



## **Request for Proposals No. 2022-074 Fire Safety System Inspections**

**Due Date:** July 21, 2022  
**Time:** 11:00 AM EST  
**Receipt Location:** Union County Government Center  
Procurement Department  
500 N. Main Street, Suite 709  
Monroe, NC 28112  
(Note: Follow the submittal instructions listed in this document to electronically upload a proposal package)

**Procurement Contact:**

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Procurement Specialist  
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Darius.Jones@unioncountync.gov

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## 1 NOTICE OF ADVERTISEMENT

### Union County, North Carolina Request for Proposals No. 2022-074 Fire Safety System Inspections

Electronic proposals will be received by the Union County's Procurement Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112 until **11:00 AM EST on July 21, 2022**. Late submittals will not be accepted.

Union County, North Carolina, through its Facilities Department, is soliciting proposals from experienced and qualified firms to provide Fire Safety System Inspections.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Proposal Documents from the Union County website:  
<https://www.unioncountync.gov/departments/bids-procurement/current-bids>

and/or

2. Download the Solicitation Documents from the State of North Carolina IPS website:  
[www.ips.state.nc.us](http://www.ips.state.nc.us) (Bid by Departments, search County of Union).

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

## 2 SUBMITTAL DETAILS

### 2.1 PROPOSAL SUBMISSION DEADLINE AND DELIVERY ADDRESS

All Proposal Submittals are to be received by the Union County Procurement Department no later than **11:00 AM EST on July 21, 2022** per the instructions below. Any submittals received after this date and time shall be rejected without exception.

### 2.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://lfportal.unioncountync.gov/Forms/procurementsubmit>. Select the Solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your proposal, and select submit. An email will be sent to the address listed on the form as your confirmation of receipt.

The proposal package **must be signed** by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

#### **Paper submissions will not be accepted.**

There is no expressed or implied obligation for Union County to reimburse Offerors for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to:

- Reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest;
- Cancel this solicitation; and
- Award to multiple vendors.

### 2.3 PROPOSAL QUESTIONS

Proposal questions will be due on or before **July 6, 2022 at 5:00 PM EST**. The primary purpose is to provide participating Offerors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions in a Word Document or in the body of an email and send to Darius Jones at [darius.jones@unioncountync.gov](mailto:darius.jones@unioncountync.gov) by the deadline shown above. Questions sent in graph or Excel sheet format will not be accepted. **The email subject line should identify the proposal number and project title.** All questions and answers may be posted as addenda on [www.unioncountync.gov](http://www.unioncountync.gov) and/or [www.ips.state.nc.us](http://www.ips.state.nc.us).

### 2.4 PROPOSAL ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix C – Addendum and Anti-Collusion form.

## **2.5 COMMUNICATION**

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company's proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

## **3 INTRODUCTION**

### **3.1 COUNTY**

The County (estimated population 239,859) is located in the central, southern piedmont. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

### **3.2 PURPOSE**

Union County is requesting proposals from experienced and qualified firms to provide Fire Safety System Inspections.

## **4 SCOPE OF SERVICES**

### **4.1 OVERVIEW**

The Contractor will be required to inspect, test, maintain, and repair (as needed), all County fire sprinkler systems and fire pumps to include the wet system, dry system and standpipe as required by NFPA standard No. 25 2020ed. Additionally, conduct fire pump testing and inspections for electric and diesel engines in accordance with NFPA 25 2020ed, Section 8.3.3 Annual Test.

The Contractor shall furnish all material, labor, supervision, tools, supplies, and other expenses necessary to provide full periodic maintenance and testing, as required by the National Fire Protection Association (NFPA) standard No. 25 2020ed, of sprinklers and fire pumps.

### **4.2 INSPECTION & MAINTENANCE STANDARDS**

Routine inspections/tests are to be done Monday through Friday, 6:00 AM-5:00 PM, and must be scheduled by appointment with County staff a minimum of one (1) week in advance. Fire sprinklers are due for inspection in July and fire pumps are due for inspection in August.

The Contractor shall provide emergency repair related services twenty-four (24)-hours a day, seven (7)-days a week, 365-days a year. The Contractor shall respond to all emergency repair related services by phone within one (1) hour and arrive on site within two (2) hours of initial service request.

Contractor shall inspect fire safety systems in accordance with NFPA Standard 25 2020ed.

#### **4.2.1 FIRE SPRINKLER SYSTEMS (ANNUAL INSPECTION)**

- a. Inspect all wet systems and risers
- b. Perform drain test and record static and residual pressure(s)
- c. Check and determine if fire sprinkler system is in service and working in satisfactory condition
- d. Check condition of drains valves, gauges and related equipment
- e. Inspect all sprinkler control valves for proper position, condition, accessibility, and test
- f. Tag alarm valves as required by law
- g. Inspect sprinkler control valve identification signs and security arrangements
- h. Check all control valves
- i. Open and close system control valves and sectional valves to see if in good condition and lubricate when necessary
- j. Check condition of all alarm valves and related trim
- k. Test water motor alarm Gong on all systems by:
  - Operating inspectors test connection
  - Visual inspection
  - Water flow for evidence of any obstruction
- l. Inspect and test sprinkler alarm system components
- m. Check condition of sprinkler heads for any obstruction or coatings that may hinder activation
- n. Check reserve sprinkler heads for proper supply and arrangement
- o. Check for adequate clearance around sprinkler heads for proper water distribution
- p. Check general condition of sprinkler system piping, hangers, and related equipment
- q. Inspection the following fire department connections:
  - Couplings
  - Caps
  - Threads
  - Clapper
  - Check valves
  - Drains
  - Lubricate as necessary

#### **4.2.2 DRY SYSTEMS:**

- a. Dry trip valve to determine if it is in service and in working condition
- b. Check drain valves, gauges, and related components
- c. Inspect and test all control valves for proper position, condition, and accessibility
- d. Tag dry valve
- e. Inspect building for changes that could affect systems performance

- f. Check sprinkler heads for any obstruction/coatings that may hinder activation
- g. Check condition of dry valve and related trim
- h. Check to see if reserve sprinkler head(s) are in proper supply and assortment
- i. Check for adequate clearance around sprinkler heads for proper water distribution
- j. Drain low points per NFPA 25
- k. Inspect pressure reducing valve, as per manufacturer standards, and report as necessary

#### **4.2.3 FIRE PUMPS (ANNUAL INSPECTION):**

- a. Perform fire pump performance test in accordance with NFPA Annual Pump test
- b. Test all fire pump functions for satisfactory performance
- c. Check all valves to make sure they are fully open
- d. Test operation of pressure and casing relief valve
- e. Inspect packing glands and, if deemed necessary, adjust
- f. Check fire pump start and stop pressures and adjust if necessary
- g. Test pump for proper operation and conditions
- h. Inspect bearings for proper operation and conditions
- i. Set the MERCOID switch on fire pump and jockey pump
- j. Provide a pump curve showing the operation of the pump as required by NFPA

#### **4.2.4 REPAIRS/DEFICIENCIES**

Contractor shall take immediate corrective action when an inspection of any fire safety system reveals a deficiency in any of the conditions listed above.

A repair is defined as a deficiency which is identified during regular inspection. The County shall be responsible for any cost associated with repair or replacement. Repairs on equipment shall not be made when the cost of the repair exceeds the replacement cost.

Contractor should prepare and submit to County staff a written not-to exceed estimate of the man hours and materials, based on the labor rate and parts mark- up listed on **Appendix A**, which will be required to perform any repairs. Repairs shall be made only with the written Authorization of the Contract Administrator. The County may obtain additional repair cost estimates and authorize major repair work to be done by another contractor when it is determined to be in the best interest of the County.

Parts estimated to be over \$30,000 will require competitive bidding. Contractor will not purchase parts over \$30,000 until authorized by the County.

#### **4.3 REPORTING REQUIREMENTS**

Contractor will provide service reports to Union County Facilities Supervisor. Reporting shall include locations, serial number and type of equipment. The Contractor shall maintain a Service and Inspection log on all equipment serviced for the duration of the contract and shall provide such logs monthly or upon request from and to County staff. All



inspection forms shall meet the minimum NFPA requirements that are current at the time of test, inspection or maintenance.

The Contractor shall employ sufficient labor and equipment for executing the work to full completion in the manner and time required by these specifications.

The Contractor will be required to execute the work in a continuous and uninterrupted manner upon notification by Facilities Management email or phone. It will be the responsibility of the Contractor to keep Facilities Management informed of his/her schedule, work plan, and progress and to submit reports in an electronic format approved by Facilities Management of work order status to the appropriate Facilities Management representative.

Any person employed by the Contractor or by any Subcontractor during the life of this project who, in the opinion of Facilities Management, does not perform his/her work in a proper and skillful manner or is disrespectful, intemperate, or disorderly shall, be removed forthwith by the Contractor or Subcontractor from the project, and shall not be employed again without prior approval.

In the event Facilities Management finds the materials or the finished product in which the materials used or the work performed have resulted in an inferior or unsatisfactory product, the work or materials shall be removed and replaced by the contractor at no cost to Union County.

#### **4.4 PERSONNEL REQUIREMENTS**

North Carolina Fire Prevention Code states that, "Service personnel shall meet the qualification requirements of NFPA 25 & 72 for maintaining, inspection and testing such systems. A written record shall be maintained and shall be made available to the fire code official."

In accordance with NFPA 25 & 72, all maintenance and repair work shall be performed by technicians who are UL certified and NICET certified, International Municipal Signaling Association Fire Alarm (IMSFA) certified or factory trained and certified on the respective system.

The Contractor shall have a minimum of five (5) years' experience in the maintenance and repair of the system and shall furnish references and copies of certifications. The Contractor shall have the ability to perform software revisions and/or detect problems and make corrections on each CPU.

Qualified contractors will have been in business for a minimum of five (5) years and shall provide at least (3) references from businesses or schools that are similar in size or work scope to be considered for this project (see section 5.3.4 for details).

Inspectors employed by the contractor must be N.I. C.E.T. II certified for water-based fire protection systems.

#### 4.5 EQUIPMENT LIST

Union County currently has 14 fire systems located in 15 different building locations throughout the County.

The County will notify the Contractor in writing, of its intent to add and/or remove facilities and/or equipment from service. Notification of such changes to the Contract will be issued via an Amendment and accepted by both the Contractor and the County.

FACILITY	ADDRESS	WET FIRE SPRINKLER	DRY FIRE SPRINKLER	FIRE PUMP	FIRE BACKFLOW	DOMESTIC BACKFLOW	IRRIGATION BACKFLOW
Agricultural Center	3230 Presson Rd. Monroe, NC 28112	YES			YES	YES	YES
Emergency Services Complex	2258 Concord Avenue, Monroe, NC 28110	YES	YES		YES	YES	YES
Event Center	307 Cultivation Circle, Monroe, NC 28112	YES	YES		YES	YES	
Government Center	500 N Main St. Monroe, NC 28112	YES			YES	YES	
Human Services	2330 Concord Avenue, Monroe, NC 28110	YES			YES	YES	YES
Judicial Center	400 N Main St., Monroe, NC 28112	YES	YES	YES	YES	YES	YES
Louis Morgan Library	414 Hasty St. Marshville, NC 28103					YES	
Main Library	316 E Windsor St. Monroe, NC 28112					YES	YES
Patton Ave Complex	610 Patton Ave Monroe, NC 28110					YES	
Progress Building	1407 Airport Rd, Monroe, NC 28110	YES			YES	YES	
Public School Admin Building	400 N Church St. Monroe, NC 28112					YES	YES
Public Works Operations Center	4600 Goldmine Road Monroe, NC 28110	YES			YES	YES	
Sheriff's Office Admin Building	3370 Presson Road, Monroe, NC 28112	YES	YES		YES	YES	
Union West Library	123 Unionville Indian Trail Rd Indian Trail, NC 28079					YES	YES

## 5 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

### 5.1 TERMS OF SUBMISSION

All material received from a person or company (“Respondent”) in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent’s sole responsibility and Union County shall not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as “Trade Secret – Confidential and Proprietary Information,” and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent’s materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

### 5.2 DUPLICATE PROPOSALS

No more than one (1) proposal from any Offeror will be considered by the County. In the event multiple proposals are submitted in violation of this provision, the County will have the right to determine which proposal will be considered, or at its sole option, reject all such multiple proposals.

### 5.3 PROPOSAL FORMAT

**The County desires all responses to be identical in format in order to facilitate comparison.** While the County’s format may represent a departure from the vendor’s preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each Offeror is required to submit the proposal electronically – Refer to page 4,

item 2.2. Each section should be identified as described below. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

The County may award a contract based on initial offers received without discussion of such offers. A proposer's initial offer should, therefore, be based on the most favorable terms available. The County reserves the right to contact proposers regarding cost and scope clarification at any time throughout the selection process.

The successful Offeror's proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

By submitting a proposal, the successful Offeror's Offeror agrees to all applicable provisions, terms and conditions associated with this RFP. This solicitation, the successful bidder's submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

Omissions and incomplete answers may be deemed unresponsive. Please initial any corrections.

**The proposal should be organized and identified by section as follows:**

- **Section A** – Cover Letter
- **Section B** – Company Background and Experience
- **Section C** – Company Staff and Service
- **Section D** – References
- **Section E** – Proposed Pricing
  - Appendix A – Price Form (completed); submit with proposal
- **Section F** – Required Forms
  - Appendix B – Proposal Submission (signed)
  - Appendix C - Addenda Receipt and Anti-Collusion (signed)

**5.3.1 SECTION A – COVER LETTER**

Provide the following information about your company. Respond to each item and provide supporting documentation and/or exhibits as requested or desired.

1. Legal Company Name and DBA (if applicable)  
Address  
Telephone Number  
Website Address  
Name of Single Point of Contact

Title  
Telephone Number  
Email Address

2. Name of Person with Binding Authority  
Title  
Address  
Telephone Number  
Email Address
3. Stipulate that the proposal price will be valid for a period of 180 days.
4. Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: "The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts."

### **5.3.2 SECTION B – COMPANY BACKGROUND AND EXPERIENCE**

This section provides each vendor with the opportunity of demonstrating how its history, organization, and partnerships differentiate it from other entities. Careful attention should be paid to providing information relevant to Union County needs.

Provide a concise profile of the Proposer's organization to include the following:

1. Corporate history, and number of years in business under the current organizational name, structure and services offered.
2. Assets available to meet County service requirements.
3. Is the bidder's organization involved in any pending litigation that may affect its ability to provide its products and services?

### **5.3.3 SECTION C – COMPANY STAFF AND SERVICE**

List the designated contact person's name, title, e-mail, and phone number for this project.

Provide a detailed list of qualifications that would demonstrate your company and its employees are prepared to perform the necessary work. Provide evidence of all required licenses, NAFED certification, as well as those necessary to conduct business in the State of North Carolina. Inspectors employed by the contractor must be N.I. C.E.T. II certified for water-based fire protection systems.

Describe the professional staff available for this service. At a minimum, this tab should include the following information, for each key person identified by the company:

1. Name and title
2. Office location and city of residence

3. Project responsibilities and roles
4. Licenses held
5. Professional registrations and memberships (if applicable)
6. Years of relevant experience

#### **5.3.4 SECTION D – REFERENCES**

Provide three (3) references for projects similar to this solicitation and include the following:

- Company Name
- Contact Name and Title
- Address
- Phone Number
- Email Address
- 

#### **5.3.5 SECTION E – PRICE FORM**

Complete Appendix A – Price Form, and submit with proposal.

#### **5.3.6 SECTION F – REQUIRED FORMS**

Offerors must include signed copies of the following documents:

- Appendix B – Proposal Submission (signed)
- Appendix C – Addenda Receipt and Anti-Collusion (signed)

### **5.4 SELECTION PARTICIPANTS**

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFP until a selection has been made, other than the County's designated contact person identified in the introduction to this RFP.
2. Representatives of Union County will read, review, and evaluate the RFP independently based on the evaluation criteria. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. The County will establish an RFP Evaluation Team to review and evaluate the RFPs. The RFP Evaluation Team will assess the RFPs independently in accordance with the published evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected respondents.
4. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
5. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist Vendor.

## 5.5 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the County.

In the evaluation and scoring/ranking of Offerors, the County will consider the information submitted in the RFP as well as the meetings (if applicable) with respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions.

RFP Criteria	Weights
Company Background and Experience	40%
Staff Experience and Service	35%
Price	15%
Compliance with Submittal Requirements	10%

Vendors may be invited to give a demonstration of the capabilities of the proposed solution to the Union County evaluation team. The successful bidder's demonstration (if requested), along with questions and answers, will be a critical component of the overall vendor evaluation.

After identification of Short-Listed Offerors, the County may or may not decide to invite Short-Listed Offerors to vendor demonstration/interviews. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

Interview Criteria	Weights
Proposed Approach and Staff	60%
Price, Quality and Relevance of Interview as it Relates to the Scope of the RFP	40%

Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Proposers will be notified in advance of the time and format of such meetings.

## 5.6 AWARD PROCEDURE

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept the proposal that best serves its needs, as determined by County officials in their sole discretion.

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

More than one proposal from an individual, Offeror, partnership, corporation or association under the same or different names, will not be considered.

The County reserves the right to enter into negotiations with the top ranked Offeror. However, negotiations with the top ranked Offeror does not signify a commitment by Union County to execute a contract or to continue discussions.

The County reserves the right to terminate negotiations at any time and for any reason.

The County may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.

The award shall be made in the best interest of the County. This Request for Proposal is not subject to any competitive bidding requirements of North Carolina law. The County reserves the right to accept other than the most financially advantageous proposal.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

## **5.7 CONFLICT CERTIFICATION**

The Offeror must certify that it does not have any actual or potential conflicts of interest with, or adversarial litigation against the County or any of its officers or employees. During the course of the contractual relationship formed pursuant to this solicitation, any such conflict of interest, whether newly arising or newly discovered, must be disclosed to the County in writing.

## **6 GENERAL CONDITIONS AND REQUIREMENTS**

### **6.1 TERMS AND CONDITIONS**

The contract award may have an initial term of two (2) years with a three (3) one-year renewal option at the County's discretion, pending annual budget approval.

By mutual agreement, any contract which may be awarded pursuant to this RFP, may be renewed in accordance with the description above at agreed prices with all other terms and conditions remaining the same.

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.



All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

## **6.2 CONTRACTUAL OBLIGATIONS**

The contents of this Proposal and the commitments set forth in the selected Proposal(s) shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service Provider(s).

## **6.3 SUB-CONTRACTOR/PARTNER DISCLOSURE**

If the proposal by any Company requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.

## **6.4 EXCEPTION TO THE PROPOSAL**

An "exception" is defined as the Service Provider's inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the Proposal. All exceptions taken must be identified and explained in writing in the proposal and must specifically reference the relevant section(s) of this Proposal. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this Proposal. If the Service Provider provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Service Provider's solution, must be described in detail.

## **6.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Prior to the scheduled closing time for receiving proposals, any Vendor may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 180 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked "Modification of Proposal" – with solicitation number and name on the front of the envelope. Oral, telephone, or fax modifications or corrections will not be recognized or considered.

## **6.6 EQUAL EMPLOYMENT OPPORTUNITY**

All Offerors will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without

regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

#### **6.7 MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE)**

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

#### **6.8 LICENSES**

The successful Offeror(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

#### **6.9 E-VERIFY**

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Vendor/Offeror shall ensure that Offeror and any Sub-Contractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

#### **6.10 DRUG-FREE WORKPLACE**

During the performance of this Request, the Offeror agrees to provide a drug-free workplace for their employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Offeror/Offerors in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

#### **6.11 INSURANCE**

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS' COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000 Each Accident  
\$500,000 Disease - Each Employee  
\$500,000 Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)  
Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Each Occurrence  
\$1,000,000 Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000 Combined Single Limit - Any Auto

D. PROFESSIONAL LIABILITY

(only for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc.)

\$1,000,000 Claims Made

E. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)

(for any agreement involving software applications)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

**ADDITIONAL INSURANCE REQUIREMENTS**

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

**UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.**

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:  

Department: \_\_\_\_\_  
Contract #: \_\_\_\_\_
- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:  

Union County  
Attention: Keith A. Richards, Risk Manager  
500 N. Main Street, Suite #130  
Monroe, NC 28112
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

## **6.12 INDEMNIFICATION**

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

*Intentionally Left Blank*

## 7 APPENDIX A – PRICE FORM

### RFP 2022-074 Fire Safety System Inspections Submit with Proposal

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

Contractor shall furnish all labor, materials, tools, and equipment necessary to inspect, test, maintain and repair fire safety systems as described in Section 4, Scope of Services.

**Specify all premium and/or miscellaneous charges such as after-hours emergency calls, travel time, parts ordering service charges, etc.**

FACILITY	WET FIRE SPRINKLER COST	DRY FIRE SPRINKLER COST	FIRE PUMP COST	FIRE BACKFLOW COST	DOMESTIC BACKFLOW COST	IRRIGATION BACKFLOW COST	TOTAL COST
Agricultural Center							
Emergency Services Complex							
Event Center							
Government Center							
Human Services							
Judicial Center							
Louis Morgan Library							
Main Library							
Patton Ave Complex							
Progress Building							
Public School Admin Building							
Public Works Operations Center							
Sheriff's Office Admin Building							
Union West Library							

Enter a labor rate per hour. Hourly rate is established for Repair Work reimbursement only.

<b>HOURLY LABOR RATE:</b>	\$	/hr.
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Enter the percentage of markup on parts provided.

<b>PARTS MARKUP:</b>	%
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**8 APPENDIX B – PROPOSAL SUBMISSION**  
**RFP 2022-074 Fire Safety System Inspections**

**Submit with Proposal**

***This Proposal is submitted by:***

Company Legal Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

County/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

**It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and re-advertise this project. Proposal is valid for 180 days. Proposal is submitted by an executive of the company that has authority to contract with Union County, NC.**

Name: \_\_\_\_\_

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

Required Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**9 APPENDIX C – ADDENDUM AND ANTI-COLLUSION**  
**RFP 2022-074 Fire Safety System Inspections**

**Submit with Proposal**

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on [unioncountync.gov](http://unioncountync.gov) and/or [www.ips.state.nc.us](http://www.ips.state.nc.us). It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

**I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**10 APPENDIX D – SAMPLE VENDOR PAYMENT NOTIFICATION**  
**RFP 2022-074 Fire Safety System Inspections**

**Informational Purposes Only - Do not submit with proposal.**

## 11 APPENDIX E – TEMPLATE CONTRACT

RFP 2022-074 Fire Safety System Inspections

**Informational Purposes Only - Do not submit with proposal.**