

GRAHAM COUNTY SCHOOLS  
ROBBINSVILLE, NORTH CAROLINA



FEBRUARY 12, 2024

**INVITATION TO BID (ITB): RENTAL SERVICES  
STADIUM BLEACHER SEATING**

**I. Project Description**

**Graham County Schools Football Stadium Home Side Rental Bleacher Seating:** ITB No.: GCS-24-051 – Graham County Schools desires to enter a contract awarded to the company(s) offering the lowest, responsive, most advantages proposition to the institution. Sealed bids must be plainly marked on the envelope container or package with the project name, ITB number, and opening date.

**II. Contract Term**

The contract is anticipated to be effective upon signing of a contract and continue for an initial term of two and a half (2.5) months with an alternate term of four and a half (4.5) months from the date of commencement of services. After the expiration of the initial and/or alternate terms, the contract term may be extended once with the extension not exceeding one (1) year, provided both parties agree in writing to do so, prior to the expiration date. Any extensions shall be at the same terms and conditions, plus any approved changes. Graham County Schools reserves the right to negotiate modification of contract terms and schedules as necessary.

**III. Submission of Bids**

Sealed bid packets must be received by Graham County Schools by or before 3:00 pm Eastern Time on Tuesday, February 20, 2024, at the following address:

Graham County Schools Superintendent  
Attention: Mrs. Angie Knight  
Graham County Schools Central Office  
52 Moose Branch Road  
Robbinsville, North Carolina 28771  
Email Address: [aknight@graham.k12.nc.us](mailto:aknight@graham.k12.nc.us)

Proposals received after this date and time will be deemed non-responsive and will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

#### **IV. Inquiries**

All inquiries regarding this Invitation to Bid must be submitted via email by Thursday, February 15, 2024, by 5:00 p.m. Eastern Time. Graham County Schools will not accept questions after this date. All inquiries may result in written responses in the form of addenda. Questions must be emailed to Scott Donald, LS3P representative, at [scottdonald@ls3p.com](mailto:scottdonald@ls3p.com)

#### **V. Addenda, Changes and Modifications To This Bid**

It is the bidder's responsibility to periodically check the Graham County Schools website at [GCS Home](http://GCS Home) ([graham.k12.nc.us](http://graham.k12.nc.us)) and Social Media and the Graham County website at [Graham County, NC](http://Graham County, NC) ([grahamcounty.org](http://grahamcounty.org)) up until the bid opening time for any changes, modifications or addenda to this offer. Receipt of all addendums to this ITB should be acknowledged by returning a signed copy of each addendum with the submitted bid. Failure to do so could result in an offer submission that cannot be considered.

#### **VI. Incurred Expenses**

Any and all expenses incurred in response to this proposal are entirely the responsibility of the bidder. Neither Graham County Schools, nor the county of Graham, is liable in any manner.

#### **VII. Subcontractors**

Subcontractors providing services under a Contract shall meet the same requirements and level of experience as required of the Respondent. No subcontract under the Contract shall relieve the Respondent of responsibility for ensuring the requested services are provided. Respondents planning to subcontract all or a portion of the work to be performed shall identify the proposed subcontractors.

#### **VIII. Criteria For Award**

The evaluation of the bid will include the overall response to the bid, and will include, but is not limited to, the lowest, most responsive, advantages and any other factor Graham County Schools deem relevant. Graham County Schools will evaluate and make the award on the offer that is determined to be the best value based on, but is not limited to, the criteria listed below. All bids must be complete and convey all the information requested to be considered responsive.

- (1) Proposed costs
- (2) Stability and success of contractor's business
- (3) Quality and reliability of the goods and services
- (4) Delivery terms and proposed transition plan
- (5) Indicators of probable contractor performance under the contract such as past contractor performance, the contractor's financial resources and ability to perform, the contractor's experience or demonstrated capability and responsibility, and the contractor's ability to provide reliable maintenance agreements and support
- (6) Other factors relevant to determining the best value for the school in the context of a particular purchase

**IX. Bid Tabulation**

An electronic copy of the submittal tabulation sheet will be made available after the scheduled public bid opening per request as indicated in section IV Inquiries. Only names of respondents and total bid price will be released to the public at the public bid opening. All other information will be kept confidential until after a successful contract award.

**X. Governing Law**

This Contract, including, without limitation, this ITB and any resulting agreement or purchase order, shall be construed and governed by the laws of the State of North Carolina.

**XI. Firm Pricing**

Prices contracted for are to be guaranteed firm pricing for ninety (90) days.

**XII. Fixed Escalation Clause**

If anticipated, bidders must certify a fixed, maximum percentage of escalation for both the initial and any subsequent terms of the contract as specified. This percentage will be employed in the evaluation and award of any contract as a result of the bid. The maximum annual percentage of escalation is \_\_\_\_\_%.

**If this field is not filled in, an escalation of 0% will be assumed.**

**XIII. Right to Terminate**

Graham County Schools reserves the right to terminate this contract or any portion thereof on thirty (30) days written notice. Grounds for cancellation shall include but are not limited to the following:

- 1) Failure to provide timely prompt service,
- 2) Failure to provide quality products, and
- 3) Consistently failing to meet the specified delivery, Graham County Schools reserves the right to cancel upon 10 days written notice. Graham County Schools specifically reserves the right to purchase these items elsewhere when delivery cannot be met, and Graham County Schools deem it necessary to override the contractual agreement.

**XIV. Amendments**

This Contract may be amended only upon written agreement between Graham County Schools and the Contractor; however, any amendment of this Contract that conflicts with the laws of the State of North Carolina shall be void.

**XV. References**

Vendors responding to this bid must be prepared, if asked pre-award, to submit a list of at least three references your company has successfully provided products for projects of this type and magnitude. The list must include the client's name, address, telephone number, a contact person, and a brief description of the project completed. Graham County Schools shall not be confined to this list if it deems further reference investigation necessary.

**XVI. Equal Opportunity**

Contractor represents and warrants that it shall not discriminate against any person on the basis of race, color, national origin, creed, religion, political belief, sex, sexual orientation, age, and disability in the performance of this Contract.

**XVII. Timeline**

The key activities and milestone dates for this solicitation process are listed below:

<b><u>Important Dates</u></b>	<b><u>Milestone Date</u></b>
ITB Published and Distributed:	2.9.2024
Deadline for Respondent Questions:	2.15.2024 @ 5:00 PM
Bid Submission Deadline:	2.20.2024 @ 3:00 PM
Event 1 Initial Term two and a half (2.5) Months Bleachers in place by:	5.20.2024
Event 2 Alternate Term four and a half (4.5) Months Bleachers in place by:	8.1.2024

**XVIII. SOLICITATION RESPONSES & CONFIDENTIALITY OF DOCUMENTS**

All responses, inquiries or correspondence relating to this ITB will become the property of Graham County Schools when received. In general, documents that are submitted as part of the response to this Invitation to Bid will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the vendor follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, then Graham County Schools will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law. Graham County Schools has sole discretion and reserves the right to reject any and all responses received with respect to this ITB and to cancel the process at any time prior to entering into a formal agreement. Graham County Schools reserves the right to request additional information or clarification of information provided in the response without changing the terms of the ITB.

**XIX. Vendor Certification / Acceptance**

The undersigned hereby certifies that the bidder has read, understand, and agrees that acceptance by Graham County Schools of the bidder’s offer by issuance of a purchase order will create a binding legal contract. Further the bidder agrees to fully comply with documentary forms herewith made a part of this specific procurement.

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TYPED NAME & TITLE: \_\_\_\_\_

**SPECIFICATIONS**

Graham County Schools is seeking to rent/lease bleachers that will include assembling, disassembling and transportation services before and after needed for use. Therefore, price and bleacher specifications and preferred assemble dates will be very important factors.

Important Dates:

- Event 1: Graduation Date: Saturday, May 25, 2024
- Preferred Installed by date: Monday, May 20, 2024
- Indicate cost savings to leave in place for Event 2 alternate term.
- Event 2: High School Football Season Installed Date: Friday, August 2, 2024
- Estimated dismantle dates: December 9, 2024

Rental of Bleachers for the Football Field

Graham County Schools is seeking bleachers for one (1) area. The bleachers will be located at the Robbinsville High School Football Stadium in one (1) designated area. A bleacher area layout is attached in the bid as Exhibit A. Respondents must be able to provide a timeline of assembling suitable Bleacher’s based on specifications, to include, but not limited to:

Bleacher Specifications

- Installed per the important dates above.
- Area 1: Bleachers, Non-Elevated 168’ X 15 row (1,680 Gross Seating).
- Optional Handicap Seating: 4
- Aisles: 4
- Net Seating: not less than 1,500.
- Respondents will be responsible for all assembling and disassembling of bleachers.
- Respondents will be responsible for all equipment required to assemble, disassemble and transportation services of the bleachers.
- Bleachers shall be located as indicated on the layout in Exhibit A.

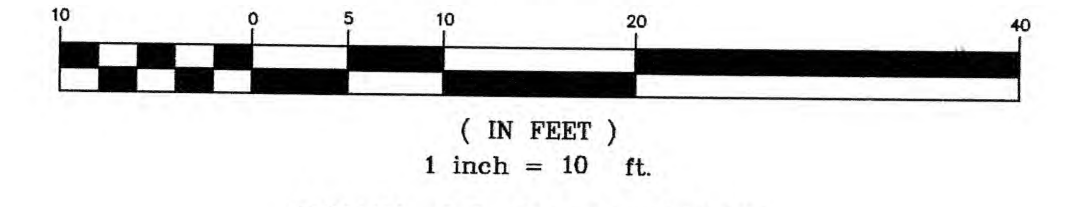
Attachment 1

Price Sheet

	<u>Cost</u>
1. Area 1 Event 1 Minimum Seating 1,500 2.5 Months	\$ _____
2. Area 1 Event 2 Minimum Seating 1,500 4.5 Months	\$ _____
Total Cost	\$ _____

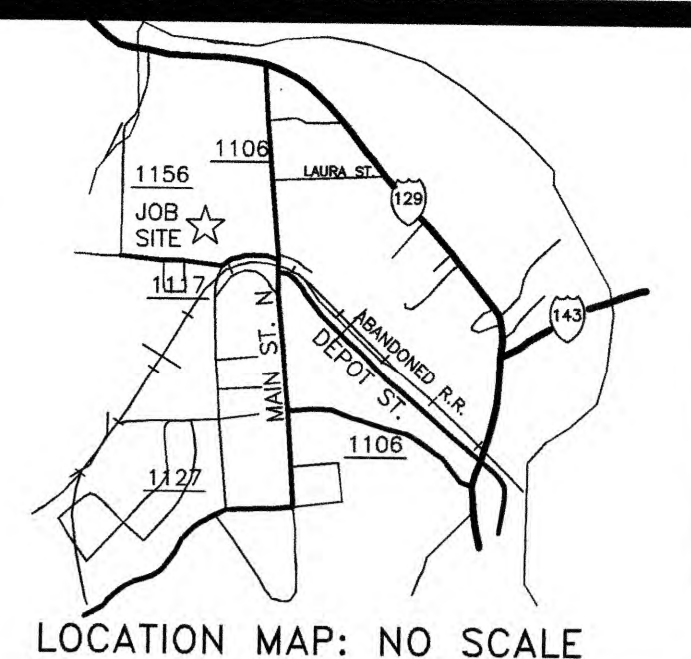
# Exhibit A

TOPOGRAPHIC SURVEY FOR  
 GRAHAM COUNTY SCHOOL  
 BEING THE AS-BUILT SURVEY FOR PROJECT ENTITLED  
 ROBBINSVILLE HIGH SCHOOL RETAINING WALL  
 GRAPHIC SCALE



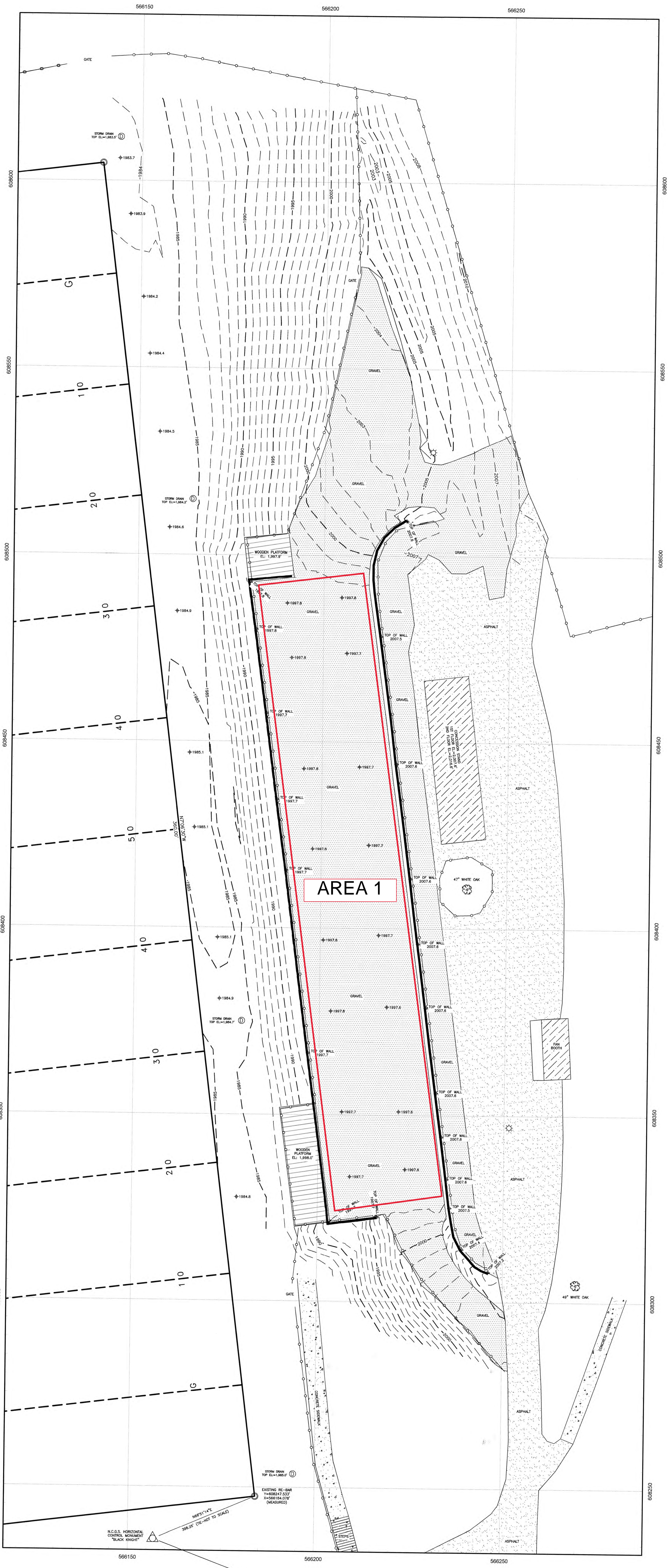
TOWN OF ROBBINSVILLE  
 CHEOAH TOWNSHIP  
 GRAHAM COUNTY, NORTH CAROLINA  
 SEPTEMBER 7, 2023

A.C. CREW (MARRIOTT)



I, AARON D. STEWART, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL G.P.S. SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- CLASS OF SURVEY: A
- POSITIONAL ACCURACY: 0.09'
- TYPE OF G.P.S. FIELD PROCEDURE: R.T.K. CARLSON BRX7 GNSS RECEIVERS
- DATE OF SURVEY: AUGUST 21, 2023
- DATUM/EPOCH: NAD 83/NSRS 2011
- PUBLISHED/FIXED-CONTROL USE: N.C.O.S. "MILLS" PID: F84076
- GEOD. MODEL: 1815
- COMBINED GSD FACTOR(S): 0.99977650
- UNITS: U.S. FEET



**AREA 1**

- LEGEND:
- (UNLESS NOTED OTHERWISE)
- OR C.P. COMPUTED "POINT"
  - OR E.R.B. EXISTING RE-BAR
  - ⊙ OR S.R.B. SET #5 RE-BAR (8" AGL)
  - ⊙ OR E.I.P. EXISTING IRON PIPE
  - ⊙ UTILITY POLE
  - ⊙ WATER METER
  - ⊙ SANITARY SEWER MANHOLE
  - ⊙ CENTERLINE
  - ⊙ EXISTING CONCRETE MONUMENT
  - R/W RIGHT-OF-WAY
  - N.T.S. NOT TO SCALE
  - S.R. N.C. SECONDARY ROAD
  - BK BEECH BOOK
  - PG PAGE
  - AGL ABOVE GROUND LEVEL
  - BGL BELOW GROUND LEVEL
  - EL ELEVATION
  - ⊙ RIDE TOP
  - OVERHEAD UTILITY LINE
  - RIGHT-OF-WAY
  - SMALL BRANCH
  - CHAIN LINK FENCE
  - WOOD FENCE
  - BARR WIRE FENCE
- LEGEND:
- ⊙ SPOT ELEVATION
  - ASPHALT
  - GRAVEL
  - CONCRETE

- NOTES:
- THIS SURVEY MEETS THE REQUIREMENTS OF A CLASS "C" TOPOGRAPHIC SURVEY.
  - ALL DISTANCES ARE GRID LENGTHS. ELEVATIONS ARE BASED ON NAVD 88.
  - IT IS THE RESPONSIBILITY OF THE LANDOWNER TO CONSULT AND COMPLY WITH REGULATIONS OF LOCAL, STATE, AND FEDERAL AGENCIES PRIOR TO PERFORMING ANY CONSTRUCTION, GRADING, EXCAVATION, CLEARING OR OTHER IMPROVEMENTS.
  - THIS MAP IS SUBJECT TO ALL EASEMENTS AND RIGHT-OF-WAYS OF RECORD. NO EXTENDED TITLE SEARCH HAS BEEN MADE FOR OTHER EASEMENTS TO WHICH MAY LIMIT THE USE OF THIS PROPERTY. UNDERGROUND UTILITY LINES, WELLS, SEPTIC TANKS, DRAINS OR UNUSED EASEMENTS MAY NOT BE SHOWN. REASONABLE CARE HAS BEEN TAKEN TO LOCATE ALL VISIBLE AND APPARENT EASEMENTS, UTILITIES (SUBSURFACE OR OVERHEAD), RIGHT-OF-WAYS, WATERCOURSES, ROADWAYS, AND OTHER IMPROVEMENTS AS SHOWN.
  - THE SUBJECT PROPERTY DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA (SFHA) ACCORDING TO FLOOD INSURANCE RATE MAP (F.I.R.M.) NUMBER 3700660002 (CID NO. 370105); EFFECTIVE DATE APRIL 19, 2010.

DRAWING NUMBER: 208-03-5860

I, AARON D. STEWART, CERTIFY THAT THIS PROJECT WAS PERFORMED BY ME FROM AN ACTUAL GROUND SURVEY (CLASS C (TOPOGRAPHIC)) MADE BY ME THAT THIS CERTIFICATION IS FOR THE TOPOGRAPHIC AND ABOVE GROUND SITE CONDITIONS AS SHOWN. THIS IS NOT A CERTIFICATION OF BOUNDARIES, RIGHT-OF-WAYS, RESERVATIONS OR RESTRICTIONS OR LACK THEREOF. THIS TOPOGRAPHIC SURVEY SHALL NOT BE USED FOR RECORDING, CONVEYANCES, OR REAL ESTATE SALES. THE FIELD SURVEY WAS COMPLETED ON AUGUST 21, 2023; WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 7TH DAY OF SEPTEMBER 2023.

PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-4568  
 AARON D. STEWART, PLS., P.O. BOX 604, ROBBINSVILLE, N.C. 28771  
 PHONE: (828) 478-3371; EMAIL: ASTEWART@PLS.COM