ENERGY RESOURCES

ENGINEERING

Request for Proposal #: 320-040322AG

Preventative Maintenance on City Owned Generators

Date of Issue: 3/11/2022

Proposal Opening Date: 3/25/2022

At 04:00 PM ET

Direct all inquiries concerning this RFP to:

Alicia Gaines

Purchasing Clerk

Email: Alicia.Gaines@rockymountnc.gov

Phone: 252-972-1227

ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Request for Quote # 320-040322AG

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g., Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

This page is to be filled out and returned with your bid. Failure to do so may subject your bid to rejection.

ID Number:

Federal ID Number or Social Security Number

Vendor Name

"All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances."

CITY OF ROCKY MOUNT
ENGINEERING

Refer *ALL* Inquiries regarding this RFP to:	**Request for Proposal #** 320-040322AG
Alicia Gaines Purchasing Clerk	**Proposals will be due: 3/25/2022 4:00 pm**
	Contract Type: Service

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or the City. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR:			
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):			
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE*:	**DATE:**	EMAIL:	

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: _____ days.

ACCEPTANCE OF PROPOSAL

If any or all parts of this proposal are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount Purchasing Office shall affix his/her signature hereto and this document and all provisions of this Request for Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept, and Contract awarded this $_____ day of _____, 20___ as indicated on the attached certification, by _____Purchasing Manager.

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

_____

Finance Director Date

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1.0 PURPOSE AND BACKGROUND

The purpose of the RFP is to solicit proposals for the annual preventative maintenance (PM2) on City owned generators. Therefore, the customer is the City of Rocky Mount.

Quotes shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the Cities terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.5 PROPOSAL QUESTIONS. If the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.**

Contact with anyone working for or with the City regarding this RFP other than the City Contract Specialist named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor's offer, at the City's election.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The City will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City	Friday, 3/11/22
Submit Written Questions	Vendor	Monday, 3/21/22
Provide Response to Questions	City	Wednesday,3/23/22
Submit Proposals	Vendor	Friday, 3/25/2022 4:00 pm

2.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to Alicia.Gaines@rockymountnc.gov by the date and time specified above. Vendors should enter "RFP # 320-040322AG: Questions" as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question …?

Questions received prior to the submission deadline date, the City's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum the City of Rocky Mount Purchasing web-page http://www.rockymountnc.gov/bids and/or to the Interactive Purchasing System (IPS), http://www.ips.state.nc.us, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in
connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

2.5 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk for late submission due to unintended or unanticipated delay—whether submitted electronically, delivered by hand, U.S. Postal Service, courier or other delivery service. It is the Vendor's sole responsibility to ensure its proposal has been submitted to this Office by the specified time and date of opening. The time and date of submission will be marked on each proposal when received. Any proposal–submitted after the proposal deadline will be rejected. For hand delivered bids please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a City employee.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, HAND DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER CARRIER
PROPOSAL NUMBER: 320-040322AG Attn: Alicia Gaines City of Rocky Mount PO BOX 1180 Rocky Mount, NC 27802	PROPOSAL NUMBER: 320-040322AG Attn: Alicia Gaines City of Rocky Mount 331 S. Franklin Street Rocky Mount, NC 27804

For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the City's Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the department 's purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via facsimile (FAX) machine, telephone or email in response to this RFP shall NOT be accepted.**

a) Submit **one (1) signed, original executed** proposal responses, one *[1]* photocopy to the address identified in the table above.

b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.

2.6 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

a) Cover Letter

b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.

c) Completed and signed version of EXECUTION PAGES, along with the body of the RFP and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).

d) Completed version of ATTACHMENT A: PRICING

e) ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

f) Completed and signed version of ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

g) Completed and signed version of ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Vendor.

b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City and who will administer this contract for the City.

c) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.

d) **RFP:** Request for Proposal

e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.

f) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

Pursuant to North Carolina General Statutes Section 143-131, “award shall be made to the lowest responsible, responsive bid or bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract.”

While the intent of this RFP is to award a Contract(s) to single Vendor, the City reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the City to do so.

The City reserves the right to waive any minor informality or technicality in proposals received.

Local Preference Policy. *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%)*

or $25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price. An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at https://rockymountnc.gov/services-finance-vendor-registration/

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using department , issuing department , other government department office, or body (including the purchaser named above, department secretary, department head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the contents of another Vendor's proposal, another Vendor's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City's discretion that the communication was harmless, that it was made without intent to influence and that the best interest of the City would not be served by the disqualification. A Vendor's proposal may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing department for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Proposal. Except as specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question-and-answer period in accordance with Section 2.5.

4.1 PRICING

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP. Complete ATTACHMENT A: PRICING FORM and include in Proposal.

4.2 INVOICES

a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.

b) Invoices must be submitted to the following address: City of Rocky Mount Attn: Accounts Payable
PO BOX 1180
Rocky Mount, NC 27802

c) Payment amounts will be made on a NET 30 day pay period upon submission of an invoice and appropriate pick tickets to support such invoice.

4.3 MWBE GOOD FAITH EFFORTS

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. The awarded bidder will be asked to show proof of good faith efforts.

- ❑ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ❑ **2 --(10 pts)** Made the bid and subcontract documents available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.
- ❑ **3** – **(15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ❑ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ❑ **5** – **(10 pts)** Attended pre-bid meetings scheduled by the public owner.
- ❑ **6 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ❑ **7** – **(25 pts)** Provide assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ❑ **8** – **(20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ❑ **9** - **(20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

4.4 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the City of his/her good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

a) Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
b) Copies of quotes or responses received from each MWBE responding to the solicitation.
c) A telephone log of follow-up calls to each firm sent a solicitation.
d) For subcontracts where a minority business is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
f) Copy of pre-bid roster
g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
h) Letter detailing reasons for rejection of minority business.
i) Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive bid.

4.5 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the City of Rocky Mount. Vendor shall provide information as to the qualifications and experience of all executives, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. **Must have both a North Carolina Registered Landscape Contractors license and a NC Commercial Pesticide Applicators license**.

4.6 REFERENCES

Vendors shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein. The City may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER
Optional: City of Rocky Mount			

4.7 BACKGROUND CHECKS

Any personnel or agent of the Vendor performing Services under any contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so, requested by the City.

4.8 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.9 VENDOR'S REPRESENTATIONS

a) Vendor warrants those qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the City under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractors that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies, and materials necessary for the Vendor to provide and deliver the Services and Deliverables.

c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

5.1 GENERAL SPECIFICATIONS

Annual Preventative Maintenance (PM2) must include the following:

- Replace engine oil
- Replace oil filters
- Replace primary & secondary fuel filters
- Replace air filters
- Replace coolant filters
- Complete documented inspection form and provide back to the City
- Complete oil and coolant samples and provide results back to the City
- Check and verify all engine alarms and shutdowns

- All travel associated with and labor to remove, replace, and dispose of all engine air filters, oil filters, fuel filters, and coolant filters as required by the manufacturer for each specific generator set

Engine Tune-Up cost includes travel associated with, and labor to inspect the top end valve train, including adjusting the valve lash to manufacturer specification, valve bridge adjustment, fuel timing, and injector synchronization as specified by the manufacturer for each engine. Engine Tune-Up to be completed on all engines.

Must test run all units after work has been performed and receive "all ok" from City before moving to next site.

On sites with multiple units, only perform work on one unit at a time. Do not take multiple units out of service at once.

Approved parts will only be accepted. Vendor proposals must specify oil and filter brands being used

- Napa Gold filters or OEM filters

Vendor should know oil quantities and all necessary filters for each unit

Vendor to go through site-specific safety briefing/training at some sites

A city employee must accompany vendor for all work performed inside electric substations. Scheduling must be coordinated with Joey Cascell (Load Management Supervisor) to ensure city employee availability.

City will spot check work at other sites

All work must be completed within 45 days of receiving a PO. Work to be done between 7:30am -4:00pm Monday through Friday, no holidays.

Vendor must be able to complete work on all units to be able to quote. No partial quotes will be accepted.

Vendor must Provide 2 references where similar work has been completed

- Company Name
- Contact Name
- Contact Phone Number

PRODUCT SAFETY LISTING: All manufactured items and/or fabricated assemblies subject to operation under pressuroperation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate City inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. A list of acceptable marks is available on the Division of Purchase and Contract website at: https://ncdoa.s3.amazonaws.com/s3fs-public/pandc/Inspection/SafetyLabelsChart-30Apr15.pdf. The CE mark is not acceptable. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution. Having the appropriate certification or safety label affixed to any device delivered pursuant to this solicitation, under the conditions described above, is a material condition of any contract awarded as a result of this solicitation. All costs for product and industry certifications and listings required to supply conforming products to the City as described in this RFP are the sole responsibility of the Vendor. The certification or safety label shall be affixed and be visible on the OUTSIDE of all products that require a certification or safety label in order to pass the a Quality Acceptance Inspection.

5.3 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.5 ACCEPTANCE OF WORK

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, the City shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria or otherwise fail to conform to the contract, the City may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

5.6 LIQUIDATED DAMAGES

The parties agree that calculation of actual damages resulting from failure to meet the following performance standards is extremely difficult, if not impossible, to calculate accurately, and the parties also agree that the compensation identified for such failures are a reasonable estimate of damages resulting from a failure to meet the performance standard described.

Notwithstanding any other provision herein, liquidated damages shall not be subject to a limitation on damages or limit of liability for damages that otherwise may be applicable to recoverable damages.

5.7 TRANSITION ASSISTANCE

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, Vendor shall provide, at the option of the City, up to 3 months after such end date all such reasonable transition assistance requested by the City, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the City or its designees. If the City exercises this option, the Parties agree that such transition assistance shall be deemed to be governed by the terms and conditions of this Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The City shall pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall designate and make available to the City a project manager. The project manager shall be the City's point of contact for contract related issues and issues concerning performance, progress review, scheduling and service.

6.4 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the City's Contract Lead for resolution. A claim by the City shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.5 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the City and Vendor.

ATTACHMENT A: PRICING

The bidder, proposes and agrees if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the work described in these documents in full and complete in accordance with the scope of work, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

MAINTENANCE SERVICES AGREEMENT

Equip Type	Make	Model	Serial No.	Unit ID#	kW Rating	Site Location	Service Description	Service Qty Per Year	*Excludes*	Additional Service Description	Additional Service Qty Per		Total PM Annual Pricing
Energy Resources: Engineering													
GEN	CAT	3516	5SJ00398	Draka	1825kW	2151 N Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z04748	Cheesecake #1	1600kW	6792 Corporation Pkwy, Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z04750	Cheesecake #2	1600kW	6792 Corporation Pkwy, Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3512	24Z07504	Alliant/ McLane	1000kW	1951 N Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3512	24Z08676	City Hall	1000kW	331 S Franklin St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3412	81Z23288	Alorica	500kW	1974 Stone Rose Dr, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z03674	Berry Global	1600kW	6941 Corporation Pkwy, Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z03673	Sub 9 #3	1600kW	251 English Road, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	AGM	13.3 LITER	204Z2008	EROC	90kW	628 Albemarle Ave, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	5SJ00568	MERITA	1825kW	2551 N Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z04763	Kaba Ilco	1600kW	400 Jeffreys Rd, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516B	6HN01265	Hubbell	2000kW	251 English Road, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	C9	S9L02149	Brekenridge	300kW	2500 Hunterhill Rd, Rocky Mount NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TAD1363-65VE	2013440433	Business Service Center	230kW	224 South Franklin Street, Rocky Mount NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD1663GE	2016082344	Poppies International #3	625kW	6610 Corporation Pkwy Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD1663GE	2016080502	Poppies International #2	625kW	6610 Corporation Pkwy Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD1663GE	2016081221	Poppies International #1	625kW	6610 Corporation Pkwy Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD1673Ge	2016127574	Wastewater #1	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD1673Ge	2016127592	Wastewater #2	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD1673Ge	2016127556	Wastewater #3	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD1673Ge	2016127565	Wastewater #4	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		

Proposal Number: 320-040322AG *Vendor:* _____

MAINTENANCE SERVICES AGREEMENT

Equip Type	Make	Model	Serial No.	Unit ID#	kW Rating	Site Location	Service Description	Service Qty Per Year	#REF! #REF!	Additional Service Description	Additional Service Qty Per		Total PM Annual Pricing
Energy Resources: Engineering													
GEN	Volvo	TWD1673Ge	2016126228	Wastewater #5	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Cummins	NTA 8855G2	30363852	97 Lift Station	300kW	11395 E NC 97, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
												Total	

MAINTENANCE SERVICES AGREEMENT

Equip Type	Make	Model	Serial No.	Unit ID#	kW Rating	Site Location	Service Description	Service Qty Per Year	*Excludes Estimated*	Additional Service Description	Additional Service Qty Per Year		Total PM Annual Pricing
Water Treatment													
GEN	CAT	3512	24Z03910	Sunset	1000kW	1660 Sunset Ave, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3412	81Z24601	North Pump	500kW	3120 North Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
Pump	CAT	3306 M	07Y01608	North Pump, Pump	N/A	3120 North Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
Gen	Cummins	KTA 50-G3	33125668	Tar River Water Plant	1000kW	4489 Leaston Rd, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Cummins	NTA 8855G2	30330085	Halifax Pump Station	300kW	2080 South Halifax Rd, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
												Total	

Proposal Number: 320-040322AG *Vendor:* _____

MAINTENANCE SERVICES AGREEMENT

Equip Type	Make	Model	Serial No.	Unit ID#	kW Rating	Site Location	Service Description	Service Qty Per Year	*Excludes Estimated Taxes*	Additional Service Description	Additional Qty Per Year		Total PM Annual Pricing
Fire Departmeant													
Gen	Generac	SD125	93A01088-S	Fire Station #1	94kW	375 E Raleigh Blvd	Perform PM2 With oil change	1		Engine Tune Up	1		
Gen	Cummins	80DGDA	44976093	Fire Station #6	80kW	105 Rowe Dr, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
												Total	

Total for all work

ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at https://rockymountnc.gov/services-finance-vendor-registration/ Terms and conditions on the vendor webpage that do not apply to this bid: Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.

☐ Check here to indicate that you have read and agree to the City of Rocky Mount General Teems & Conditions.

ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the **North Carolina Office of Historically Underutilized Businesses** at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

a) Is Vendor a Historically Underutilized Business? ☐ **Yes** ☐ **No**

b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? ☐ **Yes** ☐ **No**

If so, state HUB classification: _____

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

https://rockymountnc.gov/services-finance-vendor-registration/

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor https://youtu.be/MGOjZxl4iQc
Competing in the Bid Process https://youtu.be/yy8dYzPOCUs
Purchase Order, Payment and Performance https://youtu.be/wA5zVTizZQM