



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Energy Resources

Request for Proposal: 320-121225TW

North POD Transformer Oil Pump Station

Date of Issue: 1/5/2026

Proposal Opening Date: 1/29/2026

at 3:00 PM ET

Direct all inquiries concerning this RFP to:

Tracy Winfield

Purchasing Associate II

Email: tracy.winfield@rockymountnc.gov

Phone: 252-972-1229

Attendance of bidders at pre-bid meeting on the job site is required. No bids will be accepted from any vendor not represented at the pre-bid meeting.



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Request for Proposal# 320-121225TW

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”

CITY OF ROCKY MOUNT Energy Resources

Refer ALL Inquiries regarding this RFP to:
Tracy Winfield
Purchasing Associate II

Request for Proposal# 320-121225TW

Proposals will be due: 1/29/2026 3:00 pm

Contract Type: Goods/Service

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor 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 proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or the City. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED. Late proposals cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: days.

ACCEPTANCE OF PROPOSAL

If any or all parts of this proposal are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount Purchasing Office shall affix his/her signature hereto and this document and all provisions of this Request for Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept, and Contract awarded this _____ day of _____, 20__ as indicated on the attached certification, by _____ Purchasing Manager.

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

Finance Director

Date

Contents

- 1.0 PURPOSE AND BACKGROUND5**
- 2.0 GENERAL INFORMATION.....5**
 - 2.1 REQUEST FOR PROPOSAL DOCUMENT.....5**
 - 2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS5**
 - 2.3 RFP SCHEDULE5**
 - 2.4 MANDATORY PRE-BID SITE VISIT6**
 - 2.5 PROPOSAL QUESTIONS6**
 - 2.6 PROPOSAL SUBMITTAL6**
 - 2.7 PROPOSAL CONTENTS7**
 - 2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....7**
- 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS.....8**
 - 3.1 METHOD OF AWARD.....8**
 - 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....8**
 - 3.3 INTERPRETATION OF TERMS AND PHRASES.....8**
- 4.0 REQUIREMENTS9**
 - 4.1 PRICING.....9**
 - 4.2 INVOICES.....9**
 - 4.3 MINORITY BUSINESS PARTICIPATION.....9**
 - 4.4 VENDOR EXPERIENCE.....10**
 - 4.5 REFERENCES10**
 - 4.6 PERSONNEL.....11**
 - 4.7 VENDOR’S REPRESENTATIONS11**
 - 4.8 CONTRACTOR REQUIREMENTS & CLARIFICATIONS.....11**
 - 4.9 SCHEDULE12**
 - 4.10 BID REQUIREMENTS12**
- 5.0 SCOPE OF WORK12**
 - 5.1 GENERAL SPECIFICATIONS.....12**
 - 5.2 PROJECT ORGANIZATION.....13**
 - 5.3 ACCEPTANCE OF WORK.....13**
 - 5.4 LIQUIDATED DAMAGES.....13**
 - 5.5 TRANSITION ASSISTANCE13**

6.0 CONTRACT ADMINISTRATION..... 13

6.1 PROJECT MANAGER AND CUSTOMER SERVICE 13

6.2 DISPUTE RESOLUTION 14

6.3 CONTRACT CHANGES 14

6.4 CITY’S RIGHTS AND OPTIONS 14

ATTACHMENT A: PRICING..... 15

ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS..... 16

ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION 16

ATTACHMENT D: PUMP PHOTOS AND NAMEPLATE INFORMATION..... 17

1.0 PURPOSE AND BACKGROUND

The City of Rocky Mount seeks proposals for the removal and replacement of the existing North Pod pump system, including associated valves, flow gauge, testing, oil handling, and commissioning activities.

Project: **North Pod Pump Transformer Oil Pump Station**
Location: **810 Greyson Rd., Rock Mount, NC 27804**

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions, the City’s terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP 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 RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.5 PROPOSAL QUESTIONS. If the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendor’s instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposals shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposals as nonresponsive.**

Contact with anyone working for or with the City regarding this RFP other than the City Contract Specialist named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor’s offer, at the City’s election.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The City will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City	Monday, January 5, 2026
Mandatory Pre-Bid Site Visit	City	Wednesday, January 14, 2026, at 11:00 am
Submit Written Questions	Vendor	Tuesday, January 20, 2026

Provide Response to Questions/Addendum Deadline	City	Thursday, January 22, 2026
Submit Proposals	Vendor	Thursday, January 29, 2026 at 3:00 pm

2.4 MANDATORY PRE-BID SITE VISIT

Instructions: It is mandatory that each Vendor representative be present for a pre-bid/site visit on **Wednesday, 1/14/2026. Attendees must meet promptly at 11:00 am Eastern Time at 810 Greyson Rd., Rocky Mount, NC 27804.**

The purpose of this visit is for all prospective Contractors to apprise themselves with the conditions and requirements that will affect the performance of the work called for by this Request for Proposals. Contractors must stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Contractor would recognize as affecting the work called for or implied by this proposal.

Failure to attend the mandatory pre-bid site visit will render the proposal non-responsive

Contractors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Request for Proposal, must be confirmed by a written addendum before it can be considered to be a part of this proposal.

2.5 PROPOSAL QUESTIONS

Purpose: Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Instructions: Written questions shall be emailed to tracy.winfield@rockymountnc.gov by the date and time specified above. Vendors should enter "**RFP # 320-121225TW: Questions**" as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the Purchasing Associate's response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the City of Rocky Mount website <https://www.rockymountnc.gov/Bids.aspx> and the North Carolina Department of Administration website <https://evp.nc.gov/solicitations/> and shall become an Addendum to this RFP. No information, instruction, or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise, concerning this RFP shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFP. authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk for late submission due to unintended or unanticipated delay—whether submitted electronically, delivered by hand, U.S. Postal Service, courier, or other delivery service. It is the Vendor's sole responsibility to ensure its proposal has been submitted to this Office by the specified time and date of opening. The time and date of submission will be marked on each proposal when received. Any proposal submitted after the proposal deadline will be rejected. For hand-delivered bids, please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building, accompanied by a City employee.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, HAND DELIVERY,
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	OVERNIGHT DELIVERY OR BY ANY OTHER CARRIER
PROPOSAL NUMBER: 320-121225TW Attn: Tracy Winfield, Purchasing Associate II City of Rocky Mount PO BOX 1180 Rocky Mount, NC 27802	PROPOSAL NUMBER: 320-121225TW Attn: Tracy Winfield, Purchasing Associate II City of Rocky Mount 331 S. Franklin Street Rocky Mount, NC 27804

For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the City’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the department’s purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via facsimile (FAX) machine, telephone, or email in response to this RFP shall NOT be accepted.**

- a) Submit **one (1) signed, original executed** proposal response to the address identified in the table above.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) **Proposal Submission Requirements:** Vendors shall not modify, alter, or edit any part of this Request for Proposal (RFP) document. Any additional information, clarifications, or exceptions must be provided on a separate sheet of paper and clearly referenced in the proposal. Failure to comply with this requirement may result in disqualification of the proposal.

2.7 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items, and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number, and authorized representative along with the Proposal Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the RFP and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).
- d) Completed version of ATTACHMENT A: PRICING
- e) ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS
- f) Completed and signed version of ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION
- g) Completed and signed version of ATTACHMENT D: PUMP PHOTOS AND NAMEPLATE INFORMATION

2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City and who will administer this contract for the City.

- c) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.
- d) **RFP:** Request for Proposal
- e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- f) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

Pursuant to North Carolina General Statutes Section 143-131, “award shall be made to the lowest responsible, responsive bid or bidders, taking into consideration quality, performance, and the time specified in the proposals for the performance of the contract.”

While this RFP intends to award a Contract(s) to single Vendor, the City reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the City to do so.

The City reserves the right to waive any minor informality or technicality in proposals received.

Local Preference Policy. *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price. An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://www.rockymountnc.gov/DocumentCenter/View/578/Local-Preference-Policy-PDF>*

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal(including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using department, issuing department, other government department office, or body (including the purchaser named above, department secretary, department head, members of the general assembly and/or governor’s office), or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the contents of another Vendor’s proposal, another Vendor’s qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City’s discretion that the communication was harmless, that it was made without intent to influence, and that the best interest of the City would not be served by the disqualification. A Vendor’s proposal may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications, or transmittals of information authorized or initiated by the issuing department for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms

in accordance with the General Contract Terms and Conditions. The use of phrases such as “shall,” “must,” and “requirements” is intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department’s needs as described in the Request for Proposal. Except as specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, 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 RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better proposal, 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 2.5.

4.1 PRICING

Proposal price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges, handling, administrative, and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP. Complete ATTACHMENT A: PRICING FORM and include in Proposal.

4.2 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: Accounts Payable
PO BOX 1180
Rocky Mount, NC 27802
or
acctpayable@rockymountnc.gov

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices, meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line-item information to allow the Buyer to verify pricing at the point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices: Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer’s Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

4.3 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders, even MWBE/HUBs, to obtain the aspirational goal where subcontracting and supplier opportunities exist. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the City of his/her good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- a) Copies of solicitations for proposals to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, the location where bid documents can be reviewed, a representative of the Prime Bidder to contact, and the location, date, and time when proposals must be received.
- b) Copies of proposals or responses received from each MWBE responding to the solicitation.
- c) A telephone log of follow-up calls to each firm sent a solicitation.
- d) For subcontracts where a minority business is not considered the lowest responsible sub-bidder, copies of proposals received from all firms submitting proposals for that particular subcontract.
- e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- f) Copy of pre-bid roster
- g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority businesses.
- h) Letter detailing reasons for rejection of minority business.
- i) Letter documenting proposed assistance offered to minority businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or a letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive bid.

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the City of Rocky Mount. 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.

4.5 REFERENCES

Vendors shall provide at least three (3) references for which your company has provided Services of a similar size and scope to that proposed herein. The City may contact these users to determine that the Services provided are substantially similar in scope to those proposed herein, and the Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Optional: City of Rocky Mount			

4.6 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.7 VENDOR’S REPRESENTATIONS

- a) Vendor 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. Vendor agrees that it will not enter into any agreement with a third party that may abridge any rights of the City under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third-party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor’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, Vendor will furnish all its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies, and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

4.8 CONTRACTOR REQUIREMENTS & CLARIFICATIONS

- Work hours shall align with standard business operations unless otherwise approved.
- Contractor must include **all travel, lodging, and living expenses** in the bid.
- All **switching, lock-out/tag-out, and isolation** will be performed by City personnel prior to contractor arrival.
- Delays outside the contractor’s control must be clearly documented; City approval required before proceeding with any T&M change orders.
- Equipment is assumed to be operating normally; any unforeseen repairs must be approved before proceeding.
- Test reports shall be provided within **10 business days** of project completion.

4.9 SCHEDULE

- Contractor shall provide a proposed schedule and expected lead time for materials.
- Current material lead time is **8–10 weeks** (as stated in proposal) - contractor must confirm.

4.10 BID REQUIREMENTS

Please provide:

1. Lump sum price for all work in this SOW.
2. Breakdown of labor, equipment, materials, and any optional services.
3. Lead times for equipment/materials.
4. Warranty terms.
5. Any exclusions or exceptions.

5.0 SCOPE OF WORK

5.1 GENERAL SPECIFICATIONS

The selected contractor shall provide all labor, materials, equipment, transportation, supervision, and services necessary to complete the following:

1. Equipment Procurement

- Vendors must be familiar with the project, the site, the materials to be replaced, and other services, in coordination with Energy Resources.
- Furnish and deliver a new transformer pump.
- Provide required valves and flow gauge.
- The attached pictures at the end of this RFP show the specification of the existing pump.
- The vendor shall identify any changes to the pipe design in the proposal, acknowledging that keeping the current design is preferred where feasible.

2. Site Work & Preparation

- Mobilize crew and equipment to the jobsite.
- Conduct a complete factory test prior to installation (if applicable).
- Coordinate with City staff on site access and work scheduling.

3. Oil Handling & Pump Replacement

- Pump existing transformer oil into two (2) tankers supplied by the contractor.
- Remove existing pump, valves, and flow gauge.
- Install new pump, valves, and flow gauge per manufacturer specifications.

4. Transformer Processing & Testing

- Pull a 12-hour vacuum on the transformer.
- Vacuum-fill the transformer using a hot oil processor.
- Oil processing shall include removal of humidity, impurities, etc.
- Perform Doble testing on windings for comparison to existing baseline results.

- Obtain an oil sample for DGA and fluid quality analysis. The vendor shall perform the oil sampling or subcontract this service to a qualified third party.
- Testing of the new pumping system after energization of transformer.

5.2 PROJECT ORGANIZATION

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

5.3 ACCEPTANCE OF WORK

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, the City shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria or otherwise fail to conform to the contract, the City may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

5.4 LIQUIDATED DAMAGES

The Parties acknowledge and agree that actual damages resulting from the Contractor's failure to meet the performance standards, scheduled deliveries, milestones, or other required performance dates set forth in this solicitation or any resulting contract would be extremely difficult, if not impossible, to calculate accurately at the time of contract formation. Accordingly, the Parties further agree that the liquidated damages specified below represent a reasonable estimate of the harm that the Owner would likely incur as a result of such failures and are intended to compensate the Owner for such harm rather than to serve as a penalty.

The Contractor shall be assessed liquidated damages in the amount of **Five Hundred Dollars (\$500.00) per calendar day** for each calendar day of unexcused delay in meeting any required delivery, milestone, or performance date set forth in this solicitation or the resulting contract. Such liquidated damages shall be accrued daily and be payable to the Owner without the necessity of proving actual loss.

Notwithstanding any other provision herein, liquidated damages shall not be subject to any limitation on damages or any limit of liability for damages that otherwise may be applicable to recoverable damages under this solicitation or the resulting contract.

5.5 TRANSITION ASSISTANCE

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, Vendor shall provide, at the option of the City, up to 3 months after such end date all such reasonable transition assistance requested by the City, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the City or its designees. If the City exercises this option, the Parties agree that such transition assistance shall be deemed to be governed by the terms and conditions of this Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The City shall pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall designate and make available to the City a project manager. The project manager shall be the City's point of contact for contract related issues and issues concerning performance, progress review, scheduling and service.

6.2 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the City's Contract Lead for resolution. A claim by the City shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.3 CONTRACT CHANGES

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

6.4 CITY'S RIGHTS AND OPTIONS

The City reserves the following rights, which may be exercised at the City's sole discretion:

- To supplement, amend, substitute or otherwise modify this RFP at any time;
- To cancel this RFP with or without the substitution of another RFP;
- To take any action affecting this RFP, this RFP process, or the Services or facilities subject to this RFP that would be in the best interests of the City;
- To issue additional requests for information;
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the Proposals submitted;
- To conduct investigations with respect to the qualifications and experience of each Service Provider;
- To waive any defect or irregularity in any Proposal received;
- To reject any or all Proposals;
- To share the Proposals with City employees other than the Evaluation Committee or City advisory committees as deemed necessary;
- To award all, none, or any part of the Services that is in the best interest of the City, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Proposals, including but not limited to financial terms; and
- To enter into any Contract deemed by the City to be in the best interest of the City, with one or more of the Service Providers responding

ATTACHMENT A: PRICING

The bidder proposes and agrees that if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the work described in these documents in full and complete accordance with the scope of work, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

TOTAL BASE PROPOSAL	Dollars \$
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ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at <https://www.rockymountnc.gov/316/Vendor-Registration>
Terms and conditions on the vendor webpage that do not apply to this bid: Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.

- Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City 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. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (984) 236-0130. The Vendor shall respond to questions (a) and (b) below.

- a) Is Vendor a Historically Underutilized Business? Yes No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification: [REDACTED]

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

<https://www.rockymountnc.gov/316/Vendor-Registration>

ATTACHMENT D: PUMP PHOTOS AND NAMEPLATE INFORMATION





Dec 2, 2025 at 12:46:04 PM
810 Greyson Rd
Rocky Mount NC 27804
United States

