
**Request for Unit Price Bids
Townwide Culvert Jetting/Vacuuming
Town of Banner Elk**

I. Introduction

Town of Banner Elk is seeking bids from qualified contractors to perform jetting/vacuuming of culverts clogged by Hurricane Helene. The purpose of this project is to clear the culverts to pre-disaster conditions.

II. Project Description

The complete Scope of Work is in the attached Contract. The project will include, but is not limited to:

- Jetting/clearing stormwater culverts
- Vacuuming/disposing of spoils

III. Bid Submission Guidelines

The Contractor must satisfy himself as to the labor and equipment needed. Any explanation desired by a Bidder regarding the meaning or interpretation of the advertisement for bids, specifications, etc., must be requested in writing to the Town with sufficient time allowed for a reply to reach Bidders before the submission of their bids. Any interpretation made will be in the form of an Addendum to the Request for Bids, specifications, etc., and will be furnished to all prospective Bidders. Its receipt by the Bidder must be acknowledged in the space provided on the addendum bid form or by letter received before the time set for opening of bids. Oral explanations or instructions given before the award of the contract will not be binding. No changes to specifications will be permitted within three calendar days prior to the bid opening.

The Contractor certifies, by submission of a bid, that the Contractor has inspected the project included in his formal bid and has become familiar with the conditions under which the proposed work will be performed. Failure to do so will not relieve Bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. The Town will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the advertisement for bids, the specifications, or related documents.

Bids shall be properly executed and submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change. Bids by Contractors must be received by the Town at the time and place specified in the Request for Bids and shall be made part of the Contract Documents. Unless called for, alternate bids will not be considered. Modification of bids already submitted will be considered if received at the office designated in the Request for Bids by the time set for opening of bids.

Submittal of Bids. Sealed bids will be submitted to **1) if mailed: Town of Banner Elk, Attn: Rick Owen, 200 Park Ave, Banner Elk, NC 28604, 2) if delivered at time of bid opening: Town Hall, Banner Elk, 200 Park Ave, Banner Elk, NC 28604**, prior to or at the appointed bid opening time. **Each bid must be submitted in a sealed envelope bearing on the outside the name of the bidder, the name of the project for which the bid is submitted, and the date and time of the bid opening. Telephoned bids, emailed bids, or faxed bids cannot be accepted.** All bids submitted must be typed or written in ink and signed by the Contractor's designated representative. All bid forms and all requested certifications must be submitted; failure to include all forms may result in rejection of a bid. Any bid may be withdrawn without prejudice prior to the official bid opening time.

Bids must be received by July 13, 2026, at 1:00 pm and will be opened at that time, at Town Hall, 200 Park Ave, Banner Elk, NC 28604. Contractors are welcome to be present at bid openings, but attendance is not required.

Award of Contract. Procurement procedures for federally-funded construction activities carried out for FEMA programs are defined in 44CFR317 through 327, 2 CFR Part 200, or equivalent federal regulations for FEMA programs. Award of a contract for the work will be made to the responsible Bidder whose bid, conforming to the request for bids, is most advantageous to the Town, price and other factors considered. The Town may, when in its interest, reject any or all bids or waive any informality in bids received.

Award of the Bid is also subject to execution of a contract satisfactory to the Town, a copy of which is attached and the terms of that contract are a material component of the Bid.

The acceptance of the bid and awarding of the contract may be subject to the Town receiving supplemental financing.

IV. Bid Requirements

Each bid must include the following:

1. Bid Proposal to the Town
2. Price Proposal Summary
3. Contractors Bid Qualification Form (with Certificate of Insurance attached)
4. For Contracts over \$300,000.00, the Town will require a Performance Bond equal to 100% of the contract amount, ensuring completion of the project in accordance with specifications, and a Payment Bond equal to 100% of the contract amount, guaranteeing payment to subcontractors, suppliers, and laborers.

V. Evaluation Criteria

Bids that satisfy the insurance, licensure, and provide proof of ability to provide the Bond requirements (if applicable) will then be evaluated based on the following:

- Cost proposal

VI. Pre-Bid Site Visit

A **mandatory** site visit will be held on **July 6, 2026, at 2:00 pm** at Town Hall. Contractors will have the opportunity to inspect the site and ask questions.

VII. Contact Information

For any questions or clarifications, please contact:

Justin Hodges
Public Services Director
(828) 898-5398
jhodges@townofbannerelknc.org

VIII. Disclaimer

The Town reserves the right to reject any or all bids, to waive informalities or irregularities, and to award the contract in the best interest of the organization.

BID FORMS

The following three (3) forms must be submitted, completed and signed where indicated, in a sealed envelope, prior to bid opening time. (Failure to include all bid forms may result in rejection of bid).

- Bid Proposal to the Town
- Price Proposal Summary
- Contractors Bid Qualification Form (with Certificate of Insurance attached)

IF MAILING BID:

Town of Banner Elk
Attn: Rick Owen
200 Park Ave
Banner Elk, NC 28604

IF DELIVERING BID IN PERSON:

Town Hall
200 Park Ave
Banner Elk, NC 28604

**TOWN OF BANNER ELK
TROPICAL STORM HELENE RECOVERY
Townwide Culvert Jetting/Vacuuming**

BID PROPOSAL

It is certified that this proposal is made in good faith and without collusion or connection with any other person bidding on the same work, and that no official or any employee of the Town will be admitted to any share or part of the contract or any benefit that may arise therefrom if the contract is awarded to this company.

It is distinctly understood that the Town reserves the right to reject any and all bids or to waive any and all informalities therein should it be deemed to be in the best interest of the Town, as outlined in the Town's contract award policy.

If this bid is not accepted with a formal contract award within 30 days after the public opening, it shall be deemed rejected.

The undersigned bidder guarantees the bid quoted herein against any increase for 120 days following the bid opening and agrees to execute a repair/restoration contract within 120 days following the public opening. If repair/restoration contract is not executed within 120 days following the public opening, the award may be rescinded.

Firm Name

Name and Title of Authorized Signatory

Signature

Street Address

Date: _____

City/State/Zip Code

**TOWN OF BANNER ELK
TROPICAL STORM HELENE RECOVERY
Townwide Culvert Jetting/Vacuuming**

PRICE PROPOSAL SUMMARY

The undersigned hereby declares that he has carefully examined the Scope of Work in the Request for Bids, and will provide all materials and equipment and perform all work in accordance with the repair/restoration requirements under them for the following sum to wit:

Item No.	Estimated Quantities	Unit	Item Description	Unit Price	Amount
1	55	Crew Day	Jetting/Clearing and Vacuuming Culverts		
2	10	TNS	Transporting Spoils for Disposal		
Total for Jetting/Vacuuming/Disposing =					

What Labor and Equipment comprises a Jetting/Vacuum Crew? _____

The Contractor shall be compensated based on the unit prices provided above. Progress payments can be requested and will be based on the quantities of completed work. Tipping Fees for disposal of the spoils will be reimbursed at actual cost.

The Town shall retain five percent (5%) of the total amount due from each Progress Payment until final acceptance of the work by the Town. Retainage shall be withheld from each Progress Payment and will be released only after:

- All work has been completed to the satisfaction of the Town.
- All required documentation (including daily logs, before-and-after photos, material source and disposal locations) has been received and approved.
- Any deficiencies or punch list items identified by the Town have been corrected.

Retainage shall be released within thirty (30) days of final acceptance unless otherwise agreed in writing.

Firm Name

Name and Title of Authorized Signatory

Signature

Street Address

Date: _____

City/State/Zip Code

**TOWN OF BANNER ELK
TROPICAL STORM HELENE RECOVERY
Townwide Culvert Jetting/Vacuuming**

CONTRACTOR BID QUALIFICATION FORM

A. COMPANY INFORMATION

Company Name _____

Federal ID # _____

Name of Principal _____

Mailing Address _____

Business Phone _____

Email Address _____

NC GC License # _____

B. LIST THREE (3) REFERENCES FOR PROJECTS OF SIMILAR SIZE AND COMPLEXITY:

1. Name _____	Telephone _____
Address _____	
2. Name _____	Telephone _____
Address _____	
3. Name _____	Telephone _____
Address _____	

C. SUBMIT A CERTIFICATE OF INSURANCE

The bidder shall provide proof of worker's compensation & employer's liability, general liability, and automobile liability insurance coverage as part of their bid. Please refer to page 5 and 6 of the Contract for details on the Town's insurance requirements.