



Macon County
North Carolina



**INVITATION FOR BIDS AND PROPOSALS
BID REQUEST NO. 01-4260i**

MACON COUNTY PUBLIC LIBRARY ROOF REPLACEMENT

ISSUE DATE: SEPTEMBER 10, 2025

**BID OPENING DATE:
SEPTEMBER 24, 2025
4:00 P.M. LOCAL TIME**

ISSUED BY: MACON COUNTY FINANCE DEPARTMENT
5 WEST MAIN STREET
FRANKLIN, NC 28734
PHONE: (828) 524-1640
LINDSAY LEOPARD, PURCHASING AGENT

****Note: As of July 1, 1997, informal bids received under N.C.G.S. 143-131 are
"CONFIDENTIAL" and are not subject to public inspection until the Contract or Purchase
Order is awarded.****

A. INTRODUCTION

Macon County is requesting informal bids for roof replacement at the Macon County Public Library, 149 Siler Farm Road, Franklin, NC 28734. Work is to be accomplished as specified in the Scope of Work.

A mandatory pre-bid meeting will be held at 1:00 p.m. on Wednesday, September 17, 2025. Only bids from contractors who attend the pre-bid meeting will be accepted and considered for award.

Questions regarding the various aspects of the bid and project should be submitted to:

For questions regarding technical & site specification, site visits, installations, construction questions, project management, etc.:

Travis Waldroop
Maintenance Director
twaldroop@maconnc.org
Phone 828.371.1016

For questions regarding Bid Process, Documents, Bid and Contract Terms & Conditions, etc.:

Lindsay Leopard
Accountant/ Purchasing Agent
lleopard@maconnc.org
Phone 828.524.1640

All questions regarding this RFB must be submitted in writing. Responses to all questions received will be made in writing and sent to all known bid holders by addendum.

B. GENERAL BID & DOCUMENT REQUIREMENTS

All bidders submitting bids in relation to this request should familiarize themselves with the following general bid terms and conditions. Bidders not in compliance with these documents subject their bid proposals to rejection. Bid proposals must be submitted complete with all required signed documents, final pricing, signature pages, etc., at the time of submission. Macon County will not request required information after bid opening and the lack thereof may subject a bid to rejection. It is the responsibility of all respondents to contact Macon County prior to submitting a response to the RFB to ascertain if any addenda have been issued, and to obtain any and all addenda, execute them, and return addenda with their response to the RFB.

1. The bidder and/or bidders to whom the contract is awarded must comply with all aspects of this bidding process, which are designed to meet the requirements of North Carolina G.S. 143-128, 129 & 131, as amended, which collectively govern bidding procedures for government construction projects in North Carolina.
2. Bids submitted in response to this request will be governed by N.C. General Statute and the general provisions outlined in this request.

3. All bidders for construction, renovation or improvement projects costing \$40,000 or above must hold a current, proper North Carolina General Contractor's license for the project at the time they submit their bid.
4. Macon County Government does not discriminate on the basis of race, color, sex, national origin, religion, age, or disability. Any contractors or vendors who provide services, programs or goods for Macon County are expected to fully comply with the County's non-discrimination policy.
5. Macon County reserves the right to accept or reject any or all bids, evaluate all bids, especially where there is a wide range in specifications, and make an award in the best interest of the County. Macon County reserves the right to take exception to or waive any item in the bid.
6. Bid Submissions, Bid Evaluation and Contract Award: All informal contracts for construction or repair work shall be awarded to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bid for the performance of the contract. In making a determination of responsibility, Macon County may use criteria such as:
 - Compliance with bid package requirement
 - Contractor's qualifications
 - References
 - Financial ability
 - Insurance coverage
 - Etc.
7. All bids for combinations of work and product must be accompanied by the vendor's proposed start and completions schedule or timeline and other pertinent project data.
8. All bid proposals must use the forms included. All bid proposals must be signed by an individual authorized to bind the contractor to a contract prior to submission.
9. DELIVERY OF BIDS: Electronically transmitted bids will be accepted. To be considered, bid proposals should include:

One (1) signed and complete bid proposal

All bid proposal packages shall be delivered or mailed direct to:
Macon County Finance Department
Attn: Lindsay Leopard
5 W Main Street
Franklin, NC 28734

Email bid shall be sent to:

lleopard@maconnc.org with the subject saying "BID REQUEST NO. 01-4260i".

You will receive a confirmation email letting you know that your bid has been received. If you do not receive that email, consider your bid as not received.

Bid Packages will be accepted up to the day and time of bid deadline, which is scheduled for 4:00 p.m. Wednesday, September 24, 2025. By NC General Statute, Informal bids are not public knowledge until after award.

PROMPT DELIVERY OF BIDS TO PURCHASING AGENT IS THE SOLE RESPONSIBILITY OF THE BIDDER. BIDS RECEIVED AFTER THE BID DEADLINE, REGARDLESS OF REASON, WILL NOT BE CONSIDERED.

10. Macon County shall not be held responsible for nor will it pay any costs or expense associated with the preparation or submission of a bid proposal submitted in response to this solicitation, such expenses and costs being the sole responsibility of the bidder. Nothing in this solicitation or any response submitted pursuant to shall obligate Macon County to award a contract to a bidder.
11. In case of default of an awarded contractor, Macon County may procure the articles and/or services from other sources and may hold the defaulting contractor responsible for any excess cost occasioned thereby.
12. PAYMENT: Full payment will be made by check within thirty-days after project completion and final inspection and notification of acceptance is given to the Finance Department by the County's Maintenance Director. Once proof of acceptance is received, the Finance Department will process the invoice for payment. No payment will be made until contractor completes all delivery, construction, installation or other provisions or responsibilities as agreed upon prior to project start and corrected any deficiencies found.
13. Terms & Conditions Acceptance: By submitting a signed proposal in response to this solicitation, the individual is verifying that he/she is a duly authorized representative of the company and is able to legally bind the company to this agreement. Signature also denotes agreement that the terms and conditions of this bid shall override all other terms and conditions, regardless of form or delivery.
14. MINIMUM INSURANCE REQUIREMENTS
Macon County requires that all contractors performing site preparation, paving, installation, construction, repairs or renovations on County property shall provide insurance certificates to the County naming Macon County as secondary insured. The contractor shall procure, maintain and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the county by the contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted prior to the commencement of work and the contractor shall maintain such coverage for the duration of the contract period.

Minimum Insurance Coverage Limits:

- General Liability: \$2,000,000 combined single limits, \$1,000,000 annual aggregate (\$1,000,000 products and completed operations aggregate)
- Automobile Liability: \$1,000,000 combined single limits, \$1,000,000 annual aggregate.
- Workers Compensation: Workers Compensation is required by all contractors or subcontractors regardless of the number of employees.
- Builders Risk: Contractor to decide amount of coverage needed for the project materials.

The contractor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.

The contractor shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.

All coverage for subcontractors of the contractor shall be subject to all of the requirements stated herein.

C. SCOPE OF WORK

Furnish & Install: Removal of 60 mil TPO (Thermoplastic Polyolefin) membrane and replacement to achieve a 20 year manufacturer's warranty.

1. Cut, and remove the existing roofing membrane and dispose of properly
2. Cut out 12" of EIFS (stucco) from the membrane termination for new counter flashing – replace stucco at the end of the project
3. Mechanically fasten a 60 mil TPO roofing system including all flashings and terminations
4. Install up to 200' of walk pad
5. Install new termination bar and counter flashing
6. Remove and replace any roof decking as needed due to possible damage. All extra repairs to roof decking to be approved by Macon County Maintenance Supervisor prior to repair work

Provide a 20 year manufacturer's no dollar limit warranty and a 2 year workmanship warranty

Work to begin following current construction project at the site

Approx. 13,000 sq.ft.

BID SHEET & CONTRACT TERMS ACCEPTANCE FORM

MACON COUNTY PUBLIC LIBRARY ROOF REPLACEMENT

Bid 01-4260i

Company _____

Address/City/State/Zip _____

Telephone Number: _____ Cell Phone: _____

Email Address: _____

OFFER

- A. This offer shall be open to acceptance and is irrevocable for a *minimum of 120 Days* from the bid closing date.
- B. Having examined the Place of Work and all matters referred to in the Bid/Contract Documents prepared by Macon County for the above mentioned project, we, the undersigned, hereby offer to provide a complete work product.

TOTAL BASE BID \$ _____

Addenda (if none, state "N/A"): #1 _____, #2 _____, #3 _____.

Terms & Conditions Acceptance: By signing below, the individual accepts and verifies:

- A. That he/she is a duly authorized representative of the company and is able to legally bind the company to this agreement.
- B. Understanding of all terms and conditions contained within this solicitation and that this solicitation, its terms and conditions, become the entire contract to which Macon County and contractor will be bound for this project, and shall override and supersede all other terms and conditions, regardless of form or delivery.
- C. That this offer is not a "sham" offer and is made without collusion.
- D. Acceptance of and agreement to fulfill the insurance & risk requirements set forth above.

Printed Name of Authorized Individual

Title

Signature of Authorized Individual

Date