

<b>County of Wake</b> Finance / Procurement Services – Room 2902 Wake County Justice Center – 2 <sup>nd</sup> Floor 301 S. McDowell Street  Raleigh, NC 27601	<b>INVITATION FOR BID NUMBER: 24-022</b>
	Bids will be publicly opened:  <b>3:00 PM April 11<sup>th</sup>, 2024</b>
	Contract Type: Service Agreement
Refer <u><b>ALL</b></u> Inquiries to: <b>Ty Stephens</b> Telephone No.	Commodity: Multi-Site Controls Upgrade
E-Mail: Ty.Stephens@Wake.Gov	Using Agency Name: General Services
(See page 2 for mailing instructions.)	Agency Requisition No. RFB #24-022

### **NOTICE TO BIDDERS**

A Mandatory Pre-bid Conference will be held at General Services Center, 401 Capital Blvd. Raleigh NC 27603 at 9:00 a.m. local prevailing time, on Tuesday, April 2<sup>nd</sup>, 2024.

**SPECIAL NOTE:** Procurement Services is located in the Wake County Justice Center. Access is best by using

**301 S.McDowell Street, Raleigh, NC 27601**

**YOU WILL BE REQUIRED TO GO THROUGH SECURITY AND METAL DETECTION IF YOU HAND DELIVER YOUR BID.**

**PLEASE FACTOR THIS INTO YOU BID DELIVERY PLANS AS NO EXCEPTIONS WILL BE ALLOWED AND LATE BIDS WILL NOT BE ACCEPTED.**

Sealed bids, subject to the conditions made a part hereof, will be received at this office for furnishing and delivering the commodity as described herein. Refer to page 2 for proper mailing instructions.

Bids submitted via facsimile (FAX) machine, or email, in response to this Invitation for Bids will not be accepted. Bids are subject to rejection unless submitted on this form. **Late bids, regardless of delivery means, will not be accepted. Bid/proposal delivery by any courier service may be subject to some access limitations should the delivery person be using hand trucks or carts. This should be factored into your delivery decisions.**

Delivery date: \_\_\_\_\_ Bidder is urged to state earliest guaranteed delivery.

### **EXECUTION**

In compliance with this Invitation for Bids, and subject to all the conditions herein, the undersigned 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 bid, I certify that this bid is submitted competitively and without collusion (G.S. 143-54).

Unless stated otherwise within this document, Wake County, upon mutual agreement with the vendor, may purchase additional quantities at the same or better pricing for one (1) year from date of contract award.

**Failure to execute/sign bid prior to submittal shall render bid invalid.**

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO (800)
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Offer valid for 60 days from date of bid opening unless otherwise stated herein. Prompt Payment Discount: \_\_\_\_\_ % \_\_\_\_\_ days (See Instructions to Bidders, Item 7).

**MAILING INSTRUCTIONS:** Mail only one fully executed bid document, unless otherwise instructed, and only one bid per envelope. Address envelope and insert bid number as shown below. It is the responsibility of the bidder to have the bid in this office by the specified time and date of opening. If sending via USPS, allow one extra day for Wake County internal processing.

BID NO. \_\_\_\_\_  
Wake County Procurement Services  
Wake County Justice Center - Ste 2900  
301 S. McDowell Street  
Raleigh, NC 27601

**TABULATIONS:** Tabulations will normally be available not later than three (3) working days after opening.

**TRANSPORTATION CHARGES:**

**FOB Destination:** Freight, handling and distribution charges shall be included in the total price of each item listed. Any additional charges included on the invoice shall not be honored for payment, unless authorized by change order by the Wake County. In cases where materials are shipped against this order by parties, other than the Contractor, the shipper must be instructed to show the purchase order number on all packages and shipping manifests to ensure proper identification and payment of invoices. Complete packing list must accompany each shipment.

**ADDENDA**

**It is solely the bidder's responsibility to ensure they have all necessary information prior to submitting a bid/proposal. This includes any and all addenda. Bidder is to acknowledge all addenda or risk rejection of bid or proposal.**

Addenda One \_\_\_\_\_ Addenda Two \_\_\_\_\_ Addenda Three \_\_\_\_\_

Addenda Four \_\_\_\_\_ Addenda Five \_\_\_\_\_ Addenda Six \_\_\_\_\_

**Furnish and Deliver:**

ITEM #	DESCRIPTION	COST
1	<b>Controls Upgrade for 3 facilities as described in the Scope of Work</b> <i>General Scope of work includes removing and replacing the existing building level network controllers at three facilities, upgrading the existing control system software and graphics, and providing building analytics.</i> <i>Includes \$5,000 permitting allowance</i>	

**A Mandatory Pre-bid Conference will be held at General Services Center, 401 Capital Blvd., Raleigh, NC 27603 at 9:00 a.m. local prevailing time, on Tuesday, April 2<sup>nd</sup>, 2024.**

**All questions due by Friday, April 5<sup>th</sup>, 2024, by 5:00pm EST.**

## **INSTRUCTIONS TO BIDDERS**

1. **READ, REVIEW AND COMPLY:** It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **DEFINITIONS:**
  - **THE COUNTY:** Is the County of Wake, North Carolina and its agencies.
  - **OFFEROR:** Company, firm, corporation, partnership, individual, etc., submitting a response to a solicitation.
3. **NOTICE TO BIDDERS:** All bids are subject to the provisions of the Instructions to Bidders, special terms and conditions specific to this Invitation for Bids, the specifications, and the Terms and Conditions. **The County** objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any language appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.**  
By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
4. **EXECUTION:** Failure to sign the bid response will render bid invalid.
5. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, (3) Terms and Conditions, and (4) Instructions to Bidders.
6. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, bidder's offer shall be valid for 60 days from the date of bid opening. Preference may be given to bids allowing not less than 60 days for consideration and acceptance.
7. **PROMPT PAYMENT DISCOUNTS:** Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
8. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
9. **INFORMATION AND DESCRIPTIVE LITERATURE:** Bidder is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
10. **RECYCLING AND SOURCE REDUCTION:** It is the policy of this County to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective. We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use. Companies are strongly urged to bring to the attention of the purchasers those products or packaging they offer which have recycled content and that are recyclable.
11. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum from Wake County Procurement Services. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
12. **ACCEPTANCE AND REJECTION:** The County reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If an extended price is obviously in error, the unit price will control.
13. **REFERENCES:** The County reserves the right to require a list of users of the exact item offered. The County may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
14. **TAXES:**
  - **FEDERAL:** All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.
  - **OTHER:** Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.

15. **AWARD OF CONTRACT:** The County will consider such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by the County to be pertinent or peculiar to the purchase in question. Unless otherwise specified by the County or the bidder, the County reserves the right to accept any item or group of items on a multi-item bid. In addition, Wake County reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by Wake County to be pertinent or peculiar to the purchase in question.
16. **HISTORICALLY UNDERUTILIZED BUSINESSES:** The County 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.

**17. CONFIDENTIAL INFORMATION:**

Wake County is subject to North Carolina's Public Records Act located in Chapter 132 of the North Carolina General Statutes. As a result, information submitted to and received by Wake County in response to a Request for Proposal/Request for Bid/Request for Quote/Request for Qualifications, or any other procurement method (collectively "Procurement Process"), is considered public record and may be released for public inspection after the contract award, or as otherwise permitted under NCGS § 143, without further notice to the proposer. The County does not intend to elicit confidential or trade secret information in response to a Procurement Process and assumes no responsibility for the submission of such information. Wake County reserves the right to share any information submitted in response to a Procurement Process with any person(s) or firm(s) involved in the review and evaluation phase of the Procurement Process.

If a proposer nonetheless submits information in a bid proposal or other response to a Procurement Process and it considers such information to be confidential, then all four requirements of [NCGS 132-1.2](#) "Confidential Information" must be met for the County to consider withholding the information from public inspection in response to a public records request. **Among other legal requirements, information deemed to be "confidential" or "trade secret" by proposer must be clearly marked as such on the face of the document(s) at the time of the initial disclosure/submittal of RFP.** In addition, although not required by law, Wake County requests that any proposer who submits a proposal or response containing any such designation of confidentiality also submit a second copy of the proposal or response with the respective page(s) or section(s) redacted. The County will not agree to withhold an entire proposal or response from public inspection; thus proposers should refrain from including blanket restrictions on disclosure or all-encompassing claims of confidentiality.

When a public records request is made for information contained in or attached to a proposal or response that has been clearly marked as "trade secret" or "confidential" upon its submission, Wake County may, in its discretion and without further notice, release the redacted copy of the proposal or response to the requester if one has been previously submitted. Otherwise, the proposer will be notified of the request and given an opportunity to provide within a reasonable period a written explanation of the basis for claiming protection under N.C.G.S. 66-152 and N.C.G.S. 132-1 and/or a redacted proposal or response. The County shall make the final determination on release of the information. Should any civil action be brought against the County in an effort to compel or prevent the disclosure of information contained in a proposal or response that is deemed confidential by a proposer, the proposer may participate at its own expense; and by deeming any information in a proposal or response confidential, proposer further agrees to indemnify and hold harmless the County for and against any costs incurred by the County as a result of such litigation, including but not limited to fees or expenses arising out of N.C.G.S. 66-153 and N.C.G.S. 132-9.

18. **SAMPLES:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the bidder's expense. Written request for the return of samples must be made within 10 days following date of bid opening. Otherwise the samples will become the property of the County. Each individual sample must be labeled with the bidder's name, bid number, and item number. A sample, on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.
19. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns and the singular of any word or phrase shall be read to include the plural and vice versa.
20. **IRAN DIVESTMENT ACT:** By signing this agreement or acceptance of this contract/purchase order or by submission of any bid, proposal, etc., vendors, contractors certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to [NCGS 147 Article 6E, Iran Divestment Act](#), Iran Divestment Act Certification. Vendors and contractors shall not utilize any subcontractor that is identified on the Final Divestment List. In addition, any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

21. **E-VERIFY:** To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.
22. **FEDERAL UNIFORM GUIDANCE:** If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):
- Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)
23. **ANTI-DISCRIMINATION:** In consideration of signing this Agreement, the Parties hereby agree not to discriminate in any manner on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability with reference to the subject matter of this Contract. The Parties agree to comply with the provisions and intent of Wake County Ordinance SL 2017-4. This anti-discrimination provision shall be binding on the successors and assigns of the Parties with reference to the subject matter of this Contract.

### **General Terms and Conditions for Goods and Services**

1. **Default and Performance:** In the event any equipment, software, or service furnished by the contractor in the performance of any contract awarded by the county should fail to conform to the contract specifications, the County may cancel and procure the articles or services from other sources and hold the Contractor responsible for any excess costs occasioned thereby. The County reserves the right to require performance bond or other acceptable alternative guarantees from the Contractor without expense to the County, if so indicated in the bid. The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.
2. **Governmental Restrictions:** In the event any governmental restrictions are imposed that necessitate alteration of the material, quality, workmanship, or performance of the items offered prior to their delivery, it shall be the responsibility of the Contractor to notify the County in writing, at once, indicating the specific regulation that required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
3. **Availability of Funds:** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this agreement. If funds to affect such payment are not available, the Contractor agrees to take back any affected equipment and products furnished under this contract, terminate any services supplied to the County under this contract, and relieve the County of any further obligation thereof.
4. **Taxes:** The County of Wake is exempt from Federal excise taxes and no payment will be made for any personal property taxes levied on the contractor or on any taxes levied on employee wages. Applicable State or local sales taxes shall be invoiced as a separate item.
5. **Situs:** The place of this contract or purchase order, its situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or in tort, relating to its validity, construction, interpretation and enforcement shall be determined.
6. **Governing Laws:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
7. **Inspection at Contractor's Site:** The County reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
8. **Payment Terms:** Payment terms are Net 30 days after receipt of correct invoice or acceptance of goods, whichever is later. Payment terms for services are due and payable the month following the month for which charges accrue, or in accordance with the contract payment schedule. The using agency is responsible for all payments under the contract.
9. **Affirmative Action:** The contractor will take affirmative action in complying with all Federal and State requirements.
10. **Condition and Packaging:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.

11. **Standards:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation 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 state inspector, which customarily requires 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. 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.
12. **General Indemnity:** The contractor shall hold and save the County of Wake, its officers, agents and employees, harmless from liability of any kind, including all claims and losses, accruing or resulting to any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation that may be injured or damaged by the Contractor in the performance of this contract and that are attributable to the negligence or intentionally tortuous acts of the Contractor.
13. **Advertising/Press Release:** The contractor shall not publicly disseminate any information concerning the contract without prior written approval from the County of Wake or its agent.
14. **Patent, Copyright, and Trade Secret Protection:**
  - a. No deliverable(s) produced, in whole or in part, under this contract, shall be the subject of an application for copyright or patent by or on behalf of the Contractor, its employees, agents, officers, assigns, or subcontractor(s). The Contractor, at its own expense, shall defend any action brought against the County to the extent that such action is based upon a claim that the equipment or software supplied by the Contractor, or the operation of such equipment pursuant to a current version of Contractor-supplied operating software, infringes a United States patent, or copyright or violates a trade secret. The Contractor shall pay those costs and damages finally awarded against the County in any such action. Such defense and payment shall be conditioned on the following:
    - 1) That the Contractor shall be notified within a reasonable time in writing by the County of any such claim; and
    - 2) That the Contractor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise provided, however, that the County shall have the option to participate in such action at its own expense.
  - b. Should the machines, or software, or the operation thereof become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement of a United States patent, copyright, or a trade secret, the County shall permit the Contractor, at its option and expense, either to procure for the County the right to continue using the equipment or software, or to replace or modify the same so that they become noninfringing and continue to meet bid specifications. If neither of these options can reasonably be taken, or if the use of such equipment or software by the County shall be prevented by injunction, the Contractor agrees to take back such equipment or software, and refund any sums the County has paid Contractor less any reasonable amount for use or damage and make every reasonable effort to assist the County in procuring substitute equipment or software. If, in the sole opinion of the County, the return of such infringing equipment or software makes the retention of other items of equipment or software acquired from the Contractor under this contract impractical, the County shall then have the option of terminating the contract, or applicable portions thereof, without penalty or termination charge. The Contractor agrees to take back such equipment or software and refund any sums the County has paid Contractor less any reasonable amount for use or damage.
15. **Access to Persons and Records:** Pursuant to N.C. General Statutes, and Federal law, the County Auditor, appropriate federal officials, and their respective authorized employees or agents are authorized to examine all books, records, and accounts of the Contractor insofar as they relate to transactions with any department, board, officer, commission, institution, or other agency of Wake County Government pursuant to the performance of this contract or to costs charged to this contract. The Contractor shall retain any such books, records, and accounts for a minimum of three (3) years after the completion of this contract.
16. **Assignment:** No assignment of the contractor's obligations or right to receive payment hereunder shall be permitted. However, upon written request and approval by the issuing purchasing authority, the Agency may:
  - a. Forward the contractor's payment check(s) directly to any person or entity designated by the contractor, or
  - b. Include any person or entity designated by contractor as a joint payee on the contractor's payment check(s).
  - c. In no event shall such approval and action obligate the County to anyone other than the contractor and the contractor shall remain responsible for fulfillment of all contract obligations.
17. **Termination for Convenience (Service and Indefinite Quantity Contracts Only):** The County may terminate this contract, in whole or in part, by giving 30 days prior notice in writing to the Contractor. Such notice of cancellation, as required herein, shall be transmitted via US Mail, email or fax, with receipt confirmed. The 30 days' notice for termination shall begin on the day the receipt is confirmed.
18. **Limitation of Liability:**
  - a. Where equipment is under the County's exclusive management and control, the Contractor shall not be liable for any damages caused by the county's failure to fulfill any County responsibilities of assuring the proper use, management and supervision of the equipment and programs, audit controls, operating methods, office procedures, or for establishing all proper checkpoints necessary for the County's intended use.

- b. The liability amount may be adjusted by the issuing agency based upon a documented total risk assessment, but in no event shall the liability for damages be less than the total value of the contract. The foregoing limitation of liability shall not apply to the payment of costs and damage awards referred to in the Paragraph entitled "Patent, Copyright, and Trade Secret Protection", to claims covered by other specific provisions calling for liquidated damages or specifying a different limit of liability, or to claims for injury to persons or damage to property caused by Contractor's negligence or willful or wanton conduct. This limitation of liability does not apply to the receipt of court costs or attorney's fees that might be awarded by a court in addition to damages after litigation based on this contract.

**19. Contractor's Liability for Injury to Persons or Damage to Property:**

- a. The Contractor shall be liable for damages arising out of injury to the person and/or damage to the property of the County, employees of the County, persons designated by the County for training, or any other person(s) other than agents or employees of the Contractor, designated by the County for any purpose, prior to, during, or subsequent to delivery, installation, acceptance, and use of the equipment either at the Contractor's site or at the County's place of business, provided that the injury or damage was caused by the fault or negligence of the Contractor.
- b. Contractor shall not be liable for damages arising out of or caused by an alteration or an attachment not made or installed by the Contractor, or for damage to alterations or attachments that may result from the normal operation and maintenance of the Contractor's equipment.

**20. Changes:** This order or contract is awarded subject to shipment of quantities, qualities, and prices indicated by the order or contract, and all conditions and instructions of the order and the contract or proposal on which it is based. Any changes made to this order or contract proposed by the contractor is hereby rejected unless accepted in writing by the County. The County shall not be responsible for goods or services delivered without a written purchase order or authorization from the applicable County purchasing authority.

Where the County requests a change, the contractor may submit a request for contract adjustment, which shall be in the form of a complete change proposal fully supported by factual information and shall separately identify all increases and all decreases in costs. The request shall be submitted by a senior official authorized to bind the Contractor in a signed writing.

**21. Price Adjustments (Term Contracts Only):** Any price changes, downward or upward, which might be permitted during the contract period, must be general, either by reason of market change or on the part of the Contractor to other customers.

- a. **Notification:** Must be given to the issuing purchasing authority, in writing, concerning any proposed price adjustments. Such notification shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
- b. **Decreases:** Shall receive full proportionate benefit immediately at any time during the contract period.
- c. **Increases:** All prices shall be firm against any increase for 180 days from the effective date of the contract. After this period, a request for increase may be submitted with the county reserving the right to accept or reject the increase or cancel the contract. Such action by the county shall occur not later than 15 days after the receipt of a properly documented request for price increase. Any increases accepted shall become effective not later than 30 days after the expiration of the original 15 days reserved to evaluate the request for increase.
- d. **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variance with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate item.

**22. Transportation:** Transportation of goods shall be FOB Destination. Freight, handling, hazardous material charges, and distribution and installation charges shall be included in the total price of each item. Any additional charges shall not be honored for payment unless authorized in writing by the County.

**23. Signature Warranty:** Each individual signing warrants that he or she is duly authorized by the Party to sign this contract and bind the Party to the terms and conditions of this contract.

**24. Compliance with Laws:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

**25. Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall be enforced only to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

**26. Federal Intellectual Bankruptcy Act:** The Parties agree that Wake County shall be entitled to all rights and benefits of the Federal Intellectual Bankruptcy Act, Public Law 100-506, and any amendments thereto.



# **RFB #24-022 Scope of Work**

## **Multi-Site Controls Upgrade**

Wake County is seeking proposals for providing labor and material to upgrade the existing HVAC network controller and software at the following locations:

- Leesville Community Library - 5105 Country Trail Raleigh, NC 27613
- General Services Center – 401 Capital Blvd. Raleigh, NC 27603
- Law Enforcement Training Center – 2300 Law Enforcement Dr. Raleigh, NC 27610

Work must commence immediately following bid acceptance and contract issuance.

### **SCOPE OF WORK:**

- General Scope of work includes removing and replacing the existing building level network controllers at three facilities, upgrading the existing control system software and graphics, and providing building analytics.
- General
  - Permits - Contractor is responsible for obtaining and paying for any necessary permits and inspections and installing the systems in compliance all applicable codes. A permit allowance of \$5,000 should be included in the bid.
  - Remove and dispose of all trash and existing equipment
  - Provide one year warranty on parts and labor from time of final inspection.
- Controls Migration / Upgrade
  - Migrate existing building controls system from the legacy Continuum platform to a modern platform at or above the County's current software versions.
  - Graphics, scheduling, trends, and programming must all be accessible and modifiable through the graphical front end of the system on a single software platform.
  - Existing software and server cannot be used for HVAC controls after the upgrades are complete.
  - Approved Manufacturers/versions include:
    - Schneider Ecostruxture (ASP 3.2.4.22, Workstation 3.2.3.59)
    - Siemens Desigo (V6.0)
    - Tridium Niagara – Honeywell (N4.10.1.36)
  - Reestablishing building analytics for the buildings including long term trends, error detecting, and performance monitoring.
  - Setup 15-minute trends for all hard points and setpoints
  - New graphics shall be developed for the building. Graphics developed should use Cary Regional Library as the template.
  - Schedule for AHU shall be set up
  - Alarms should be setup for
    - Non-paged Alarms:
      - Pump/Fan Status
      - Dirty Filter
    - Pages Alarm
      - Pump VFD
      - Fan VFD
      - Boiler Alarm
      - Chiller Alarm
      - Fire Alarm Active
      - Freezstat
      - AHU High Limit

- Upgrade global controllers and integrate existing field controllers:
  - Backup existing NET Controller database
  - Remove existing NET Controller and replace with new network controller
  - Integrate existing field controllers into the new network controller
  - Verify operation once complete
- Within each control panel:
  - Replace all relays with new. Existing sockets to remain [A]
  - Replace existing transformers with new [B]
  - Replace existing DIN rail mounted DC supplies [C]
  - Provide new phenolic label for both panels
- Replace CX or BCX with new network controller. Use existing network connection. County to keep the CX and BCXs.
- Provide new enclosure space as necessary to support the migration and integration of the new plant controller. Existing cabinets can be used if space permits. New enclosure should be equipped with the same type of wire management as the existing cabinets (finger type wire duct – Panduit)
- Perform all wiring in accordance with all local and national codes.
- Provide surge transient protection and power conditioners shall be incorporated in design of system to protect electrical components
- All new devices should run in conduit within the mechanical room.
- Power and Low Voltage Conduit: Conduit shall be EMT for interior, galvanized rigid for exterior. Use metallic flexible seal tight conduit for final connections (3 ft maximum). Minimum ¾" size conduit. EMT conduit shall be pre-colored conduit – Blue for controls, Orange for Networking, and plain galvanized for power.
- Update network control drawing, coordination, programming, graphics and verify operation
- Existing control sequences will be used for the new systems, but the new system will give additional features and functionality for trending, alarming, and scheduling
- One-year warranty on all new installed control equipment.
- Control and interlock wiring for new controllers and AS using plenum rated cable where approved by code (All existing relays, transmitters, valves, actuators, status switches, etc. will be re-used and we will utilize existing wiring and conduit where compatible)
- Removal of demolished equipment and devices unless directed otherwise prior to work taking place
- Transition of Building Analytics from Continuum to EcoStruxure
- Complete all necessary hardware and software upgrades to allow the decommissioning of the existing server running the Schneider Andover Continuum building management system.
- Provide any assistance necessary to Wake County GSA to fully decommission the server.

## SUBMITTALS:

- The following submittals shall be sent to the County:
  - Controls submittal shall be submitted and approved before materials are ordered or work is started.

Submittal shall include the following:

- Manufacturer's Product Data for each and all types of products specified.
- Schematic flow diagram showing fans, pumps, coils, dampers, valves, and control devices.
- Each control device labeled with setting or adjustable range of control.
- Diagrams for all required electrical wiring. Clearly differentiate between factory-installed and field-installed wiring.
- Details of control panel faces, including controls, instruments, and labeling.
- Written description of sequence of operation.
- Trunk cable schematic showing programmable control unit locations and trunk data conductors.
- Listing of connected data points, including connected control unit and input device. Itemized list should include each point name per Wake County's point name convention, the control point name and description.
- Devices with imported points which do not follow the County's point name convention should be converted in a field panel to follow the convention.

- System configuration showing peripheral devices, batteries, power supplies, diagrams, modems, and interconnections.
  - Software description and sequence of operation. This shall include both printed and electronic copies of the program. It shall also include a layman's description of the sequence and a flow chart for a non-programmer's interpretation.
  - System configuration diagram showing all panel types and locations as well as communications network and workstations.
- As-Built control drawings at the end of the installation
- Training – Include training with this project
  - Training should include two 4-hour sessions and include the function of the system, how the specific buildings have been upgraded and a question-and-answer portion to include any other technical aspect of the system
  - Technician should be capable of modifying the system and graphics during the training hours.

## **CONTRACTOR USE OF SITE AND PREMISES:**

1. The building is occupied 5-7 days/week. Time Restrictions are:
  - a. Work that will not affect system operation: Daytime work 7:30am to 4:30pm
  - b. Work that will remove any equipment from operation: 9 PM to 8 AM M-F
  - c. Work with mechanical contractor as necessary to accomplish shutdown and start up quickly.
  - d. Saturday or Sunday work only allowed if approved. The work must be scheduled and approved in advanced with Wake County.
  - e. All deliveries shall be to contractor's shop. No delivers will be accepted on site. Contractor shall deliver all materials to site between 8:00 AM and 4:00 PM.
2. Site Limitation and Access: Access to the building will be through rear mechanical room entrance.
3. Site Safety: Contractor is responsible and must comply with all OSHA standards.
4. The contractor will have a designated lay-down area in mechanical yard and mechanical room.
5. Site Debris & Dumpster: Debris and food trash is to be removed on a daily basis. The contractor is not allowed to use the facilities' dumpster.
6. Protect Work Area: Contractor is required to protect the areas surrounding the work areas. This includes protecting the furniture and equipment.
7. Toilet Facilities: Contractor should provide portable toilet.
8. Security & Photo ID badges: The job superintendent and project manager will have photo ID issued by Wake County Security. All other on-site personnel will have the generic number badge. The generic badges are controlled by the contractor.
9. Equipment Shut-down: All systems must remain operational at all times. Temporary shutdowns will be scheduled in advance and will be minimized. All utility shutdown work must be arranged at least 72 business hours in advance with Owner.

## **AWARDED CONTRACTOR REQUIREMENTS:**

1. The contractor is responsible for applying for and obtaining any necessary permits and inspections.
2. Contractor is responsible for a full 1-year warranty from the date of final inspection. The warranty will include costs for all labor, parts, shipping, and taxes. Some manufacturers warranties may start before the substantial completion date however, you the contractor will be responsible for a full 1-year warranty on all items pertaining to the project.
3. Contractor shall have a dedicated Project Manager for this project to serve as a single point of contact.
4. Security & Photo ID badges: The job superintendent and project manager will have photo ID issued by Wake County Security. The job superintendent and project manager shall provide completed Wake County ID Badge/Access Card Request form to Wake County. Once people are approved, photo IDs will be issued from the Security office. The Security Office is located in the Basement of the Wake County Office Building. The badges are issued on Wednesdays from 8:00 a.m. – 5:00 p.m. and Friday mornings 8:30 a.m. – 12:00 p.m. All other on-site personnel will have the generic number badge. The generic badges are controlled by the contractor. There is a \$50/per lost photo ID badge charge and \$15/per lost generic badge charge.
5. COVID-19: The contractor shall follow the guidelines set forth by North Carolina State Government, Wake County Government, and the CDC. Contractor's employees shall practice social distancing and wearing of PPE. If the contractor determines that the pandemic conditions require them to stop work, the contractor is to email the Project Manager. In the event that work is stopped for any reason associated with the pandemic, the project time clock will stop until such time construction can restart.
6. Contractor Emergency Contact Information: The contractor is to provide emergency contact phone number that will be answered by the project superintendent or project manager 24 hours a day. This will only be used in an emergency.
7. Existing Conditions: Contractor shall document existing conditions before mobilizing on site. We recommend that the contractor take photos and forward them to the Engineer.
8. Work Area: The contractor's employees are to remain in the designated work areas; no wandering is permitted. There are cameras throughout the facility.
9. Site ethics & conduct: Contractor's employees should be mindful of their attire, language, and attitude. Food and drinks will only be allowed in designated areas.
10. Tobacco products (smoking, vaping, etc.), drugs, or alcohol are not allowed on Wake County Property.
11. Weapons are not allowed on Wake County Property. Tools of the trade are allowed but are not allowed to be left unattended.
12. Invoicing: Contractor's invoice must include the Wake County contract or purchase order number and have a unique invoice number (Ex: first invoice submitted XXXX-1 and the second invoice would be XXXX-2).
13. Equipment Shut-down Authorization: All systems must remain operational at all times. The overhead doors are used throughout the day and shutdowns will need to be communicated and scheduled. The contractor shall obtain an approved Life Safety/Mechanical Systems – Impairment Authorization Form from Wake County prior to any welding, burning activities or a utility shutdown. All utility shutdown work must be arranged at least 72 business hours in advance with Owner. There shall be a form completed per trade. The form must be signed and returned approved to contractor before proceeding with the shutdown.
14. Project Close-out Documents: Contractor shall provide to Wake County a Warranty letter dated from time of final inspection.