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**Edgecombe County**

**Request for Proposals (RFP)**

**Repairs/Maintenance at Pump Houses & Lift**

**Stations & On-Call Emergencies**

**RFP # 07-24 ECW&S**

**Issue Date: July 31, 2024**

**Response Deadline: August 23, 2024**

**Edgecombe County**

**Utilities Director**

**County Administration Building – Room 149**

**201 St. Andrew St. – PO Box 10**

**Tarboro, NC 27886**

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**EDECOMBE COUNTY REQUEST FOR REPAIRS/MAINTENANCE**

**AT PUMP HOUSES & LIFT STATIONS**

**& ON-CALL EMERGENCIES**

**GENERAL**

Edgecombe County is soliciting qualifications from qualified companies, interested in providing repairs and routine maintenance at our six (6) pump houses, six (6) tank sites, and twenty-three (23) lift stations throughout the county. The scope of work includes the repairs to pumps, installing new pumps, access to Sewer Vac Truck, and electrical work as needed.

Edgecombe County will follow a Qualifications Based Selection process as required by North Carolina General Statutes.

A team of Edgecombe County staff members will select the most qualified company. This Request for Proposal (RFP) provides complete information on the services being sought, the submittal requirements and timeline.

**GENERAL SERVICES**

**1. Repairs/ Maintenance**

**- as needed during normal working hours**

**2. On-Call Emergencies**

**- as needed after normal working hours (including weekends & holidays)**

**PROJECT SCHEDULE**

The project will follow the following schedule:

|  |  |
| --- | --- |
| July 31, 2024 | Advertisement of RFP for Repair/Maintenance & On-Call |
| August 9, 2024 | Deadline for submission of questions |
| **August 23, 2024** | **RFP responses due by 5:00 PM local time** |
| August 27, 2024 | Company Selection / Contract Negotiations |
| September 3, 2024 | Contract Award (Commissioners Meeting) |

**This contract will begin September 3, 2024, and will continue until June 30, 2025. Contract may be renewed annually (July 1 – June 30), up to two (2) additional years.**

**SUBMITAL**

Sealed proposals must be received no later than **August 23, 2024** at **5:00 PM**. Submit three (3) copies of proposals in a mailing container or envelope that is plainly marked on the outside with **“EDGECOMBE COUNTY WATER & SEWER”.** The County is not responsible for delays in the delivery of proposals. We will not open any responses received later than the date and time stated above.

Proposals are to be **delivered** to:

**Email:**

**[paulmoseley@edgecombeco.com](mailto:paulmoseley@edgecombeco.com)**

**Mailing Address:**

Edgecombe County Water & Sewer

Attn: Paul Moseley, Utilities Director

PO Box 10

Tarboro, NC 27886.

**Physical Address:**

Edgecombe County Administration Building – Room 149

Paul Moseley, Utilities Director

201 St. Andrew Street

Tarboro, NC 27886.

Questions about the RFP are to be submitted in writing, electronically to Paul Moseley [**paulmoseley@edgecombeco.com**](mailto:paulmoseley@edgecombeco.com)by written correspondence, Attn: Mr. Paul Moseley, Utilities Director. Questions must be received by August 9, 2024. Reponses to the questions will be posted on the County’s website at: [www.edgecombecountync.gov/bid\_opportunities](https://www.edgecombecountync.gov/bid_opportunities/index.php).

Proposals shall not be considered confidential, and no information contained therein shall be treated by the County as either confidential, proprietary, or trade secret information. The contents of the proposals shall be considered public records of the County. Any firm submitting a proposal hereunder further acknowledges and agrees that the County is a public entity, which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the County upon delivery to the address set forth above. This RFP does not obligate Edgecombe County to pay any costs incurred by respondents in the preparation and submission of a proposal. This RFP does not obligate Edgecombe County to accept or contract for any expressed or implied services. The successful firm must assure that services performed meet all current industry standards, follow best practices, and comply with all applicable laws and regulations.

**Edgecombe County invites and encourages participation in the procurement process by businesses owned by minorities, women and disabled business enterprises. Edgecombe County reserves the right to reject any and all proposals and to terminate this RFP at any time.**

**REQUIRED PROPOSAL DOCUMENTS**

**Cover Letter**

Company’s shall provide a cover letter that describes their interest in working with the County. It should also include the following:

* Company name, address, contact information, and point of contact;
* A summary of the contents of the proposal; and
* Tax ID number or Federal Employer I.D. Number

**Proposal Format**

Included in its proposal, each Company must provide the following information to the County, and shall guarantee the accuracy of such information by signature of its authorized representative:

1. **Cost:** Provide an hourly cost for employees, hourly cost for equipment, on-call cost for employees and on-call cost for equipment.
2. **Qualifications:** Describe your Company’s qualifications to perform the services requested. Include a list of your team that will be assigned to this project and each member’s qualifications and experience. Also describe your current workload as far as to show the ability to meet the time demands of this proposal.
3. **Experience:** Provide a detailed description of your Company’s work on similar contracts. Provide supporting information, if possible. If applicable, describe your familiarity with Edgecombe County.
4. **Reference:** Provide references (min 3-max 5) of similar work, from similar Solid Waste Facilities that are comparable in size or Companies of which similar work has been performed.

**Evaluation Criteria:**

After the submission of the RFP responses, firms may be requested to participate in an interview. Each response will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining the award. After the evaluation, the County will identify the company that it feels can provide the greatest response and execution. Should the company with the highest score decline the offer, the firm with the second highest score will be extended the opportunity to provide services.

***Scoring Criteria (100 Points)***

1. 40 points – Cost

2. 30 points – Qualifications

3. 30 points – Experience

Any proposal submitted without the expressed requirements of this RFP, or submitted after the deadline will be rejected. The County will review submitted proposals and select the highest ranked and most qualified company. The County reserves the right to disqualify any company on the basis of any real or apparent conflict of interest, openly disclosed or otherwise. Once selected, the County will negotiate with the company a not-to-exceed contract amount for “On-Call Services”. All expenses associated with response to this RFP are the responsibility of the responder.