



**Request for Proposals No. 2023-068  
Legal Services**

**Due Date:** April 27, 2023  
**Time:** 10:00 AM EDT  
**Receipt Location:** Union County Government Center  
Procurement Department  
500 N. Main Street, Suite 709  
Monroe, NC 28112

**Procurement Representative**

Vicky Watts, CLGPO  
Senior Procurement Specialist  
704.283.3601  
[vicky.watts@unioncountync.gov](mailto:vicky.watts@unioncountync.gov)

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## 1 NOTICE OF ADVERTISEMENT

### Union County, North Carolina Request for Proposals No. 2023-068 Legal Services

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 **10:00 AM EDT on April 27, 2023**. Late submittals will not be accepted.

Union County is soliciting proposals from qualified attorneys and/or law firms to provide legal services to Union County as outlined in this solicitation.

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>
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).

All questions about the meaning or intent of the RFP Documents are to be submitted in writing to the Procurement Representative listed on the cover page ([vicky.watts@unioncountync.gov](mailto:vicky.watts@unioncountync.gov)) no later than **April 13, 2023 at 10:00 AM EDT**.

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.

Respondents 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.

*End of Notice of Advertisement*



## 2 SUBMITTAL DETAILS

### 2.1 PROPOSAL SUBMISSION DEADLINE

All Proposal Submittals are to be received by the Union County Procurement Department no later than **10:00 AM EDT on April 27, 2023** 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://fportal.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 Respondents for any expenses incurred in preparing proposals in response to this request, or expenses required to make any presentation in connection with a response to this RFP.

Union County reserves the right to reject any or all proposals, waive technicalities, 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 **April 13, 2023 at 10:00 AM EDT**. The primary purpose is to provide participating Respondents with the opportunity to ask questions, in writing, related to the RFP.

Submit questions by email to Vicky Watts at [vicky.watts@unioncountync.gov](mailto:vicky.watts@unioncountync.gov) by the deadline shown above. 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 [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 a Respondent find discrepancies or omissions in this RFP or any other documents provided by Union County, the Respondent 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 Respondent on Appendix B – 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

The County (estimated population 247,058) is located in the central, southern piedmont. The County provides its residents 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.

## 4 PURPOSE


The purpose of this Request for Proposals (RFP) is for Union County to solicit proposals from qualified attorneys and/or law firms: (1) to provide legal services to Union County primarily in matters related to specified litigation and real estate transactions; and (2) to determine whether to appoint an outside law firm as the statutory County Attorney. Applicants may be selected as the County's primary outside law firm with or without designation as the statutory County Attorney, in the sole discretion of the County. Special consideration will be given to proposals that demonstrate a documented familiarity with the Union County local rules of procedure and reasonable proximity to the Union County Judicial Center.

## 5 SCOPE OF WORK

### 5.1 OVERVIEW

Union County seeks to engage the legal services of an attorney and/or a law firm to provide the Board of County Commissioners, together with the County organization, with legal counsel and representation primarily, but not solely, in matters related to litigation in a number of subject matter areas associated with the business of Union County. An additional needed area for legal representation is in real estate closings and other complex real estate transactions. Other areas of representation listed below are less frequent in need. In addition to seeking one or more law firms to provide legal representation on behalf of the County, the County is also considering whether or not to appoint an outside law firm as the statutory County Attorney pursuant to N.C.G.S. § 153A-114. Union County currently employs in-house legal staff to handle the vast majority of the day-to-day legal work of the County, and any selected attorney or law firm under this RFP will be expected to work closely with the in-house legal team collaboratively.

Selection of an attorney or firm to represent the County, and the decision whether or not to appoint them as the statutory County Attorney, will be made by Union County in its sole discretion. The County shall have the right to select multiple attorneys or firms if the County determines such choice to be in the County's best interest, particularly if, after evaluating the proposals, the County finds multiple attorneys or firms with specialized knowledge and expertise in different subject areas.




When the County engages with a particular attorney or law firm, that attorney or law firm shall become the County's preferred, but not exclusive, legal services provider for the subject matter areas described in the resulting engagement agreement. To that end, the County will expect that attorney or law firm to remain substantially free of conflicts of interest in the subject matter areas for which the County has engaged the attorney or law firm, including representing other governmental entities located within Union County. However, the County will still retain the right, in its sole discretion, to engage alternative legal counsel if the County determines that the circumstances or the sensitive or complex nature of the particular litigation warrant engagement with another firm.

## 5.2 TYPES OF WORK

The County seeks to engage an attorney or law firm with the experience and ability to represent the County in the following categories of legal expertise, primarily in matters related to litigation unless otherwise indicated:

1. Litigation not handled by the in-house legal team, including jury trials, complex bench trials, appeals to the North Carolina Supreme Court, North Carolina Court of Appeals, and Property Tax Commission, in the following substantive areas of law:
  - a. Condemnations
  - b. Building Code Enforcement
  - c. Zoning Enforcement
  - d. Environmental Health Enforcement
  - e. Solid Waste Enforcement
  - f. Board of Adjustment Litigation and Appeals
  - g. Property Tax Litigation and Appeals involving complex property valuations
2. Real Estate Closings and Other Complex Real Estate Transactions, which generally does not include routine real estate matters handled by in-house legal counsel
3. Quasi-County Entities/Elected Officials
  - a. Sheriff's Office Litigation: complex litigation or appeals that are not handled by the Sheriff's Attorney or appointed insurance counsel;
  - b. Board of Elections: Representation of the Board of Elections and staff at appeal proceedings or contested election proceedings, which does not include contract review and negotiations or responding to non-complex issues normally handled by in-house legal staff or State Board of Elections staff;
  - c. Register of Deeds: Representation of the Register of Deeds and staff in complex litigation, appeals, or investigations, which normally does not include representation in contract review and negotiations or responding to non-complex issues handled by in-house legal staff
4. Internal investigations directed by the Board of County Commissioners or County Manager
5. Other matters as may be assigned by the Board of County Commissioners, the County Manager, Deputy/Assistant County Managers, or the General Counsel, including, but not limited to, more complex litigation from any County Department for which the engaged attorney and/or law firm has the necessary skills and expertise.

Additionally, the selected attorney will be expected to respond to public records requests made regarding records of the selected attorney or firm, to maintain all records created in the course



of the representation of the County in an electronic format specified by the County, and to retain records in accordance with public records laws, Union County's adopted Records Retention and Disposition Schedule, and all records retention policies and directives from the North Carolina Department of Cultural Resources. Records that must be retained may include not only case files, but also attorney notes, internal and external emails related to work representing the County, legal memoranda and drafts, and any other records in any form created in the course of the representation. Note: these public records obligations and records retention requirements are substantially different than those normally required in representation of non-public entities. The attorney will be expected to provide all records, or copies thereof, to Union County at least annually and to return all remaining records to the County within 90 days of the end of the representation.

In the event that a selected attorney's law firm is appointed as the statutory County Attorney, it is expected that the County Attorney will give priority to the work assigned on behalf of Union County, maintain strict confidence and ethical standards that may be more stringent than those required by the Rules of Professional Conduct, and that he or she will perform all work in a timely, thorough, and professional manner. If appointment as County Attorney is sought in addition to the provision of legal services in one or more areas, the County Attorney would have the following duties in addition to those outlined above:

1. Opinion of counsel letters to lending institutions and financial market actors in complex public financing transactions; and
2. Attend meetings of the Board of Commissioners and selected internal meetings when requested by an authorized official.

### **5.3 MINIMUM QUALIFICATIONS**


Interested parties will be expected to describe in detail in their proposal how they meet the following minimum qualifications:

1. Must be an attorney in good standing licensed to practice law in the State of North Carolina as of the date of selection or appointment;
2. Must possess a J.D. or L.L.B. from an ABA-accredited law school;
3. Must have at least 10 years of substantial experience in local government law, specifically representing county or municipal government and involving the interests of local government clients; and
4. Must have broad general experience in the practice of law, primarily in matters of litigation in the areas of: public contracts and procurement, public employment law, government land use regulations, government real estate transactions, public utility law (especially water and wastewater), governmental immunity and public entity/official liability, and state and federal constitutional law.

## **6 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS**

### **6.1 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.

## **6.2 PROPOSAL FORMAT**


The County desires all responses to be identical in format. 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.

Respondents should prepare their proposals in accordance with the instructions outlined in this section. Each Respondent is required to submit the proposal electronically – Refer to page 3, 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 Respondent'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 Respondent agrees to all applicable provisions, terms and conditions associated with this RFP. This solicitation, the successful Respondent's submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

The total length of the proposal should be no more than 30 pages, 8½ x 11 size paper with an 11-point minimum text size. Charts and graphs may be 10 point. All required forms are exempt from the page limit and must be submitted under the section identified below. Only one (1) complete proposal should be electronically submitted. The maximum document upload size is 20 MB. For any questions, contact the Procurement Representative on the front cover.

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. Respond to each item and provide supporting documentation and/or exhibits as requested or desired.

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

- **Section A** – Cover Letter
- **Section B** – Qualifications and Experience
- **Section C** – Staff Information and Structure
- **Section D** – County Attorney
- **Section E** – Conflict of Interest
- **Section F** – References
- **Section G** – Cost Proposal
- **Section H** – Required Forms
  - Appendix A
  - Appendix B

**6.2.1 SECTION A – COVER LETTER**

In your cover letter, include the following information about you and/or your firm.

1. Full name and your bar number in North Carolina and any other jurisdiction in which you are now or have been licensed as an attorney in the past;
2. Firm name (if practicing within a firm), address, telephone number and website;
3. Name of person with binding authority, title, address, phone number and email address;
4. Stipulate that the proposal price will be valid for a period of at least 120 days; and
5. *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.”

## **6.2.2 SECTION B – QUALIFICATIONS AND EXPERIENCE**

In response to this RFP, each interested party shall provide the following information:

1. Number of years in practice and date of licensure in North Carolina;
2. All official records of any discipline imposed by the North Carolina State Bar, other state bar, or any other regulatory agency of any State, Federal, or Local body;
3. All official records of any court sanction or reprimand issued in the course of representation of a past or current client;
4. Your legal specialties or emphases of practice;
5. Your firm’s legal specialties or emphases of practice as distinct from your own specialties and emphases of practice;
6. A listing of all of your post-high school education;
7. A listing of all previous public sector entities for which you have provided legal representation in the last 10 years, including dates of service;
8. A listing of all transactional or litigation matters where you have represented a client with interests that were adverse to Union County in the last five (5) years, provided that such matters have been previously disclosed to Union County or the public in the course of those representations, including the name of the party(ies), a brief and general description of the matter, and relevant dates of service on that matter;
9. A description of your familiarity with Union County policies, ordinances, and applicable statutes, and an explanation of how that familiarity was derived;
10. Any other detailed information, including documentation as needed, necessary to show how you meet the Minimum Qualifications listed in Section 5.3 above; and
11. Any additional information that you would like the County to consider in evaluating your qualifications.


## **6.2.3 SECTION C – STAFF INFORMATION AND STRUCTURE**

1. A listing of professional licenses, affiliations or membership in any professional societies or organizations in North Carolina or another state;
2. A listing of any other business or nonprofit entities in which you are an owner, co-owner, sole proprietor, officer, employee, or director, whether or not through another corporate entity, and a full and accurate statement of the business purpose and activities of any listed corporate entities; and
3. The number of attorneys employed by and/or affiliated with your firm (if practicing within a firm with multiple attorneys).

## **6.2.4 SECTION D – COUNTY ATTORNEY APPOINTMENT**

A statement indicating whether or not you are seeking appointment as the statutory County Attorney, and the following additional information if you are seeking such appointment:

1. The relevant legal experience that qualifies you to provide legal services to Union County and to serve in the public trust as the statutory County Attorney.

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2. If appointed as County Attorney, it is imperative to the public trust and confidence that neither you nor your law firm have any adverse transactional or litigation conflict of interest with Union County in any matter. Therefore, if you seek appointment as the statutory County Attorney, include a notarized written statement confirming the following on behalf of yourself and your firm:

“If appointed as the statutory County Attorney, for so long as such appointment continues, neither I nor any attorney in my firm will: (i) represent any other governmental entity within Union County; or (ii) represent any party that has any litigation or transactional matter that is adverse to Union County, including without limitation any state or federal litigation regulatory, zoning, enforcement, economic development, or contractual matter. All attorneys in my firm and I will be withdrawn from such representation by the time of appointment as the statutory County Attorney.”

Please note that prior to appointment as the statutory County Attorney, you will be required to execute a similar statement in affidavit form as a condition of appointment.


In addition, please answer the following questions:

- a. Do you currently represent a party, whether in a transactional or litigation context, in a matter that is adverse to Union County?
  - b. If so, please identify those clients for the sole purpose of evaluating your proposal under this RFP. Subject to the North Carolina Public Records Act, the Rules of Professional Conduct, and any other applicable laws, if you wish for this information to be considered confidential, please mark it as confidential and proprietary in accordance with the requirements of Section 6.1 of this RFP.
  - c. If you cannot identify the client(s) requested in this Section 6.2.4, please affirmatively state that there are undisclosed clients that you cannot identify at this time.
3. Any other relevant legal or work experience that you would like the County to consider in evaluating your qualifications for appointment as the statutory County Attorney.

If you seek appointment as the statutory County Attorney, please give consideration to the general retainer requirements provided in your response under Section 6.2.7 in light of the conflict of interest requirements.

#### **6.2.5 SECTION E – CONFLICTS OF INTEREST**

1. Details regarding any conflict of interest or potential conflict of interest as described in Section 5.3 of this RFP, including client names and matter descriptions. Subject to the North Carolina Public Records Act, the Rules of Professional Conduct, and any other applicable laws, if you wish for this information to be considered



confidential, please mark it as confidential and proprietary in accordance with the requirements of Section 6.1 of this RFP.

2. A listing of any relative, by blood or marriage, to the third degree, employed by Union County or serving in an elected or appointed capacity.

#### **6.2.6 SECTION F – REFERENCES**

Provide the following information:

Name, address, telephone number, and dates of representation of at least three recent client references (in the last 5 years) regarding legal matters in a public law context that can be contacted by Union County. Subject to the North Carolina Public Records Act, the Rules of Professional Conduct, and any other applicable laws, if you wish for this information to be considered confidential, please mark it as confidential and proprietary in accordance with the requirements of Section 6.1 of this RFP.

#### **6.2.7 SECTION G – COST PROPOSAL**

Provide the following:

1. Compensation requirements, including an hourly rate and any retainer to be charged to the County, and the manner in which travel time will be billed (these requirements may be stated separately, based on whether you seek appointment as County Attorney in addition to providing legal services to the County); and
2. A complete and accurate statement of the professional liability insurance held by the attorney or law firm performing legal work on behalf of the County.

#### **6.2.8 SECTION H – REQUIRED FORMS**

Respondents must complete and include signed copies of the following documents:


- Appendix A – Proposal Submission
- Appendix B – Addenda Receipt and Anti-Collusion

### **6.3 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. Failure to abide by this requirement may be grounds for disqualification from this selection process;
2. Representatives of Union County will read, review, and evaluate the RFP independently. Union County reserves the right to conduct interviews with a shortlist of selected respondents; and
3. At its sole discretion, the Owner may ask written questions of Respondents, seek written clarification, and conduct discussions with Respondents on the RFPs.

### **6.4 EVALUATION AND SELECTION PROCESS**

The County shall determine the relative weight to be assigned to the various selection factors outlined in this RFP. In the evaluation of Respondents, the County will consider the information submitted in the proposal.



After identification of Short-Listed Respondents, the County may or may not decide to invite Short-Listed Respondents to interviews.

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

## **6.5 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.

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, Respondent, 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 Respondent. However, negotiations with the top ranked Respondent 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 Respondent if negotiations with the initially chosen Respondent are not successful.

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

## **7 GENERAL CONDITIONS AND REQUIREMENTS**

### **7.1 TERMS AND CONDITIONS**

This RFP is not an offer, obligation, or agreement to award work to any respondent. No contractual relationship is created by responding to this RFP. Union County has the right to reject any or all proposals, to engage in further negotiations with any Respondent submitting a proposal, to request additional information or clarification, and to reopen the process for additional respondents.

All payroll taxes, liability and workers' compensation are the sole responsibility of the Respondent.

The Respondent 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 inspection and copying.



## **7.2 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).

## **7.3 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.

## **7.4 EXCEPTION TO THE PROPOSAL**

An “exception” is defined as the Respondent’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 Respondent 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 Respondent’s solution, must be described in detail.

## **7.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Prior to the scheduled closing time for receiving proposals, any Respondent may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 120 days. Modifications 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 electronically. Refer to 2.2 Proposal Submission Requirements for instructions.

## **7.6 EQUAL EMPLOYMENT OPPORTUNITY**

All Respondents 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.

## **7.7 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.



## 7.8 LICENSES

The successful Respondent(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.

## 7.9 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. Respondent shall ensure that Respondent and any Sub-Contractor performing work under a contract awarded pursuant to this RFP: (i) uses E-Verify if required to do so; and (ii) otherwise complies with Article 2 of Chapter 64 of the North Carolina General Statutes.

## 7.10 DRUG-FREE WORKPLACE

During the performance of this Request, the Respondent 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 Respondent that the Respondent 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 Respondent in accordance with this RFP, 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.

*Intentionally Left Blank*



## 8 APPENDIX A – PROPOSAL SUBMISSION

### RFP 2023-068 Legal Services

***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 120 days. Proposal is submitted by a representative of the company that has authority to contract with Union County, NC.**

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

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

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

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





## 9 APPENDIX B – ADDENDUM AND ANTI-COLLUSION

### RFP 2023-068 Legal Services

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 [www.co.union.nc.us](http://www.co.union.nc.us) 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. I certify that all statements, documentation, and information provided in my proposal are true and accurate to the best of my knowledge.**

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

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

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

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

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

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