

Request for Proposal – Amended 5/2/24  
Shelters

The Town of Jamestown seeks to enter into a Contract for two new shelters to be installed in Jamestown Park. Funding for this project is through the State's Parks and Recreation Trust Fund (PARTF) and American Rescue Program Act (ARPA).

Bid proposals will be received until 5:00 p.m. on May 16, 2024. Please submit two copies of your proposal in an envelope marked "Shelters Amended 5/2/24" to:

Rebecca Ashby  
Grant Administrator  
Town of Jamestown  
P.O. Box 848  
Jamestown, NC 27282

You may also email your proposal prior to the deadline noted above to [rashby@jamestown-nc.gov](mailto:rashby@jamestown-nc.gov), or you may hand deliver it to 301 E. Main Street, Jamestown, NC.

Your proposal should conform to the following conditions:

1. Install one 12'x 32' metal shelter with a roof pitch of 6/12 that is a hip roof. A tongue and groove ceiling is required.
  2. Install one 16'x 34' shelter with a roof pitch of 6/12 that is a hip roof. A tongue and groove ceiling is required.
  3. Minimum clearance of 7.5' in height.
  4. 24 gauge multi ribbed metal roof on both shelters.
  5. Powder coated steel frames on both shelters.
  6. Design drawings need to meet building codes, ground snow load, and basic wind speed requirements.
  7. Tubular steel frame utilizing hidden bolts and fasteners whenever possible.
  8. Zinc plated fasteners.
  9. Preparation for electrical capabilities to be added at a later date.
  10. To include site grading along with rough site grading.
  11. Fees for any permits.
  12. Concrete pads 4" thick with 3500 psi with fiber for both, with a two foot overhang from shelter roof.
  13. Shelters shall be set on foundations designed by the manufacturer.
  14. Submit engineered drawings of the shelter.
  15. Freight price to be included.
- **Qualifications and Experience** - should describe the demonstrated qualifications and experience of your firm and your project team with projects similar in size,

nature and complexity to this project. Date of construction for similar projects should be included. In addition, describe firm's experience in providing design, and compliance with Americans with Disabilities Act.

- **References** - should contain a minimum of three (3) references, including names, telephone numbers, and mailing addresses, which may be contacted for the projects discussed in the previous section and list structural, mechanical, and landscape sub consultants with which you have previously worked.
- **Minority Business Participation** – a statement of good faith to assist the Town of Jamestown in the achievement of M/WBE goals and objectives.
- **Award of the Contract** – The owner reserves the right to reject any and all bids and the right to disregard all nonconforming, non-responsive, unbalanced or conditional bids. Also, the owner reserves the right to reject The Bid of any Bidder if the Owner believes that it would not be in the best interest of the Project to make an Award to the Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria, or if the Bidder has performed unsatisfactorily for the Owner on previous projects.

Should the contract be awarded, it will be awarded to the lowest Bidder whose evaluation by the Owner indicates that the award will be in the best interest of the Project. The Owner will give the successful Bidder a Notice of Award within sixty (60) calendar days after the day of the Bid opening.

If further information is needed or if you have any questions regarding this Request for Proposal, please contact me at 336-454-1141, or through the email address noted above.

Thank you in advance for your consideration of this proposal.

### **GENERAL TERMS**

**Conflict of Interest:** No person who is an employee, agent, consultant, officer, or elected official or appointed official of recipient or sub-recipient who exercises any functions or responsibilities with respect to Town activities or, is in a position to participate in the decision making process or, gains inside information with regard to such activities may obtain a financial interest or benefit from a Town activity, have a financial interest in any contract with respect to a Town activity or its proceeds for themselves or those with which they have business or immediate family ties.

**Excluded Parties:** (“Debarred and Suspension): Title 24 Code of Federal Regulations Part 24 requires that Guilford County not enter into contract with any agency,

corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from Participating in transactions involving Federal funds. All firms are required to certify that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in programs funded by a Federal agency. Further, all firms must certify that you will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 24 Code of Federal Regulations Part 24.

**Minority and Women Owned(MBE/WBE) or Disadvantaged Businesses (DBE):** Minority Businesses (MBEs), Women Businesses (WBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with federal grant funds. The Town of Jamestown will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise is discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

**Equal Employment Opportunity:** All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. The Town of Jamestown will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

**Hold Harmless:** The Firm shall indemnify The Town of Jamestown against any and all loss or damage to the extent arising out of the Firm's negligence in the performance of services under this Request and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request.

**Iran Divestment Act:** Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 et seq.\* requires that each vendor, prior to contracting with the State certify: 1. That the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran; 2. That the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and 3. An authorized representative of the responding firm must certify by signing the attached Iran Divestment Act Certification required by N.C.G.S. 143C-6A-5(a).

**Drug-Free Workplace:** During the performance of this Request, the Firm agrees to

provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the Firm, that the Firm maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

**E-Verify Requirement:** The Firm shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if the Firm utilizes a subcontractor, the Firm shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

**Other:** Any contractor wishing to be considered must have a current General Contractor license in the state of North Carolina and not listed on the debarred list for Federal procurement. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of insurance coverage in the minimum amounts listed below:

<b>Coverage</b>	<b>Minimum Limits</b>
Workers’ Compensation	Statutory Limits
Employers’ Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E&O)	1,000,000 per occurrence/\$2,000,000 aggregate

THE TOWN OF JAMESTOWN RESERVES THE RIGHT TO REJECT ANY AND/OR ALL QUALIFICATIONS AND TO WAIVE ANY AND ALL TECHNICALITIES.