TO BID**

**September 12, 2025**

Project Title: **Rutherford Cemetery Improvements Phase II  
Project No. 2016-028**

Project Description: **The Rutherford Cemetery Improvements** project consists of the construction of a paved roadway extension and the installation of a hammerhead to extend public access to the Rutherford Cemetery grounds.

Sealed Bids will be received by the City of Concord (Owner) at the address below. Please submit notarized bids in a sealed envelope by the bid opening time and date. All Bids must be in accordance with the Bidding Documents on file with the City of Concord Engineering Department. Bidders must be licensed contractors in the State of North Carolina. Bids will be received on a unit price basis. A Bid Bond must accompany each bid. The Successful Bidder will be required to furnish a Construction Performance Bond and a Construction Payment Bond as security for the faithful performance and the payment of all bills and obligations arising from the performance of the Contract. Contractor and all Subcontractors will be required to conform to the labor standards set forth in the Contract Documents. Owner reserves the right to reject any or all Bids, including, without limitation, the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional Bids, and will award to the lowest responsible Bidder, taking into consideration quality, performance, and time specified in the Bid Form for performance of Work. The owner also reserves the right to waive informalities.

Enrique A. Blat, PE  
Deputy City Engineer

Engineer: City of Concord Engineering Department  
Alfred M. Brown Operations Center  
635 Alfred Brown Jr Court SW  
P O Box 308, Concord, NC 28026-0308

Contractors desiring to receive bid information on this project must register to bid by sending an email to Enrique A. Blat, P.E., at [blatr@concordnc.gov](mailto:blatr@concordnc.gov). Please include the name of the company, physical address, email address, and telephone number. All communication regarding this bid will be done through email.

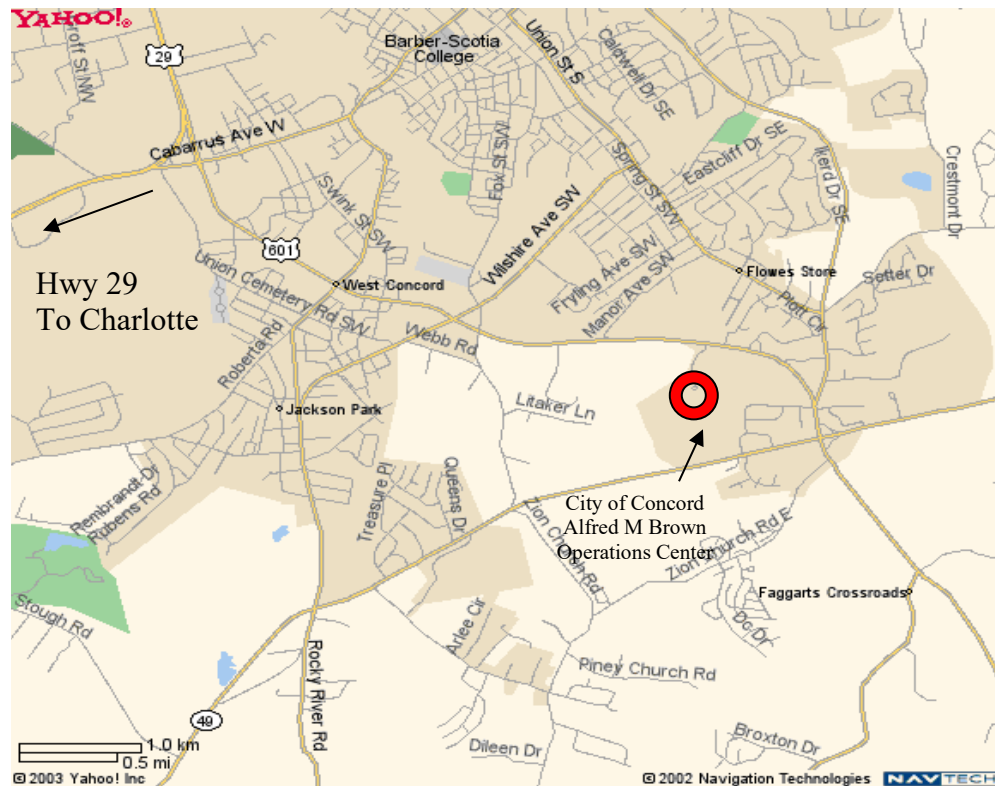
Bid documents are available free of charge from the City of Concord website at: <https://www.concordnc.gov/Departments/Finance/Purchasing/RFPs-and-Bids>

**Technical questions:** Contact Rick Blat, P.E., ([blatr@concordnc.gov](mailto:blatr@concordnc.gov)) 704.920.5425

Bid Due Date: **September 30, 2025, at 10:00 AM**, Conference  
Room C  
Location: City of Concord, Alfred M. Brown Operations  
Center 635 Alfred Brown Jr Court SW, Concord, NC  
28026 (See attached map/directions)

## **MAP AND DIRECTIONS TO CITY OF CONCORD**

# ALFRED M BROWN OPERATIONS CENTER



## Directions from Charlotte

- Take I-77 north to I-85 north from Charlotte to Concord.
- From I-85 north, take exit 49 to the right towards Lowe's Motor Speedway.
- At the Lowe's Motor Speedway, turn left onto Highway 29 (Concord Pkwy) north.
- Keep going north while you pass the Wal-Mart shopping center on your right.
- Turn right at the light at the Chevrolet dealership onto Cabarrus Avenue.
- Turn right at the next traffic light at the Walgreens onto Hwy 601 South (bypass). (Hwy 601 S is also Warren C. Coleman Boulevard).
- Go straight through two traffic lights at Old Charlotte Road and Wilshire Avenue.
- Turn right at the next traffic light at Alfred Brown Jr Court SW (green & white sign on right for the City of Concord Alfred M. Brown Operations Center).
- You will be on the entrance road into our complex.
- Follow signs to the left to Visitor Parking.
- Proceed to the front desk at the Administration Building and sign in with the receptionist.

## INSTRUCTIONS TO BIDDERS

1. DEFINED TERMS. Terms used in these Instructions to Bidders are given the meanings assigned to them in the General Conditions and the Supplementary Conditions. An additional term is defined as follows:

Successful Bidder - The lowest, qualified, responsible, and responsive Bidder to whom Owner (on the basis of Owner's evaluation as herein provided) makes an award.

2. COPIES OF BID DOCUMENTS. Bid Documents may be obtained from the Owner via the link below for the City of Concord's website.

|                                      |                      |
|--------------------------------------|----------------------|
|                                      | <u>Charge</u>        |
| <b>Complete set of Bid Documents</b> | <b>Free download</b> |

<https://concordnc.gov/Departments/Finance/Purchasing/RFPs-RFQs-and-Bids>

Partial sets of Bid Documents will not be issued in response to requests by subject matter.

Complete sets of Bid Documents must be used in preparing Bids; neither Owner nor Engineer assumes any responsibility for errors or misrepresentations resulting from the use of incomplete sets of Quoting Documents.

Owner and Engineer, in making copies of Quoting Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not confer a license or grant for any other use.

3. QUALIFICATIONS OF BIDDERS. To demonstrate qualifications to perform the Work, Bidder may be required to submit written evidence on financial data, previous experience, present commitments, and other such data as may be requested by Owner or Engineer. Each Bid must contain evidence of Bidder's qualification to do business in the state where the Project is located, or Bidder must agree to obtain such qualification prior to award of the Contract.

4. EXAMINATION OF CONTRACT DOCUMENTS AND SITE. It is the responsibility of each Bidder, before submitting a Bid, to (a) thoroughly examine the Contract Documents, (b) visit the site to become familiar with local conditions that may affect cost, progress, performance, or furnishing of the Work, (c) consider federal, state, and local laws and regulations that may affect cost, progress, performance, or furnishing of the Work, (d) study and carefully correlate Bidder's observations with the Contract Documents, and (e) notify Engineer of all conflicts, errors, or discrepancies discovered by Bidder in the Contract Documents.

4.02. Underground Facilities. Information and data reflected in the Contract Documents with respect to underground facilities at or contiguous to the site are based upon information and data furnished to Owner and Engineer by owners of such underground facilities or others, and Owner and Engineer disclaim responsibility for the accuracy or completeness thereof unless it is expressly provided otherwise in the Supplementary Conditions.

4.03. Additional Information. Before submitting a Bid, each Bidder will, at Bidder's own expense, make or obtain any additional examinations, investigations, explorations, tests, and studies and obtain any additional information and data which pertain to the physical conditions (surface, subsurface, and underground facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance, or furnishing of the Work and which Bidder deems necessary to determine its Bid for

performing and furnishing the Work in accordance with the time, price, and other terms and conditions of the Contract Documents.

On request 24 hours in advance, Owner will provide each Bidder access to the site to conduct such explorations and tests as each Bidder deems necessary for submission of a Bid. Bidder shall fill all holes and clean up and restore the site to its former condition upon completion of such explorations. Arrangements for site visits shall be made by calling the office of the Director of Engineering for the City of Concord at 704.920.5425.

4.04. Easements. The lands upon which the Work is to be performed, rights-of-way and easements for access thereto, and other lands designated for use by Contractor in performing the Work are identified in the Contract Documents. All additional lands and access thereto required for temporary construction facilities or storage of materials and equipment are to be provided by Contractor. Easements for permanent structures or permanent changes in existing structures are to be obtained and paid for by Owner unless otherwise specified in the Contract Documents.

4.05. Unit Price Contracts. Bidders must satisfy themselves of the accuracy of the estimated quantities in the Bid schedule by examination of the site and a review of the drawings and the specifications, including the addenda. After Bids have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the quantities of work or the nature of the work to be done.

4.06. Bidder's Representation. The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement concerning examination of the Contract Documents and the site, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

5. INTERPRETATIONS AND ADDENDA. All questions about the meaning or intent of the Quoting Documents and the Contract Documents shall be submitted to Owner in writing. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by Engineer as having received the Quoting Documents. Questions received less than 10 days prior to the date for opening of Bids may not be answered. Only answers issued by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

6. **BID SECURITY. Each Proposal must be accompanied by a deposit equal to 5% of the net price bid.** This deposit may consist of cash, or a Cashier's Check issued by, or a Certified Check drawn on a Bank or Trust Company authorized to do business in North Carolina, or on a Bank insured by the Federal Deposit Insurance Corporation, or a U.S. Money Order, payable to the City of Concord or 5% Bid Bond in the form required by G.S. 143-129 as amended, issued by an Insurance Company authorized to do business in North Carolina, said deposit to be retained in the event of failure of the successful bidder to execute a formal contract within ten (10) days after award or to give satisfactory surety required.

The Bid security of the Successful Bidder (if so required) will be retained until such Bidder has executed the Agreement, furnished the required contract security (if so required), and met the other conditions of the Notice of Award, whereupon the Bid security will be returned. If the Successful Bidder fails to execute and deliver the Agreement and furnish the required contract security within the number of days set forth in the Bid Form, Owner may annul the Notice of Award and the Bid security of that Bidder will be forfeited. The Bid security (if so required) of other Bidders whom Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of 7 days after the Effective Date of the Agreement or the day after the last day the Bid remain subject to acceptance as set forth in the Bid Form,

whereupon Bid security furnished by such Bidders will be returned. Bid security accompanying Bid which are deemed by Owner to be noncompetitive will be returned within 7 days after the designated Bid opening.

7. CONTRACT TIMES. The numbers of calendar days within which, or the dates by which, the Work is to be substantially completed and also completed and ready for final payment (the Contract Times) are set forth in the Bid Form.

8. LIQUIDATED DAMAGES. Provisions for liquidated damages, if any, are set forth in the Agreement.

9. SUBSTITUTES OR "OR-EQUAL ITEMS. Bidder's attention is directed to Article 6.5 of the General Conditions concerning substitutes and "or-equal" items. Where an item or material is specified by a proprietary name, it is done for the purpose of establishing a basis of quality and not for the purpose of limiting competition. The Engineer's intent is to consider alternative products which have the desired essential characteristics. The Engineer will consider any such products offered. Requests for acceptance of alternative products shall be made through Bidders quoting as prime Contractors. Acceptances for substitutions will not be granted directly to suppliers, distributors, or subcontractors. Pursuant to Section 133-3, General Statutes of North Carolina, the following procedures shall be used:

Bidders desiring to submit alternative product proposals for prior acceptance of the Engineers shall submit, in writing, such proposals from   n/a  , until   n/a  . Applications received after this time will not be reviewed. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and test data, and other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment, or other work that incorporation of the substitute would require shall be included. The Engineer shall consider and either accept or reject all alternative product proposals submitted.

If, by the close of the fifth day prior to the deadline for receiving Bid, the Engineer has accepted any alternative product proposals, the Quoting Documents shall be modified to include the alternative products. The Engineer shall publish the modification in an Addenda at least 5 days prior to the deadline for receiving Bids. The Engineer's decision of acceptance or rejection of a proposed substitute shall be final.

10. SUBCONTRACTORS, SUPPLIERS, AND OTHERS. If the Supplementary Conditions require the identity of certain Subcontractors, Suppliers, and other persons and organizations (including those who are to furnish the principal items of material and equipment) to be submitted to Owner in advance of a specified date prior to the Effective Date of the Agreement, the apparent Successful Bidder, and any other Bidder so requested, shall within 3 days after the opening submit to Owner the List of Subcontractors completed with all such Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work for which such identification is required. The list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, person, or organization, if requested by Owner. If Owner or Engineer after due investigation has reasonable objection to any proposed Subcontractor, Supplier, or other person or organization, Owner may, before the Notice of Award is given, request the apparent Successful Bidder to submit an acceptable substitute without an increase in the Bid.

All Subcontractors shall be a licensed utility contractor in the State of North Carolina.

11. BID FORM. The Bid Form is bound in the Quoting Documents and shall not be removed therefrom. Bid Forms must be completed in ink.

Bids by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign for the corporation). Bids by partnerships must be executed in the partnership name and signed by a partner. Bids by joint ventures shall be signed by



each participant in the joint venture or by a representative of the joint venture accompanied by evidence of authority to sign for the joint venture.

The names of all persons signing shall be legibly printed below the signature. A Bid by a person who affixes to his signature the word "president", "secretary", "agent", or other designation without disclosing his principal may be held to be the Bid of the individual signing. When requested by Owner, evidence of the authority of the person signing shall be furnished.

All blanks in the Bid Form shall be filled. A Bid price shall be indicated for each unit price item listed therein, or the words "No Bid", "No Charge", "No Change", or other appropriate phrase shall be entered.

The Bid shall contain an acknowledgment of receipt of all Addenda; the numbers and dates of which shall be filled in on the Bid Form.

No alterations in Bids, or in the printed forms therefore, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Bidder; if initialed, Owner may require the Bidder to identify any alteration so initialed.

11.01. Bid Pricing. The Bidder shall complete the schedule of unit prices included in the Bid Form and shall accept all fixed unit prices listed therein.

The total Bid will be determined as the sum of the products of the estimated quantity of each item and the unit price Bid. The final Contract Price will be subject to adjustment according to final measured, used, or delivered quantities as provided in Article 9.7 of the General Conditions, and the unit prices in the Bid will apply to such final quantities except that unit prices will be subject to change by Change Order as stipulated in the Supplementary Conditions.

11.02. Contingency. The Contingency is to be added to the Bid price and is to be used for minor change order items. If the Contingency is to be used, a scope of work and price would be negotiated. The Contingency is for the sole use of Owner. A change order will be issued to delete any unauthorized portion of the Contingency.

12. SUBMISSION OF BIDS. Bids shall be submitted at the time and place indicated in the Invitation to Bid, or the modified time and place indicated by Addendum. Bids shall be enclosed in a sealed envelope or wrapping, addressed to:

The City of Concord  
Enrique Blat, PE, Deputy City Engineer  
P.O. Box 308  
635 Alfred Brown Jr Court SW  
Concord, North Carolina 28026-0308

Bids shall be marked with the name, license number, and address of the Bidder and shall be accompanied by the Bid security (if required) and other required documents. If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of it.

Each Bid envelope shall be identified on the outside with the words:

**“BID FOR RUTHERFORD CEMETERY IMPROVEMENTS PHASE II – 2016-028”**

Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened.

**One copy of all pages of the BID FORM must be submitted with the Bid, as well as a Bid Bond and Debarred Firms Certification Form.**

Oral, telephone, facsimile, or telegraph Bids are invalid and will not receive consideration.

No Bidder may submit more than one Bid. Multiple Bids under different names will not be accepted from one firm or association.

A conditional or qualified Bid will not be accepted.

13. MODIFICATION AND WITHDRAWAL OF BIDS. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

If, within 24 hours after Bids are opened, any Bidder files a duly signed, written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the Bid security (if any) will be returned. Thereafter, that Bidder will be disqualified from further quoting on the Work to be provided under the Contract Documents.

14. OPENING OF BIDS. Bids will be opened at the office and at the discretion of the Director of Engineering and read aloud.

The procedure for opening Bids will follow guidelines issued by the State Building Commission dated December 10, 1990, and endorsed by the Consulting Engineers Council of North Carolina.

15. BIDS TO REMAIN SUBJECT TO ACCEPTANCE. All Bids will remain subject to acceptance for the number of days set forth in the Bid Form, but Owner may, in its sole discretion, release any Bid and return the security (if any) prior to that date.

16. AWARD OF CONTRACT. Owner reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced, or conditional Bids, and will award to lowest responsible Bidder taking into consideration quality, performance, and time specified in Bid Form for performance of Work. Owner also reserves the right to waive informalities.

In evaluating Bids, Owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternatives, unit prices, and other data, as may be requested in the Bid Form or prior to the Notice of Award.

Owner may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in the Supplementary Conditions. Owner also may consider the operating costs, maintenance requirements, performance data, and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Award.

Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.

If the Contract is to be awarded, it will be awarded to the lowest Bidder whose evaluation by Owner indicates to Owner that the award will be in the best interests of Owner. If the Contract is to be awarded, Owner will give the Successful Bidder a Notice of Award within the number of days set forth in the Bid Form. The evaluation of Suppliers' or manufacturers' data submitted with the Bid, or submitted upon request prior to the Notice of Award, will include consideration of the following:

- Owner-required inventory of spare parts.
- Building design changes which would be required to accommodate the proposed materials and equipment.
- Installation requirements and related engineering, training, and operating costs.
- Experience and performance record of the Supplier or the manufacturer.
- Maintenance and frequency of inspections required to assure reliable performance of the equipment.
- Suppliers' or manufacturers' service facilities and availability of qualified field service personnel.
- Efficiency and related operating expense during the anticipated useful life of the equipment.

17. CONTRACT SECURITY. The General Conditions set forth Owner's requirements as to Performance and Payment Bonds (required). These Bonds shall be delivered to Owner with the executed Agreement.

18. SIGNING OF AGREEMENT. When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by two unsigned counterparts of the Agreement with all other written Contract Documents attached. Within the number of days set forth in the Bid Form, the Successful Bidder shall sign, leaving the dates blank, and deliver the required number of counterparts of the Agreement and attached documents to Owner with the required Bonds and power of attorney. Within 30 days thereafter, Owner shall execute all copies of the Agreement and other Contract Documents submitted by Contractor (Successful Bidder); shall insert the date of contract on the Agreement, Bonds, and power of attorney; and shall distribute signed copies as stipulated in the Agreement.

Should the Owner not execute the Contract within the period specified, the Successful Bidder may, by written notice, withdraw his signed Contract. Such notice or withdrawal shall be effective upon receipt of the notice by the Owner.

19. SALES AND USE TAXES. Provisions for sales and use taxes, if any, are set forth in the Supplementary Conditions.

20. RETAINAGE. Provisions concerning retainage are set forth in the Agreement.

21. LAWS AND REGULATIONS. Modifications, if any, to the General Conditions concerning Laws and Regulations are set forth in the Supplementary Conditions. Additional provisions, if any, concerning Laws and Regulations are set forth in the Agreement.

21.01. Collusive Bidding. In accordance with Section 112(c) of Title 23 USC, and G.S. 75-5(b)(7) of the State of North Carolina, the Contractor (Bidder), by submission and execution of this bid or Bid, certifies that he has not entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding or quoting in connection with his Bid on this project.

End of Section

DEBARRED FIRMS CERTIFICATION FORM

**Rutherford Cemetery Improvements Phase II  
Project No. 2016-028**

The undersigned hereby certifies that the firm of \_\_\_\_\_ has not been suspended by the State of North Carolina or any agency or department thereof for conviction or indictment or any of the offenses enumerated in G.S. 133-27 nor will award subcontracts of any tier to firms that have been suspended for conviction or indictment of any of the offenses enumerated in G.S. 133-27.

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

ATTEST \_\_\_\_\_ (SEAL)

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

Sworn and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

**EXHIBIT A – BID FORM**

PROJECT IDENTIFICATION:

**Rutherford Cemetery Improvements Phase II  
Project No. 2016-028**

THIS BID IS SUBMITTED TO:

Enrique Blat, PE, Deputy City Engineer  
City of Concord  
635 Alfred Brown Jr Court SW  
P.O. Box 308  
Concord, North Carolina 28026-0308

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents within the specified time and for the amount indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Invitation to Bid and the Instructions to Bid, including without limitation those dealing with the disposition of the Bid security (if security is required by the City Manager). This Bid will remain subject to acceptance for 60 days after the day designated for reception of Bids. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Quoting Documents within 10 days after the date of Owner's Notice of Award.
3. In submitting this Bid, Bidder represents that:

- a. Bidder has examined copies of all the Quoting Documents and of the following Addenda (receipt of all which is hereby acknowledged):

|           |             |
|-----------|-------------|
| No. _____ | Dated _____ |
| No. _____ | Dated _____ |
| No. _____ | Dated _____ |
| No. _____ | Dated _____ |
| No. _____ | Dated _____ |

- b. Bidder has visited the site and become familiar with and satisfied itself as to the general, local, and site conditions that may affect cost, progress, performance, and furnishing of the Work.
- c. Bidder is familiar with and has satisfied itself as to all Federal, State, and Local Laws and Regulations that may affect cost, progress, performance, and furnishing of Work.

- d. Bidder has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except underground facilities) which have provided by the owner and under the conditions normally used and identified in the Supplementary Conditions and Special Conditions as provided in Paragraph 4.2.1 of the General Conditions. Bidder accepts the determination set forth in the Supplementary Conditions and Special Conditions of the extent of the "technical data" contained in such reports and drawings upon which Bidder is entitled to rely as provided in Paragraph 4.2 of the General Conditions. Bidder acknowledges that such reports and drawings are not Contract Documents and may not be complete for Bidder's purposes. Bidder acknowledges that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Quoting Documents with respect to underground facilities at or contiguous to the site. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance, or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder and safety precautions and programs incident thereto. Bidder does not consider that any additional examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance and furnishing of the Work in accordance with the time, price, and other terms and conditions of the Contract Documents.
  - e. Bidder is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.
  - f. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.
  - g. Bidder has given Engineer written and verbal notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
  - h. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid Bidder has not solicited or induced any person, firm, or corporation to refrain from quoting; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.
4. Bidder will complete the Work for the following unit prices. Quantities indicated are estimated and not guaranteed; they are solely for comparing Bids and establishing the initial Contract Price. Final payment will be based on actual quantities.

**EXHIBIT A – BID FORM**

**Rutherford Cemetery Improvements Phase II- Project No. 2016-028**

| 2016-028 - Rutherford Cemetery Improvements |       |   |       |      |                 |                 |
|---|-------|---|-------|------|-----------------|-----------------|
| No.   | Item  | Description   | Units | QTY. | Unit Price (\$) | Item Total (\$) |
| 1   | 800   | Mobilization  | 1     | LS   |                 |                 |
| 2   | 801   | Construction Surveying  | 1     | LS   |                 |                 |
| 3   | SP-01 | Comprehensive Grading   | 1     | LS   |                 |                 |
| 4   | SP-03 | Select Material   | 300   | TN   |                 |                 |
| 5   | SP-04 | Borrow Excavation   | 50    | CY   |                 |                 |
| 6   | 270   | Geotextile for Soil Stabilization, MIRAFI 500 X or equivalent | 900   | SY   |                 |                 |
| 7   | 226   | Undercut Excavation   | 100   | CY   |                 |                 |
| 8   | SP-05 | Chain Link Fence Removal                                      | 245   | LF   |                 |                 |
| 9   | SP-06 | Install Chain Link Fence                                      | 450   | LF   |                 |                 |
| 9   | 520   | Aggregate Base Course   | 250   | TN   |                 |                 |
| 10  | 610   | Asphalt Concrete Surface Course, Type S9.5B                   | 95    | TN   |                 |                 |
| 11  | 620   | Asphalt Binder for Plant Mix                                  | 6     | TN   |                 |                 |
| 12  | 654   | Asphalt Plant Mix, Pavement Repair                            | 6     | TN   |                 |                 |
| 23  | 1605  | Temporary Silt Fence  | 1,000 | LF   |                 |                 |
| 24  | 1610  | Sediment Control Stone  | 3     | TN   |                 |                 |
| 25  | 1632  | 1/4" Hardware Cloth   | 15    | LF   |                 |                 |
| 26  | 1631  | Matting for Erosion Control                                   | 300   | SY   |                 |                 |
| 27  | 1660  | Seeding and Mulching  | 0.9   | AC   |                 |                 |

**ESTIMATED BASE COST** \$ \_\_\_\_\_

**10% CONTINGENCY** \$ \_\_\_\_\_

**TOTAL ESTIMATED COST** \$ \_\_\_\_\_





5. Bidder agrees that all work will be completed and ready for final payment in accordance with Paragraph 14.13 of the General Conditions within 60 days from the date of notice to proceed.
6. Liquidated damages are \$1,000.00 per each day past the contract completion date.
7. Communications concerning this Bid shall be sent to Bid at the following address:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

P.O. BOX: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

8. The terms used in this BID, which are defined in the General Conditions (Section II), have the meanings assigned to them in the General Conditions.

SIGNATURE OF BIDDER: \_\_\_\_\_

Contractor's License Number \_\_\_\_\_

License Expiration Date \_\_\_\_\_

If an Individual

By \_\_\_\_\_  
(signature of individual)

doing business as \_\_\_\_\_

Business address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

ATTEST \_\_\_\_\_ TITLE

If a Partnership

By \_\_\_\_\_  
(firm name)

\_\_\_\_\_  
(signature of general partner)

Business address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

ATTEST \_\_\_\_\_ TITLE \_\_\_\_\_

**If a Corporation**

By \_\_\_\_\_  
(corporation name)

By \_\_\_\_\_  
(signature of authorized person) (title) \_\_\_\_\_

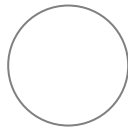
Business address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

ATTEST \_\_\_\_\_ TITLE \_\_\_\_\_

(Seal)



**If a Joint Venture (Other party must sign below.)**

By (name) \_\_\_\_\_

Contractor's License Number \_\_\_\_\_

License Expiration Date \_\_\_\_\_

**If an Individual**

By \_\_\_\_\_  
(signature of individual)

doing business as \_\_\_\_\_

Business address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

ATTEST \_\_\_\_\_ TITLE \_\_\_\_\_

If a Partnership

By \_\_\_\_\_  
(firm name)

\_\_\_\_\_  
(signature of general partner)

Business address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

ATTEST \_\_\_\_\_ TITLE \_\_\_\_\_

If a Corporation

By \_\_\_\_\_  
(corporation name)

By \_\_\_\_\_  
(signature of authorized person)(title)\_\_\_\_\_

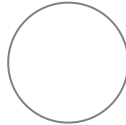
Business address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

ATTEST \_\_\_\_\_ TITLE \_\_\_\_\_

(Seal)



**EXHIBIT B – STANDARD FORM OF PERFORMANCE BOND**

Date of Execution of this Bond \_\_\_\_\_

Name and Address of  
Principal (Contractor) \_\_\_\_\_  
\_\_\_\_\_

Name and Address  
of Surety \_\_\_\_\_  
\_\_\_\_\_

Name and Address of  
Contracting Body \_\_\_\_\_  
\_\_\_\_\_

Amount of Bond \_\_\_\_\_  
\_\_\_\_\_

Contract                              That certain contract by and between the Principal and the  
Contracting Body above named dated \_\_\_\_\_  
for \_\_\_\_\_  
\_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that we, the PRINCIPAL and SURETY above named, are held and firmly bound unto the above-named Contracting Body, hereinafter called the Contracting Body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal entered into a certain contract with the Contracting Body, identified as shown above and hereto attached;

NOW THEREFORE, if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the Contracting Body, with or without notice to the Surety, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of the contract that may hereafter be made, notice of which modifications to the Surety being hereby waived, then, this obligation to be void; otherwise, to remain in full force and virtue.

**STANDARD FORM OF PERFORMANCE BOND: (Continued)**

THIS PERFORMANCE BOND is made and given pursuant to the requirements and provisions of Section 129 of Chapter 143 of the General Statutes of North Carolina and pursuant to Article 3 of Chapter 44-A of the General Statutes of North Carolina, and each and every provision set forth and contained in Section 129 of Chapter 143 and in Article 3 of Chapter 44-A of the General Statutes of North Carolina is incorporated herein, made a part hereof, and deemed to be conclusively written into this Bond.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals as of the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned and representative, pursuant to authority of its governing body.

WITNESS:

\_\_\_\_\_  
Principal (Name of individual and trade name,  
partnership, corporation, or joint venture)

\_\_\_\_\_  
(Proprietorship or Partnership)  
Printed Name \_\_\_\_\_

BY \_\_\_\_\_ (SEAL)  
Printed Name \_\_\_\_\_

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

ATTEST: (Corporation)

**(Corporate Seal of Principal)**

BY \_\_\_\_\_  
Printed Name \_\_\_\_\_

TITLE \_\_\_\_\_  
(Corporation Secretary or  
Assistant Secretary Only)

\_\_\_\_\_  
Surety (Name of Surety Company)

WITNESS:

BY \_\_\_\_\_  
Printed Name \_\_\_\_\_

TITLE \_\_\_\_\_ Attorney in Fact

**(Corporate Seal of Surety)**

\_\_\_\_\_  
(Address of Attorney in Fact)

## EXHIBIT C – PROJECT SPECIAL PROVISIONS

### **Rutherford Cemetery Improvements Phase II Project No. 2016-028**

- 1) Contractor shall utilize the latest edition of NCDOT Standard Specifications & Standard Drawings for Roads and Structures, the City of Concord Technical Standards, and Water & Sewer Authority of Cabarrus County Technical Standard specifications, the most restrictive requirement shall apply unless otherwise noted. NCDOT Article Numbers in the Bid Form and these Project Special Provisions reference the NCDOT Standard Specifications for Roadways and Structures.
- 2) Hours of work at between 7:00 am – 6:00 pm; Monday through Friday.
- 3) The Contractor shall include in asphalt prices the cost of milling to tie into existing asphalt according to the Utility Cut Replacement Detail shown in the project plans.
- 4) This project does not require an Erosion Control permit under the “North Carolina Department of Environmental Health and Natural Resources Sediment Pollution Control Act”.

## **SP-01, COMPREHENSIVE GRADING**

### **1.0 DESCRIPTION**

This item shall include all elements of work covered by the referenced NCDOT Specifications and the numbered Additional City Specifications provided herein.

#### **NCDOT Specifications**

- 200, "Clearing and Grubbing"
- 225, "Roadway Excavation"
- 235, "Embankments"
- 240, "Ditch Excavation"
- 250, "Removal of Existing Pavement"
- 260, "Proof Rolling"
- 412, "Unclassified Structure Excavation"
- 500, "Fine Grading, Sub-grade, Shoulders and Ditches"
- 545, "Incidental Stone Base"
- 560, "Shoulder Construction"
- 1607, "Gravel Construction Entrance"

#### **Additional City Specifications**

1. Removal and Disposal of Existing Infrastructure: concrete curb, miscellaneous concrete, asphalt, etc. within the construction limits as shown on the plans and any additional infrastructure removal identified by the Contractor's means and methods shall be included in this item, with the exception of chain link fence removal, which will be paid for under SP-05 *Chain Link Removal*.
2. Shoring: The Contractor shall be responsible for all shoring to include means, methods, materials and engineering needed to construct the project.
3. Saw Cutting: all saw cutting required to build the Project. Where asphalt or concrete (curb, sidewalk, roadway, driveways, parking lots, etc.) is to be removed, the Contractor shall provide a neat edge along the pavement being retained by sawing the pavement a minimum of 2" deep and 1' wide before breaking and removing adjacent pavement. When the Contractor proposes to saw pavement more than one foot from the proposed pavement (curb, sidewalk, structure, etc.), the Contractor shall obtain approval from the Engineer prior to saw cutting and removing pavement. The cost of sawing asphalt or concrete shall be included in this item.
4. Property Access: all labor and materials required to maintain access to properties during construction as directed by the Engineer.

### **2.0 MEASUREMENT**

There will be no separate measurement made for Comprehensive Grading.

### **3.0 PAYMENT**

For the above-referenced NCDOT sections and numbered Additional City Specifications, there will be no direct measurement, payment or compensation, all cost incurred to complete the work as specified shall be included in the Lump Sum price bid for “Comprehensive Grading”.

There will be **no separate measurement or payment** for the items listed or referenced in this specification.

Payment will be made under:

**COMPREHENSIVE GRADING ..... LS**

**SP-02, EARTHWORK, EXCAVATION, UNSUITABLE MATERIALS, AND BACKFILL MATERIALS**

**1.0 DESCRIPTION**

Earthwork shall be performed to the lines and grades indicated on the plans. The work shall include excavation, furnishing, placement, compaction, and satisfactory disposal of all materials encountered within the limits of the Work necessary for the construction of the Project.

All excavated materials that are not required for the Project or are unsuitable for fills shall be considered as waste and shall be hauled off the site at the Contractor’s expense.

The Contractor shall be responsible for all borrow material required to construct the Project as shown on the plans.

**2.0 MATERIALS**

Provide bedding material in accordance with Article 1016-3 for Class II, Type 1 or Class III, Type 1 or Type 2 select material.

Provide backfill material in accordance with Article 1016-3 for Class II, (Type 1 for flexible pipe) or Class III select material.

Provide foundation conditioning material in accordance with Article 1016-3 for Class V or VI select material.

Provide foundation conditioning geotextile in accordance with Article 1056-2 for Type 2 geotextile.

Provide borrow material in accordance with Article 1018.

**3.0 MEASUREMENT AND PAYMENT**

There will be no direct payment for earthwork, excavation, unsuitable materials, and backfill materials described in this special provision. Payment will be made at the contract unit prices for



the various items covered by sections 226 *Undercut Excavation*, 300 *Pipe Installation*, 305 *Drainage Pipe*, 310 *Pipe Culverts*, SP-01 *Comprehensive Grading*, SP-03 *Select Material*, and SP-04 *Borrow Excavation*.

#### **(A) Unsuitable Material**

Unsuitable material shall be defined as any and all unsuitable materials regardless of its nature. Unsuitable Material not incorporated into the Project shall be removed, hauled, and disposed by the Contractor only as authorized by the Engineer. Stockpiled Unsuitable Material shall be disposed of no less than once per week.

##### Proposed Project Subgrade, other than Pipe Culvert Trench Subgrade

Unsuitable material *below* the proposed project sub-grade, including but not limited to below the invert of an open channel or bottom of detention facilities, shall be removed, measured, hauled, disposed of, replaced, and paid for under NCDOT Section 226 *Undercut Excavation*.

Unsuitable material *above* the proposed project sub-grade shall be removed, hauled, and disposed of at no additional cost to the City.

##### Proposed Pipe Culvert Trench Subgrade

Unsuitable material *below* the proposed project pipe culvert trench subgrade within the approved trench excavation limits for storm drainage pipe and storm drainage culvert (including but not limited to box culverts, oval pipe culverts and three-sided culverts/bridges) shall be removed, measured, hauled, disposed of, replaced, and paid for in accordance with Section 300-9 (B) *Foundation Conditioning Material* and Section 300-9 (C) *Foundation Conditioning Geotextile*.

Unsuitable material *above* the proposed pipe culvert trench sub-grade shall be removed, hauled, disposed of at no additional cost to the City.

#### **(B) Bedding and Backfill**

- Pipe (including round, elliptical, etc.)
  - There will be no separate measurement or payment for select bedding and select backfill material required in the installation of pipe as illustrated in NCDOT 300.01. All bedding and select backfill material will be included in cost of the installed pipe.
- Culvert (Box Culverts/Bends/Bottomless Culverts)
  - There will be no separate measurement or payment for bedding required in the installation of culverts as illustrated in Figure 2.1 of the *Precast Reinforced Concrete Culvert Special Provision* or as shown on the plans. All bedding material will be included in cost of the installed pipe or culvert.
  - Material needed for buried culvert inverts and channel inverts inside three-sided bridge/culverts shall be incidental to the cost of the culvert unless otherwise directed by the Engineer.

When local material meeting the requirements for the select bedding and backfill is approved for use by the Engineer, no deductions in the cost of pipe culvert will be made. Local material is defined as material generated on the project site or within the project limits.

Within the Existing or Proposed Roadway

- Pipe (including round, elliptical, etc.)
  - For pipe located within the existing or proposed roadway, including beneath the proposed curb and gutter or between road ditch lines, the Contractor shall use suitable material from the elevation of the select backfill material included in the cost of the installed pipe to the subgrade.
- Culvert (Box Culverts/Bends/Bottomless Culverts)
  - For culverts located within the existing or proposed roadway, including beneath the proposed curb and gutter or between road ditch lines, the Contractor shall use suitable material from the elevation of the bedding included in the cost of the installed culvert to the subgrade.

When local material meeting the requirements for suitable material is approved for use by the Engineer, there will be no separate measurement or payment for the material incorporated into the completed and accepted Project.

Suitable material shall be defined as material meeting both:

- Unified Soil Classification System (USCS) designation of GW, GP, GM, GC, SW, SP, SM, or SC and
- American Association State Highway Transportation Official (AASHTO) Soil Classification System designation of A-1, A-3, A-2-4, or A-2-5.

When local suitable material is not available to complete the backfill of the trench, the Contractor shall use select material in accordance with SP-03 *Select Material*. Do not use *Select Material* until all local suitable material has been incorporated into the Project. There shall be no measurement or payment made for *Select Material* brought to the site at the Contractor's convenience.

Outside of the Proposed or Existing Roadway

- Pipe (including round, elliptical, etc.)
  - For pipe located outside the existing or proposed roadway, the Contractor shall use local suitable material from the elevation of the select backfill material included in the cost of the installed pipe to the finished grade or subgrade.
- Culvert (Box Culverts/Bends/Bottomless Culverts)
  - For culverts located outside the existing or proposed roadway, the Contractor shall use local suitable material from the elevation of the bedding included in the cost of the installed culvert to the finished grade or subgrade.

When local suitable material is not available to complete the backfill of the trench, the Contractor shall use borrow material in accordance with SP-04, *Borrow Excavation*.

Do not use *Borrow Excavation* material until all local suitable material has been incorporated into the Project. There shall be no measurement or payment made for borrow excavation material brought to the site at the Contractor's convenience.

When local suitable material is not available to complete the backfill of the trench, the Contractor shall use select material in accordance with SP-03, *Select Material*.

Do not use *Select Material* until all local suitable material has been incorporated into the Project. There shall be no measurement or payment made for select material brought to the site at the Contractor's convenience.

**(C) Other**

No separate measurement or payment will be made for any other excavation, furnishing, placement, compaction or satisfactory disposal of material encountered within the limits of Work necessary for construction of the Project. All other earthwork shall be considered incidental to the Project and paid for in *Comprehensive Grading*, unless noted elsewhere in the Contract Documents.

**SP-03, SELECT MATERIAL**

**1.0 DESCRIPTION**

Work covered in this special provision consists of furnishing, placing, and compacting select material as shown on the plans or as directed.

Select material shall be placed in roadway and pipe culvert excavations within the existing or proposed roadway, including beneath the proposed curb and gutter, or as directed. The Engineer will determine the amount and location of select material to be used on the project. The Contractor shall not remove material from the project without approval from the Engineer.

**2.0 MATERIALS**

Select material shall meet the requirements of NCDOT Standard Specifications for Roads and Structures, Article 265-2, or other approved classes or materials as directed.

With written approval and without additional compensation, a higher class of material may be substituted than stated in the Contract Documents.

**3.0 MEASUREMENT AND PAYMENT**

There will be no separate measurement or payment for select bedding and select backfill material required in the installation of pipe as illustrated in NCDOT 300.01. All bedding and select backfill material required in the installation of the pipe as illustrated in NCDOT 300.01 will be included in cost of the installed pipe.

When local material meeting the requirements for suitable materials as defined in the *Earthwork, Excavation, Unsuitable Materials, and Backfill Materials* Special Provision is approved for use by

the Engineer, there will be no separate measurement or payment for the local suitable material incorporated into the completed and accepted Project. The cost to furnish, haul, place and compact local suitable material that meets the requirements will be included in the lump sum price bid for SP-01 *Comprehensive Grading* (a special provision and pay item in this contract).

When other than local material meeting the requirement for select material is used, the quantity of select material for backfill shall be measured by weighing material in trucks in accordance with section 106-7 Scales and Public Weighmaster, as determined by the Engineer. At the Engineer's discretion, truck measurement in accordance with Article 230-5 (B) may be used instead of weighing material in trucks. A unit weight of 135 lb/cf will be used to convert the weight of select material to tons.

The contract unit prices for *Select Material* as described above will be full compensation for furnishing, transporting, handling, placing, compacting, and maintaining select material. Unless otherwise directed by the Engineer, there will be no separate payment for select material above the select bedding and backfill materials included in the cost of the installed pipe culvert, which exceeds the following extents:

**Storm Drainage**

- Pipe
  - Horizontally – the outer diameter of the pipe plus three feet;
  - Vertically – from the top of the select backfill material to the ground line, as illustrated in NCDOT 300.01
- Box Culverts/Bends/Bottomless Culverts
  - Horizontally – outer width of culvert or footer plus six feet (three feet each side);
  - Vertically – from the top of the bedding material or bottom of the structure to the ground line, as illustrated in Figure 2.1 of the *Precast Reinforced Concrete Culvert* Special Provision;

**Structures**

(Includes but not limited to: headwalls, drainage structures (catch basins, drop inlets, risers, etc.), flared end sections, retaining walls, etc.)

- Vertically – to the ground line elevation as shown on the plans or details;
- Horizontally – two (2) feet from each exterior surface (outer wall of the structure or footer whichever is further)

Material used for the Contractor's means and methods outside of these trench limits shall meet the material requirement and will be at the Contractor's expense.

Do not use *Select Material* until all local material meeting the requirements of suitable material as defined in the *Earthwork, Excavation, Unsuitable Materials, and Backfill Materials* Special Provision has been incorporated into the Project. If the Contractor brings select material onto the Project for its own convenience, that material will not be measured or paid for as *Select Material*.

Payment will be made under:

**SELECT MATERIAL.....TN**

## **SP-04, BORROW EXCAVATION**

### **1.0 DESCRIPTION**

The work covered in this special provision includes all elements of work covered in section 230 "Borrow Excavation" of the Standard Specifications with the following exception pertaining to payment.

### **2.0 MEASUREMENT**

Measurement shall be made in accordance with the Standard Specifications, Section 230-5(A) In-Place Measurement or Section 230-5(B) Truck Measurement as directed by the Engineer.

### **3.0 PAYMENT**

The quantity of Borrow Excavation, measured as provided above, will be paid for at the contract unit price per cubic yard for *Borrow Excavation*. When Borrow Excavation is used to replace soil that has been determined to be unsuitable by the Engineering Department due to moisture, poor soil composition, or other factors, the contract unit price for Borrow Excavation shall include all excavation, removal from site, and proper disposal of unsuitable soil.

The contract unit price for *Borrow Excavation* as described above will be full compensation for furnishing, transporting, handling, placing, compacting, and maintaining borrow material. Unless otherwise directed by the Engineer, there will be no separate payment for borrow material above the select bedding and backfill materials included in the cost of the installed pipe, which exceeds the following extents:

#### **Storm Drainage**

- Pipe
  - Horizontally – the outer diameter of the pipe plus three feet;
  - Vertically – from the top of the select backfill material to the ground line, as illustrated in NCDOT 300.01;
- Box Culverts/Bends/Bottomless Culverts
  - Horizontally – outer width of culvert or footer plus six feet (three feet each side);
  - Vertically – from the top of the bedding material or bottom of the structure to the ground line, as illustrated in Figure 2.1 of the *Precast Reinforced Concrete Culvert* Special Provision;

#### **Structures**

(Includes but not limited to: headwalls, drainage structures (catch basins, drop inlets, risers, etc.), flared end sections, retaining walls, etc.)

- Vertically – to the ground line elevation as shown on the plans or details;
- Horizontally – two (2) feet from each exterior surface (outer wall of the structure or footer whichever is further)

Material used for the contractor's means and methods outside of these trench limits shall meet the material requirement and will be at the contractor's expense.

Payment will be made under:

**BORROW EXCAVATION** ..... **CY**

**SP-05, CHAIN LINK FENCE REMOVAL AND RESET.**

**1.0 DESCRIPTION**

Remove and reset the existing chain link fence to the locations indicated in the plans or as directed. Fill any void created by fence removal.

**2.0 CONSTRUCTION METHODS**

Reset the fence in a condition that is equal to or better than before the fence is removed. Replace any of the fence components unnecessarily damaged by the Contractor's forces. Fill any void created by fence removal.

**3.0 MEASUREMENT AND PAYMENT**

Chain Link Fence Reset will be measured and paid in the linear feet of fence that has been acceptably reset. Measurement will be made along the fence after it has been reset from center of end post to center of end post. Such price includes, but is not limited to, removing, hauling and re-erecting the existing fence; and furnishing and installing any fence components unnecessarily damaged by the Contractor's forces.

Payment will be made under:

| <b>Pay Item</b>              | <b>Pay Unit</b> |
|------------------------------|-----------------|
| _____ Chain Link Fence Reset | Linear Foot     |

**SP-06 CHAIN LINK FENCE INSTALLATION**

**1.0 DESCRIPTION**

Furnish and erect woven wire and chain link fencing in conformity with the details shown in the plans and at the locations indicated in the plans.

**2.0 MATERIALS**

Refer to Division 10. Item Section Chain Link Fabric 1050-6 Fence Materials 1050-1 Fittings and Accessories 1050-7 Metal Posts and Rails 1050-3 Organic Zinc Repair Paint 1080-9 1050-2 Woven Wire 1050-5 15 Use Class B concrete for anchors. Instead of Class B concrete, pre-mixed

commercially bagged dry concrete mix may be used if the concrete meets the minimum strength requirements for Class B concrete when mixed with the quantity of water shown on the instructions printed on the bag.

### **3.0 CONSTRUCTION METHODS**

#### **Setting Posts and Braces**

Set and maintain all posts in a vertical position. Line posts may be hand-set or set with a post driver. Thoroughly tamp all backfilled material if hand set. If power-driven, wood posts may be sharpened to a dull point. Remove and replace posts that are damaged by power driving.

Set posts in concrete anchors to maintain the position and alignment of the post when required in the plans or where dictated by soil conditions. Forms are not necessary for the concrete. Trowel the top of the concrete to a smooth finish and slope to drain away from the post. The concrete anchors require a minimum of 3 days' curing period before any load is applied to the post. Instead of setting roll formed steel line posts in concrete, such posts may be driven, provided they are not part of a line brace assembly. Drive the posts at least 3 ft into the ground. Provide adequate protection to the post tops to prevent damage from the driving operations. Repair damage to the zinc coating in accordance with Article 1076-7. Set posts in concrete anchors where soil conditions are such that the posts cannot be driven without deformation, or where soils are encountered that do not provide adequate in-ground stability. Where rock or concrete pavement or slabs are encountered within the required depth where fence posts are to be erected, drill a hole in the rock or concrete of a diameter slightly larger than the largest dimension of the post in the rock or concrete and grout in the post. The depth of post embedment shown in the plans will not be required, and the post may be shortened as necessary, provided the post is embedded within the rock or concrete pavement or slab to a minimum depth of 12". Do not fabricate extra-length posts by welding short sections of posts together. Place line braces at the end of each roll or piece of woven wire. Do not use pieces of woven wire fabric that are less than 100 ft in length, unless otherwise directed. When the use of short pieces of woven wire is permitted, furnish and install the additional required brace posts and braces. Approved splicing sleeves may be used instead of providing such brace posts and braces. Set approved sleeves in the retaining wall in accordance with the details in the plans. After the posts have been set, fill the sleeves with grout.

#### **Installing Fabric and Wire**

##### **(1) Chain Link Fence**

Attach chain link fabric to tubular end, gate, corner, or brace posts with stretcher bars and stretcher bar bands as shown in the plan. Fasten the fabric to line posts and to top and brace rails with wire fasteners spaced and wound as shown in the plans. Fasten the fabric to the tension wire by hog rings spaced at 24" intervals or weave the tension wire through the fabric. Create hog ring ties at fabric joints with the hog ring completely around the fabric joint. Place chain link fabric by securing or fastening on end and applying sufficient tension to remove all slack before making permanent attachments elsewhere. Apply the tension for stretching by mechanical fence stretchers designed for this purpose.

Connect rolls and pieces of chain link fabric to each other by field weaving, provided that such weaving is identical in appearance and strength to the machine weaving done at the factory.

**4.0 MEASUREMENT AND PAYMENT**

*Chain Link Fence* will be measured and paid in linear feet of fence measured in place from the center of each post or gate post to the center of the end post or gate post, exclusive of the gate sections that have been completed and accepted.

Payment will be made under:

**Pay Item**

**Pay Unit**

\_\_\_\_\_ Chain Link Fence Installation

Linear Foot



**NOTICE OF AWARD**

TO:

FROM: City of Concord City Council (OWNER)  
P.O. Box 308  
35 Cabarrus Ave. W  
Concord, North Carolina 28026-0308

PROJECT: **Rutherford Cemetery Improvements  
Project No. 2016-028**

You are hereby notified that the bid submitted by you for the above-named project in response to the City of Concord's Invitation to Bid dated **March 24, 2020** in the amount of

\_\_\_\_\_ and \_\_\_\_\_/100 DOLLARS

(\$\_\_\_\_\_) has been accepted.

You are hereby required to execute the formal AGREEMENT with the City of Concord City Council and to furnish any and all Contractor's Bond(s), Certificate of Insurance and Power of Attorney(s) along with other documents pertaining to the work as designated by the City of Concord.

If you fail to execute said AGREEMENT and to furnish this and any other required documents pertaining to the work within ten (10) days from the date of delivery of this NOTICE OF AWARD, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your bid as abandoned and to award the work covered by your proposal to another, or to re-bid the work or otherwise dispose thereof as the Owner may see fit.

**Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

City of Concord, North Carolina

CONTRACTOR

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

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

Title: City Manager

Title: \_\_\_\_\_

*ACCEPTANCE OF NOTICE OF AWARD*

Receipt of the above NOTICE OF AWARD is hereby acknowledged this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**NOTICE TO PROCEED**

TO:

FROM: City of Concord City Council (OWNER)  
P.O. Box 308  
35 Cabarrus Ave. W  
Concord, North Carolina 28026-0308

PROJECT: **Rutherford Cemetery Improvements  
Project No. 2016-028**

Contract Amount: \_\_\_\_\_ and \_\_\_/100 DOLLARS

(\$\_\_\_\_\_).

You are hereby notified to commence work on or before the \_\_\_\_\_ day of \_\_\_\_, 20\_\_, pending acceptance of your Certificate of Insurance and any other required documents, and are to fully complete the work by the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Your project final completion date is therefore the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, and as set forth in the above named project's schedule unless an extension is granted by the City of Concord Director of Engineering in writing.

City of Concord, North Carolina

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

Title: City Manager

**Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

**STANDARD FORM CONSTRUCTION CONTRACT (Revised 18 07 03)**

This contract (together with all exhibits and valid amendments, the “Agreement” or the “Contract”) is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the City of CONCORD (“City”) and \_\_\_\_\_ (“Contractor”), ( ) a corporation, ( ) a professional corporation, ( ) a professional association, ( ) a limited partnership, ( ) a sole proprietorship, or ( ) a general partnership; organized and existing under the laws of the State of \_\_\_\_\_.

**Sec. 1. Background and Purpose.**

**Rutherford Cemetery Improvements** project consists of the construction of a paved roadway extension and the installation of a storm sewer system to extend public access to the Rutherford cemetery grounds.

**Sec. 2. Services and Scope to be Performed.** The Contractor shall provide the services at the charges set forth either in this paragraph or in Exhibit “A”. Additional exhibits may be used to further define this Agreement when the Contractor and City so agree. Any additional exhibits shall be designated as exhibits to the Agreement with capitalized, sequential letters of the alphabet, shall be attached hereto and incorporated herein by reference as if the same were fully recited, and shall become terms of this Agreement upon execution by both parties.

In this Contract, “services” means the services that the Contractor is required to perform pursuant to this Contract and all of the Contractor’s duties to the City that arise out of this Contract. Any amendments, corrections, or change orders by either party must be made in writing signed in the same manner as the original. (This form may be used for amendments and change orders.) The City reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

**Sec. 3. Complete Work without Extra Cost.** Unless otherwise provided, the Contractor shall obtain and provide, without additional cost to the City, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

**Sec. 4. Compensation.** The City shall pay the Contractor for the Work as described in this paragraph below OR as described in Exhibit “A” attached. In the event of a conflict, the provisions of this paragraph shall control. Any additional expenses or charges shall only be paid after both the City and the Contractor agree to and execute a written change order. The City shall not be obligated to pay the Contractor any fees, payments, expenses or compensation other than those authorized in this Contract or in a duly-approved change order. All payments shall be deemed inclusive of tax and other obligations.

**Sec. 4a. Retainage.** The City shall withhold no retainage on Contracts having a “total project cost” of less than \$100,000.00. The City may withhold retainage on contracts having a total project cost between \$100,000 and \$200,000. The City shall withhold retainage on contracts whose total project cost exceeds \$300,000. When withheld, retainage shall equal no more than five percent of each progress payment. When the project is fifty per cent complete, the City shall not retain anything from future project payments provided that (i) the surety concurs in writing, (ii) the Contractor continues to perform satisfactorily, (iii) any non-conforming work identified in writing by the architect, engineer(s) or City has been corrected by the Contractor and accepted by the architect, engineer(s) or City. However, if the City determines that the Contractor’s performance is unsatisfactory, the City may withhold up to five percent retainage from each project payment. The City may withhold additional amounts above five percent for unsatisfactory job progress, defective construction not remedied, disputed work, third party claims filed against the owner or reasonable evidence that a third-party claim will be filed.

Definitions:

“Total Project Cost”: Total value of the Contract and any approved change orders or amendments.

“Project is Fifty Percent Complete”: When the Contractor’s validly-issued gross project invoices (excluding the value of the materials stored off-site) equal or exceed fifty percent of the value of the Contract, except that the value of materials stored on-site shall not exceed twenty percent of the Contractor’s gross project invoices for the purpose of determining whether the project is fifty percent complete.

**Sec. 5. Term.** The Contractor shall commence work within **ten (10)** days of the date of its receipt of written Notice to Proceed from the City. The date that is **ten (10)** days from the date of the Contractor’s receipt of the Notice to Proceed shall be the “Commencement Date.” All work as set forth in the Scope of Services in Exhibit “A” shall be completed within **sixty (60)** calendar days of the Commencement Date. The date that is **sixty (60)** calendar days from the Commencement Date shall be the “Completion Date.” Time is of the essence with regard to this Project. If Contractor’s obligations are not completed by the Completion Date, the City reserves the right to nullify this Agreement, order the Contractor to immediately cease all work under this Agreement and vacate the premises, and to seek professional services equivalent to those outlined in Exhibit “A.” The Contractor shall be held accountable for all damages incurred by the City as a consequence of the missed Completion Date. The exercise of any of these rights by the City shall not be interpreted to prejudice any other rights the City may have under this Agreement or in law or equity. This Contract shall not be automatically extended unless agreed to in writing by the City or as provided in Exhibit “A”.

**Sec. 6. Contractor’s Billings to City.** Payments will be made in accordance with the schedule found in this section below OR attached at Exhibit “A”. Contractor shall submit an original pay request (invoice) to the City Purchasing Agent by the first of each month in order to expedite payment. Upon receipt of the request the City Purchasing Agent shall verify the amounts and if correct forward the request to the Accounts Receivable Division of the Finance Dept. Final payment on the Contract shall be made in 45 days, except in the case of retainage. Within 60 days after the submission of the final pay request, the City (with the written consent of the surety) shall release to the Contractor all retainage payments IF the City receives a certificate of substantial completion from the architect, engineer or designer-in-charge of the project OR the City receives beneficial occupancy and use of the project. In either case, the City may retain up to 2.5 times the estimated value of the work to be completed or corrected.

**Sec. 7. Insurance.** Contractor shall maintain and cause all sub-contractors to maintain insurance policies at all times with minimum limits as follows:

| <u>Coverage</u>       | <u>Minimum Limits</u>  |
|-----------------------|--|
| Workers’ Compensation | \$500,000 each accident, \$500,000 bodily injury by disease each employee, \$500,000 bodily injury by disease policy limit   |
| General Liability     | \$1,000,000 per occurrence regardless of the contract size   |
| Automobile Liability  | \$1,000,000 per occurrence regardless of the contract size   |
| Umbrella              | <input checked="" type="checkbox"/> \$1,000,000 per occurrence if contract does not exceed 180 days; otherwise,<br><input type="checkbox"/> \$2,000,000 per occurrence |

Contractor shall provide a Certificate of Insurance to the City listing the City as an additional insured. Such Certificate shall be in a form acceptable to the City.

**Sec. 8. Documentation Requirements:**

A. Contractor shall provide the City with a **Certificate of Insurance** for review prior to the issuance of any contract or Purchase Order. Certificates of insurance must be submitted on an Acord Form (revised 2010/05), and the City must be named as additional insured on all lines of coverage, except for Professional liability and Workers’ Compensation. Contractor shall provide a Certificate of Insurance to the City listing the City as additional insured as required by written contract. The General Liability, Automobile Liability and Workers Compensation policies include a Waiver of Subrogation in favor of the City of Concord. The Umbrella Policy shall follow the form of the General Liability and Automobile Liability Policies. All Certificates of Insurance will require written notice by the insurer or Contractor’s agent in the event of cancellation, reduction or other modifications of coverage by the insurer. Such notice shall be not less than 30 days for nonrenewal by the insurer, not less than 10 days for cancellation due to nonpayment of the premium and as soon as possible for all other types of modifications. In addition to the notice requirement above, Contractor shall provide the City with written notice of cancellation, reduction, or other modification of coverage of insurance whether instigated by the insurer or by the Contractor immediately upon Contractor’s receipt of knowledge of such modifications. Upon failure of the Contractor to provide such notice, Contractor assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the insured period in which the initial contract period begins and

shall be renewed by the Contractor for each subsequent renewal period of the insurance for so long as the contract remains in effect.

The City shall be named as an **additional insured** on all policies except Workers' Compensation and professional liability and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read, "City of Concord is added as an additional insured as evidenced by an endorsement attached to this certificate." Failure to maintain the required insurance in force may be cause for termination of this Agreement. In the event that the Contractor fails to maintain and keep in force the insurance herein required, the City has the right to cancel and terminate the Agreement without notice.

Without limiting the coverage required pursuant to this Agreement, Contractor shall provide Workers' Compensation insurance if it employs three or more employees. The Worker's Compensation insurance shall have the North Carolina mandated statutory limits. Contractor shall fully comply with all applicable laws including, but not limited to, North Carolina's Workers' Compensation Act (Chapter 97 of the NC General Statutes).

B. Contractor shall provide a completed W-9 form to the City prior to execution by the City of this Agreement.

### **Sec. 9. Performance of Work by Contractor.**

(a) The Contractor warrants that all work performed under this Contract conforms to the Contract requirements and is free of any defect in equipment, material, or design furnished, or workmanship performed by the Contractor or any subcontractor or supplier at any tier. This warranty shall continue for a period of 1 year from the date of issuance by the City of written final completion of the work.

(b) The Contractor shall remedy at the Contractor's expense any failure to conform, or any defect. In addition, the Contractor shall remedy at the Contractor's expense any damage to City - owned or controlled real or personal property, when that damage is the result of--

(1) The Contractor's failure to conform to contract requirements; or

(2) Any defect of equipment, material, workmanship, or design furnished.

(c) The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for 1 year from the date of repair or replacement.

(d) The City shall notify the Contractor, in writing, within a reasonable time, not to exceed 30 days, after the discovery of any failure, defect, or damage.

(e) If the Contractor fails to remedy any failure, defect, or damage within a reasonable time, not to exceed 30 days unless otherwise agreed in writing and signed by the City Manager or his designee, after receipt of notice, the City shall have the right to replace repair, or otherwise remedy the failure, defect, or damage at the Contractor's expense.

(f) With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this Contract, the Contractor shall--

(1) Obtain all warranties that would be given in normal commercial practice,

(2) Require all warranties to be executed, in writing, for the benefit of the City, if directed to do so by the City; and

(3) Enforce all warranties for the benefit of the City, if directed to do so by the City

(g) In the event the Contractor's warranty has expired, the City may bring suit at its expense to enforce a subcontractor's, manufacturer's, or supplier's warranty.

(h) Unless a defect is caused by the negligence of the Contractor or subcontractor or supplier at any tier, the Contractor shall not be liable for the repair of any defects of material or design furnished by the City nor for the repair of any damage that results from any defect in City-furnished material or design.

**Sec. 10. Performance of Work by City.** If the Contractor fails to perform the Work in accordance with the schedule referred to in Exhibit "A", the City may, in its discretion, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the City's rights and remedies. Before doing so, the City shall give the Contractor reasonable notice of its intention. The Contractor shall reimburse the City for all costs incurred by the City in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

**Sec. 11. Attachments.** Additional exhibits may be used to further define this Agreement when the Contractor and City so agree. Any additional exhibits shall be designated as exhibits to the Agreement with capitalized, sequential letters of the alphabet, shall be attached hereto and incorporated herein by reference as if the same were fully recited, and shall become terms of this Agreement upon execution by both parties.

*The following attachments are made a part of this Contract and incorporated herein by reference:*

- (a) Exhibit "A" – BID FORM
- (b) Exhibit "B" – Standard Form of Performance Bond
- (c) Exhibit "C" – Special Provisions
- (d) Exhibit "D" – Contractor must execute the Affidavit attached as Exhibit "D", attesting to compliance with state and federal laws related to E-Verify. **\*This requirement only applies to contracts that fall within the formal bidding range.**
- (e) Exhibit "E" – Tax Form(s).
- (f) Exhibit "F" – Certificate of Insurance.
- (g) Exhibit "G" - Drawings

In case of conflict between an attachment and the text of this contract excluding the attachment, the text of this contract shall control. Any attachment that materially alters the standard terms contained herein must be reviewed by the City Attorney and approved by the City in writing.

**Sec. 12. Notice.** (a) All notices and other communications required or permitted by this Contract shall be in writing and shall be given either by personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:

To the City:

Sue Hyde, Director of Engineering  
City of Concord  
P.O. Box 308  
Concord, NC 28026  
Fax Number: (704) 786-4521

To the Contractor:

VaLerie Kolczynski, Esq.  
City Attorney  
PO Box 308  
Concord, NC 28026  
Fax Number: (704) 784-1791

(b) **Change of Address, Date Notice Deemed Given:** A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this Contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever first occurs.

**Sec. 13. Indemnification.** To the maximum extent allowed by law, the Contractor shall defend, indemnify, and save harmless the City of Concord, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of this Contract as a result of the acts or omissions of the Contractor or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except

for damage or injury caused solely by the negligence of the City its agents, officers, or employees. In performing its duties under this section, the Contractor shall at its sole expense defend the City of Concord, its agents, officers, and employees with legal counsel reasonably acceptable to City. As used in this subsection – “Charges” means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney’s fees, and amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the City that are otherwise provided in or arise out of this Contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this Contract. This section shall remain in force despite termination of this Contract (whether by expiration of the term or otherwise) and termination of the services of the Contract under this Contract.

**Sec. 14. Corporate Status.** If the Contractor is dissolved or suspended and the Contractor does not notify the City of such dissolution within three (3) business days from date of dissolution or suspension, and/or the corporate status is not reinstated within thirty (30) days, this Contract, at the sole option of the City and without prejudice to City’s other remedies, shall be declared null and void or the Contractor shall execute a new contract showing the Contractor’s correct legal entity.

**Sec. 15. Miscellaneous.**

(a) Choice of Law and Forum. This Contract shall be deemed made in Cabarrus County, North Carolina. This Contract shall be governed by and construed in accordance with the laws of North Carolina. The exclusive forum and venue for all actions arising out of this Contract shall be the appropriate division of the North Carolina General Court of Justice, in Cabarrus County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

(b) Waiver. No action or failure to act by the City shall constitute a waiver of any of its rights or remedies that arise out this Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

(c) Performance of Government Functions. Nothing contained in this Contract shall be deemed or construed so as to in any way estop, limit, or impair the City from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

(d) Severability. If any provision of this Contract shall be unenforceable, the remainder of this Contract shall be enforceable to the extent permitted by law.

(e) Assignment, Successors and Assigns. Without the City’s written consent, the Contractor shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this Contract. Unless the City otherwise agrees in writing, the Contractor and all assigns shall be subject to all of the City’s defenses and shall be liable for all of the Contractor’s duties that arise out of this Contract and all of the City’s claims that arise out of this Contract. Without granting the Contractor the right to assign, it is agreed that the duties of the Contractor that arise out of this Contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

(f) Compliance with Law. In performing all of the Work, the Contractor shall comply with all applicable law. Without limitation, Contractor shall comply with the requirements of Article 2, Chapter 64 (Verification of Work Authorization) of the North Carolina General Statutes relating to E-Verify. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Pursuant to the requirements of the Iran Divestment Act, N.C.G.S. § 143C-6A-1, et. seq., Contractor certifies that that as of the Effective Date of this Agreement, Contractor is not on the Final Divestment List as created by the State Treasurer in compliance with N.C.G.S. § 143-6A-4 and located at [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran). Furthermore, Contractor agrees that it will not enter into any subcontracts for the performance of this Agreement with any entity on the Final Divestment List.

(g) City Policy. THE CITY OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONTRACTORS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS UNDER CITY CONTRACTS.

(h) EEO Provisions. During the performance of this Contract the Contractor agrees as follows:  
(1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or disability. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability. The Contractor shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions. (2) The Contractor in all solicitations or advertisements for employees placed by or on behalf of the

Contractor, state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability.

(i) No Third Party Right Created. This Contract is intended for the benefit of the City and the Contractor and not any other person.

(j) Principles of Interpretation. In this Contract, unless the context requires otherwise the singular includes the plural and the plural the singular. The pronouns “it” and “its” include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word “person” includes natural persons, firms, companies associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.

(k) Modifications, Entire Agreement. A modification of this Contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the City unless the City Manager or other duly authorized official signs it for the City. This Contract contains the entire agreement between the parties pertaining to the subject matter of this Contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this Contract.

(l) Corporate Seal. If a corporate seal is included by any party to this Contract, it is only for authentication purposes. This Contract is not signed under seal.

(m) No Employment Relationship. For all matters relating to this Agreement, Contractor shall be deemed an Independent Contractor. Nothing in this Agreement shall be construed in such a manner as to create an employee-employer relationship between City and Contractor.

**(The following section applies to construction contracts only if amount is over \$50,000)**

**Sec. 16. Bonding.** Both performance and payment bonds for the full amount of this Contract are required to be attached. Instead of bonds, you may submit a deposit of money, certified check or government securities for the full amount of the Contract. The performance bond shall have a value equal to 100% of this Contract. This bond shall be conditioned upon faithful performance of the Contract in accordance with the plans, specifications and conditions of the Contract. The performance bond shall be solely for the protection of the City. The payment bond shall be in an amount equal to 100% of the Contract, and conditioned upon the prompt payment for all labor or materials for which a contractor or subcontractor is liable. The payment bond shall be solely for the protection of the persons furnishing materials or performance labor for which a contractor or subcontractor is liable.

**Sec. 17. Dispute Resolution.** It is understood and agreed that NCGS 143-128(f1-g) requires that disputes arising under an agreement for the erection, construction, alteration or repair of a building be subject to a dispute resolution process specified by the City. The amount in controversy shall be at least \$15,000.00 before this dispute resolution procedure may be used. In compliance with this statutory provision, the City specifies this Section as the dispute resolution process to be used on this Project. It is further understood and agreed that this dispute resolution process is based on non-binding mediation and will only be effective to the extent that the Parties to any mediated dispute participate in the mediation in good faith. It is also understood and agreed that the City is under no obligation under any circumstance to secure or enforce the participation of any other Party in the mediation of any dispute subject to this Section and NCGS 143-128(f1-g).

**This Section 17 does not apply to:**

(a) **The purchase and erection of prefabricated or relocatable buildings or portions of such buildings, except that portion of the work that must be performed at the construction site; or**

(b) **The erection, construction alteration or repair of a building when the cost of such building is \$300,000 or less.**

17.1 Any dispute arising between or among the Parties listed in Section 17.3 that arises from an agreement to construct the Project, including without limitation a breach of such agreement, shall be subject to non-binding mediation administered by the American Arbitration Association under its Construction Industry Mediation Rules (“Rules”), except as otherwise expressly set forth in this Section. To the extent any provision of the Rules is inconsistent with the provisions of this Section, the provisions of this Section shall control. The mediation provided in this Section shall be used pursuant to this Agreement and NCGS 143-128(f1-g) and is in lieu of any



dispute resolution process adopted by the North Carolina State Building Commission, which process shall not apply to this Project.

17.2 For purposes of this Section the following definitions shall apply:

- a. *Agreement to construct the Project* means an agreement to construct the Project that is subject to the requirements of NCGS 143-128 and does not include any agreement related to the Project that is not subject to said statute.
- b. *Construct or construction* refers to and includes the erection, construction, alteration or repair of the Project.
- c. *Party or Parties* refers to the parties listed in Section 16.4.
- d. *Project* means the building to be erected, constructed, altered or repaired pursuant to this Agreement.

17.3 The City and any Party contracting with the City or with any first-tier or lower-tier subcontractor for the construction of the Project agree to participate in good faith in any mediation of a dispute subject to this Section and NCGS 143-128(f1-g), including without limitation the following Parties (if any): architect(s), engineer(s), surveyor(s), construction manager, construction manager at risk, prime contractor(s), surety(ies), subcontractor(s), and supplier(s).

17.4 In order to facilitate compliance with NCGS 143-128(f1-g), the Contractor and all other Parties shall include this Section 17 in every agreement to which it (any of them) is a Party for the construction of the Project without variation or exception. Failure to do so will constitute a breach of this Agreement, and the Contractor or other Party failing to include this Section in any agreement required by this Section shall indemnify and hold harmless the remaining Parties from and against any and all claims, including without limitation reasonable attorney fees and other costs of litigation, arising in any manner from such breach. Notwithstanding the foregoing provisions of this Section, it is expressly understood and agreed that the Parties are intended to be and shall be third-party beneficiaries of the provisions of this Section and can enforce the provisions hereof.

17.5 The following disputes are not subject to mediation: (i) a dispute seeking a non-monetary recovery; and (ii) a dispute seeking a monetary recovery of \$15,000 or less.

17.6 A dispute seeking the extension of any time limit set forth in an agreement to construct the Project shall be subject to mediation pursuant to this Section and NCGS 143-128(f1-g), but only if the damages which would be suffered by the Party seeking the extension would exceed \$15,000 if the disputed extension is denied. To the extent that liquidated damages are set forth in such agreement as the measurement of damages for failure by such Party to meet such time limit, such liquidated damages shall be the exclusive standard for determining the amount of damages associated with such dispute.

17.7 For purposes of this Section, a dispute is limited to the recovery of monetary damages from the same transaction or occurrence against a single Party or two or more Parties alleged to be liable jointly, severally or in the alternative. Two or more disputes may not be consolidated or otherwise combined without the consent of all Parties to such disputes.

17.8 In addition to such matters as are required by the Rules, a request for mediation shall include the amount of the monetary relief requested.

17.9 Prior to requesting mediation, a Party must form a good faith belief that it is entitled under applicable law to recover the monetary amount to be included in the request from one or more of the remaining Parties. Such belief must be based on a reasonable and prudent investigation into the dispute that is the subject of the request. The request for mediation must be based on such investigation and may not include any amount or the name of any remaining Party, unless supported by such investigation and good faith belief by the Party requesting the mediation.

17.10 If a Party breaches any provision of Section 17.9, it shall indemnify and hold harmless all other Parties from any costs, including reasonable attorney fees and other costs of litigation, and damages incurred by such other Parties that arise from such breach.

17.11 All expenses incurred by a Party to a dispute in preparing and presenting any claim or defense at the mediation shall be paid by the Party. Such expenses include without limitation preparation and production of witnesses and exhibits and attorney fees. All other expenses of the mediation, including filing fees and required traveling and other expenses of the mediator, shall be borne as follows: one half by the Party requesting the mediation, with the remaining parties paying equal shares of the remaining expenses and costs; provided that, if the City is named as a party to the mediation, the City shall pay at least one-third of the mediation expenses and costs divided among the Parties. If more than one Party to a dispute requests a mediation, the mediation expenses and costs to be divided among the Parties shall be borne equally by the Parties to the dispute; provided that, if the City is named as a Party to the mediation, the City shall pay at least one-third of the mediation expenses and costs divided among the Parties.

17.12 The mediation shall be held at a location agreeable to the mediator and all of the Parties; provided that, if no agreement can be reached, the mediation will be held at such location in Cabarrus County as the mediator shall determine.

17.13 The provisions of this Section are subject to any other provision of this Agreement concerning the submission, documentation and/or proof of any claim or dispute. Such other provisions shall apply in full force and shall be satisfied as a condition precedent to mediation pursuant to this Section.

17.14 The Parties understand and agree that mediation in accordance with this Section shall be a condition precedent to institution of any legal or equitable proceeding seeking monetary recovery based on any dispute that is subject to mediation pursuant to this Section.

**Sec. 18. Breach.** In the event of a violation of any material term of this Agreement, the non-violating party may terminate the Agreement upon written notice. Such notice shall state the violation with specificity and shall give ten (10) days to cure the violation. The cure period shall be measured as ten (10) days from the date of receipt of notice by the violating party, or, if the date is not known, then thirteen (13) days from the date the notice is placed in the United States Post. If the violation remains uncorrected at the end of the cure period, the Agreement shall be terminated without any further action by the non-violating party. Any remaining disputes shall be subject to the dispute resolution procedure set forth above, if applicable.

[Signature Page to Follow]

IN WITNESS WHEREOF, the City of Concord and the Contractor have caused this Contract to be executed by their respective duly authorized agents or officers.

CITY OF CONCORD:

(Typed or Printed Legal Name of Contractor)

By: \_\_\_\_\_  
City Manager

By: \_\_\_\_\_  
Signature of President/Vice President/Manager/Partner

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST BY:

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

\_\_\_\_\_  
City Clerk

ATTEST:

BY: \_\_\_\_\_  
Signature of Vice President, Secretary, or other officer

APPROVED AS TO FORM:

Printed Name: \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Attorney for the City of Concord

SEAL

**APPROVAL BY CITY FINANCE OFFICER**

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Signature

EXHIBIT "D"

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF CABARRUS

\*\*\*\*\*

I, \_\_\_\_\_ (the individual signing below), being duly authorized by and on behalf of \_\_\_\_\_ (the legal name of the entity entering the contract, "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 §64-26.
2. Employer understands that Employers Must Use E-Verify. Each employer (as such term is defined in NCGS § 64-25), after hiring an employee (as such term is defined in NCGS § 64-25) to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a). Employer attests that Employer is in compliance with the requirements of the federal and state laws relevant to E-verify.
3. Employer is a person, business entity, or other organization that transacts business in the State of North Carolina. Employer employs 25 or more employees in this State. (mark Yes or No)
a. YES \_\_\_\_, or b. NO \_\_\_\_.
4. Employer attests that all subcontractors employed by it as part of this contract comply with the requirements of E-Verify, and Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer as part of any contract with the City of Concord.
5. Employer shall have a continuing duty to inform the City of Concord of any changes to this sworn information.

This \_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Affiant \_\_\_\_\_
Print or Type Name: \_\_\_\_\_

State of North Carolina County of Cabarrus

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

My Commission Expires:

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

Notary Public

(Affix Official/Notarial Seal)

**EXHIBIT “E”**

**TAX FORM(S)**

**EXHIBIT “F”**

**CERTIFICATE OF INSURANCE**

4824-4465-9749, v. 1

City of Concord  
 Post Office Box 308  
 Concord, North Carolina 28026-0308



For City Use Only  
 Charge to PO #

|                            |  |
|----------------------------|--|
| Project Name               |  |
| Date Notice to Proceed     |  |
| Final Completion Date      |  |
| Days Remaining in Contract |  |
| Percent Work Complete      |  |
| Percent Time Complete      |  |
| Percent Payment Complete   |  |

APPLICATION FOR PAYMENT NO.  
 PERIOD FROM: TO:

**CERTIFICATE OF THE CONTRACTOR**

To the best of my knowledge and belief, I certify that this periodical estimate is correct and all work has been performed and materials supplied in full accordance with the terms and conditions of the contract documents between the undersigned contractor and the City of Concord.

|  |    |    |
|--|----|----|
| GROSS AMOUNT OF PARTIAL PAYMENT                                      |    | \$ |
| RETAINAGE AT 5.0000%   | \$ |    |
| PREVIOUS PAYMENTS  | \$ |    |
| LIQUIDATION DAMAGES 0.00 DAYS AT \$0.00 PER DAY, \$0.00 this period. | \$ |    |
| OTHER DEDUCTIONS \$0.00 this period.                                 | \$ |    |
| TOTAL DEDUCTIONS   |    | \$ |
| NET AMOUNT DUE THIS ESTIMATE   |    | \$ |

Name of Contractor:

Address:

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATE OF CONSTRUCTION ADMINISTRATOR/ENGINEER**

I certify that I have verified this periodical estimate and that to best of my knowledge and belief, it is a true and correct statement of work performed and materials supplied under the contract.

Consultant Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Engineering Construction Manager: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED AND PAYMENT RECOMMENDED: CITY OF CONCORD

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Engineering's Application For Payment Form

Project Title: **Rutherford Cemetery Improvements**  
 Project #: **2016-028**

| ITEM  | DESCRIPTION             | QUANTITY | UNIT PRICE | TOTAL PRICE | QUANT. THIS EST. | TOTAL THIS EST. | QUANT. PREV. EST. | TOTAL PREVIOUS | QUANT. TO DATE | TOTAL TO DATE | QUANT. DIFF. | TOTAL DIFF. |
|-------|-------------------------|----------|------------|-------------|------------------|-----------------|-------------------|----------------|----------------|---------------|--------------|-------------|
| 1     |                         |          | LF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 2     |                         |          | LF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 3     |                         |          | LF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 4     |                         |          | LF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 5     |                         |          | LF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 6     |                         |          | LF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 7     |                         |          |            | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 8     |                         |          | EA         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 9     |                         |          | LBS        | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 10    |                         |          | SF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 11    |                         |          | SF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 12    |                         |          | LF         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| 13    |                         |          |            |             |                  |                 |                   |                |                |               |              |             |
| a     |                         |          | EA         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| b     |                         |          | EA         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| c     |                         |          | EA         | \$ -        |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| Add 1 |                         |          | EA         |             |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| Add 2 |                         |          | LS         |             |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| Add 3 |                         |          | LF         |             |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| Add 4 |                         |          | SY         |             |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
| Add 5 |                         |          | SY         |             |                  | \$ -            |                   | \$ -           | 0.00           | \$ -          | 0.00         | \$0.00      |
|       | <b>Base Bid</b>         |          |            | \$ -        |                  | \$ -            |                   | \$ -           |                | \$ -          |              | \$0.00      |
|       | <b>10 % Contingency</b> |          |            | \$ -        |                  |                 |                   |                |                |               |              | \$ -        |
|       | <b>Total Base Bid</b>   |          |            | \$ -        |                  |                 |                   |                |                |               |              | \$0.00      |



**CITY OF CONCORD  
CONCORD, NORTH CAROLINA  
CONTRACT CHANGE ORDER**

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

**Project Title: Rutherford Cemetery Improvements**

**Project #: 2016-028**

**Owner: City of Concord**

**Change Order No.**

**To:**

**(CONTRACTOR)**

**Account No.**

**Purchase Order No.**

**You are hereby requested to make the following changes in this Contract to comply with the provisions of the attached and/or the original Contract Documents.**

| <b>Item No.</b>                              | <b>Description of Changes</b> | <b>Additions</b> | <b>Deductions</b> |
|--|-------------------------------|------------------|-------------------|
|  |                               | <b>\$0.00</b>    | <b>\$0.00</b>     |
| <b>Original Contract Amount</b>              |                               |                  |                   |
| <b>Net Changes by Previous Change Orders</b> |                               |                  |                   |
| <b>Net Changes this Change Order</b>         |                               |                  | <b>\$0.00</b>     |
| <b>New Contract Amount</b>                   |                               |                  | <b>\$0.00</b>     |

**The Contract Time will be \_\_\_\_\_ by \_\_\_\_\_ calendar days.**

**The Completion Date as of this Change Order is:**

**Accepted: (Contractor)**

**By:**

**Date:**

**Accepted: CITY OF CONCORD**

**By:**

**Date:**

**This instrument has been pre-audited in the manner required by Local Government Budget and Fiscal Control Act.**

**By:**

**Finance Director**

**Date:**

## Certificate of Infrastructure Completion

|  |                       |                            |
|--|-----------------------|----------------------------|
| Project Name & Number: <b>Rutherford Cemetery Improvements</b> |                       | Project #: <b>2016-028</b> |
| Contractor Name & Address:                                     | Owner Name & Address: |                            |
| Miscellaneous Information:                                     |                       |                            |
| Inspector:   | Signature:            |                            |

The following items have been inspected, reviewed and found to be complete in substantial accordance with the approved plans and specifications. The dates of completion are those agreed upon by the City of Concord when all construction Work and testing was completed. These dates DO NOT initiate the start of any Warranty periods of said item(s). Warranty periods shall begin as specified on the CERTIFICATION OF FINAL COMPLETION.

|                         |                               |
|-------------------------|-------------------------------|
| Sanitary Sewer:         | Approved:<br>Initial:   Date: |
| Potable Water:          | Approved:<br>Initial:   Date: |
| Storm Water:            | Approved:<br>Initial:   Date: |
| Asphalt Base Course:    | Approved:<br>Initial:   Date: |
| Asphalt Surface Course: | Approved:<br>Initial:   Date: |
| Curb & Gutter           | Approved:<br>Initial:   Date: |
| Sidewalks:              | Approved:<br>Initial:   Date: |
| Street Trees:           | Approved:<br>Initial:   Date: |
| Other:                  | Approved:<br>Initial:   Date: |

**Engineering**

Phone (704) 920-5425 • Fax (704) 786-4521

**FIELD ORDER**

**CITY OF CONCORD  
ENGINEERING DEPARTMENT**

Post Office Box 308  
Concord, North Carolina 28026-0308

Project Title: **Rutherford Cemetery Improvements**

**Project #: 2016-028**

**FIELD ORDER NO** \_\_\_\_\_ **CONTRACT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PROJECT** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

a) TO: \_\_\_\_\_



THIS ORDER AUTHORIZES YOU TO PROCEED WITH THE ALTERATIONS AND/OR ADDITIONS TO THE WORK AS DESCRIBED HEREIN, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF OUR STANDARD FORM OF CONTRACT.

**DESCRIPTION OF WORK:** \_\_\_\_\_

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

- QUOTATION RECEIVED AND APPROVED BY THE CITY OF CONCORD.
- QUOTATION NOT RECEIVED. PLEASE FURNISH QUOTATION IMMEDIATELY TO THE CITY OF CONCORD FOR CHECK AND APPROVAL.
- TIME AND MATERIAL BASIS. FURNISH TIME AND MATERIAL REPORTS DAILY TO THE CITY OF CONCORD FOR VERIFICATION AND SIGNATURE.
- OTHER \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_

NORTH CAROLINA SALES TAX REPORT

OWNER:

CONTRACTOR:

PROJECT:

PURCHASE ORDER #:

TIME PERIOD:

| DATE   | VENDOR NAME | INVOICE # | INVOICE SUBTOTAL AMOUNT | STATE TAX AMOUNT | COUNTY TAX 2% | COUNTY TAX 2.25% | TRANSIT TAX (.5%) (Mecklenburg, Wake, Orange, Durham only) | COUNTY PAID |
|--------|-------------|-----------|-------------------------|------------------|---------------|------------------|--|-------------|
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
|        |             |           |                         |                  |               |                  |  |             |
| TOTAL: |             |           | \$ 0.00                 | \$ 0.00          | \$ 0.00       | \$ 0.00          | \$ 0.00  |             |

I certify that the above listed vendors were paid sales tax upon purchase of materials during the period covered by the Construction Estimate, and the property upon which such taxes were paid or will be used in the performance of this contract. No tax on purchases or rentals of tools and/or equipment is included in the above list. All of the materials above became part of or is annexed to the building or structure being erected, altered or repaired.

Contractor or Subcontractor Name (Print)

Signature:

Name (Print):

Title:

SWORN AND SUBSCRIBED BEFORE ME  
 THIS \_\_\_ DAY OF \_\_\_, 20\_\_

NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

North Carolina One Call Center, Inc.

North Carolina One Call Center, Inc., a non-profit organization funded by participating utility companies and municipalities in the interest of community and job safety and improved service through damage reduction to the utilities.

**A ONE CALL TOLL FREE TELEPHONE NUMBER, 811 or 1-800-632-4949, PROVIDES AN AVENUE TO ALL OF THE PARTICIPATING MEMBERS FROM ANY POINT WITHIN THE STATE OF NORTH CAROLINA.**

Anyone proposing to excavate, dig, bore, tunnel, blast or disturb the earth in any manner in which buried utilities may be damaged is requested to call the toll-free number between the hours of 6:00 a.m. and 10:00 p.m., Monday through Friday, forty-eight hours before starting the proposed work.

Within minutes of your telephone call, the participating members will be made aware of your plans and will be given pertinent information that has been provided by you about your planned work. You will be told the names of the participating members from whom you can expect a response - if there are buried facilities in the path of your activity, the route of the utilities will be staked and/or marked at no expense to you. If there are no facilities in the area of the planned work, you will be called or notified by a representative of a participating company accordingly.

Should a non-participating utility operator be serving your area, we recommend that you call them on an individual basis. All utility operators, whether company or municipality, will be provided an opportunity to become a member of North Carolina One Call Center, Inc.

Naturally, knowing the route of utilities, the excavator is expected to exercise caution and to avoid damage as the project progresses.

Damage prevention does not just happen – it is a planned and orderly process through which each of us can participate - **YES, WE CAN AND WE WILL DRAMATICALLY REDUCE DAMAGES TO THE UTILITIES IN THE STATE OF NORTH CAROLINA!! THANKS FOR YOUR HELP.**

**BEFORE YOU DIG**

**IN THE INTEREST OF COMMUNITY AND JOB SAFETY AND IMPROVED SERVICE**

**CALL NORTH CAROLINA ONE CALL CENTER, INC.**

**811 or 1-800-632-4949**

**North Carolina One Call Center, Inc  
2300 West Meadowview Rd., Suite 227  
Greensboro, NC 27407  
[www.nc811.org](http://www.nc811.org)**

## SECTION II

# GENERAL CONDITIONS

Please reference online at:

<http://www.concordnc.gov/Portals/0/Documents/Engineering/10%2001%2005%20General%20Conditions%20Horizontal.pdf>

Dated: 01/08/2010