



**Installation of
Decorative Asphalt Crosswalks
FY 15**

TRANSPORTATION DEPARTMENT

**P.O. Box 308 - 850 Warren C. Coleman Blvd.
Concord, North Carolina 28026-0308**



April 13, 2015

To: Interested Contractors

Subject: Solicitation of Quotes
Installation of Decorative Asphalt Crosswalks FY 15

The City of Concord is requesting quotes for the installation of a decorative (stamped) asphalt crosswalk in the Downtown area of the city.

If interested, please provide us with your signed quote in a sealed envelope by the date specified on the Quoting Form (April 28, 2015). Thank you for your consideration and if you have any questions with this quote request, please call Phillip Graham at 704-920-5338.

Sincerely,

CITY OF CONCORD

J. K. Wilson, III, P.E.,
Transportation Director

JKW/plg

cc: Project File: Installation of Decorative Asphalt Crosswalks FY 15
Sid Talbert, Purchasing

STANDARD FORM CONTRACT
Installation of Decorative Asphalt Crosswalks Contract FY15

This contract is made and entered into as of the Notice to Proceed Date specified on EXHIBIT J by the City of CONCORD ("City") and _____ ("Contractor"), (x) 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 North Carolina.

Sec. 1. Background and Purpose. This contract is for the installation of decorative asphalt crosswalks in the Downtown section of the City as part of its Downtown Streetscape Program. The Contractor shall keep himself fully informed of all Federal, State, and local laws, ordinances, and regulations.

Sec. 2. Services and Scope to be Performed. The Contractor shall provide for the installation of decorative asphalt crosswalks in the Downtown section of the City of Concord at locations specified in the Special Conditions including, but not limited to, all mobilization(s), demobilization(s), special subcontracting, handwork, tools, labor, rentals, equipment, materials, signs, barricades, miscellaneous hardware, consumables, other incidentals, security of the work, traffic and pedestrian control and safety operations, cleanup, removal of any debris, and disposal(s), touch-up repairs, permits and licenses, and all else required as necessary to the satisfaction of the Director and the City of Concord at the charges set forth either in this paragraph or in Exhibit "A". 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.

All work and materials shall meet and be in accordance with the provisions of the North Carolina Department of Transportation Standard Specifications for Roads and Structures, Latest Edition, the North Carolina Department of Transportation Roadways Standards Drawings, Latest Edition and the Manual on Uniform Traffic Control Devices, Latest Edition. The Contractor shall keep himself fully informed of all Federal, State and local laws, ordinances, and regulations.

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 provided in either this paragraph or in Exhibit "A". Any additional services needed beyond regularly scheduled services may require additional charges. The City shall not be obligated to pay the Contractor any payments, fees, expenses, or compensation other than those authorized by this section or authorized by a duly approved amendment or change order.

Sec. 5. Term. This Contract shall begin on the Notice to Proceed Date specified on EXHIBIT J and end at Sixty (60) days thereafter and this date being set as the "Completion Date". 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 either this paragraph or in Exhibit "A". Contractor shall submit an original pay request (invoice) to the City Purchasing Agent by the first of each month to expedite payment. Upon receipt of the pay request the City Purchasing Agent will verify the amounts and if correct, will forward the pay request to the Finance Department for payment.

Final payment shall be made to the Contractor within thirty (30) days after all work has been fully completed and verified by the City project manager.

Sec. 7. Insurance. Contractor shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	\$100,000 each accident, \$100,000 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 and does not exceed \$500,000; otherwise,
	<input type="checkbox"/> \$2,000,000

Contractor shall provide the City with a **Certificate of Insurance** for review prior to the issuance of any contract or Purchase Order. 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** and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read, "City of Concord is to be 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 contract termination. 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 contract without notice.

All those doing business with the City must have a current **Privilege License** issued by the City of Concord if a privilege license is authorized by law.

Sec. 8. 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. 9. 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" – Scope of Services / Fee for Scope of Services.
- (b) Exhibit "B" – Contractor must execute the Affidavit attached as Exhibit B, attesting to compliance with state and federal laws related to E-Verify.
- (c) Exhibit "C" – Tax Form(s)
- (d) Exhibit "D" – Certificate of Insurance.
- (e) Exhibit "E" – Finance Forms
- (f) Exhibit "F" - Bond Forms (if required)
- (g) Exhibit "G" – General Conditions, Specifications, Quote Form and Debarred Firms Certification Form.
- (h) Exhibit "H" – Special Provisions and Conditions.
- (i) Exhibit "I" – DBE Policy Statement and Minority Business Forms.
- (j) Exhibit "J" – Notice of Award.
- (k) Exhibit "K" – Notice to Proceed.

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. 10. 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:

J. K. Wilson, III, PE
City of Concord
P.O. Box 308
Concord, NC 28026
Fax Number: (704) 785-0404

To the Contractor:

(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. 11. 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. 12. 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, shall be declared null and void or the Contractor shall execute a new contract showing the Contractor's correct legal entity.

Sec. 13. 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.

Sec. 14. 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.

(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 handicap. 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 handicap. 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 handicap.

(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) W-9 Form. Contractor shall provide a completed W-9 form to the City upon execution of this contract.

(m) 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.

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: _____

Date: _____

ATTEST BY:

ATTEST:

City Clerk

BY: _____
Signature of Vice President, Secretary, or other officer

Printed Name: _____

Title _____

SEAL

APPROVED AS TO FORM:

Attorney for the City of Concord

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 "A"

This document is an Exhibit to the Agreement for Professional Services between the CITY OF CONCORD and _____ dated Notice to Proceed Date specified on EXHIBIT J.

Scope of Services:

The Contractor shall provide for the installation of decorative asphalt crosswalks in the Downtown section of the City of Concord at locations specified, at the charges set forth either herein, in the Standard Form Contract Installation of Decorative Asphalt Crosswalks Contract FY15 Sec. 2. Services and Scope to be Performed or as further stated in any Exhibit(s) attached to this contract at locations designated by the City of Concord Transportation Department. All work and materials shall meet and be in accordance with the provisions of the North Carolina Department of Transportation Standard Specifications for Roads and Structures, Latest Edition, the North Carolina Department of Transportation Roadways Standards Drawings, Latest Edition and the Manual on Uniform Traffic Control Devices, Latest Edition. The Contractor shall keep himself fully informed of all Federal, State and local laws, ordinances, and regulations.

Fee for Scope of Services:

The fee for services shall not exceed \$16,000 and shall be based on a unit cost format, whereby the quantities of items satisfactorily installed, verified, and accepted by the Director or his designated representative(s) shall be the actual quantities that are used in determining the basis of payment. Payment at the unit prices for the various items listed on the Quote Form will be full compensation for all the items covered by the work. In no case will the total amount paid to the Contractor exceed the not to exceed amount indicated above. Invoices shall be directed to: City of Concord Attention: Mr. J. K. Wilson, III, PE Transportation Director, Post Office Box 308, Concord, NC 28026-0308. Should changes or extra services be needed, which will cause or have the potential to cause a cost overrun; _____ will consult with the City for adjustments prior to conducting the work.

The budget for the scope of services is based on the following estimates: Historical data and as approved by City Council for the FY 15 City Budget.

EXHIBIT "B"

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 §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through 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 "C"

TAX FORM(S)

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

EXHIBIT "D"

CERTIFICATE OF INSURANCE

EXAMPLE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/31/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ironwood Insurance Services 3715 Northside Parkway NW STE 1-500 Atlanta GA 30327-2868	CONTACT NAME: Robyn Whaley
	PHONE (A/C, No, Ext): (404)503-9100 FAX (A/C, No): (404)503-9101 E-MAIL ADDRESS: rwhaley@ironwoodins.com
INSURED Company Name & Address	INSURER(S) AFFORDING COVERAGE
	INSURER A: Atlantic Specialty Insurance Company NAIC # 27154
	INSURER B: Lloyd's of London
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X	7110118100003	04/05/2013	04/05/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X	7110118100003	04/05/2013	04/05/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS	X	7110118100003	04/05/2013	04/05/2014	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	4060332370003	04/05/2013	04/05/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS E L EACH ACCIDENT \$ 100,000 E L DISEASE - EA EMPLOYEE \$ 100,000 E L DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liability	N/A	UCS266313513	04/05/2013	04/05/2014	Per Claim 2,000,000 Annual Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Concord is named as additional insured as required by written contract.

CERTIFICATE HOLDER City of Concord Attn: Risk Management Post Office Box 303 Concord, NC 28026-0308	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Francie Mooney/Robyn



EXHIBIT "E"

FINANCE FORMS

(To be submitted by awarded contractor)

TRANSPORTATION DEPARTMENT

**P.O. Box 308 - 850 Warren C. Coleman Blvd.
Concord, North Carolina 28026-0308
704-920-5362**

CITY OF CONCORD VENDOR INFORMATION FORM

CITY OF CONCORD

Purchasing Division
850 Warren C. Coleman Blvd. South
P. O. Box 308
Concord, NC 28026-0308
Phone: 704-920-5441 Fax: 704-785-8856

LEGAL NAME OF COMPANY/CORPORATION: _____

DBA/DOING BUSINESS AS(IF DIFFERENT FROM LEGAL NAME) _____

ARE YOU A NORTH CAROLINA CORPORATION? YES _____ NO _____ IF NOT, ARE YOU REGISTERED TO DO BUSINESS IN NORTH CAROLINA? YES _____ NO _____

CITY OF CONCORD BUSINESS PRIVILEGE LICENSE NUMBER: _____ NOTE: FOR INFORMATION REGARDING PRIVILEGE LICENSE OR PRIVILEGE LICENSE FORM, CONTACT CITY OF CONCORD TAX OFFICE: 704-920-5216

NOTE: ALL OF THE ABOVE WILL BE REQUIRED FIELDS IN ORDER TO ESTABLISH A VENDOR NUMBER AND TO RECEIVE PAYMENT FOR ANY GOODS OR SERVICES

FEDERAL TAX ID# _____ SOCIAL SECURITY # IF INDIVIDUAL _____

FOR OUT OF STATE VENDORS, PROVIDE N.C.SALES TAX NUMBER _____

QUOTATION ADDRESS: _____ COUNTY _____

MAILING ADDRESS (PURCHASE ORDERS) _____

REMITTANCE ADDRESS _____

INVOICE PAYMENT TERMS _____ DISCOUNT,IF YES,EXPLAIN _____

MANAGER: _____ PHONE: _____ FAX: _____

SALES REPRESENTATIVE: _____ PHONE _____ FAX: _____

CONTACT PERSON: _____ PHONE: _____ FAX: _____

ACCOUNTS RECEIVABLE CONTACT: _____ PHONE: _____ FAX: _____

TYPE OF DISTRIBUTOR _____ PRODUCTS/SERVICES OFFERED: _____

E-VERIFY EMPLOYER: APPLICABLE _____ OR EXEMPT _____ (LESS THAN 25 EMPLOYEES)
ALL VENDORS MUST SUBMIT AFFIDAVIT AND RETURN WITH THIS FORM.

*For more information: visit the City's web site at
<http://www.concordnc.gov/departments/finance/purchasing>*

FOR CITY USE BELOW:

PERSON SUBMITTING FORM: _____ DATE: _____

RECEIVED IN PURCHASING BY: _____ DATE: _____

FOR VENDOR INFORMATION CHANGE ONLY, OR NOTES, PROVIDE BELOW:



DATE: July 1, 2015

SUBJECT: PRIVILEGE LICENSE REMINDER

VENDOR NAME _____

VENDOR FAX NUMBER _____

VENDOR EMAIL ADDRESS _____

VENDOR ATTENTION NAME: _____

Please note: Our fiscal year ends on June 30th. Our new year begins July 1st. All privilege license fees need to be paid prior to the beginning of the new year. If the license has not been renewed, this could affect the issuance of purchase orders, and or invoice payment processing. Please contact the City of Concord tax office at 704-920-5216 if you have any questions or have not received your renewal notice.

CITY OF CONCORD DEPARTMENT - TRANSPORTATION

DEPARTMENT CONTACT – J.K. WILSON, III, PE or PHILLIP GRAHAM, PE

TELEPHONE – 704-920-5362 or 704-920-5338

Note: Please disregard if you have prior receipt of this notice.

Finance

Phone (704) 920-5200 • Fax (704) 788-9375

Purchasing Department 704-920-5440

Tax Department 704-920-5216

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

For Office Use Only:
Charge to P.O. # _____
Due _____

PROJECT: #DECORATIVE **DESCRIPTION:** Install Decorative Crosswalks
ASPHALT CROSSWALKS FY 15

Date Notice to Proceed: _____
Completion Date: _____
Days Remaining in Contract: _____
Percent Work Complete: _____
Percent Time Complete: _____
Percent Payment Complete: _____

APPLICATION FOR PAYMENT NO. _____ SHEET NO. _____ OF

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 ----- \$ _____

LESS: RETAINAGE AT _____ PERCENT ---- \$ _____

PREVIOUS PAYMENT ----- \$ _____

LIQUIDATION DAMAGES

_____ DAYS @ \$ _____ ----- \$ _____

OTHER DEDUCTIONS:

_____ ----- \$ _____

_____ ----- \$ _____

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 the 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: _____

Construction Administrator: _____ Date: _____

APPROVED AND PAYMENT RECOMMENDED:

CITY OF CONCORD

Signed: _____ Title: _____ Date: _____



**EXHIBIT "F"
ATTACHMENT SHEET FOR
PERFORMANCE & PAYMENT BONDS**

**PERFORMANCE & PAYMENT BONDS
NOT REQUIRED
THIS CONTRACT**

TRANSPORTATION DEPARTMENT

**P.O. Box 308 – 850 Warren C. Coleman Blvd.
Concord, North Carolina 28026-0308
704-920-5331**

PERFORMANCE BOND
(NOT REQUIRED THIS CONTRACT)

Date of Execution of this Bond _____

Name and Address of Principal (Contractor) _____

Name and Address of Surety _____

Name and Address of Contracting Body City of Concord
26 Union Street, South P.O. Box 308
Concord, North Carolina 28025

Amount of Bond _____

Contract That certain contract by and between the Principal and the Contracting Body above named dated Notice to Proceed Date specified on EXHIBIT G For: **Installation of Decorative Crosswalks**
Contract FY15

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.

PERFORMANCE BOND: (Continued)
(NOT REQUIRED THIS CONTRACT)

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:

(Proprietorship or Partnership)

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

BY _____ (SEAL)

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

ATTEST: (Corporation)

(Corporate Seal of Principal)

BY _____

TITLE _____
(Corporation Secretary or
Assistant Secretary Only)

Surety (Name of Surety Company)

WITNESS:

BY _____

TITLE _____ Attorney in Fact

(Corporate Seal of Surety)

COUNTERSIGNED:

(Address of Attorney in Fact)

N.C. Licensed Resident Agent



TRANSPORTATION DEPARTMENT

EXHIBIT "G"
GENERAL CONDITIONS, QUOTE FORM,
and DEBARRED FIRMS CERTIFICATION FORM
Solicitations of Quotes for the
Installation of
Decorative Asphalt Crosswalks FY 15

The City of Concord is requesting quotes for the **installation of decorative asphalt crosswalks as described below in the Downtown section of the city.** If you wish to place a quote on this work, please fill out the quoting sheet that is attached and return the quote at the address listed below.

1) **Definitions:**

City – the City of Concord, North Carolina.

Contract – the executed agreement between the City of Concord and the successful Quoter, covering the performance of the work and the compensation therefore. The term contract is all inclusive with reference to all written agreements affecting a contractual relationship and all documents referred to therein, and shall specifically include, but not be limited to, the quote form, the printed contract form and all attachments thereto, the contract bonds, insurance forms, the plans, the Standard Specifications and all supplemental specifications thereto, the general conditions, and all executed supplemental agreements, all of which constitute one instrument.

Contractor – the Contractor named in the contract documents.

Director – City of Concord Transportation Director or his designated representative(s).

MUTCD – Manual on Uniform Traffic Control Devices, Latest Edition together with all addenda thereto.

OSHA - Occupational Safety and Health Administration.

NCDOL – North Carolina Department of Labor

NCDOT – North Carolina Department of Transportation.

Proposal requirements – the legal and procedural documents, any general and special provisions, together with modifications thereof, and Standard Specifications requirements, with all addenda thereto.

Quoter - An individual, partnership, firm, corporation, or joint venture submitting a quote for the work contemplated.

Standard Drawings - North Carolina Department of Transportation Raleigh, "Highway Design Branch Roadway Standard Drawings" Latest Ed.

Standard Specifications – North Carolina Department of Transportation Raleigh, "Standard Specifications for Roads and Structures", Latest Ed.

Subcontractor – any person, firm, partnership, corporation, with a direct contract with the Contractor who acts for or in behalf of the Contractor in executing any part of the contract, but does not include one who merely furnishes materials.

Transportation Department – City of Concord Transportation Department.

Work – the entire completed service or the various, separately identifiable parts, labor, material or requirement thereof needed to perform such under the contract documents to the satisfaction of the City.

- 2) Project Information: The work consists of the selected Contractor providing for the installation of decorative asphalt crosswalks in the Downtown section of the City of Concord as designated including, but is not limited to, all mobilization(s), demobilization(s), special subcontracting, handwork, tools, labor, rentals, equipment, materials, signs, barricades, miscellaneous hardware, consumables, other incidentals, security of the work, traffic and pedestrian control and safety operations, cleanup, removal of any debris, and disposal(s), repairs, touch-up, permits and licenses, and all else required to complete the work to the satisfaction of the Director and the City. All work and materials shall meet and be in accordance with the provisions of the Occupational Safety and Health Administration, the North Carolina Department of Labor, the North Carolina Department of Transportation, and the Manual on Uniform Traffic Control Devices, Latest Edition. The Contractor shall keep himself fully informed of all Federal, State and local laws, ordinances, and regulations.

- 3) Specified Times of the Contract, Working Hours, Schedules, Reports, and Supervision: The Contractor shall pursue the work diligently with workmen in sufficient numbers, abilities, and supervision; and with equipment, materials and methods of construction as may be required to complete the work described in this contract as provided by the Director by the completion date of **sixty (60) Days** after the effective date of the contract. The Contractor will be required to maintain working hours from 9:00 AM to 4:00 PM with a ½ hour unpaid lunch allowance unless otherwise modified by the Director. All work shall be accomplished in a continuous manner once the contractor begins. Normal, daily mobilizations in the course of the work shall be considered incidental to the contract unit prices of all quoted items.

The Contractor will at no cost to the City notify the Director within forty-eight (48) hours in advance of beginning work and thereafter coordinate with the Director or his designated representative regarding the proposed work schedule at work locations and obtain approval and request for cooperative efforts by the City. The Contractor will also, at no cost to the City, coordinate with the Director or his designated representative to provide his work schedule to Concord Communications at (704) 920-5580 and the Cabarrus County School System Bus Garage at (704) 782-6314 so as to allow for proper notification and rescheduling of public service and school bus routes as may be necessary.

Prior to starting work at a particular crosswalk location, the Contractor shall pay special attention to weather conditions to ensure that there is a minimum ambient and road temperature of 45° F and rising without preheating of pavement to a specific temperature (or as specified by the manufacturer) and that there is no frost or moisture present prior to application.

The Contractor will be required to begin work within **one (1) month** after notification from the City on all work included in this contract or as directed by the Director or his designated representative.

The Contractor shall at all times be responsible for the supervision, conduct, and discipline of his employees and/or Subcontractors and persons employed by said Subcontractors. All foremen and workmen must have sufficient knowledge, skill, and experience to perform properly the work assigned to them. Any foreman or workman, who in the opinion of the Director, that does not perform his work in a skillful and diligent manner, or who acts in a disorderly or intemperate manner, shall be removed from any portion of the work covered by this contract by the Contractor.

When one or multi-crews are employed, there shall be a designated crew foremen or job superintendent that will represent the Contractor as a single point of contact for the crew(s).

- 4) Specifications and Regulations: All materials, processes, and methods for the work shall be provided, constructed, installed, inspected, and accepted in accordance with the Standard Specifications, the Standard Drawings, and the provisions under these General Conditions,

Contract Documents, plans, details, or manufacturer's requirements and specifications therein and as generally described as follows:

Location

The work shall be performed at the location(s) specified in the Special Conditions under SPC-10.
– Locations of Work

Crosswalk - Asphalt Repairs

Repairs and patching are to be made to specific areas as directed by the Director or the Director's representative. Repair work shall be accepted by the Director's representative before application.

Mix and Placing: Be advised that the plant and all associated equipment, materials, mix design and formulas, production, storage, limitations, inspection, quality control, placing, testing requirements, etc. shall conform to Division 6 with their various sub-sections of the Standard Specifications. Tack coats shall be applied in accordance with the provisions of Section 605. Asphalt Concrete Base and /or Intermediate Courses shall be placed per appropriate, specified lift and layer depths as directed by the Director or the Director's representative. The determination of the use of sub-base material will be made by the Director or his representative.

Equipment and Hauling: Large scale spreading and finishing / leveling, as determined by the Director or his representative, shall be performed utilizing a self-contained, power propelled paver capable of placing the asphalt mixture to the required grades, cross sections, thicknesses, and widths and to uniform density and texture. Such work shall be in accordance with Division 6 and specifically Section 610-8 of the Standard Specifications. The Director or his representative may waive the requirements for use of pavers for spreading and finishing where the small size, irregularities, or obstacles make their use impractical. The Contractor shall spread, rake, and lute the mixture by hand methods in these areas.

Transportation of the mixture from the plant to the point of use shall be in vehicles which have tight, clean, and smooth metal beds with two (2) 3/8-in. diameter hole on each side of the vehicle body and 6-in. above the bed of the vehicle for the purpose of inserting a thermometer. Loads shall be covered with a canvas or other suitable material to prevent the entrance of moisture and rapid loss of heat. Such work shall be in accordance with Section 610-7 of the Standard Specifications.

Compaction, Density and Maintenance: Begin compaction of the material immediately after the material is spread, struck off, surface and edge irregularities adjusted, and shaped to the required width and depth. Compact the mix to the required degree of compaction for the type of mixture being placed and in such a manner as to obtain uniform density over the entire section. All compaction, density, joints, acceptance, and requirements shall be in accordance with Sections 610-9, 610-10, 610-11, 610-12, and 610-13 of the Standard Specifications.

Maintenance of the patched areas in an acceptable condition until resurfacing occurs shall be in accordance with Maintenance - Section 610-(14) of the Standard Specifications.

Crosswalk – Asphalt Milling

Asphalt milling is to be made to specific areas as directed by the Director or the Director's representative. The work includes, but is not limited to milling and remilling the pavement at locations and depths, widths, and typical sections as necessary directed by the Director or the Director's representative, cleaning the milled surface, loading, hauling, stockpiling the milled material for use in recycled asphalt mixtures or the disposal of any excess milled material and all

else required to the satisfaction of the City of Concord. Milling shall be accepted by the Director's representative before asphalt resurfacing, restamping, and coloring occurs.

Except where the milled material is used in the work, the Contractor is to provide areas outside the right-of-way to dispose of milled material, which becomes the property of the Contractor.

Be advised that the milling asphalt pavement requirements shall conform to Section 607 of the Standard Specifications.

Equipment: The Contractor shall provide a self-propelled unit capable of removing the existing asphalt pavement to the depths, widths, and typical sections as indicated. The equipment shall have been designed and built exclusively for pavement milling operations and shall have sufficient power, traction and stability to accurately maintain depth of cut and slope. The milling machine shall be equipped with a grade control system which will automatically control the longitudinal profile and cross slope of the milled surface by the use of either a mobile grade reference(s), an erected string line(s), joint matching shoe(s), one or more skid sensors moving along the surface suitable for leaving a uniform surface for handling traffic without excessive damage to the underlying pavement structure, or combinations of approved methods. Mobile grade reference system shall be capable of averaging the existing grade or pavement over a minimum 30-ft. distance. Coordinate the position of the grade control system such that the grade sensor is at the approximate midpoint of the mobile reference system. The milling machine and other loading equipment shall be capable of loading milled material to be used in other parts of the work without excessive segregation.

Provide additional equipment necessary to satisfactorily remove the pavement in the area of manholes, water valves, curb and gutter and other obstructions and/or utilities without damage to the utilities.

The milling equipment shall be equipped with a means of effectively limiting the amount of dust escaping from the removal operation in accordance with Federal, State, and local air pollution control laws and regulations.

Construction Requirements: The existing pavement shall be milled in a manner that will restore the pavement surface to a uniform longitudinal profile and cross section at the designated locations. Mill intersections and other irregular areas as indicated by the Director or his representative. Construction requirements will be followed from Section 607-3 of the Standard Specifications.

Tolerance: Removal of the existing pavement shall be to the depths indicated in this document. The Director or his representative may vary the depth of milling by not more than one inch. In the event the directed depth of milling per cut is altered more than one inch, either the City of Concord or the Contractor may request an adjustment in the unit price.

Note: No direct payment will be made for asphalt milling as it will be incidental to the marker operation and payment at the contract unit price for the various Pay Items in the contract will be full compensation for such work.

Crosswalk Pattern and Coatings

The decorative pattern type (new and / or repair applications) shall correspond to and match that of the existing stamped pattern type on streets in the Downtown area of the City of Concord.

Surface Preparation: The street surface of the work area shall be free of dirt, dust, organic material, oil, rubber and break residue, chemicals, and any other type debris that has the

potential to detrimentally affect the bonding or adhesion of the coating system to the pavement. All detrimental items shall be removed by brushing, blowing with air, power washing, cleaning with a degreaser, rinsing, etc. to provide a surface acceptable to the Director or his designated representative.

Application of Pattern: Application of material, imprinting and stamping to asphalt pavement, must use a reciprocating infrared heating equipment. The material must be able to be applied at ambient and road temperatures down to 45°F (7°C) without any preheating of the pavement to a specific temperature. An epoxy sealer, specified by the manufacturer, must be applied to the substrate prior to application. Immediately following sealer application, the panels of aggregate reinforced preformed thermoplastic are positioned properly on the asphalt substrate with the aggregate side facing up. The preformed thermoplastic is then heated to the required melting temperature. Additional aggregate may be applied to the preformed thermoplastic surface as needed following the melting process. As the material is cooling, it is imprinted with a stamping template made from 3/8 in. (9.5 mm) flexible wire rope in the required design using a vibratory plate compactor. In areas with limited accessibility, hand held finishing tools may be used as long as the approved pattern and required depth is achieved. The surface must then be allowed to cool thoroughly and shall show no visible signs of structural problems or distress as determined by the Director or his designated representative before being opened to vehicle or pedestrian traffic.

Aggregate reinforced thermoplastic material: The aggregate reinforced thermoplastic material color shall correspond to the same color pigment of the existing stamped crosswalks in the Downtown area of the City of Concord. The material must conform to the following requirements:

- AASHTO designation M249
- ASTM E 303 – Skid resistance value of 60 BPN
- Anti-ski/anti-slip elements minimum hardness of 6 (Mohs scale)
- ASTM C 1028 / ASTM D 2047 - Minimum static friction coefficient of 0.6 (wet or dry)
- Minimum thickness of 150 mil (3.8mm)

The material shall be flexible, provide stability to chemical and UV degradation, and be resistant to abrasion. Final specification and application of the material shall be to the satisfaction of the Director or his designated representative.

Only qualified applicators (as determined by the manufacture) should supply and install the asphalt pavement texturing.

Concrete

Installation and / or repair work of concrete curb and gutter sections, wheelchair ramps, and sidewalk sections will be at locations designated in the Special Conditions or by the Director or the Director's representative. The work includes, but is not limited to providing all materials, placing all materials, excavating and backfilling, sawing, cutting, demolition of designated, forming, placing / pouring of all concrete, finishing, constructing and sealing joints, disposal of removed concrete, incidentals, and all else required to the satisfaction of the City in accordance with Division 8 and specifically Sections 846 and 848 of the Standard Specifications and the Standard Drawings.

Material Specifications: All materials used are to be in accordance with Division 10 of the Standard Specifications. Concrete shall be non-tinted.

Portland cement concrete.....Section 1000

Curing agents for concrete.....Section 1026
 Joint Materials.....Section 1028

Construction: All sections to be removed shall be saw cut (approximately 2-in. deep or removed at a joint) to the direction of the Director or the Director’s representative. Installation / construction shall be in accordance with Section 825 of the Standard Specifications and given a sidewalk finish. Use Class B concrete.

Curb and Gutter - Prepare foundation and compact base or subgrade to the degree required by the applicable Section(s) of the Standard Specifications or direction of the Director or the Director’s representative. Space joints no closer than 5-ft. Install joints as required by Section 846 of the Standard Specifications. finish surface within ¼-in. when check longitudinally with a 10-ft. straightedge. Wheelchair access points to streets shall be in accordance with Standard Drawings.

Do not place blackfill adjacent to fresh concrete until at least 3 curing days. Complete backfill within 4 calendar days after the completion of the 3-day curing period. Compact backfill to the satisfaction of the City’s representative. Do not place vehicles on the completed work until after 7 curing days or 3 curing days if “High Early Strength Concrete” is used.

Wheelchair Ramps and Sidewalks - Wheelchair access points to streets shall be constructed in accordance with Standard Drawings. Any adjoining sidewalk sections as specified by the Director or the Director’s representative shall be constructed in accordance with the requirements of the City of Concord. Detectable warning dome mats shall be of the “insert” type, be of a red color, comply with Standard Drawing 848.05 and be approved by the Director or the Director’s representative.

Sidewalk width shall be as designated by the Director or the Director’s representative. Where sidewalks are less than 5-ft. wide, a passing zone shall be installed at the direction of the Director or the Director’s representative. Sidewalk joint spacing shall be no less than 5-ft. Where construction crosses a driveway, the sidewalk shall be 6-in. thick.. “High Early Strength Concrete” is to be placed at driveway crossings or as specified by the on-site City Inspector. Seal expansion joints where sidewalk and wheelchair ramps are placed adjacent to the curb and gutter. Do not seal groove joints. Sidewalks are to be sloped at ¼-in./ 1-ft. towards the gutter and shall have a light broom finish.

Do not place blackfill adjacent to fresh concrete until at least 3 curing days. Complete backfill within 4 calendar days after the completion of the 3-day curing period. Compact backfill to the satisfaction of the Director or the Director’s representative. Do not place vehicles on the completed work until after 7 curing days or 3 curing days if “High Early Strength Concrete” is used.

Acceptance: Acceptance of the concrete work shall be to the satisfaction of the Director or the Director’s representative.

Opening of Work Areas to Traffic

Do not place pedestrians and vehicles on the completed work until allowed to cool thoroughly and shall show no visible signs of structural problems or distress as determined by the Director or his designated representative. Contractor shall pay close attention to the manufacturer’s guidelines for application and curing based on atmospheric and substrate conditions. Artificial means to speed up curing times are not allowed unless specifically expressed in the coating manufacturer’s specifications.

Inspection and Acceptance

Inspection, quality control management and any required testing for the work shall be in accordance with the requirements of the stamping and coating system approved by the Director. Acceptance of the work shall be to the satisfaction of the Director or his designated representative. Damaged pavement or flawed application areas shall be repaired or replaced in an acceptable manner to the Director by the Contractor at no additional cost to the City.

Responsibilities of the Contractor shall be in accordance with Division 1 of the Standard Specifications and in accordance with the requirements shown in the Contract Documents.

The Contractor shall furnish the applicable certifications and documentation for all materials. Material that is not properly certified will not be accepted.

If any device, design, material or process covered by letters, patent or copyright is used by the Contractor, he shall provide for such use by legal agreement with the owner of the patent or a duly authorized licensee of such owner, and shall hold harmless the City from any and all loss or expense on account thereof in accordance with the first paragraph of this subsection, including its use by the City.

The Contractor shall keep himself fully informed of, comply with, give all notices, and secure all permits and approvals associated with Federal, State and local laws, regulations, codes and ordinances in any manner affecting the work, and all such orders and decrees as exist, or may be enacted by bodies having any jurisdiction or authority over the work, and shall indemnify and hold harmless the City against any claim or liability, including the cost of defense and attorney's fee arising from, or based on, the violation of any such laws, regulations, codes, ordinances, order or decree, whether by himself or his employee.

The Contractor shall not enter upon private property for any purpose without obtaining permission, and shall be responsible for the preservation of all public property and other items, along and adjacent to the street right-of-way. The Contractor shall use every suitable precaution to prevent damage to such items and especially including vehicles, structures, poles, wires, conduits, underground infrastructure, signs, pavement, monuments, and property marks in the vicinity of the work.

Pedestrian Control, Traffic Control, Safety, and Security

All pedestrian control, traffic control, safety, and security associated with the entire work shall be in accordance with Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD) latest Edition, OSHA, and any other applicable federal, state and local laws and regulations and shall be the responsibility of the Contractor. The Contractor is required to maintain traffic in accordance with Section 105 of the Standard Specifications. The Contractor shall not close a lane of traffic, detain and/or alter the traffic flow on or during holidays, holiday weekends, special events, or any other time when traffic is unusually heavy. Work shall only be performed when weather and visibility conditions allow safe operations. All hazards associated with the work that may pose as a danger and hazard shall be protected outside of working hours. The Contractor is responsible for operating traffic control correctly. At least one member of each crew on the project site shall be certified in the Work Zone Traffic Control. If the Contractor fails to provide proper traffic control, the Director or a representative of the Director has the authority to cease all operations and the contractor will not be allowed to continue for that day on this contract. This will result in the loss of production for this day and is not a legitimate claim for contract time extension.

Unless approved by the Director, work shall not be performed before sunrise or after sunset. Any such work shall be in compliance with Section 107 of the Standard Specifications. Artificial

lighting, as may be necessary to provide for safe and proper construction and to provide for adequate inspection of the work as described in Section 1413 of the Standard Specifications, shall be provided by the Contractor. No direct payment will be made for any items as covered in Section 1413 as such will be considered incidental to other pay items of the work.

The Contractor shall operate his equipment and conduct his operation in the same direction as the flow of traffic. Work shall be done in accordance with Section 150 of the Standard Specifications. The Contractor shall temporarily remove his equipment from the travelway for emergency vehicles and school buses as directed by the Director or the Director's representative.

Note: No direct payment will be made for any pedestrian control, traffic control, safety, and security work, as it will be incidental to the marker operation and payment at the contract unit price for the various Pay Items in the contract will be full compensation for such work.

- 5) Posted Weight Limits: The Contractor's attention is directed to the fact that certain bridges in the City of Concord have posted weight limits. The Contractor will not be allowed to exceed the posted weight limits in transporting materials or equipment to the project. The Contractor should make a thorough examination of all maps and haul routes (both City and NCDOT facilities) on this project.
- 6) Utility Locations, Conflicts, and Coordination: The Contractor shall be solely responsible for contacting the appropriate utility or agency in the work areas and for the exact locations for all overhead or underground utility or services before starting work. It shall be the sole responsibility of the Contractor to verify the location of all utilities and services along and in the work area and to protect such from uninterrupted service. The Contractor shall adhere to all applicable regulations and follow accepted safety procedures when working in the vicinity of utilities in order to insure the safety of construction personnel and the public.

Any utility or service that, in the opinion of the Contractor, will have to be made safe or temporarily relocated in order to perform the work shall be coordinated between the Contractor and the applicable utility or service provider.

Protection of all public and private property on and adjacent to the work and responsibility to the public shall be in accordance with Section 107 of the Standard Specifications

Note: No direct payment will be made for this work, as it will be incidental to the project work and payment at the contract unit price for the various Pay Items in the contract will be full compensation for such action.

- 7) Site Security, Sanitary Provisions, Clean-Up, Pollution Control and Storage: The Contractor shall at all times so conduct the work as to insure the least possible obstruction to pedestrians, traffic and inconvenience to the general public and businesses in the vicinity of the work, and to insure the protection of persons and property in a manner satisfactory to the City. No road shall be closed to the public except with the permission of the Director. Fire hydrants on or adjacent to the work shall be kept accessible to fire-fighting equipment at all times.

The Contractor shall provide such sanitary accommodations for the use of his employees as may be necessary to comply with the requirements and regulations of the local and State health authorities in accordance with Section 107-7 of the Standard Specifications.

At the end of each workday, the Contractor shall clean the site of any non-structural component debris materials, which result from the work and secure the work from any hazardous condition. The Contractor shall provide for the control of any erosion, siltation, and pollution in accordance with Section 107-13 of the Standard Specifications. The Contractor or his Subcontractor will haul

away any such debris or waste material to an approved public receiving facility at his expense. All debris or waste materials permanently removed are the property of the Contractor.

The Contractor is responsible for off-site storage of his trucks, equipment and associated material including securing any agreements or temporary construction easement for such location(s).

Note: No direct payment will be made for this work, as it will be incidental to the project work and payment at the contract unit price for the various Pay Items in the contract will be full compensation for such action.

- 8) City Privilege License: All those doing business with the City must have a current Privilege License issued by the City of Concord if a privilege license is authorized by law. Contact the City of Concord Tax Office at 704-920-5216 for information with regards to this requirement.
- 9) Insurance: The Contractor shall procure and maintain insurance for the contract time by the Contractor, at his own expense, in an amounts and coverage as stated in **Sec. 7.** of the **CONSTRUCTION CONTRACT FOR Installation of Decorative Asphalt Crosswalks FY 15.**

Certificates of Insurance and proof thereof shall be furnished to the Transportation Director and approved by the City of Concord Safety, Health and Risk Manager and City Attorney(s) prior to commencement of the work. For further information with regards to what is required on the Certificates of Insurance, refer to the spreadsheet for other information and directions for insurance certificates following **EXHIBIT "D" ATTACHMENT SHEET FOR CERTIFICATE (S) OF INSURANCE.** These certificates shall contain a provision that coverage's afforded under the policy will not be cancelled unless at least **thirty (30)** days prior written notice has been given the City.

- 10) Indemnity: Refer to **Sec. 13.** of the **CONSTRUCTION CONTRACT FOR Installation of Decorative Asphalt Crosswalks FY 15.**
- 11) Contract Administration: The general responsibility for the administration of this contract will be done by the Director or the Director's representative. All work, reports, and requests for payment shall be subject to inspection and evaluation by the Director, the Director's representative, or designated representatives of the City of Concord Business and Neighborhood Services Department at any time.

The Director acting directly or through his duly authorized representatives will decide all questions which may arise as to the quality and acceptability of the work performed and as to the rate of progress of the work; all questions which may arise as to the interpretation of the contract; and all questions as to the acceptable fulfillment of the contract on the part of the Contractor. The Director's decision shall be final and shall have executive authority to enforce and make effective such decisions and orders if the Contractor fails to carry out promptly.

- 12) Method of Measurement: Measurement of the work will be made based on the actual and verified quantities which has been satisfactorily completed, measured and accepted in place by the City as under the specific Pay Item Units as provided on the Quote Form. Quantities indicated on the Quote Form are estimated and are not guaranteed; they are solely for comparing quotes.

- 13) Basis of Payment and Requests for Payment: As follows:

The quantities of installing the aggregate reinforced preformed thermoplastic decorative asphalt crosswalk, as well as providing all mobilization and traffic control necessary to perform work, measured as provided above, will be paid for at the quoted unit price of per square foot (sq. ft.) for

“Installation of Aggregate Reinforced Preformed Thermoplastic Decorative Asphalt Crosswalk(s), (Inc. Mobilization & Traffic Control).”

The quantities of installing transverse thermoplastic pavement marking lines, 8” in width, 120 mils thick, of white color, measured as provided above, will be paid for at the quoted unit price of per linear foot (ln. ft.) for “Transverse Thermoplastic Pavement Marking Lines, 8”, 120 mils, White.”

The quantities of asphalt patching – includes milling and removal of asphalt to a depth of 3” and placing and compacting 3” of surface course S9.5B, measured as provided above, will be paid for at the quoted unit price of per ton (Tons) for “Asphalt Patching – Mill asphalt to a depth of 3”, Place and compact 3” Surface Course S9.5 B”

The quantities of ADA wheelchair ramps and incidental concrete work, measured as provided above, will be paid for at the quoted unit price of each (ea.) for “ADA Wheelchair Ramps.”

Note: No direct payment will be made for installing and / or repairing concrete curb and gutter, sidewalks and driveways as it will be incidental to the ADA Wheelchair Ramp and other concrete work operation and payment for this Pay Item under the contract will be full compensation for such work.

Additionally: There will be no direct payment made for any item of work not specifically listed as a quoted Pay Item on the Quote form. Payment(s) and full compensation for all the work will be based on the actual accepted Pay Item quantities installed and shall include any and all related items as specified in the Project Information and Standard Specifications or any Special Provisions attached hereto including, but is not limited to, all mobilization(s), demobilization(s), special subcontracting, handwork, tools, labor, rentals, equipment, materials, signs, barricades, miscellaneous hardware, consumables, other incidentals, security of the work, traffic and pedestrian control and safety operations, cleanup, removal of any debris, and disposal(s), touch-up repairs, permits and licenses, and all else required as necessary to the satisfaction of the Director and the City of Concord.

Any theft of materials, damage, or vandalism to the work that occurs during construction, as noted by the Director or his representative, shall be repaired or replaced at the expense of the Contractor at no cost to the City. Contractor will insure the work until such is completed and accepted by the City.

Forms for billing the City for services performed are to be made on forms provided by the City of Concord Finance Department. No other forms will be accepted by the City and processed for payment. The Contractor shall submit monthly invoices (if the work goes beyond one month) by the 25th day of each month, which shall be processed for payment **thirty (30) days** after receipt. Invoices and time sheets shall be in duplicate – one original set to be attached to invoices for City of Concord Finance Department and one copy to be filed with the Transportation Department.

- 14) Oral Agreements and Claims for Additional Compensation: No oral order, objection, claim or notice by any party to the others shall effect or modify any of the terms of obligations contained in any of the contract documents other than by a definitely agreed upon waiver or modification by both the Contractor and the City in writing.

Any claims for additional compensation shall be submitted in writing to the Director with detailed justification within **thirty (30) days** after receipt of the final invoice payment. The failure of the Contractor to submit the claim(s) within thirty days shall be a waiver of any such claims and a bar to recovery.

- 15) Contract Time and City's Right to Terminate Contract: This contract shall commence on the effective date given in the Contract Agreement and shall be effective for a period of **Sixty (60) Days**. Any requests for extensions to the contract time shall be made in writing by the Contractor and approved by the Director. The City shall have the right to suspend work or to terminate the contract after giving at least **ten (10) days** written notice of suspension or termination to the Contractor.
- 16) Subletting of Contract: The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of this contract or any portion thereof, or his right, title or interest therein, without written consent of the City. Subletting of this contract or any portion of the contract shall conform to the provisions of these General Conditions and the Standard Specifications Section 108-6.
- 17) Notices to Proceed: The Contractor shall be ready to perform work operations and stand on emergency call, if necessary, as soon as possible after the issuance of a City Purchase Order Number / Notice to Proceed, but in no event delay the onset of work operations later than one (1) month of delivery of said City Purchase Order Number / Notice to Proceed.
- 18) Litigation Venue: Any controversy or litigation arising out of this contract shall be resolved in the courts of Cabarrus County, North Carolina. Also refer to **Sec. 15.** of the **CONSTRUCTION CONTRACT FOR Installation of Decorative Asphalt Crosswalks FY 15.** This contract shall be subject to the laws of the State of North Carolina and with respect to this Part 15, time is of the essence.
- 19) Submission and Rejection of Quotes: No quoter may submit more than one quote. Multiple quotes under different names will not be accepted from one firm or association. A conditional quote will not be accepted. Oral, telephone, facsimile, or telegraph quotes will not be accepted. The Quote form must be filled out and submitted in the bound documents. All quotes will remain subject to acceptance for the number of days set forth in the Quote Form. The City of Concord reserves the right to reject any or all quotes.
- 20) Liquidated Damages: The City and Contractor recognize that time is of the essence of this contract and that the City will suffer financial loss if the work is not completed within the contract specified time, plus any extensions thereof allowed in accordance with Section 15 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by the City if the work is not completed on time. Accordingly, instead of requiring any such proof, the City and Contractor agree that as liquidated damages for delay (but not as a penalty) the Contractor shall pay the City **\$200.00** for each calendar day that expires after the contract specified time until the remaining / outstanding work (punchlist) is performed by the Contractor and until such time as punchlist completion and readiness for final payment is made.

In case of joint responsibility for delay in the completion of the work, where two or more separate contracts are in force at the same time and cover work at the same site, liquidated damages assessed against any one Contractor will be based upon the individual responsibility of that Contractor for the delay as determined by, and in the judgment of, the Director.

The City shall have the right to deduct the liquidated damages from any money in its hands, otherwise due, or to become due, to the Contractor, or to initiate applicable dispute resolution procedures and recover liquidated damages for nonperformance of this contract within the specified time of the contract.

Quotes are to be submitted to the following address by **April 28, 2015**

**J. K. Wilson, III, P.E., Transportation Director
City of Concord
850 Warren C. Coleman Blvd.
P.O. Box 308
Concord, NC 28026-0308**

Please note on envelope
**Quote Included –
Installation of Decorative Asphalt Crosswalks FY 15**

- Continued Next Page –



QUOTE FORM
Installation of Decorative Asphalt Crosswalks FY 15

Pay Item	Pay Item Description – Base Quote	Quantity	Units	Unit Price	Amount (\$) Quoted
1	Installation of Aggregate Reinforced Preformed Thermoplastic Decorative Asphalt Crosswalk(s), (Inc. Mobilization & Traffic Control)	380	Sq. Ft.		
2	Transverse Thermoplastic Pavement Marking Lines, 8", 120 mils, White.	90	Ln. Ft.		
Total – Base Quote - Pay Items 1 and 2					
.....					
Pay Item	Pay Item Description – Alternate Quote	Quantity	Units	Unit Price	Amount (\$) Quoted
A3	Asphalt Patching – Mill asphalt to a depth of 3", Place and compact 3" Surface Course S9.5 B	8	Tons		
A4	ADA Wheelchair Ramps	2	Ea.		
Total – Alternate Quote - Pay Items A3 and A4					
.....					
Total – Base and Alternate Quotes - All Pay Items					

Contractor: _____
(Insert exact legal name of corporation, joint venture, business, etc. here)

License Number: _____

Mailing/Billing Address: _____
City, State ZIP _____

Telephone Number: _____

Signed by Authorized Agent: _____ Date _____

Print Name _____ Title _____

1. This quote shall not add any unauthorized additions, deletions, or conditional quotes.
2. Quoter agrees that any and all Excavations are unclassified.
3. This quote will remain subject to acceptance for **30** days after the date of submittal given above and that once accepted and the Contract executed between the City and the Contractor that the unit prices shall remain as submitted herewith for a period of **365** days.
4. Quoter agrees that the work will be substantially complete within **45** days, and completed and ready for final payment on or within **60** days after the effective date of the contract.

Do Not Separate the Quote Form from the quoting packet.

DEBARRED FIRMS CERTIFICATION FORM

FROM: City of Concord City Council
P.O. Box 308 - 26 Union Street, South
Concord, North Carolina 28026-0308

TO: Installation of Decorative Asphalt Crosswalks FY 15

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 offences enumerated in N.C.G.S. 133-27 nor will award any subcontracts of any tier to firms that have been suspended for conviction or indictment of any of the offenses enumerated in N.C.G.S. 133-27.

Name of firm

Signature of authorized official

Title: _____

ATTEST: _____

Title: _____

(Seal)

_____ County
North Carolina

Sworn and Subscribed before me this the ___ day of _____, 2015

Signature of Notary Public

(Print or type name of Notary Public)

(Notary Seal)



TRANSPORTATION DEPARTMENT

EXHIBIT "H" SPECIAL PROVISIONS AND CONDITIONS

Installation of Decorative Asphalt Crosswalks FY 15

SC-1. – Questions by Quoters

All questions about the meaning or intent of the quoting documents and the contract documents shall be submitted to the Director at 704-920-5362 for consideration at that time. Any interpretations or clarifications considered necessary by the Director in response to such questions will be issued by Addenda mailed, Faxed or delivered to all parties recorded by the Transportation Department as having received the quoting documents. No Questions will be answered 48 hours in advance of submission of quotes. Only answers issued by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

SPC-2. – General Instructions to Quoters

- The Quote Form furnished by the City with the proposal shall be used and shall not be altered in any manner. Do not separate the Quote Form from the Quoting Packet.
- All entries on the Quote Form, including signatures, shall be written in ink.
- The Quoter shall submit a unit price for every item on the Quote Form.
- An amount quoted shall be entered on the Quote Form for every item. The amount quoted for each item shall be determined by multiplying each unit quoted by the quantity for that item.
- The total amount Quoted shall be written in the proper place on the Quote Form. The total amount shall be determined by adding the amounts quoted for each item.
- Changes in any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Quoter shall initial the change in ink.
- The Quote shall be properly executed. All Quotes shall show the following information:
 - a. Name of individual, firm, corporation, partnership, or joint venture submitting quote.
 - b. Name of individual or representative submitting quote and position or title.
 - c. Name, signature, and position or title of witness.
 - d. Contractor's License Number
- Quotes submitted by corporations shall bear the seal of the corporation.
- The Quote shall not contain any unauthorized additions, deletions, or conditional quotes.
- The Quoter shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

SPC-3. – System Information – Quoters shall present imprinting / stamping / coloring system specifications and procedures to the Director as part of their quote.

SPC-4. – Award

After evaluation of the quotes, the Director reserves the right to accept both the BASE QUOTE and the ALTERNATE QUOTE, accept the BASE QUOTE and reject the ALTERNATE QUOTE or reject both the BASE QUOTE and the ALTERNATE QUOTE. The award of the contract, if so determined by the Director,

will be made to the lowest responsive responsible Quoter. The Director will notify that his/her bid has been accepted and that he/she has been awarded the contract. The City of Concord reserves the right to reject all quotes.

SPC-5 – Bonding

A bond for quoting the work is not required. Performance and Payment Bonds for this contract will not be required.

SPC-6. Insurance

Certificates of Insurance must be submitted on an Acord 25 Form (latest revision, and the City (not a specific individual or department) must be named as additional insured on all lines of coverage (General Liability, Auto, Umbrella, Professional Liability, etc.), except Workers' Compensation.

On the Certificate of Insurance, the ADDL INSR column should be marked with an "X" to indicate the City is additional insured for specific lines of coverage.

The following wording must be entered into the Description of Operations: "The City of Concord is named as an additional insured as required by written contract." The following address must be used for Certificates of Insurance:

City of Concord
Attn: Risk Management
Post Office Box 308
Concord, NC 28026-0308

NC Workers' Compensation insurance mandatory statutory limits must be met for employers with three or more employees.

SPC-7. – Coordination Between Contractors

The Contractor shall coordinate the work with City of Concord forces or others so as not to hinder the progress of any City forces or other contractors working in the immediate vicinity of the work.

The City of Concord will under no circumstances be liable for any claim for additional compensation due to the acts of one Contractor holding up the work of another. The City of Concord will under no circumstances be liable for any damages experienced by the acts of one Contractor working within the limits of this work.

SPC-8. – Sales Taxes

Provisions for sales and use taxes are as set forth by the requirements and direction of the City of Concord Finance Department. Any questions with regards to such shall be coordinated through the City of Concord Finance Department.

SPC-9. – Retainage

Refer to Sec. 4a. – Retainage of the Standard Form Construction Contract with regards to retainage.

SPC-10. – Locations of Work

Church St., S between Cabarrus Ave., E and Means Ave., SE, See Attached Map

SPC-11. – Subcontracting

Subcontracting or subletting shall be in accordance with Sec. 16 of Exhibit G and Subcontractors met the same terms under stated under the contract documents and shall met the same requirements for licensure and insurance as the Contractor.

SPC-12. – Inspection and Acceptance of the Work

In the event that the Contractor or his Subcontractor has a question as to the work, the Contractor will notify the Director or his representative for resolution. The Director or his representative reserves the right to perform all inspection(s) and make all final acceptance of the work.

SC-13. – MDBP Reporting with Final Payment Invoice

In addition to reporting to the Streets Division Coordinator, the Contractor shall also submit a copy of the minority – disadvantaged business participation statement with the final payment invoice to report all minorities – disadvantaged business participation on the project to City of Concord, Attn: Ms. Dana Hood, Accountant, P.O. Box 308, Concord, N.C. 28026-0308. In the event that the Contractor had no minority – disadvantaged business participation on the project, the Contractor will still be required to submit such reporting as no participation. Where participation is from minority – disadvantaged business material suppliers or manufacturers, the statement shall indicate the appropriate percentage (60% for regular dealers and 100% for manufacturers) of expenditures to be reported. The final invoice will not be processed without submission of the report.



Church St S

Proposed
Crosswalk

Path to
Union Street

CITY OF CONCORD DBE PROGRAM

POLICY STATEMENT

Section 26.1, 26.23

Objectives/Policy Statement

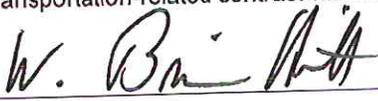
The City of Concord has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City of Concord has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City of Concord has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City of Concord to ensure that DBEs as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The City's Accountant that handles grant reporting has been designated as the DBE Liaison Officer. In that capacity, The Accountant is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City of Concord in its financial assistance agreements with the Department of Transportation.

The City of Concord has disseminated this policy statement to the Concord City Council and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. The policy statement is available in the City Clerk's office and the DBE Liaison's office and will be mailed to all parties requesting a copy or a City transportation-related RFP, or expressing an interest in obtaining a transportation-related contract with the City.


City Manager


Date



EXHIBIT "I"

MINORITY BUSINESS PARTICIPATION
FORMS

TRANSPORTATION DEPARTMENT

P.O. Box 308 - 850 Warren C. Coleman Blvd.
Concord, North Carolina 28026-0308
704-920-5362

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

County of _____

(Name of Bidder)

Affidavit of _____

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

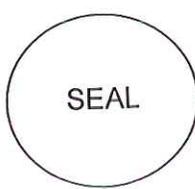
Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

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

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

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

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



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

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

County of _____

Affidavit of _____
(Name of Bidder)

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

(Name of Project)

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

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____

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

Notary Public _____

My commission expires _____

State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by Minority Firms

County of _____

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

If the portion of the work to be executed by minority businesses as defined in GS143-128.2(g) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

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

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

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

Name and Phone Number	*Minority Category	Work description	Dollar Value

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

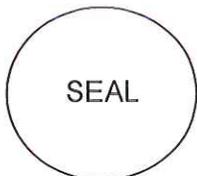
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



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

State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of _____

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

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

(Name of Bidder)

Affidavit of: _____

I do certify the attached documentation as true and accurate representation of my good faith efforts.

(Attach additional sheets if required)

Name and Phone Number	*Minority Category	Work description	Dollar Value

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

Documentation of the Bidder's good faith efforts to meet the goals set forth in these provisions.

Examples of documentation include, but are not limited to, the following evidence:

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

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



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

EXHIBIT "J"
NOTICE OF AWARD AND ACCEPTANCE OF NOTICE

TO:

FROM: City of Concord
P.O. Box 308 - 26 Union Street, South
Concord, North Carolina 28026-0308

PROJECT: Installation of Decorative Asphalt Crosswalks FY15

You are hereby notified that the quote submitted by you for the above named project in response to the City of Concord's solicitation for quotes dated the 28th day of April, 2015 and based on your quote amounts for certain predetermined Pay Items has been accepted.

You are hereby requested to execute the formal contract with the City of Concord and to furnish any and all Contractor's Certificate of Insurances along with other documents pertaining to the work as designated by the City of Concord.

Dated this the day of _____, 2015

City of Concord, North Carolina

By: _____
Title: City Manager

ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged this the ____ day of _____, 2015.

Witness

By: _____

Title: _____

EXHIBIT "K"
NOTICE TO PROCEED
(DATE OF AVAILABILITY)

TO:

FROM: City of Concord
P.O. Box 308 - 26 Union Street, South
Concord, North Carolina 28026-0308

PROJECT: Installation of Decorative Asphalt Crosswalks FY15

PROJECT DESCRIPTION: The work consist of the selected Contractor providing for the installation of decorative asphalt crosswalks in the Downtown section of the City of Concord as designated including, but is not limited to, all mobilization(s), demobilization(s), special subcontracting, handwork, tools, labor, rentals, equipment, materials, signs, barricades, miscellaneous hardware, consumables, other incidentals, security of the work, traffic and pedestrian control and safety operations, cleanup, removal of any debris, and disposal(s), repairs, touch-ups, permits and licenses, and all else required as necessary to the satisfaction of the Director and the City of Concord.

You are hereby formally notified to commence work on the ___ day of _____, 2015 under the assigned City of Concord Purchase Order No. _____ in accordance with the contract documents for the work.

Dated this the ___ day of _____, 2015

City of Concord, North Carolina

By _____
Title: City Manager