



Cleveland County
NORTH CAROLINA

Request for Pricing

Cleveland County Legrand Center Lighting
Legrand Center Lighting

RFP-2023 3/16 - rev 0

March 16, 2023

Cleveland County Administrative Building
Attn: Blake Myers
Finance & Purchasing Department
311 E. Marion St
Shelby, NC 28150
Office: 704-484-4778
Email: Blake.Myers@ClevelandCountync.gov

Cleveland County Legrand Center Lighting

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1. Introduction

Cleveland County Government is requesting Pricing of licensed Electrical contracting firms to provide specified professional services in connection with renovations to Cleveland County's Legrand Center Lighting system.

The Pricing deadline is **4-19-2023 @ 2:00 P.M. Eastern Standard Time**

Material Substitution Request deadline shall be **4-12-2023 @ 2:00 P.M Eastern Standard Time**

The firm's pricing package shall be submitted in person in a sealed folder.

The envelope/box shall be labeled with the project name "Cleveland County Legrand Center Lighting" and the firm's name.

Qualification packages can be submitted by the following methods:

Hand delivered: Cleveland County Administrative Building
2nd Floor
Finance & Purchasing Department
Attn: Tonya Brittain & Jason Falls
311 E. Marion St
Shelby, NC

Administrative questions can be emailed to Tonya Brittan at: Tonya.Brittain@clevelandcountync.gov

Any project scope questions should be emailed to: Blake.Myers@clevelandcountync.gov **no later than 4-12-2023**

2. Overview

Cleveland County will be requesting pricing for the full renovation of the lighting system associated with the Cleveland County Legrand Center. All pricing should be developed using the supplied stamped drawings provided by MSWG.

The anticipated fees for this type of project should be based on specs and stamped drawings issued by **MSWG**
DATE STAMPED 03-03-2023

The selection of a qualified firm will be based on the lowest qualified bidder; however, the county reserves the right to remove, revoke, and select the qualified low bidders at the county's discretion.

Cleveland County will use the standard AIA Document B101™—2017 for the basis of the contract agreement with a terms and conditions addendum as needed.

3. General Requirements

- 3.1. The RFP contact form must be signed and returned with firm's proposal package for the services and deliverables described in Schedule 7 (the "Scope of Work").
- 3.2. The County will not be bound to act by any communication or proposal submitted by firms other than in accordance with this RFP.
- 3.3. Firm's questions and the County's responses may or may not be forwarded to all firms. The County reserves the right to communicate all or part of the questions and responses, with all, or certain firms.
- 3.4. By submitting a proposal package in response to this RFP, firm is deemed to accept the award selection process and criteria and County's discretion in connection with such process and criteria.
- 3.5. By submitting a proposal package in response to this RFP, the firm acknowledges and waives any claim for compensation of any kind whatsoever against the County or any of its Representatives (as defined below), as a result of its submission, any decision made by the County during the RFP process, including when acting in its sole discretion, or arising in any other manner from its participation in this RFP.

4. Firm's Affirmations

- 4.1. By submitting its qualifications, the firm represents and warrants the following:
 - a. This RFP is a solicitation for professional proposals and is not a contract or an offer to contract.
 - b. The submission of a proposal package by the firm in response to this RFP will not create a contract between the County and firm.
- 4.2. The County makes no representation or warranty, written or oral, that one or more contracts will be awarded under this RFP; and
- 4.3. The firm will bear, as its sole risk and responsibility, any cost arising from firm's preparation of a response to this RFP and, as applicable, contract negotiations.

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- 4.4. The firm is a reputable person that is lawfully and regularly engaged in providing and/or performing the *Professional Services*.
- 4.5. The firm has the necessary experience, knowledge, abilities, skills, and resources to provide the *Deliverables* and/or perform the *Professional Services* upon the terms and conditions specified in this RFP.
- 4.6. The firm is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances including, without limitation, those relating to bid rigging.
- 4.7. The firm understands:
- a. The requirements and specifications set forth in this RFP and
 - b. The terms and conditions set forth under which the firm will be required to operate.
- 4.8. If selected by the County, the firm will not delegate any of its duties or responsibilities under this RFP or any resulting contract to any subcontractor, except as expressly provided in the qualifications.
- 4.9. If selected by the County, the firm will maintain any insurance coverage required by the contract during the term thereof.
- 4.10. All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. The firm acknowledges that the County will rely on such statements, information and representations in selecting the successful professional services provider. If selected by the County, the firm will notify the County immediately of any material change in any matters regarding the firm's responses to questions asked by the county, any documentation the firm has provided or any change that would materially impact the firm's ability to execute and complete the project as agreed upon.
- 4.11. The firm has not given or offered to give to the County or any of its Representatives nor does it intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service in connection with its submitted quotation.
- 4.12. The firm certifies that other than the relationships which have been previously disclosed to the County in writing:
- a. No relationship, whether by blood, marriage, business association, capital funding agreement or any other such kinship or connection exists between the owner of any firm that is a sole proprietorship, the officers or directors of any firm that is a corporation, the partners of any firm that is a partnership, the joint ventures of any firm that is a joint venture or the members or managers of any firm that is a limited liability company, on one hand, and an employee of any affiliate of the County, on the other hand, and
 - b. The firm or any of its officers, directors and shareholders/partners has not been an employee of the County within the immediate twelve (12) months prior to the submittal deadline of this RFP. All disclosures by firm in connection with this certification will be subject to administrative review and approval before the County enters a purchase order, contract or agreement with firm.
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- 4.13. The firm represents and warrants that no proceedings have been taken or authorized by it or by any other person with respect to the bankruptcy, insolvency, liquidation, dissolution or winding up of the firm nor, to the knowledge of the firm, has anyone threaten to take any such proceedings against it.

5. Submission Requirements

- 5.1. Contact: All completed documents constituting your proposal, as well as any questions or clarifications concerning this RFP must be submitted to the County's representative identified on page 3 of this RFP.
- 5.2. Timeline: The proposal package must be received on or before the submittal deadline (date and time) specified on page 3 of this RFP. The County reserves the right, but has no obligation, to accept a qualification package submitted after the deadline and to amend the timeline. If a change to the timeline is required, the County will communicate the change to the firm(s). If a firm requests an extension of a deadline, the County may, in its sole discretion, decide to allow the extension or not. The County may, in its sole discretion, decide whether to communicate to the other firm(s) of granting an extension or to offer other firms with the same extension.

6. Terms and Conditions

- 6.1. Contract—at a later date using AIA Document B101™—2017
- 6.2. Office Locations—The firm must state the office location it plans to use.
- 6.3. Terms and Conditions—at a later date using AIA Document B101™—2017 with an addendum.

7. Scope of Work

- 7.1. Lighting Renovation Cleveland County Legrand Center.
- Firm will be required to keep and maintain all records of testing outcomes and data in which will be turned over the county on a monthly basis. The firm will also be required to submit a final report at the end of the project with a log of all testing and outcomes throughout the overall course of the project.
 - Firm will be required to submit monthly log reports as part of back up during the billing cycle. Firm will be required to submit billings once per month with any/all backup for each billing cycle.

8. Included in Qualifications:

- 8.1. Electrical Contractors License Numbers:
- 8.2. Hard Bid Price for Overall Project Based on Drawings
- 8.3. Expected Notice to Proceed of 45 days from bid open date

APPENDIX

Drawing Appendix

- E100 - Electrical Symbols and Riser Diagram
- E101 - Electrical Room Elevations
- E201 - Lighting First Floor Area A
- E202 – Lighting First Floor Area B
- E203 – Lighting Second Floor Area A
- E204 – Lighting Second Floor Area B
- E301 – Control Devices Symbols & Schedules
- E302 – Control One-Line & Ethernet Connections
- E303 – Control One-Line
- E304 – Control One-Line
- E305 – Control One-Line
- E400 – Electrical Specifications
- E401 - Electrical Specifications
- E402 - Electrical Specifications
- E403 - Electrical Specifications

Project Site Picture



RFP CONTACT FORM

RFP-2023 04 3 rev 0

Cleveland County Legrand Center Lighting

April 3, 2023

To: Cleveland County Finance & Purchasing Department
PO Box 1210
ATTN: Tonya Brittain
311 E. Marion Street
Shelby, NC 28151

From: _____

Date: _____

Principal Contact Information

Signature

Company Address Line 1

Print Name

Company Address Line 2

License Number

Work Phone

Expiration Date

Cell Phone

Company Name

Email

RFP BID FORM

RFP-2023 04 3 rev 0

Cleveland County Legrand Center Lighting

April 3, 2023

Company Name: _____

License Number: _____

Date: _____

Base Bid: \$ _____

Date: _____

Company Rep Name: _____

Signature: _____

Notary Signature _____

Notary Seal/Stamp: _____