

# **REQUEST FOR PROPOSALS**

**Proposal Title:  
Duplin County Emergency Management  
EMS Station 7  
Backup Generator**

**Date of Issue: September 8, 2022  
Proposals Due: September 30, 2022  
Time: 2:00 pm**

**Issued for:  
Duplin County EMS Station 7  
106 South Pine Street  
Rose Hill, NC 28458**

**Issued by:  
Chelsey Lanier  
Accounting Manager  
PO Box 950  
Kenansville, NC 28349**

**KEY INFORMATION SUMMARY SHEET**

**RFP Issue Date:** September 8, 2022

**Proposal Due Date:** September 30, 2022 at 2:00 PM

**Physical address to deliver proposals:** Duplin County Finance Office  
Attn: Chelsey Lanier, Accounting Manager  
224 Seminary Street  
Kenansville, NC 28349

**Mailing address to deliver proposals:** Duplin County Finance Office  
Attn: Chelsey Lanier, Accounting Manager  
PO Box 950  
Kenansville, NC 28349

**Physical address of project:** Duplin County EMS Sta. 7  
106 South Pine Street  
Rose Hill, NC 28458

**Pre-Bid Conference:** A pre-bid conference will **not** be held. It will be the sole responsibility of the contractor to make suitable arrangements to visit the facility and to familiarize him/herself with the work associated with this Request for Proposal.

**Duplin County North Carolina  
Request for Proposals  
Duplin EMS Station 7**

**1.0 Introduction**

Duplin County is seeking proposals from qualified electrical contractor companies for the installation of a backup generator that will be located at EMS Station 7 building, powering the structure and all accessory buildings.

Copies of the Request for Proposal (RFP) may be obtained by contacting the Duplin County Finance Office or Duplin County Emergency Management during regular business hours. The County of Duplin reserves the right to reject any and/or all proposals. The County of Duplin encourages all businesses, including disadvantaged, minority, and women owned businesses to respond to all Request for Proposals.

**2.0 Preparation of Proposal**

Each offeror must thoroughly examine the Request for Proposal to ensure that all requirements can be met. Proposals shall be submitted on the forms included within the RFP documents. See “Proposal Submittal Format” for detailed instructions on what information to submit.

Each offeror shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the company and answer questions or provide clarification concerning the offeror’s proposal.

**3.0 Questions**

**All questions pertaining to this Request for Proposal (RFP) must be submitted in writing, via email, no later than September 27, 2022 at 5:00 PM.** Questions may be emailed to: matthew.barwick@duplincountync.com.

**4.0 Submittals**

In order to be considered all proposals must be submitted in writing on the form provided no later than **2:00 PM (EST) on September 30, 2022**. No proposal will be accepted after the official time and date. Electronic responses will not be accepted. Offerors mailing responses should allow delivery time to ensure timely receipt of their proposal. The responsibility for getting the proposal to the Duplin County Finance Office on or before the specified time and date is solely and strictly the responsibility of the responding offeror.

***The County will in no way be responsible for delays caused by any occurrence.*** Responses may be hand delivered or mailed to:

Duplin County Finance Office  
Attn: Chelsey Lanier, Accounting Manager  
224 Seminary Street (hand delivery)  
PO Box 950 (mail delivery)  
Kenansville, NC 28349  
Hours of Operation: 8:00 a.m. - 5:00 p.m. (EST)  
Monday through Friday

The outside of the envelope shall be clearly marked **“Duplin County EMS Station 7 Backup Generator Project”**

**5.0 Time for Acceptance**

Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days from the date of the proposal.

## **6.0 Cost for Proposal Preparation**

Any costs incurred by offerors in preparing or submitting offers are the offeror's sole responsibility. The County of Duplin will not reimburse any offeror for any costs incurred prior to award.

## **7.0 Offeror Responsibility**

The offeror is responsible for verifying existing conditions, measurements, square footage, and any and/all information provided and to familiarize themselves with the site location and work required, prior to submitting a proposal. Offerors are expected to examine the site prior to submitting a proposal. The County makes no guaranty or warranty, either expressed or implied, with respect to the property.

A plea of ignorance of the conditions that exist, or may hereafter exist, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will not be accepted as an excuse for any failure, or omission on the part of the successful documents and to complete the services for the consideration set forth herein, or as a basis for any claim whatsoever.

## **8.0 Site Visits**

It is highly recommended that each proposer visits the site prior to submitting a proposal. Contact names are listed here below.

Duplin County Emergency Management  
Matthew Barwick  
matthew.barwick@duplincountync.com  
910-372-9214

Duplin County Facility Services  
Randy Norwood  
randy.norwood@duplincountync.com  
910-296-2116

## **9.0 References**

Offeror shall provide at least 3 references upon request.

## **10.0 Evaluation**

The County of Duplin reserves the right to reject any and/or all proposals and to waive any minor informalities in a proposal. Award will be made to the offeror who provides the lowest responsible, responsive proposal, that is most advantageous to the County.

## **11.0 Award of Contract**

The successful offeror(s) will be notified in writing within ten (10) days, or sooner, after the receipt of proposals. Verbal notification of award is not considered a liable mode of notification and therefore will not be recognized as an official notification.

Upon issuance of a contract award by the County, the successful offeror(s) will provide all necessary equipment and labor necessary to perform the services as specified at the stated fees and prices, within the time specified, in accordance with all provisions of the proposal documents.

## **12.0 Terms of Agreement**

The goods and services described in this RFP shall be paid for on a "lump sum" basis at completion and acceptance of the project.

## **13.0 Payments**

Payment for completed services will be made upon acceptance of the services and submission of an invoice to the address initiated on the purchase order.

At a minimum, invoices will include: (1) name, address, and telephone number of the Contractor and similar information in the event payment is made to a different address, (2) the purchase order number, (3) accurate description of services rendered to include location and address, (4) total price for each element of work with sales tax shown separately, and (5) any additional payment information called for by the contract.

The County will pay the invoice within thirty (30) days or earlier after receipt of the invoice. Invoices must have the information requested above for prompt payment.

#### **14.0 Subcontract**

The successful offeror is the primary contractor and shall not subcontract the services/work without prior written approval of the County.

#### **15.0 Insurance Requirement for Service – See sample Service Agreement for limits**

The awarded vendor shall provide the County with an original Certificate of Insurance indicating that the vendor has in force the required coverage prior to the start of any work and agrees to maintain such insurance until the completion of the Contract. General liability coverage of \$1,000,000.00, Worker's Compensation, and automobile liability insurance is required. All insurance policies shall be with insurers with an acceptable rating, registered and licensed to do business in the State of North Carolina.

Each policy shall provide a thirty (30) day notification clause in the event of cancellation, non-renewal or adverse change. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be on file with the Duplin County Accounting Manager at least fifteen (15) days prior to the expiration date. Failure to maintain the proper insurance will be grounds for termination of contract.

#### **16.0 Inspections and Incomplete Work**

The Contractor will be required to notify the Duplin County Building Inspections Department to obtain any and all required permits prior to commencement of the work, and to notify them when the work is completed. The Duplin County Building Inspector may perform periodic inspections of the facility and may request, at his discretion, a walk-through of the facility with the Contractor to report any discrepancies and to check the performance of the contract.

The County has the authority to point out to the Contractor incomplete or defective work and necessary corrective measures, but does not have authority to alter the terms or conditions of the contract without a written change order from the County.

#### **17.0 Quality Control/Assurance**

Quality Control: The Contractor shall establish and adhere to an internal Quality Control Program to insure the quality of all work to be completed under this proposal.

Quality Assurance: The County of Duplin will monitor the Contractor's performance under this contract using the following procedures:

1. Periodic inspections by the Duplin County Building Inspections Department as may be required.
2. The Duplin County Building Inspections Department shall have the authority to stop the performance of the work for the purpose of preventing damage to the property or eliminating hazardous operations or conditions. Stoppage of work shall not constitute a basis for claim against the County.

### **18.0 Conditions to be Reported**

The Contractor shall report any circumstances of needed facility repair, to include damaged furniture and/or fixtures or unusual soiling of an area which may affect the performance of the work, any unhealthy or hazardous condition, or any delays or interference with the work caused by the employees of the County of Duplin. Such report shall be made to the Events Center Director immediately upon discovery by the Contractor.

### **19.0 Damage to Finishes and Appurtenances**

Building finishes and appurtenances damaged due to the Contractor's operations shall be repaired or replaced to a condition not less than that existing immediately prior to the damage and without cost to the County. Repairs shall be arranged by the County and paid for by the Contractor.

### **20.0 Premises and Utilities**

The County shall furnish, without cost to the Contractor, limited space for storage of the Contractor's materials and equipment necessary to perform the services required under this project proposal.

The County will not be responsible in any way for the Contractor's supplies, materials, or equipment, or for the theft of any personal belongings of the Contractor or its employees, that is stored in the space provided by the County.

The County will furnish a reasonable amount of utilities from existing sources, to be used only in connection with the performance of the work in accordance with the terms and conditions of this contract.

### **21.0 Equipment and Tools**

The Contractor shall furnish all equipment and tools necessary to properly perform the work defined in these contract documents.

All equipment used by the Contractor's employees shall meet all safety and operational requirements for performance of the work in accordance with manufacturer's specification requirements. Equipment shall be suitable for the intended purpose.

### **22.0 General Scope of Work**

1. Provide and install a LP Gas powered, Cummins, Generac, or approved equal, minimum 50 KW generator with a 200 Amp automatic transfer switch. Installation should be permanent in nature and shall include a 6-inch thick concrete mounting pad, quiet-run, all-weather housing, battery, fluids and start-up load testing. The back-up generator shall be capable of providing sufficient and safe amperage to provide power to the main structure and all accessory buildings.
2. Provide an above-ground LP Gas tank and required installation providing fuel supply to the backup

generator. The LP Gas tank should be sized appropriately as to provide sufficient capacity when filled for a minimum runtime of 96 hours at minimum 50% load.

3. All work must conform to all local, state and national electrical code requirements, to include all permitting requirements.
4. Offeror must provide all equipment and tools, including all associated safety equipment necessary.

**PROPOSER'S CERTIFICATION FORM**

**To Whom It May Concern:**

I have carefully examined the Request for Proposal and the requirements for the **Duplin County EMS Station 7 Backup Generator Project**, and hereby propose to furnish all materials, equipment, supplies and labor to provide the services as described within this request for the amounts listed below:

<b>Total Project Bid</b>	<b>\$</b>
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I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the company and that the company is ready, willing and able to perform the services if awarded the contract.

I further certify that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same service; no officer employee or agent of the County of Duplin or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

It is distinctly understood that the County reserves the right to reject any or all proposals.

\_\_\_\_\_  
Name of Firm

Federal Tax ID: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

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

\_\_\_\_\_  
Printed or Typed Name and Title

Fax: \_\_\_\_\_

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

\_\_\_\_\_  
Mailing Address

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

\_\_\_\_\_  
City/State/Zip Code



**CUSTOMER REFERENCES**

Please provide three (3) references in which your company has provided services within Duplin County.

Agency/Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Date Service Provided: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Date Service Provided: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Date Service Provided: \_\_\_\_\_