



**REQUEST FOR PROPOSALS
DOOR ACCESS CONTROL &
SECURITY CAMERA UPGRADES AND ADDITIONS**

DATE OF ISSUE: April 7, 2025

REQUEST FOR PROPOSALS – DOOR ACCESS CONTROL & SECURITY CAMERA UPGRADES AND ADDITIONS

1. PURPOSE & BACKGROUND

Pursuant to North Carolina Gen. Stat. §143-131, Granville County (“County”) is requesting informal bid proposals from qualified vendors to capable of providing electronic access door control and security surveillance camera upgrades as herein described. The purpose of this request for proposals (“RFP”) is to obtain formal bids and to select a qualified bidder (the “Bidder”) for those services as more particularly described herein. It is the County’s objective to select a bidder (the “Service Provider”) based on this RFP and recommend to the Granville County Board of Commissioners the award of a contract. All labor, equipment, supplies, insurance and permits necessary to meet the requirements of this RFP shall be included in this quote.

The purpose of this document is to provide general and specific information for use by Bidders in submitting a proposal to supply Granville County with information technology goods and services as listed above in accordance with N.C.G.S. 143-129.8. We will select a qualified Bidder with whom we will develop a mutually beneficial contractual relationship. Our decision to award will be based on our determination of the proposal that offers the best overall benefit to Granville County. We reserve the right to reject any or all proposals.

2. STATEMENT OF REQUIREMENTS AND PROPOSAL INSTRUCTIONS

Proposal Submittal:

Electronic copies are preferred and can be sent via email to: scott.phillips@granvillecounty.org with an email subject line of ***“Granville County RFP – Door Access Control & Security Camera Upgrades and Additions.”***

Paper copies will also be accepted and can be submitted to the Attention of Chris Brame, Granville County IT Director at PO Box 877 (mail) or 122 Williamsboro Street, Oxford NC (hand-delivered). Postmarks will not be considered as eligibility in meeting the due date. All proposals must be received on or before the due date in order to be considered.

The County invites and encourages participation in this procurement process by minority-owned businesses, women-owned businesses, and businesses owned by disabled persons.

The designated individual responsible for coordination of the RFP is:

Contact: Granville County
Attn: Chris Brame, Granville County IT Director
122 Williamsboro St. (delivery)
P.O. Box 877 (mail)
Oxford, NC 27565
chris.brame@granvillecounty.org

RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	County	See cover page
Submit Written Questions	Service Provider	April 25, 2025
Provide Responses to Questions	County	Within 7 days from the deadline for submitting written questions.
Pre-Bid Conference A pre-bid conference will be held and the building will be open at this time for bidder walk-through; this will be the only opportunity to view the building's interiors.	County	3:00 pm on April 22, 2025
Submit Proposals	Service Provider	4:00 p.m. May 8, 2025
Contract Award	County	Within 60 days from deadline for submitting proposals.
Contract Effective Date	County	Effective upon execution – as soon as possible.

The proposal responses must be submitted no later than 4:00 PM on May 8, 2025. No submittals will be accepted after the deadline.

Proposal Questions:

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

Written questions should be directed to Chris Brame at chris.brame@granvillecounty.org by the date and time specified above. Service Provider should enter "**County RFP – Door Access Control & Security Camera Upgrades and Additions – Questions**" as the subject line for the email.

Proposal Instructions:

1. ***Granville County reserves the right to reject any and all proposals and to waive informalities as may be permitted by law.***
2. Bidders are cautioned that it is the responsibility of each individual Bidder to ensure their proposal has been received as required herein. The County is not responsible for proposals delayed by mail, delivery services, or electronic malfunctions.
3. No award will be made to any Bidder who cannot satisfy the County that they have sufficient ability and experience in the class of work to be completed and sufficient capital to enable them to prosecute and complete the work successfully within the time specified. The County's decision or judgment on these matters shall be final, conclusive, and binding.
4. The County reserves the right to disqualify any contractor who contacts any County official, employee, or agent concerning this RFP other than in accordance with this section. Nothing in this section shall prohibit the County from conducting discussions with contractors after the bids have been opened.
5. The County may engage in discussions with any contractor. Discussions might be held with individual contractors to determine in greater detail the contractor's qualifications, to explore with the contractor the scope and nature of the required contractual services, to learn the contractor's proposed method of performance, and facilitate arriving at a contract that will be satisfactory to the County.

Award of Contract; Evaluation and Selection:

This contract will be awarded to the best overall proposal as permitted by NC 143-129.8 for Purchase of Information Technology Goods and Services. Proposals will be evaluated by a committee comprised of members of county staff and/or other stakeholders in this project and will in turn provide a recommendation to the Board of County Commissioners for the award of this contract. Recommendations will be made based on the following criteria and weighted percentages:

Completeness, Quality, and Feasibility of Proposal Solution	25 %
Relevant Experience and Qualifications	15 %
Timeline for Completion	25 %
Cost-effectiveness	20%
References and prior experience and performance with Granville County or similar units of local government	15 %

All prices quoted must remain valid for a minimum of 120 days following the proposal deadline.

The following information must be provided:

1. Completed Attachment A – Intent to Propose Form
2. Completed Attachment B – Bid Proposal Form
3. Completed Attachment C – Reference Disclosure Form
Provide at least 3 projects of a similar scope and size. Each project shall include the entity and name and contact information for personnel involved in the project.
4. Completed Attachment D – Certification of Financial Condition
5. Completed Attachment E – Certification Regarding Debarment and Suspension
6. Any additional documentation or certifications required in Section 3 below (Scope of Services).

3. SCOPE OF SERVICES

The selected Service Provider will be responsible for the design, installation, and ongoing technical support, ensuring that the security system is robust, user-friendly, and effectively address our security objectives.

Due to planning, design, and funding capacities, other county facilities will be phased in overtime. However, this process is to confirm a preferred vendor that will meet the necessary requirements of security and structure our staff desires. As facilities are phased in, the county will reserve the right to change installers of the physical security equipment based on service quality.

The first facilities of first concern are the Granville County Courthouse and Granville County Administrative offices located at 101 Main Street and 141 Williamsboro Street, Oxford, NC, which is the focus of this request for proposals.

The project will involve a comprehensive upgrade of the physical security systems at each location. The scope includes the installation of an electronic door access control and surveillance camera system with cloud-based storage, and integration of both systems under a unified management platform.

The system's infrastructure will encompass 17 doors and 29 cameras at the Courthouse location and 11 doors and 9 cameras at the Administration location.

As a security measure, blueprints of the Granville County Facilities will not be posted on our website and will only be provided to qualified vendors upon request. Email a company introduction, a W-9, contact information, and three references of similar work to scott.phillips@granvillecounty.org. Upon approval, Appendix A diagraming the floor plans of the Granville County Courthouse and Administrative Office areas will be sent.

Project Objectives:

- To upgrade and integrate door access control and security camera system into a single, unified platform.
- To enhance security with cloud-based camera storage advanced AI-based analytics, and smart access control features.
- To ensure the system is scalable, future-proof, and provides centralized management for both surveillance and door access control.

1. Door Access Control Requirements

- Provide a complete access control system for the 16 doors located in the Courthouse and 11 doors in the Administrative location including all hardware, software, and licenses necessary for operation. All doors will use proximity pads, or card readers. Based on our review the Courthouse will require 5 doors with (2) readers on each door and 11 doors with (1) reader on each door. The Administrative Office areas require only (1) reader each door.
- Any modifications to the door hardware, including but not limited to handlesets, panic bars, and closures are to be included within the price proposal.
- Management Platform: The access control system must be managed alongside the camera system in a unified "pane of glass" software interface, ensuring centralized control and management.

- **Wiring:** All existing door access control wiring needs to be completely re-run and upgraded as the existing wiring is on 2-conductor. This includes pulling and terminating new wiring to all locations, ensuring compatibility with the new access control hardware and system. Due to the age of the building surface mounted exposed raceways are permitted within locations deemed not feasible for concealed installations.
- **Electric Strikes and Mag Locks:** Where possible, the existing electric strikes and magnetic locks will remain in place and do not require replacement. All new doors can be secured using the same technology best suited for its location.
- **System Features:** The access control system must include features such as role-based access, time-based restrictions, remote unlock capabilities, audit logging, and integration with the camera system for incident response and investigation.

2. Security Camera System

- **Scope:** Provide a total of 26 interior and 4 exterior cameras at the Courthouse location and 9 interior cameras at the Administrative offices location.
- **Wiring:** The existing camera system will need to be wired with CAT 6 cabling.
- **Camera Features:** The camera system must include advanced AI capabilities such as facial recognition, object detection, motion analytics, and suspicious behavior recognition.
- **Cloud-Based Storage:** The camera system must be cloud-based, with redundancy and scalability. Edge storage should be utilized for temporary local retention of footage, ensuring no data loss in the event of internet connectivity issues.
- **Existing Infrastructure:** The wiring for the existing cameras is coaxial cabling and will require replacement.
- **Camera Placement & Types:** With the exception of the administration offices location, the existing cameras should be placed in their current locations. We encourage the reuse of our existing cameras if feasible, if not the camera types used for replacement should be comparable to the existing camera types to ensure the same coverage and views.

3. System Integration & Management

- **Unified Management Platform:** The door access control system and surveillance cameras must be integrated into a single platform for ease of management. The platform should allow operators to monitor doors and cameras, configure access levels, generate reports, review video footage, and receive real-time alerts.
- **AI Integration:** The camera system should leverage AI to enhance operational efficiency and security. The AI should support real-time analytics such as threat detection, anomaly detection, facial recognition and alerting.
- **Cloud-Based Licenses:** Cloud-based licensing for both the access control and camera systems should be included for a minimum of three (3) years. The licensing should cover all devices and provide access to the system updates and cloud-based services for the duration of the term.

- **System Scalability:** The proposed system shall be scalable to allow for future expansion within the location installed or other locations within the county.

4. Installation, Testing, and Commissioning

- The awarded vendor is responsible for the complete installation of the door access control system, surveillance cameras, all necessary hardware, and cabling. The vendor will also be responsible for configuring the system and ensuring it is fully operational.
- After installation, the vendor will conduct thorough testing and commissioning of the access control and camera system. All system functions, including access permissions, video recording, cloud storage, and AI analytics must be tested to ensure they meet performance expectations.
- The vendor will provide training for county personnel on how to use and maintain the integrated security system, including access control management, camera surveillance, and system analytics.

5. Documentation & Support

- The vendor will provide complete system documentation, including user manuals, wiring diagrams, software configuration guidelines, and any other relevant technical information.
- The vendor will provide technical support for the duration of three (3) years licensing term, including troubleshooting, software updates, and system maintenance. Support should include both remote and on-site services as required.

6. Warranty

- The vendor must provide a 10-year warranty on both the camera hardware and the door access control hardware. The warranty should cover any defects in materials or workmanship and include repair or replacement of faulty equipment at no additional cost. The warranty period will begin upon final system commissioning and acceptance by the county.

7. NDAA Compliant

- The awarded vendor must be NDAA compliant. The equipment cannot be produced by or contain components from companies banned by the US Department of Defense.

4. **GENERAL TERMS AND CONDITIONS**

A. CERTIFICATION

The Bidder hereby certifies that it has carefully examined this RFP and the Bidder certifies that it understands the scope of the work to be done and that the Bidder has knowledge and expertise to provide the scope of the work. By signature on the response to the RFP, the Bidder certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all vendors. Further, the Bidder certifies that it understands that collusive bidding/proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

B. CONFLICT OF INTEREST

By submission of a response, the Bidder agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Granville County. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

C. ASSIGNMENT

No assignment of the Bidder's obligations or the Bidder's right to receive payment hereunder shall be permitted without prior consent of the County. The Bidder may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the County.

D. INDEMNIFICATION & HOLD HARMLESS

To the extent permitted by law, the Service Provider shall indemnify and save harmless the County, its officers, agents, employees and assigns from and against all loss, costs, damages, expenses and liability caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person; or damage or destruction to property, real or personal; arising directly or indirectly from operations, products or services rendered or purchased under the contract by and between the selected Service Provider and the County.

E. INDEPENDENT SERVICE PROVIDER

It is understood that in the performance of any services herein provided, the Bidder shall be, and is, an independent Service Provider, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Bidder has and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Bidder shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

F. PAYMENT AND INVOICING

The County will pay the Service Provider within thirty (30) days of receiving an invoice following completion of the services described herein. All invoices, except disputed invoices or portions thereof, shall be paid within thirty (30) days of receipt. If any amount owed is in dispute, the County will pay the Service Provider the amount not in dispute and shall retain the disputed amount until such time as the dispute is settled or a judgment is entered in accordance with applicable law. All invoices shall specify the amount paid for labor, materials or other direct expenses, and any applicable taxes including, but not limited to, sales taxes. Any sales taxes shall specify the entity (state or local) to whom taxes are paid and the amount of taxes paid to said entity. No payment will be made to the Service Provider until IRS form W-9 and other necessary forms required by applicable law have been completed.

G. INSURANCE

Bidders must provide a Certificate of Insurance prior to the award of the contract naming Granville County as additional insured with the requirements as herein set forth.

Bidders shall obtain, at their sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Granville County's Finance Department.

Workers' Compensation Insurance, with limits for Coverage A: Statutory for State of North Carolina, and Coverage B - Employers Liability: \$500,000 each accident/disease each employee/disease policy limit.

Commercial General Liability, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial Automobile Liability, with limits not less than \$1,000,000 per accident for bodily injury and property damage applicable to any vehicle used during performance of services, including coverage for owned, hired, and non-owned vehicles. Evidence of commercial automobile coverage is only required if vehicles are used in the provision of services under this Agreement.

Professional Liability (Errors and Omissions) - [INTENTIONALLY OMITTED]

Cyber Liability Insurance - [INTENTIONALLY OMITTED]

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of Granville County's Finance Department. If any required insurance policy expires during the term of this Agreement, Bidder must provide a certificate of insurance to the Granville County Finance Department as evidence of policy renewal prior to such policy expiration. Bidder shall be responsible for providing the Granville County Finance Department with 30-day notice of insurance policy cancellation or non-renewal during the term of this Agreement and for three years subsequent for any claims made coverage.

Response to this RFP indicates the ability to procure the coverages specified above. If Provider does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Granville County may be considered. Any request for consideration of alternate coverage must be presented within Bidder's response to this RFP.

The County shall be named an additional insured under such automobile and commercial general liability policies. Additional excess/ umbrella coverage may be required for certain projects.

H. GOVERNING LAW; JURISDICTION; VENUE

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect. Venue for any legal actions initiated concerning this Agreement or arising in any way from and out of this Agreement shall be brought in the appropriate state court sitting in Granville County, North Carolina, having jurisdiction over said claim. The parties consent to the jurisdiction of said court and waive any right they may have to venue in any other jurisdiction.

I. CONFIDENTIALITY OF DOCUMENTS

Pursuant to N.C. Gen. Stat. §143-131, bid documents submitted shall not be subject to public inspection until the contract has been awarded. To the extent permitted by applicable statutes and rules, the County will maintain as confidential trade secrets in bids that the bidder does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder, with specific trade secret information enclosed in boxes, marked in a distinctive color or by similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a bidder may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled confidential constitutes a representation by the bidder that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. 132-1.2. Bidders are urged to limit the marking of information as a trade secret or as confidential so far as is possible. If legal action is brought to require the disclosure of any material so marked confidential, the County will notify the bidder of such action and allow bidder to defend the confidential status of its information. Bidder shall protect, defend, indemnify, and hold the County harmless from all costs, expenses, judgments, awards and other liability including legal fees arising out of a public records request for documents the bidder claims contains protected trade secrets.

THE BIDDER IS REQUIRED TO IDENTIFY ALL CONTENT DESIGNATED AS A TRADE SECRET AS DEFINED PURSUANT TO N.C.G.S. 66-152(3) AND WHICH MEETS THE CRITERIA FOR CONFIDENTIALITY PURSUANT TO N.C.G.S. 132-1.2(1). ALL NOTED TRADE SECRETS MUST FOLLOW PROCEDURES NOTED BELOW AND REQUIRE ATTACHED DOCUMENTATION SPECIFYING HOW THE CONTENT QUALIFIES AS A TRADE SECRET UNDER NORTH CAROLINA LAW. IF AN ENTIRE RESPONSE IS MARKED CONFIDENTIAL OR TRADE SECRET, IT WILL BE DISQUALIFIED FROM CONSIDERATION.

To properly designate material as a "trade secret" under these circumstances, each Bidder must take the following precautions: (a) any trade secrets submitted by a Bidder should be submitted separately in a sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Response," (b) offer documentation specifying how the content qualifies as a trade secret under North Carolina law, and (c) the "trade secret" should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a response, each Bidder agrees that the County may reveal trade secret materials contained in such response to all County staff and officials involved in the selection process, and to any outside consultant or other third parties who serve on an Evaluation Committee or who are hired by the County to assist in development of specifications. Furthermore, Bidder agrees to indemnify and hold harmless the County and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material, which the Service Provider has designated as a trade secret. Any Bidder that designates its entire Response as a Trade Secret will be disqualified.

J. COMPLIANCE WITH LAWS AND REGULATIONS

Bidder must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Bidder to notify Granville County at once, indicating in their letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

K. ACCEPTANCE

Submission of any proposal indicates a Bidder's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

Furthermore, the County is not bound to accept a proposal on the basis of lowest or highest price, and further, the County has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so. The County reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual bidder if it is deemed in the County's best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

L. ADDITIONAL SERVICES

The County reserves the right to negotiate additional services with the Vendor at any time after the initial contract award.

M. E-VERIFY

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all Service Providers, including any subservice Providers employed by the Service Provider(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

N. RESTRICTED COMPANIES

By signing this agreement; accepting this contract/purchase order; or submitting any bid, proposal, etc., vendors and Service Providers certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to NCGS 147 Article 6E, Iran Divestment Act, Iran Divestment Act Certification. Vendors and Service Providers shall not utilize any subservice Provider that is identified on the Final Divestment List. In addition, any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147- 86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

O. ANTI-DISCRIMINATION

In consideration of signing this Agreement, Service Provider hereby agree not to discriminate in any manner on the basis of sex (including pregnancy, gender, sexual orientation, gender identity or expression or transgender status), race, color, religion, national origin, age, disability, genetic information, or veteran status, or any other legally protected characteristic with reference to the subject matter of this Contract. This anti-discrimination provision shall be binding on the successors and assigns of the Parties with reference to the subject matter of this Contract.

P. CONTRACT DOCUMENT

The successful firm will be required to enter into a contract with the County in a form drafted by the County Attorney and suitable to counsel for the County subject to reasonable negotiation with the selected firm(s).

Q. MINORITY/WOMEN BUSINESS ENTERPRISE

It is the policy of the County to provide minorities and women equal opportunity for participating in all aspects of the County's contracting and procurement programs, including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of the County prohibits discrimination against any person or business in pursuit of these opportunities on the basis of sex (including pregnancy, gender, sexual orientation, gender identity or expression or transgender status), race, color, religion, national origin, age, disability, genetic information, veteran status, or any other legally protected characteristic. It is further the policy of the County to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

R. ADA COMPLIANCE

The County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination based on a disability. The County will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. The County programs will be available in the most integrated setting for everyone. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify County staff.

S. TAXES

Granville County is not exempt from North Carolina State Sales Tax, Granville County Sales Tax, and Granville County Occupancy Tax. These taxes must be correctly invoiced to Granville County for payment.

Granville County is exempt from Federal Excise Tax. If any form of such tax is billed on the invoice, it must be shown as a separate item. Tax Exemption Certificates will be furnished upon request.

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ATTACHMENT A
INTENT TO PROPOSE
DOOR ACCESS CONTROL & SECURITY CAMERA UPGRADES AND ADDITIONS

I, _____ a representative of

_____ confirm that we intend to submit a proposal to Granville County's RFP for Door Access Control & Security Camera Upgrades and Additions and provide as follows:

The undersigned Contractor proposes and agrees, if this Bid is accepted, to enter a Contract with the County to complete all work as specified in the RFP documents for the price specified below, within the time frames outlined, and in accordance with this RFP.

In submitting this Bid, Contractor represents that:

Contractor has examined this RFP and any applicable contract documents and addenda, thereto, including: N/A.

Contractor has examined each of the areas and locality where the work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules, and regulations) and the conditions affecting cost, progress or performance of the Project and has made such independent investigations as Contractor deems necessary.

Contractor will provide all necessary tools, machinery, apparatus, and all means necessary complete the Project and will furnish all materials, equipment, apparatus, and all else necessary to complete such work in a first-class manner and in accordance with provided specifications.

This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Contractor has not directly or indirectly induced or solicited any other Contractor to submit a false or sham bid; Contractor has not solicited or induced any person, firm or a corporation to refrain from bidding; and Contractor has not sought by collusion to obtain for himself any advantage over any other Contractor or over the County.

Contractor certifies that this bid is made in good faith and without collusion or connection with any other person and that no official or employee of the County will be admitted to any share or part of the Contract or any benefit therefrom if the Contract is awarded to this company.

In submitting this Bid, the Contractor certifies that they have read and accepted the terms and conditions outlined in the RFP document.

The undersigned is:

1. A corporation, incorporated in the State of _____.
2. limited liability company, formed in the State of _____
3. A partnership, consisting of the following partners, whose full names are:

4. An individual whose full name is: _____

Company Name: _____

Signature: _____

Name and Title: _____

Date: _____

Email: _____

Telephone: _____

Address: _____

**ATTACHMENT B
BID PROPOSAL FORM
REQUEST FOR PROPOSAL
DOOR ACCESS CONTROL & SECURITY CAMERA UPGRADES AND ADDITIONS**

Company Name

Address

Contact Name, Title

(_____) _____
Telephone Number

Email

Date

1. Introduction and Qualifications

Description of the professional qualifications of the Bidder and staff proposed, including each staff member's role in the project. Include information about any applicable professional registration or licenses in North Carolina.

2. Work Plan

Provide a detailed description of the equipment and services to be provided and a schedule of the estimated timeframes for installation and implementation.

3. Fee Schedule

Provide a breakdown of potential fixed and /or variable costs to be incurred for the equipment and services, with a total price for completion of this contract. All proposals should include all necessary technical specifications of proposed equipment. Provide as much detail as possible, as Granville County reserves the right to accept the proposal in full or in part.

ATTACHMENT C
REFERENCE DISCLOSURE FORM

Provide at least 3 projects of a similar scope and size. Each project shall include the entity and name and contact information for personnel involved in the project.

1. COMPANY NAME: _____

PERSON TO CONTACT: _____

2. COMPANY NAME: _____

PERSON TO CONTACT: _____

3. COMPANY NAME: _____

PERSON TO CONTACT: _____

**ATTACHMENT D
CERTIFICATION OF FINANCIAL CONDITION**

Name of Service Provider: _____

The undersigned hereby certifies that: **[CHECK IF APPLICABLE]**

- _____ The Service Provider is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.
- _____ The Service Provider has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- _____ The Service Provider is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

Note: This is a continuing certification and Service Provider must notify the County 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, Service Provider must explain the reason in the space below or in a separate attachment:

Signature Date

Printed Name Title

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

**ATTACHMENT E
CERTIFICATION OF FINANCIAL CONDITION**

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned applicant certifies to the best of his or her knowledge and belief, that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entitle (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name of Service Provider: _____

Address: _____

Signature: _____

Name/ Title: _____ Date: _____