

ITEM A

**BID FORM AND NON-COLLUSIVE AFFIDAVIT**

1. The undersigned as Bidder, hereby declares that the only person(s) interested in this proposal as principals (s) are named herein and that no other person than herein mentioned has interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other persons, company or parties making a bid or proposal and that it is in all respects fair and in good faith without collusion or fraud.
2. 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 scope of the work and contract documents relative hereto, and has read all special provisions furnished prior to the openings of the bids, that he has satisfied himself relative to the work to be performed.
3. The Bidder further declares that he has received and examined the Gutter Cleaning and Exterior Building Inspections Services Contract, Bid Letting Documents, scope of work and Specifications, and will abide by these requirements in performing the Gutter Cleaning and Exterior Building Inspections Services.
4. The Bidder proposes and agrees, if this proposal is accepted, to contract with the Town of Chapel Hill, in the form of contract provided, to furnish all necessary materials, equipment, and machinery, apparatus, water, electricity, means of transportation, and labor necessary to complete the Gutter Cleaning and Exterior Building Inspections Services in full and to complete in accordance with plans, specifications, scope of work and contract documents, to the full and entire satisfaction of the Town of Chapel Hill with a definite understanding that no money will be allowed for extra work except as set forth in the Contract documents. In return for the services accomplished pursuant to the Contract, the Bidder will receive the sum of:

TOTAL BID:

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

5. The Bidder further proposes and agrees hereby that work may commence on the starting date or any time shortly thereafter and shall be satisfactorily completed within thirty (30) working days after the date specified in the Proceed Order as the beginning time. It is further agreed that if the amount of the Contract is increased, the time allowed for completion of the

6. The undersigned Bidder hereby agrees that the Town of Chapel Hill reserves the right to reject any and all bids when such rejection is in the best interest to the Town of Chapel Hill Bidder taking into consideration the past performance of the Bidder, the ability to perform to work specified, the starting date and completion time, and all other pertinent facts.

Respectfully submitted on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

(Corporate Seal to Be Affixed)

\_\_\_\_\_  
Name of Company

By: \_\_\_\_\_ (SEAL)  
(If Bidder is an individual)

Attest:

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
(President) [If Corporation]

By: \_\_\_\_\_ (SEAL)  
(If Bidder is a Partnership)

By: \_\_\_\_\_ (SEAL)

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

\_\_\_\_\_ (SEAL)  
(Partners)

## CONTRACTOR APPLICATION

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on additional sheets and attached to this application. The contractor may submit any additional information he/she desires.

1. Name of Business: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Business Telephone No.: \_\_\_\_\_
4. Contact Person(s) and Title(s): \_\_\_\_\_
5. Business Tax ID # or SS #: \_\_\_\_\_ Occupational Licenses #: \_\_\_\_\_
6. Date organized: \_\_\_\_\_ Date incorporated & where: \_\_\_\_\_
7. How many years have you been engaged in contracting business under the current firm or trade name? \_\_\_\_\_
8. List all current workload or contracts on hand and scheduled completion dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Is the company represented and certified as part of its bid that it is a Small business concern? \_\_\_\_ Women-owned business enterprise? \_\_\_\_ Minority business enterprise? \_\_\_\_ Section 3 business and/or contractor? \_\_\_\_
10. List the important projects recently completed by your company, stating the cost of each and the month and year completed:

<u>CONTRACT</u>	<u>ADDRESS</u>	<u>AMOUNT</u>	<u>DATE COMPLETED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. General character of work performed by your company (i.e. general contracting specialty in any particular trade): \_\_\_\_\_
12. Have you ever defaulted on or failed to complete any work awarded to you? \_\_\_\_\_ If yes, give details: \_\_\_\_\_  
\_\_\_\_\_
13. List names, addresses and types of accounts for the following references:
  - A. Banks: \_\_\_\_\_
  - B. Material Dealers: \_\_\_\_\_
  - C. Sub-contractors: \_\_\_\_\_
14. What is the dollar credit available to the company? \_\_\_\_\_

15. Has the company ever been party to or involved in any action related to discrimination based upon race, color, creed, nationality, sex, age, familial status or religion?: \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

16. Has the company ever caused a lien for material or mechanical work default payment to be placed against a homeowner? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

17. Has your company ever been debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

18. Name and home address of owner: \_\_\_\_\_

19. List three (3) references:

<u>Name of Reference</u>	<u>Title</u>	<u>Name of Company</u>	<u>Telephone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THE UNDERSIGNED HEREBY AUTHORIZES AND REQUESTS ANY PERSON, FIRM OR CORPORATION TO FURNISH ANY INFORMATION REQUESTED BY THE TOWN OF CHAPEL HILL DEPARTMENT OF HOUSING IN CHAPEL HILL, NORTH CAROLINA IN VERIFICATION OF THE RECITALS COMPRISING THIS STATEMENT OF QUALIFICATIONS, DATED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

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

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

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

Subscribed and Sworn before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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

My Commission Expires: \_\_\_\_\_