

**CUMBERLAND COUNTY, NC  
COMMUNITY DEVELOPMENT DEPARTMENT  
REQUEST FOR PROPOSALS**

**Maintenance Services for Transitional Housing Programs**

**PURPOSE**

Cumberland County Community Development (CCCD) seeks proposals from North Carolina qualified maintenance service providers, contractors or sub-contractors to perform minor construction tasks and cleaning to meet basic/local code requirements. The contract term will begin upon execution of the contract and end June 30, 2017 with the possibility of an extension.

**SCOPE OF SERVICES**

CCCD is in need of the following building maintenance services for residential units located in the Fayetteville/Cumberland County area.

1. The maintenance service provider/contractor/sub-contractor will perform minor construction tasks, trash removal, and cleaning of the unit (interior/exterior) upon move out and ongoing maintenance services (as needed). Maintenance services include, but are not limited to:
  - Electrical
    - Repair of receptacles, switches, florescent lighting
    - Electrical drops
    - Breakers
  - Plumbing
    - Water leaks
    - Toilets and Urinals
    - Clogs
  - Door and Window Repair
  - Floor repair
  - Painting and Wall Repair
  - Fire code deficiencies
    - Fire extinguisher recharge and inspection
    - Exit sign and emergency lighting
  - HVAC preventive maintenance, service and repair
  - Minor interior construction
  - General Maintenance
    - Ceiling
    - Light bulb replacement
  - Snow removal/clearance of sidewalks (as needed);

**SUBMISSION DEADLINE**

Submission Deadline for Proposals is: **4:00 pm, Wednesday, June 29, 2016** (no exceptions).  
Electronic submissions will not be accepted.

Proposals must be submitted to:

**Sylvia McLean, Director  
Cumberland County Community Development  
707 Executive Place  
Fayetteville, NC 28305**

It is the sole responsibility of the proposer to ensure the proposal is received before the submission deadline. A proposer shall bear all risks associated with delays in mail, courier services, or delivery.

**WHO CAN APPLY / QUALIFICATIONS**

1. Applicant must have a current certification with no pending disciplinary actions.

**PROPOSAL SUBMITTAL INSTRUCTIONS**

Each proposal should include the following:

1. Background
  - a. Firm/individual name, address, phone number, name of authorized representative;
  - b. Specific qualifications of the firm regarding the scope of services described above.
2. Resumes and evidence of certifications of personnel that will perform the services under the contract with the County.
3. In consideration of all the requirements contained herein, prices must be divided into three categories for each of the above scopes as follows:
  - (1) standard service call – provide response time in proposal
  - (2) emergency service call –provide response time in proposal
  - (3) ultimate emergency – immediate response required.
4. A Certificate of Insurance evidencing general liability and auto liability coverage.

The qualified person or firm will submit RFP application directly to CCCD.

**EVALUATION CRITERIA**

Proposals will be reviewed by a selection committee composed of CCCD staff. Evaluation will be based primarily on the experience and qualifications of the firm or individuals.

**CONTRACT TERM**

The contract for services will begin upon contract execution and end June 30, 2017. The contract may be renewed for an additional one-year period at CCCD's discretion.

**GENERAL CONDITIONS AND STIPULATIONS**

County's Right Reserved

The County reserves the right to accept or reject any or all proposals in whole or in part, to accept the proposal which, in the judgment of the County, is most advantageous to the County, and to re-advertise if desired.

Incurred Costs

The County will not be liable for any costs incurred in proposal preparation. The proposal will become the County's property upon receipt.

#### Confidentiality

Much of the information presented in the proposals will be available for public review. The County of Cumberland is subject to certain legal obligations to grant public access to the information submitted.

#### Interest of Public Officials

No member, officer or employee of the County during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this proposal or the proceeds thereof.

#### Indemnification

The respondent agrees to protect, defend, indemnify, and hold harmless the County, its elected and appointed officials, agents, and employees from and against any and all liability, damages, claim suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, or damage to the property or other rights of any persons caused by respondent's proposals or subsequent submittals. The respondent's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of project or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

#### Ownership

All documents and materials prepared pursuant to this proposal are the property of the County. The County shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this process.

#### Verbal Agreement

No verbal agreement or conversation with any elected or appointed official, agent or employee of the County, either before, during, or after the submittal of this proposal shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the consultant to any additional compensation or consideration whatsoever under the terms of this request for proposal.

#### Equal Employment Opportunity

Consultant will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws.

#### Minority and Women Business Enterprise (MWBE)

The Cumberland County has adopted MWBE policies to encourage participation by minority businesses as a part of professional service projects. Therefore, we will include in our evaluation minority participation proposed by interested consultants. Copies of our MWBE policies can be provided as requested.

#### Drug-Free Workplace

Cumberland County is a drug-free workplace employer. The Cumberland County Board of Commissioners has adopted a policy requiring County construction and service contractors to provide a drug-free workplace in the performance of any County contract.

In order to be eligible to submit a proposal for a service contract, a prospective primary vendor must certify that it will, if awarded the contract, provide a drug-free workplace during the performance of the contract. The requirement is met by:

Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken for violations of such prohibitions.

1. Establishing a drug-free awareness program to inform about dangers of drug abuse in the workplace, the contractor's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed upon employees for a drug violation.
2. Notifying each employee that as a condition of employment, the employee will abide by the terms of prohibition outlined in item 1 above and notify the contractor of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
3. Notifying Cumberland County within ten (10) working days after receiving from an employee a notice of criminal drug statute conviction or after otherwise receiving actual notice of such conviction.
4. Imposing a sanction on, or requiring the satisfactory participation in a drug counseling, rehabilitation or abuse program by an employee convicted of a drug crime.
5. Making a good faith effort to continue to maintain a drug-free workplace for employees.

If the prospective vendor is an individual, the drug-free workplace requirement is met by not engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.

By submitting a proposal, a prospective primary vendor certifies that it and all sub-vendors will comply with the Cumberland County's drug-free workplace requirement. A false certification or the failure to comply with the above drug-free workplace requirements during the performance of a contract shall be grounds for suspension, termination, or debarment.

#### Ineligible Bidders

All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Consultants nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Consultants. All respondents must also remain current and not be in default of any obligations due Cumberland County including, but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to Cumberland County.

The applicant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

#### **QUESTIONS**

Please call 910-323-6112 if you have additional questions or send questions to Sylvia McLean via email to [smclean@co.cumberland.nc.us](mailto:smclean@co.cumberland.nc.us).