

PROJECT MANUAL FOR

2025 School Painting

Bid No.2025-001

Tucker Creek Middle School

200 Sermons Blvd

Havelock NC 28532

Craven County Schools Facility Support Services

950 Hwy 55 West New Bern NC 28562

252.514.4388

Contact Person: Jerome Williams

Mobile: 252-571-3304

Pre-bid conference mandatory walk through,
Friday, March 21st, 2025 @ 8:00 am Tucker Creek Middle School
Main Entrance

Bid Opening April 22, paint2025 @ 9:00 AM
Craven County Schools Facility Support Services
950 Hwy 55 West
New Bern NC 28562

AWARD OF CONTRACT

It is the intent of the Owner to award the contract to the lowest responsible bidder as soon as practicable after receipt of bids. However, in the interest of suitability to the Owner's need and/or economy, materials other than the cheapest in price may be selected.

The Owner reserves the right to reject any or all bids and to waive any and all informalities, provided however, that if the lowest responsible bidder's bid does not exceed Public School funds on hand for the advertised project. Owner may seek to negotiate the price for the work to a dollar amount within available funds.

FOR PAINTING PROJECTS: Craven County Schools will award one school per contractor only. The award process will be as follows.

1) Largest Square Footage (SF) to Lowest bidder for the base bid of the project

2) Pricing of gym and bathrooms are optional and will not determine the winner of the project.

General Conditions

INTENT OF DOCUMENTS

The intention of the specifications is to include all labor, material, applicable taxes, permits, equipment, and all other things necessary to do a complete job, acceptable to Craven County Public Schools.

The wording of the specifications shall be interpreted in accordance with common usage of the language, except that words having a commonly used technical or trade meaning shall be so interpreted in preference to other meanings.

CLARIFICATIONS

In such cases where the nature of the work requires clarifications, such clarification shall be furnished by the Owner, with reasonable promptness by means of written instructions. Clarifications shall be consistent with the intent of the contract documents, and shall become a part thereof.

MATERIAL AND WORKMANSHIP

The Contractor shall furnish, where and when directed or specified, samples of material for approval by the Owner. The Contractor shall maintain a safe and clean working environment, and shall construct in a first class and workmanlike manner.

All material shall be new and of the quality specified. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved.

Whenever the words "or equal" (equal to, or similar words) appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named and which is suited to the same use and capable of performing the same function as that named, the Owner being the judge of equality.

LICENSE

The Contractor shall have all necessary licenses to conduct business in North Carolina and to undertake the work of this contract.

PERMITS, INSPECTIONS, FEES, REGULATIONS

If the Contractor performs any work contrary to any state or local codes or regulations, the Contractor shall bear all costs arising there from. The work covered by this contract is governed by state and local codes and regulations,

PROTECTION OF WORK, PROPERTY AND PUBLIC

The Contractor shall provide all the necessary protection to prevent any damage to the Owner's property, or of that of others on the job, by them or their employees, and shall make good such damages and shall be responsible for and pay for any claims against the

Owner arising from such damage.

USE OF SITE

The Contractor shall confine operations to job site and shall not unreasonably encumber the site with any materials or equipment. Contractor vehicles shall adhere to five MPH speed limit on Owner's property. All vehicles over 3/4 ton shall be equipped with back-up alarms.

NO USE OF TOBACCO PRODUCTS

Craven County Schools is a tobacco free school system. The use of any type of tobacco products on Craven County School's property is strictly prohibited anytime, anywhere by anybody.

INSURANCE

The Contractor shall not commence work under this contract until he has obtained all required insurance, Insurance Policies shall be kept current throughout the entire project.

WORKERS COMPENSATION

The Contractor shall maintain Workers Compensation Insurance for all his employees working on this contract throughout the term of the project.

PUBLIC LIABILITY AND PROPERTY DAMAGE

Successful bidder shall carry general liability insurance in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate. Proof of these insurances shall be verified by Craven County Schools, before work is started by the Contractor.

OTHER INSURANCE

The Contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than the statutory limit.

TECHNICAL SPECIFICATIONS

- 1) It is Craven County Schools' intention to repaint all painted surfaces and to refinish all doors with a (2) coat application of paint or polyurethane.
- 2) All spackling of nail holes and minor damaged areas will be completed by contractor prior to painting
- 3) Peeling paint and efflorescence of block walls are to be cleaned by Contractor using "Sure Clean 600" prior to painting with block sealer and a finish coat.
- 4) Loose window glazing is to be removed and replaced prior to painting.
- 5) All walls and ceilings, except celotex panels, shall be painted with one coat of

paint.

6) Contractor shall paint all the hallways, door frames, lockers and cafeteria.

7) Contractor shall paint all the wooden, metal doors and windows inside and outside.

8) Mechanical rooms, boiler rooms, storage rooms, and other areas designated by the Principal will not be painted.

9) All paint shall be industrial enamel. (Exceptions will be discussed at pre-bid walk through)

10) Wood doors previously stained or varnished or unfinished shall be refinished using appropriate materials and methods to ensure they match existing wood doors.

11) All doors and frames shall be cleaned, sanded, and brought to an acceptable smooth surface before applying new finish.

12) Craven County Schools shall inspect all door frames after the Contractor has completed sanding, before finish is applied.

13) School colors, signs, and symbols shall be cut around and left as is.

14) Contractor shall caulk and glaze areas as required to ensure a satisfactory completed product

15) Contractor shall **not use a spray apparatus** of any type for inside or outside paint application.

16) Finish on all doors and door frames shall be applied by **brush method only**.

17) Contractor shall prep all surfaces to be painted or varnished. Contractor shall

clean, sand, repair plaster, etc. to ensure a quality finished product.

18) Craven County Schools shall be responsible for moving all furniture.

19) Contractor shall give a minimum 48 hour notice to the school Principal of any furniture moving needs.

20) Wood repair beyond the capability of the Painting Contractor shall be the responsibility of Craven County Schools.

22) Craven County Schools will provide all **primer and paint**.

23) Contractor will be responsible for picking up paint from Craven County Schools, Facility Support Services 950 Hwy 55 West New Bern NC 28562

24) Contractor shall be responsible for supplying all varnish, stain, polyurethane, caulk, glazing, sand paper, brushes, and etc.

25) Contractor shall clean and remove all work debris daily.

26) Contractor shall keep work site safe and secure at all times.

27) Contractor is responsible for any damage to the building caused by their employees.

28) Winning contractor shall not subcontract any work to colleagues.

QUALIFYING

Contractor must turn in pages 12, 13, and 14 of this contract, filled out in its entirety, to qualify to win this bid.

Pre-bid conference and walk through is mandatory and is a requirement to qualify for this bid.

The low bid contractor must complete the attached form (Attachment A), **Sexual Offender Registry Check Certification** Form, prior to work starting on this contract.

START AND FINISH DATES

Contractor may start Monday, June 2nd, 2025 must be finished on or before Monday, September 1st, 2025.

Liquidated Damages

The contractor shall have \$ 500 deducted from their contract per calendar day past the completion dates above. This can be assessed both at the end of the Spring Break work and the Summer Work period, based on the dates noted above.

WARRANTY

The Contractor warrants to the Owner, workmanship (1) year.

PAYMENT

1st Payment Payment will be in proportion to the amount of contract work that has been completed as of July 7th, 2025, as determined by Craven County Schools.

2nd Payment - 50% of the remainder of contract money to be paid out when Contractor has completed 50% of the remainder of contract work The amount of work completed is to be determined by Craven County Schools.

3rd and Final Payment - A final inspection with the Contractor's representative and Craven County School's representative is required before final payment.

Payment shall not be made until job is 100% complete, which includes cleanup of job site and the repair of any damage caused to Craven County Schools' property through the execution of the job.

Craven County Schools does not agree to nor promise a check each week of work.

ALL PAYMENTS: Payment shall be made within 30 days of Craven County School's acceptance of the job being completed.

**END OF FORMAL
PROPOSAL**

Tucker Creek Middle School

Base Bid

(Cafeteria, Gym, Main Office, Hallways, Doors and Jambs)

Materials: _____ (*Dollars*)

Materials Tax: _____ (*Dollars*)

Labor: _____ (*Dollars*)

Labor Tax: _____ (*Dollars*)

Total : _____ (*Dollars*)

Classroom Interior (Alternante)

Materials: _____ (*Dollars*)

Materials Tax: _____ (*Dollars*)

Labor: _____ (*Dollars*)

Labor Tax: _____ (*Dollars*)

Total : _____ (*Dollars*)

From: _____
(Bidder)

To: Jerome Williams, Director of Facilities, Craven County Schools

The Undersigned, as Bidder, hereby declares that the only person or persons interested in this proposal as principal or principals or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company, or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done, that he has examined the specifications for the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; and he has satisfied himself relative to the work to be performed. The Bidder proposes and agrees if this proposal is accepted to contract with Craven County Schools in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, applicable taxes, means of transportation, and labor necessary to complete the work of the 2019 School Painting, in full and complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of the Owner with a definite understanding that no money will be allowed for extra work except as ordered and approved in writing by Craven County Schools. Each school shall be bid separately. Please enter your bid amounts and information on the following (2) pages.

All bids must be submitted in a sealed envelope.

Sexual Offender Registry Check Certification Form

Check the appropriate box to indicate the type of check:

- ☐ Initial
- ☐ Supplemental
- ☐ Annual

I, _____ (insert name), _____ (insert title) of _____ (insert company name) hereby certify that I have performed all of the required sexual offender registry checks required under this Agreement for all contractual personnel (employees, agents, ownership personnel, or contractors) who may be used to deliver goods or provide services under this Agreement, including the North Carolina Sex Offender and Public Protection Registration Program, the North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry. I further certify that none of the individuals listed below appears on any of the above-named registries and that I will not assign any individual to deliver goods or perform services under this Agreement if said individual appears on any of the sex offender registries. I agree to maintain all records and documents associated with these registry checks, and that I will provide such records and documents to the school system upon request. I specifically acknowledge that the school system retains the right to audit these records to ensure compliance with this section at any time in the school system's sole discretion. I acknowledge that I am required to perform these checks and provide this certification form before any work is performed under the Agreement (initial check), any time additional contractual personnel may perform work under the Agreement (supplemental check), and at each anniversary date of the Agreement (annual check).

Contractual Personnel Names

Job Title

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

(Attach additional page(s) if needed)

I attest that the forgoing information is true and accurate to the best of my knowledge.

_____ (print name)

_____ (signature)

_____ (title)

_____ (date)