

**STATE OF NORTH CAROLINA / HAYWOOD COUNTY SCHOOLS
REQUEST FOR PROPOSAL**

RFP# 6-20

PROJECT: Annual Generator Preventative Maintenance and Inspection

ISSUE DATE: May 13, 2020

Quotes, subject to the conditions made a part hereof will be received in this office until **3:00 pm EST on Thursday, May 28, 2020** for furnishing all labor, materials, equipment, and services incidental and implied, for completion of the project described herein.

PREBID CONFERENCE: No pre-bid meeting is scheduled. Contractors may visit the site during regular business hours by scheduling an appointment with Josh Mease, Maintenance Director at (828) 734-5570.

SEND ALL SEALED PROPOSALS DIRECTLY TO THE ADDRESS AS SHOW BELOW:

Haywood County schools Maintenance
401 Farmview Drive
Waynesville, NC 28786

NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelope or package, along with the date for the receipt of proposals specified above.

Direct inquiries concerning this RFP to: Josh Mease, Maintenance Director – (828) 734-5570

THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective contractors.
2. Proposals in one original will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
4. At that date and time the proposals from each responding firm will be opened. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of an offeror's pricing position. Informal proposals (less than \$300,000) are confidential until such time that award has been made. Thereafter, the purchasing division will furnish a bid tab upon request.
5. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the offeror and its staff, and cost. Award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to Haywood County Board of Education.
6. Offerors are cautioned that this is a request for offers, not a request to contract, and the Haywood County Board of Education reserves the unqualified right to reject any and all offers when such rejection is deemed to be in its best interest.

(NOTE: THIS PAGE MUST BE FULLY EXECUTED AND RETURNED FOR CONSIDERED OF PROPOSAL)

PROPOSAL FORM

ANNUAL GENERATOR PREVENTATIVE MAINTENANCE AND INSPECTION RFP# 6-20

DUE DATE: Thursday, May 28, 2020 at 3:00 pm EST

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- It can obtain and submit to the Owner insurance certificates as required with 5 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- All taxes have been determined and included in the proposed cost.
- The offeror has attended the conference (if applicable) or conducted a site visit and is aware of prevailing conditions associated with performing these services.
- The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 60 days (normally less) from the date of the opening, to furnish the subject services for a cost not to exceed:

BID DESCRIPTON: Annual generator preventative maintenance and inspection per job specifications.

UNIT PRICING

\$ _____ dollars and _____ /100 (\$ _____).

OFFEROR/VENDOR:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		PO BOX:	ZIP:
CITY & STATE & ZIP:		MBE STATUS:	
TELEPHONE NUMBER:	FAX NUMBER:	EMAIL:	
TYPED OR PRINTED NAME & TITLE OF PERSON SIGNING:		TYPE & LICENSE #:	
AUTHORIZED SIGNATURE:		DATE:	

END OF PROPOSAL FORM

**Annual Generator Preventative Maintenance and Inspection
RFP# 6-20**

TERMS: This contract is for a period of one (1) year ending June 30, 2021.

JOB SPECIFICATIONS: Perform Preventive Maintenance and Inspections for four (4) Generators and one (1) Fire Pump for Haywood County Schools at sites provided by the customer. This proposal includes changing oil, batteries, belts, filters and hoses if needed. Verify proper operation of transfer switch and verify generator is in proper working order. Haywood County Schools will provide batteries if they need to be replaced.

SCOPE: Work shall consist of furnishing all labor, materials, equipment and services, incidental and implied, for this job. All items not specifically mentioned in the specifications, but which are obviously required to make the renovations complete, shall be included automatically.

QUESTIONS: Questions that are technical in nature shall be directed to Josh Mease, Maintenance Director at (828) 734-5570.

QUALIFICATIONS: All bidders are required to have at least three (3) years of experience and supply three (3) references in this area if requested to do so.

CONTRACTOR'S RESPONSIBILITY: The Contractor shall be responsible for the construction site during the performance of the work. The Contractor shall be responsible for any and all damages to persons and property during the performance of the work and shall further provide all necessary safety measures and shall fully comply with all federal state and local laws, building rules, rules and regulations to prevent accidents or injury to persons or property on or about the location of the work site. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications. Special attention will be made to proper barricading of the work areas due to the work progressing within an actively operating office atmosphere.

SAFETY REGULATIONS: The Contractor shall adhere to the rules, regulations and interpretations of all state, federal and local laws, which pertain to works and site safety. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications.

CODES: All work shall be done in accordance with the specifications and shall comply with North Carolina Building Code, Underwriters' Rules and Regulations and Federal, State and Local Regulations covering work of this nature. Whenever drawings or specifications are in excess of such laws, codes and regulations, the specifications shall hold. All equipment shall have U. L. labels attached.

PERMITS: The Contractor must secure all permits required for the job completion, obtain and deliver to Owner, all certification of inspection issued by the authorities having jurisdiction, with Contractor paying cost of same. **All final certificates must be delivered to owner prior to request for final payment.**

SCHEDULING: The Contractor must schedule with the Maintenance Director or designee. Contractor must also relay this information to Kristie Payne, Maintenance Department at (828) 456-2402 so a purchase order can be processed to be ready for payment when job is complete. This will be used to coordinate the work with the occupants of the building. The Maintenance Director may alter the schedule at any time to maintain the educational process within the facility. Work must be scheduled during normal working hours and the Haywood County Board of Education shall not incur any additional cost due to scheduling.

WORKERS ON THE JOB: All employees of the Contractor shall, while on Haywood County Board of Education property, must act in a professional and courteous manner. All workers shall be expected to wear shirts while on Board property. Also, all employees of the Contractor must "**sign in**" in the main office upon entering the facility and must "**sign out**" upon leaving the property. Any employee of the Contractor may be told to leave the property by the Maintenance Director if they do not follow these procedures. The employee shall be replaced with another at no additional cost to the Haywood County Board of Education.

NOTE: There needs to be one person on each site that speaks fluent English.

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program and (2) have been convicted of certain sexually violent offences or any offense where the victim was under the age of 16 years at the time of the offense are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school related functions, whether before, during or after school hours. It is the responsibility of the contractor or vendor that their employees and subcontractors are in accordance with G.S. 14-208.18.

PRICE ADJUSTMENTS: (TERM CONTRACTS ONLY): Any price changes, downwards or upwards, which might be permitted during the contract period must be general, either by reason of market change or on the part of the contractor to the other customers.

- a) **Notification:** Must be given to Haywood County Schools, in writing, concerning any proposed price adjustments. Such notifications shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
- b) **Decreases:** Haywood County Schools shall receive full proportionate benefit immediately at any time during the contract.
- c) **Increases: Consumer Price Index (CPI):** Contract prices for equipment and/or service will remain firm through June 30, 2021. Contractors must request price adjustments, in writing 30 days prior to the renewal date. If a Contractor fails to request CPI price adjustment 30 days prior to the adjustment date, the adjustment will be effective 30 days after Haywood County Schools receives their written request. Price adjustments will be made in accordance with the percentage change in the U.S Department of Labor Consumer Price Index (CPI-U) for all urban consumers, all items, southern region. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base yearly average (January through December beginning the year 2020); and each (January through December) thereafter. The percentage difference between those two (2) CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. All bidders will be capped with a 3% maximum price increase.
- d) **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variances with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoices as a separate item.

EQUIPMENT AND TOOLS: The Contractor shall use no equipment or tools that are owned by the Haywood County Board of Education. Also, the contractor except for opening locked gates, doors, etc., and giving directions shall utilize no employees of Haywood County Schools. Questions of a technical nature shall be directed to the Maintenance Director.

MATERIALS: No materials shall be stored on site and the Haywood County Board of Education is not responsible for any materials, equipment or tools lost or stolen from the site. Any materials needed to complete the job shall be included in the bid.

CLEAN UP: The area of work shall be cleaned daily so that the Haywood County Board of Education shall not incur any additional costs to make the area suitable for the educational process. Also, the Contractor shall utilize no trash receptacles or dumpsters owned by the Haywood County Board of Education. All trash and debris shall be properly disposed of off the property.

PERFORMANCE OF WORK: All work shall be performed at the highest level of quality. The Owner shall be responsible for determining the quality of work, and may notify the Contractor of same. **ANY WORK COMPLETED THAT IS NOT SUITABLE TO THE OWNER SHALL BE REPEATED BY THE CONTRACTOR AT NO COST TO THE OWNER.** Any damage to existing area or utilities will be the responsibility of the Contractor. **NO EXCEPTIONS.**

WARRANTY: All labor, materials, equipment and services shall be warranted for one year from acceptance of job.

Contractor must adhere to the guidelines within these specifications; failure to do so will result in default of payment by the Haywood County Board of Education and/or cancellation of this contract.

The Haywood County Board of Education reserves the right to reject any or all bids for any or no reason, and to waive informalities.

END OF RFP