



**Macon County**  
*North Carolina*



REQUEST FOR PROPOSALS  
RFP#24-4004p

**ELECTRICAL SUBCONTRACTING  
SERVICES FOR THE MACON COUNTY  
HOUSING DEPARTMENT**

ISSUE DATE: JUNE 15, 2018

PROPOSALS WILL BE RECEIVED UNTIL  
JUNE 25, 2018  
2:30 P.M. LOCAL TIME

ISSUING DEPARTMENT:  
MACON COUNTY FINANCE DEPARTMENT  
5 WEST MAIN STREET  
FRANKLIN, NC 28734  
PHONE: (828) 524-1640  
FAX: (828) 349-2520  
ATTN: LINDSAY LEOPARD, PURCHASING AGENT  
lleopard@maconnc.org

PROPOSALS ARE TO BE SEALED AND MAILED VIA USPS TO THE ABOVE ADDRESS OR DELIVERED TO  
THE PURCHASING AGENT'S OFFICE LOCATED IN THE MACON COUNTY ANNEX BUILDING AT 5 WEST  
MAIN STREET, FRANKLIN, NC 28734

## **GENERAL INSTRUCTIONS TO PROPOSERS**

- A. In order for a proposal to be considered, it shall be based on the terms and conditions contained herein and shall be a complete response to this RFP. One (1) original copy of each proposal shall be submitted to the Issuing Department. No other distribution shall be made by Proposer. Each proposal shall be bound in a single volume with all of the required documentation.
- B. The County reserves the right to make an award in whole, or in part, and to reject any and all proposals, and to waive any informality in proposals unless otherwise specified by the Proposer. The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.
- C. Sealed proposals will be received until June 25, 2018 at 2:30 p.m. No facsimiles or electronic submissions will be accepted.
- D. After the RFP issue date, all communications between the Issuing Department and prospective Proposers shall be in writing. Email or facsimile questions will be accepted. Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to Lindsay Leopard at the address, facsimile number, or email on page one of this RFP. All questions concerning this RFP shall reference the RFP number, section number, and paragraph (emailed questions shall also reference RFP number, section number, and paragraph in the subject line). Questions and responses affecting the scope of the proposal will be provided to all prospective Proposers by issuance of an Addendum.
- E. Requests for extension of the submission date will not be granted. Vendors submitting proposals must allow for normal mail time to ensure timely receipt of their Proposal.
- F. Proposals will be examined promptly after opening. The prices quoted must be held firm and no proposals may be withdrawn until ninety (90) days after the proposal submission deadline.
- G. All services are subject to the availability of funds for this purpose.
- H. Minority businesses, women's businesses and labor surplus area firms are encouraged to submit proposals.
- I. E-VERIFY. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

- J. IRAN DIVESTMENT ACT CERTIFICATION. Pursuant to N.C.G.S 143-6A-5 (a), Contractor must be able to truthfully certify and shall certify at the time that its bid or proposal is submitted as well as at the time of contracting that in accordance with the Iran Divestment Act the Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

### REQUIRED LIABILITY COVERAGES

The Subcontractor must provide and maintain commercial insurance during the term of the contract. This insurance shall be maintained at the sole cost of the Subcontractor and with such terms and limits as may be reasonably associated with the contract. The Subcontractor must list the Contractor and the Division as a certificate holder on all relevant policies. At a minimum, the Subcontractor shall provide and maintain the following coverage and limits:

- (1) **Worker's Compensation-** The Subcontractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage and minimum limits of \$300,000.00, covering all of Subcontractor's employees who are engaged in any work under the contract. Sole proprietorships and partnerships with less than three (3) employees, in addition to the sole proprietor or partners, are not required to have Worker's Compensation.
- (2) **Commercial General Liability-** General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$100,000.00 Combined Single Limit of Limit. (Defense cost shall be in excess of the limit of liability.)
- (3) **Automobile-** Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$500,000.00 bodily injury and property damage; \$500,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment. Providing and maintaining adequate insurance coverage is a material obligation of the Subcontractor. The Subcontractor may meet its requirements of maintaining specified coverage and limits by demonstrating to the Contractor that there is in force insurance with equivalent coverage and limits that will offer a least the same protection to the Contractor. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Subcontractor shall not be interpreted as limiting the Subcontractor's liability and obligations under the contract.

## **Electrical Services**

### **Scope of Services**

The Subcontractor agrees to provide the services as described on the Scope of Work document provided by the Contractor. Likely tasks include, but are not limited to:

1. Install new or upgrade existing breaker and wiring, as necessary, for installation of new HVAC system;
2. Install new powered circuit with switch for bathroom exhaust fan;
3. Install new or upgrade existing breaker and wiring, as necessary, for installation of new water heater;
4. Replace knob-and-tube wiring in attic;
5. Replace aluminum wiring; and
6. Other, as specified in the Scope of Work provided by the Contractor.

**Electrical Services**  
**Subcontractor Compensation**

All labor rates quoted must include all overhead cost including travel, worker compensation, equipment, maintenance, administrative costs, and worker pay.

Labor Rate (Dollars and cents (\$#.##) per man-hour)	
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**Factors for Awards/Evaluation Criteria**

The following will be used in evaluating the proposal and awarding of the contract:

- (1) Technical Approach/Understanding the Program 25 points
- (2) Work Management/Experience of the Firm 30 points
- (3) Cost of Proposal 40 points
- (4) Minority Business 5 points

**SUBCONTRACTOR**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LICENSE #: \_\_\_\_\_