



Internal Services

Comprehensive Facility Condition Assessment and Improvement Plan

Date of Issue: July 13, 2026

Questions Due Date: 5:00pm, July 27, 2026

Qualification Package Due Date: 5:00pm, August 10, 2026

Direct all inquiries concerning this RFQ to:

Jeremy Stefanko

Internal Services Director

Email: jstefanko@cumberlandcountync.gov

Phone: 910-321-6935

Qualification Packages shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

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1.0 PURPOSE AND BACKGROUND

Cumberland County (the “County”) is soliciting statements of qualifications from experienced and qualified vendors to inspect, evaluate, collect and report on the overall condition of County facilities – to include interior, mechanical, electrical, roofing, envelope and structure of buildings, and ADA accommodations. The Facility Condition Assessment (FCA) will include 40 County facilities, which vary in age, size, and use.

The purpose of this RFQ is to engage a professional firm capable of evaluating the physical condition of county facilities by identifying deficiencies, estimating relative condition ratings, and providing a prioritized, weighted list of facilities and issues to inform capital planning, budgeting, and long-term asset management. The objective is to address immediate infrastructure needs and long-term capital planning through a data-driven, sustainable, and manageable approach.

The successful vendor will collaborate with the Internal Services Department, County Management, and other stakeholders, to review the findings and recommendations and provide prioritized recommendations. The selected vendor may be required to participate in presentations to leadership and staff. The successful firm will not only demonstrate expertise in the facility assessment, but also in analyzing and communicating the facility assessment results to various stakeholders.

2.0 REQUEST FOR QUALIFICATION INSTRUCTIONS AND REQUIREMENTS

2.1 RFQ DOCUMENT

The RFQ is comprised of the base RFQ document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFQ in advance of any contract award are incorporated herein by reference. By submitting a qualification package, 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 RFQ. If a vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the County to receive a better response, 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 2.3.

Vendors shall populate all attachments of this RFQ that require the vendor to provide information and include an authorized signature where requested. Failure to include required documents and/or signatures, where requested, will result in rejection of submitted qualification packages.

2.2 RFQ RESPONSE REQUIREMENTS

Qualification packages, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below.

Mailing address for delivery of qualification packages via US Postal Service	Office address of delivery by any other method (special delivery, overnight, or any other carrier)
<i>RFQ TITLE: Comprehensive Facility Condition Assessment and Improvement Plan</i> 426 Mayview Street Fayetteville NC 28306	<i>RFQ TITLE Comprehensive Facility Condition Assessment and Improvement Plan</i> 426 Mayview Street Fayetteville NC 28306

IMPORTANT NOTE: All qualification packages shall be physically delivered to the office address listed above before the qualification package deadline of 5:00pm, August 10, 2026, regardless of the method of delivery. All risk of late arrival due to unanticipated delay—whether delivered by email, hand, U.S. Postal

Service, courier or other delivery service is entirely on the vendor. It is the sole responsibility of the vendor to have the qualification package to the County department specified by the specified time and date of opening. Any qualification packages received after the submission deadline will be rejected.

- a) Submit **one (1) signed, original executed** qualification package response, 4 photocopies, and 1 electronic copy on a flash drive.
- b) Submit your qualification package response in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFQ title; and (3) the due date. Address the package(s) for delivery as shown in the table above. Qualification packages will be subject to rejection unless submitted with the information above included on the outside of the sealed response package.
- c) The electronic copies of your qualification package must be provided on a flash drive. The files **shall NOT** be password protected, shall be in .PDF or .XLS format, and shall be capable of being copied to other media including readable in Microsoft Word and/or Microsoft Excel.

All addendums and/or corrections will be posted on the Cumberland County Vendor Self Service site <https://ccmunis.co.cumberland.nc.us/vss/Vendors/VBids/Default.aspx>. Vendors who submit a notice of intent to respond to jstefanko@cumberlandcountync.gov will receive addendums by email.

2.3 RFQ QUESTIONS

Written questions shall be emailed to jstefanko@cumberlandcountync.gov and fphillips@cumberlandcountync.gov by 5:00 pm on July 27, 2026. Vendors should enter "RFQ Comprehensive Facility Condition Assessment and Improvement Plan: Questions" as the subject for the email. Questions will not be answered by phone. Question submittals should include a reference to the applicable RFQ section.

Questions received prior to the submission deadline date, the County's response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Cumberland County Vendor Self Service Site, <https://ccmunis.co.cumberland.nc.us/vss/Vendors/default.aspx> and shall become an Addendum to this RFQ. **Vendors who submit an intent to respond will receive addendums by email.** Vendors shall rely *only* on written material contained in an Addendum to this RFQ. **Vendors should not contact any other County employees, besides those listed above, during the evaluation process. Vendors who contact any other County employees may be disqualified.**

Any questions considered minute in nature or that point to an error in the RFQ or that the County determines will produce information required for all vendors to submit a responsible qualification package, may be answered at the County's discretion after the specified date and time. Such questions that are received after the deadline are not guaranteed to be answered and if the questions qualify as "minute in nature" shall be determined at the sole discretion of the County.

2.4 RFQ TERMS & CONDITIONS

It shall be the vendor's responsibility to read the instructions, the County's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ, 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 RFQ.

Questions, issues, or exceptions regarding any term, condition, or other component within this RFQ, must be submitted as questions in accordance with the instructions in Section 2.3 RFQ QUESTIONS.

If a vendor desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in this RFQ, about whether specific language proposed as a modification is acceptable to or will be considered by the County. It is the County's sole discretion to accept or reject requested modifications and/or exceptions.

3.0 NOTICES TO VENDOR

3.1 PROHIBITED COMMUNICATIONS AND CONFIDENTIALITY

PROHIBITED COMMUNICATION: Each vendor submitting a qualification package, including its representatives, subcontractors, and suppliers, is prohibited from having any communication with any employees or members of the board of commissioners of the County except those employees of the County's Finance Department as designated in this RFQ. A vendor who does not comply with this provision may be disqualified from award of a contract.

!IMPORTANT INFORMATION! CONFIDENTIAL INFORMATION: The qualification package must not contain any information marked as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Trade Secrets Protection Act (the "Act") as set out in Article 24 of Chapter 66 of the North Carolina General Statutes, **unless the vendor has noticed the County Finance Department of its intent to designate any information in the qualification package as such and received permission from the County Finance Department to do so in writing.** Vendor's notice to the County Finance Department must be in writing and must describe the information for which confidentiality is requested and explain how the information is a "trade secret" as defined in G.S. § 66-152(3). If the County Finance Department determines the information for which confidentiality is requested is a "trade secret" covered by the Act, it will notify the vendor how to mark the information in the qualification package and will identify the measures that County will take to protect the confidentiality of the information. Vendor's submission of a qualification package after receipt of this notice from the County Finance Departments shall be deemed to be acceptance of the County Finance Department's statement of how it will maintain confidentiality. If the County Finance Department determines the information for which confidentiality is requested is not a "trade secret" covered by the Act, it will notify vendor of that determination. Any qualification package marked with any information as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Act in violation of this section shall be regarded as not responsive to the request for qualifications and shall not be considered.

3.2 QUALIFICATION PACKAGE COMPLIANCE

It is in the best interest of vendors to submit qualification packages that are clear, concise, and easily understood. Qualification packages should provide information essential for a straightforward and concise description of vendor capabilities to satisfy the requirements of the RFQ specifications.

Vendors may include any optional data not provided elsewhere and considered to be pertinent to this RFQ as an addendum.

Vendors are urged and cautioned to read the RFQ completely as noncompliance with requirements may result in qualification package rejection. Section 4.0 requirements and request for information must be in the same order with the same titles as listed in Section 4.0. Qualification packages should be easy to follow, and all sections should be easily identified.

The specifications included in this RFQ describe the services that the County feels are necessary to meet the performance requirements of this RFQ and shall be considered the minimum standards expected of the vendor. However, the specifications are not intended to exclude potential vendors.

If the vendor is unable to meet any of the specifications as outlined therein, vendors are advised to submit questions and concerns regarding the specifications during the question-and-answer period described in Section 2.3.

If the vendor does not indicate or submit questions or concerns regarding the specifications, the County shall assume it is able to fully comply with these specifications. The County shall be the sole and final judge of compliance with all specifications.

The County further reserves the right to determine the acceptability or unacceptability of all alternatives or deviations.

3.3 RFQ EVALUATION PROCESS

The County shall review all responses to this RFQ to confirm that they meet the specifications and requirements of the RFQ. The County shall not be required to hold interviews; however, depending on the number of responses and the information contained in the responses, the County may decide to conduct interviews with firms of its choice. The County reserves the right to request clarification of information submitted. Vendors may be required to provide a demonstration upon request.

Once qualification packages have been evaluated, staff will attempt to negotiate a scope and fee with the top-ranked firm and develop a mutually agreed upon contract for County approval. If for any reason the County and the selected firm cannot agree on a scope, fee, terms, or any other matter, the County will enter negotiations with the next most qualified firm.

The County reserves the right to reject all offers.

3.4 EVALUATION CRITERIA

All qualified responses will be evaluated and award made based on the following criteria to result in an award most advantageous to the County:

- | | |
|---|------------------|
| 1. Project Organization | 25 points |
| 2. Respondents Technical Approach | 25 points |
| 3. Qualifications and Experience of Firm | 25 points |
| 4. Qualifications and Experience of Staff | <u>25 points</u> |
| | 100 points |

3.5 METHOD OF AWARD

Qualification packages will be evaluated based on evaluation criteria and awarded based on best overall value.

The County reserves the right to reject all original qualification packages and request one or more of the vendors submitting qualification packages to submit a best and final offer (BAFO), based on discussions and negotiations with the County, if the initial responses to the RFQ have been evaluated and determined to be unsatisfactory.

4.0 SCOPE OF WORK & VENDOR'S QUALIFICATION PACKAGE CONTENT REQUIREMENTS

4.1 SCOPE OF WORK

Cumberland County is seeking a qualified vendor to provide detailed, non-destructive visual inspections for all 40 owned structures and to develop a comprehensive facility assessment, to include building condition and utilization. The selected vendor will utilize this information to develop a strategic, multi-year capital improvement plan for all buildings. The assessment shall include a comprehensive evaluation of structural components, interior elements and all critical mechanical and electrical systems across designated facilities. The vendor's comprehensive plan shall have accurate documentation of installation dates to forecast the remaining service life and replacement cycles for all major building systems. The plan shall include identification, prioritization and cost estimates for all necessary replacements including specific coding to track ADA compliance and general coding concerns. Additionally, the successful vendor will incorporate the results of a previous mechanical assessment and 10-year capital improvement plan of five critical buildings that will be completed in mid to late 2026. It is expected that the vendor shall conduct kick off and project update/status meetings with key staff, and develop a work plan including: assessment methodology, project timelines, resource allocation, and quality assurance processes. The plan shall include on-site assessments as described in this RFQ, and final reporting and presentations to key Boards and stakeholders.

A. OBJECTIVES

The vendor shall:

- Develop a comprehensive, multiyear capital improvement plan with timelines and cost estimates for replacement and or refurbishment of all systems and structures at all 40 Cumberland County owned facilities.
- Evaluate and provide information on effective current and future utilization of county facilities.
- Evaluate all facilities for compliance with all applicable laws, codes and regulations.
- Accomplish all tasks as listed below and throughout this RFQ regarding capacity, strategic planning, regulatory requirements, development of standards, and technology and data management tools.

B. TASKS

Capacity, Utilization, and Strategic Planning

- Development of a custom formula to measure and optimize utilization across all participating county departments.
- Analysis of staff location mapping (geocoding) to identify underutilized space, providing actionable recommendations for cost savings and operational improvements.
- Creation of facility standards based on industry best practices and community input to guide effective project implementation.
- Integration of community demographic data and local economic conditions to support long-term planning efforts.

Compliance, Regulatory Requirements, and Parking

- Verification that all 40 facilities meet essential legal and safety standards, including the Americans with Disabilities Act (ADA), International Building Code, Fire, Electrical, Mechanical and Plumbing codes.

- Execution of thorough building code and ADA surveys using specific, standardized checklists.
- Execution of comprehensive parking surveys, including specific evaluations and checklists for ADA-compliant parking spaces and accessible paths of travel.

Technology and Data Management

- All facility and asset data for the 40 locations must be managed via a centralized, web-based tool.
- Implement collection tools (e.g., tablets) to facilitate the direct upload of field data and digital imagery into the database.
- Provision of capital renewal modeling to predict future needs and calculate the Facility Condition Index (FCI) for every facility to assist in ongoing budgetary management.

Integration of Previous Mechanical Assessment of 5 Facilities

In mid to late 2026 a comprehensive Mechanical Assessment to develop a 10-year Capital Improvement Plan was developed for 5 critical facilities: Detention Center, Law Enforcement Center, Department of Social Services, Health Department and Animal Services. The selected vendor's facility assessment shall incorporate the results of this assessment into one comprehensive plan and timeline.

4.2 QUALIFICATION PACKAGE REQUIREMENTS

Qualification packages shall be provided on 8.5" x 11" paper with a maximum of twenty-five (25) standard typewritten pages, font size 11 or larger. The page limit does not include required County forms, front or back covers, table of contents and cover letter. The page limit does include the tabs and other dividers. Double sided pages will be counted as two (2) pages. Promotional literature, brochures, etc. will also be considered as part of the page limit. Packages which exceed the page limit may be rejected as non-compliant.

Qualification packages must include the required information below. Qualification packages shall be tabbed, using the titles identified in this section, to identify the required information. Tabs must be in the same order as listed below. Failure to submit this information may render the qualification package non-responsive. **Vendors are urged and cautioned to read the notices in Section 3.1. Noncompliance with the confidentiality requirements will result in a qualification package being considered nonresponsive.**

A. PROJECT ORGANIZATION

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

B. TECHNICAL APPROACH

Vendor's qualification package shall include, in narrative, outline, and/or graph form the vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

C. QUALIFICATIONS AND EXPERIENCE

Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the County of Cumberland. Vendor shall provide information as to the qualifications and experience of all executive, 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.

D. 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.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL ADDRESS

5.0 CONTRACT TERMS AND CONDITIONS

5.1 IRAN DIVESTMENT ACT

As provided in N.C.G.S. 147-86.55-69, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the North Carolina State Treasurer pursuant to G.S. 147-86.57(6) c, is ineligible to contract with the County of North Carolina or any political subdivision of the COUNTY.

5.2 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.

5.3 DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL

The CONTRACTOR certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

5.4 CONTRACT CHANGES

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

5.5 CONTRACT TERM

The Contract shall have an initial term of one year, beginning on the date of contract award (the “Effective Date”). The CONTRACTOR shall begin work under the Contract within 60 business days from the date the Notice to Proceed is issued.

At the end of the Contract’s current term, the COUNTY shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of two additional one-year terms.

5.7 INVOICES

- a) Invoices must be submitted to the following address: 426 Mayview Street
Fayetteville NC 28306
- b) Any applicable taxes shall be invoiced as a separate item.

5.8 PAYMENT TERMS

The CONTRACTOR will be paid net thirty (30) calendar days after the CONTRACTOR'S invoice is approved by the COUNTY.

5.9 APPROPRIATION OF FUNDS

The parties intend that contractual performances by either party beyond the first fiscal year after the execution of this agreement be contingent upon the continued funding and appropriation by the County Board of Commissioners. Therefore, the parties agree that services provided and payment due under this agreement will be provided upon a year-to- year basis contingent upon continued funding and appropriation. The fiscal year for Cumberland County begins on July 1 and ends June 30th.

5.10 FINANCIAL STABILITY

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

5.11 INSURANCE:

Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR and is of the essence of this Contract. All such insurance shall meet all laws of the County 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 CONTRACTOR shall not be interpreted as limiting the CONTRACTOR'S liability and obligations under the Contract. During the term of the Contract, the CONTRACTOR at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract.

5.12 GENERAL INDEMNITY

The CONTRACTOR shall hold and save the COUNTY, 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 tortious acts of the CONTRACTOR provided that the CONTRACTOR is notified in writing within 30 days that the COUNTY has knowledge of such claims. The CONTRACTOR represents and warrants that it shall make no claim of any kind or nature against the COUNTY'S agents who are involved in the delivery or processing of CONTRACTOR goods or services to

the COUNTY. The representation and warranty in the preceding sentence shall survive the termination or expiration of this Contract.

5.13 ENTIRE CONTRACT

This contract constitutes the entire understanding of the parties. In the event of a conflict between the COUNTY'S contract terms and the CONTRACTOR'S contract terms, the COUNTY'S terms shall be the overriding determining factor.

5.14 CONTRACT CANCELLATION

The COUNTY may terminate this contract at any time by providing 30 days' notice in writing from the COUNTY to the CONTRACTOR. If the contract is terminated by the COUNTY as provided in this section, the COUNTY shall pay for services satisfactorily completed by the CONTRACTOR, less any payment or compensation previously made.

5.15 LAWS AND ORDINANCES

The contract will be governed by North Carolina law.

5.16 COMPLIANCE WITH LAWS

CONTRACTOR shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with this contract, including those of federal, state, and local agencies having jurisdiction and/or authority.

5.17 CONTRACTOR REPRESENTATIONS

CONTRACTOR warrants that 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. CONTRACTOR agrees that it will not enter any agreement with a third party that may abridge any rights of the COUNTY under this Contract.

If any services, deliverables, functions, or responsibilities not specifically described in this Contract are required for CONTRACTOR'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, CONTRACTOR will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the CONTRACTOR to provide and deliver the Services and Deliverables.

CONTRACTOR certifies that it has not previously or currently:

- a. Had any criminal felony conviction, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, of CONTRACTOR, its officers or directors, or any of its employees or other personnel to provide services on this project, of which CONTRACTOR has knowledge.
- b. Had any regulatory sanctions levied against CONTRACTOR or any of its officers, directors or its professional employees expected to provide services on this project by any governmental regulatory

agencies within the past three years. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings.

- c. Had any civil judgments against CONTRACTOR during the three (3) years preceding submission of its qualification package herein.

Any personnel or agent of the CONTRACTOR performing services under any contract arising from this RFQ may be required to undergo a background check at the expense of the CONTRACTOR, if so requested by the COUNTY.

The COUNTY may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the COUNTY may request acceptable substitute personnel or terminate the contract services provided by such personnel.

Attachments to this RFQ begin on the next page.

ATTACHMENT A: INSTRUCTIONS TO VENDORS

1. **READ, REVIEW AND COMPLY:** It shall be the vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to vendors or elsewhere in this RFQ document.
2. **LATE SUMITTAL:** Late qualification packages, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the vendor's sole responsibility to ensure delivery at the designated office by the designated time.
3. **ACCEPTANCE AND REJECTION:** The County reserves the right to reject any and all qualification packages, to waive minor informality in qualification packages and to reject qualification packages with non-minor informalities, based on the sole discretion of the County.
4. **EXECUTION:** Failure to sign EXECUTION PAGE in the indicated space will render qualification package non-responsive, and it shall be rejected.
5. **GIFTS:** Gifts and favors to the County of any kind in any amount are prohibited.
6. **SUSTAINABILITY:** To support the sustainability efforts of the County of Cumberland we solicit your cooperation in this effort. All copies of the qualification package are printed double-sided.
7. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150 (1999), 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.
8. **INFORMAL COMMENTS:** The County shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the County during the competitive process or after award. The County is bound only by information provided in this RFQ and in formal Addenda issued through the State's IPS and the County's Vendor Self Service website.
9. **COST FOR QUALIFICATION PACKAGE PREPARATION:** Any costs incurred by vendor in preparing or submitting qualification packages are the Vendor's sole responsibility; the County of Cumberland will not reimburse any vendor for any costs incurred.
10. **VENDOR'S REPRESENTATIVE:** Each vendor shall submit with its qualification package the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's qualification package.
11. **SUBCONTRACTING:** The Contractor shall not assign or subcontract the work, or any part thereof, without the previous consent of Cumberland County, nor shall it assign, by power of attorney, operation of law, or otherwise, any moneys payable under the Contract without prior written consent of the County.

If the vendor proposes to subcontract work in this project, the subcontractor and the activity in this project are to be identified in the qualification package.

All subcontractors must be approved by the County and must conform to and comply with the same terms, standards and specifications applicable to the contracting firm.

The vendor shall be fully responsible and accountable to the County for the acts and omissions of its subcontractors, and of persons directly or indirectly employed by him.

12. **INSPECTION AT VENDOR'S SITE:** The County reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective vendor prior to Contract award, and during the Contract term as necessary for the County 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.
13. **AFFIRMATIVE ACTION:** The vendor will take affirmative action in complying with all Federal and County requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
14. **VENDOR REGISTRATION:** Vendors are not required to register as a vendor in our system in order to submit a response; however, registration is recommended so that vendor information is available for future opportunities. New vendors can register by visiting the following URL: <https://ccmunis.co.cumberland.nc.us/MSS/Vendors/Registration/Default.aspx> .

ATTACHMENT B: EXECUTION OF QUALIFICATION PACKAGE

EXECUTION

In compliance with this Request for Qualifications (RFQ), and subject to all the conditions herein, the undersigned vendor offers and agrees to furnish and deliver any or all items/services. By executing this qualification package, the undersigned vendor certifies that this qualification package is submitted competitively and without collusion, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible from covered transactions by any Federal or State department or agency. Furthermore, the undersigned vendor certifies that it and its principals are not presently listed on the Department of State Treasurer's Final Divestment List as per N.C.G.S 147-86.55-69.

The potential Contractor certifies and/or understands the following by placing an "X" in all blank spaces:

- _____ The County has the right to reject any and all qualification packages or reject specific qualification packages with deviated/omitted information, based on the County's discretion if the omitted information is considered a minor deviation or omission. The County will not contact vendors to request required information/documentation that is missing from a proposal packet. Additionally, if the County determines it is in its best interest to do so, the County reserves the right to award to one or more vendors and/or to award only a part of the services specified in the RFQ.
- _____ This qualification package was signed by an authorized representative of the Contractor.
- _____ The potential Contractor agrees to the conditions set forth in this RFQ with no exceptions.
- _____ Selection of a contract represents a preliminary determination as to the qualifications of the vendor. Vendor understands and agrees that no legally binding acceptance offer occurs until the Cumberland County Board of Commissioners, or its designee, executes a formal contract and/or purchase order.

Therefore, in compliance with the foregoing RFQ, and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish the services required.

Failure to complete, execute/sign (E-signature or handwritten) qualification package prior to submittal shall render the qualification package invalid and it WILL BE REJECTED.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & COUNTY & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

ATTACHMENT C: CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

- ☐ The vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

- ☐ The vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- ☐ The vendor is current in all amounts due for payments of federal and County taxes and required employment-related contributions and withholdings.
- ☐ The vendor is not the subject of any current litigation or findings of noncompliance under federal or County law.
- ☐ The vendor has no findings in any past litigation, or findings of noncompliance under federal or County law that may impact in any way its ability to fulfill the requirements of this Contract.
- ☐ He or she is authorized to make the foregoing statements on behalf of the vendor.

Note: This is a continuing certification and vendor shall notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, vendor shall explain the reason in the space below:

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the vendor]

ATTACHMENT D: LIST OF COUNTY FACILITIES

	Department	Address *city is Fayetteville unless otherwise noted	SQFT
1	Agricultural Extension Offices	301 E Mountain Drive	24,943
2	Alphin House	2736 Cedar Creek Road	2,752
3	Animal Services	4704 Corporation Drive	29,240
4	Bacote House	2130 Burnett Avenue	5,374
5	Bordeaux Library	3711 Village Drive	9,995
6	Bradford Building	109 Bradford Avenue	61,184
7	Building Maintenance Facility (BMF)	420 Mayview Street	23,944
8	Central Maintenance Facility (CMF)	426 Mayview Street	9,000
9	Cliffdale Library	6882 Cliffdale Road	15,402
10	Community Corrections (C5)	412 W Russel Street	27,382
11	Convention & Visitors Bureau	245 Person Street	6,832
12	Crown Coliseum	1960 Coliseum Drive	203,000
13	Crown Expo	301 E. Mountain Drive	60,129
14	Department Of Social Services	1225 Ramsey Street	254,933
15	Detention Center	204 Gillespie Street	318,000
16	Dorothy Spainhour (Child Care Center)	223 Hull Road	12,310
17	East Regional Library	4809 Clinton Road	19,078
18	Emergency Services	500 Executive Place	15,694
19	Fuller Building (leased)	314 Jasper Street	7,338
20	Headquarters Library	300 Maiden Lane	86,202
21	Health Department	1235 Ramsey Street	113,252
22	Historic Courthouse	130 Gillespie Street	39,485
23	Hope Mills Library	3411 Golfview Road, Hope Mills	9,358
24	Judge E. Maurice Braswell Courthouse	117 Dick Street	226,716
25	Landscaping & Grounds	807 Grove Street	5,046
26	Law Enforcement Center	131 Dick Street	117,000
27	North Regional Library	855 McArthur Road	22,676
28	Right Track Group Home	162 Sally Hill Circle	2,976
29	Roxie Facility	1724 Roxie Avenue	25,021
30	Safe Landing Group Home	4675/4679 McKinnon Farm Road	3,336
31	Sheriff Annex	1515 S Eastern Boulevard	15,144
32	Sheriff Training Center	4710 Corporation Drive	20,564
33	Solid Waste/Public Utilities/Ann Street Landfill	704 Ann Street	1,500
34	Spring Lake Family Resource Center	103 Laketree Boulevard, Spring Lake	20,307
35	Spring Lake Library	101 Laketree Boulevard, Spring Lake	11,903
36	Veterans Services	301 E Russell Street	4,860
37	Wellness Building	226 Bradford Avenue	4,965
38	West Regional Library	7469 Century Circle	14,090
39	Wilkes Road Landfill	771 Wilkes Road	400
40	Winding Creek Annex (leased)	707 Executive Place	6,661
			1,857,992