NEW HANOVER COUNTY
REQUEST FOR BIDS
ANNUAL HVAC EQUIPMENT PREVENTATIVE MAINTENANCE SERVICES
RFB # 20-0132

COUNTY COMMISSIONERS
JONATHAN BARFIELD, JR., CHAIRMAN
JULIA OLSON-BOSEMAN, VICE-CHAIRMAN
PATRICIA KUSEK
WOODY WHITE
ROB ZAPPLE
CHRIS COUDRIET, COUNTY MANAGER
Section 1 – Advertisement

NEW HANOVER COUNTY
REQUEST FOR BIDS
ANNUAL HVAC EQUIPMENT PREVENTATIVE MAINTENANCE SERVICES
RFB # 20-0132

Sealed bids addressed to Sara Warmuth, Director, 200 Division Drive, Wilmington, NC 28401 and marked “RFB# 20-0132 ANNUAL HVAC EQUIPMENT PREVENTATIVE MAINTENANCE SERVICES” will be accepted until 3:00 P.M. EST, Friday, October 18, 2019.

New Hanover County Property Management seeks a qualified HVAC maintenance company to provide preventative maintenance services to VRF equipment located at various County facilities.

Mandatory pre-bid meeting will be onsite at 10:00 a.m. October 2, 2019 at New Hanover County Property Management located at 200 Division Drive, Wilmington NC 28401. Contact William Fuller, Trades Supervisor by emailing wfuller@nhcgov.com.

Instructions for submitting bids and complete requirements and information may be obtained by visiting the County’s website at https://www.nhcgov.com/business-nhc/bids or by contacting Sara Warmuth at swarmuth@nhcgov.com.

New Hanover County reserves the right to accept or reject any or all Bids and to make the Award which will be in the best interest of the County.

Released: Thursday, September 26, 2019
**Section 2 – Instructions and General Conditions**

### 2.1 – Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thursday, September 26, 2019</strong></td>
<td>RFB issued.</td>
</tr>
<tr>
<td><strong>Wednesday, October 2, 2019 10:00 a.m.</strong></td>
<td>Mandatory Pre-Bid Meeting at New Hanover County Property Management located at 200 Division Drive, Wilmington NC 28401. (contact <a href="mailto:wfuller@nhcgov.com">wfuller@nhcgov.com</a>).</td>
</tr>
<tr>
<td><strong>Thursday, October 10, 2019 4:00 p.m.</strong></td>
<td>Deadline for questions. All questions must be submitted in writing to Sara Warmuth, Director (<a href="mailto:swarmuth@nhcgov.com">swarmuth@nhcgov.com</a>).</td>
</tr>
<tr>
<td><strong>Friday, October 11, 2019</strong></td>
<td>Questions will be answered via written addendum.</td>
</tr>
<tr>
<td><strong>Friday, October 18, 2019, 3:00 p.m.</strong></td>
<td>Deadline for receipt of SEALED bids.</td>
</tr>
</tbody>
</table>

### 2.2 – Preparation of Bid

2.2.1 Bidders are instructed to submit one (1) original, (1) copy, and one (1) electronic copy on CD or USB in a sealed envelope. Bids should be clearly marked “**RFB # 20-0132 – ANNUAL HVAC EQUIPMENT PREVENTATIVE MAINTENANCE SERVICES.**”

2.2.2 The bid shall be submitted by **3:00 PM Friday, October 18, 2019** and addressed to:

New Hanover County Property Management Attn: Sara Warmuth, Director 200 Division Drive Wilmington, NC 28401

2.2.3 **Completion of Bid Form (Price Sheet) and exhibit(s) A:** Bidders are expected to examine the specifications herein, the schedule and all instructions. Failure to do so will be at the bidder’s risk. Each bidder shall furnish the information required on the price sheet and exhibits(s). Bids **must** be submitted on the price sheet and exhibit A contained in this bid package. Bids submitted that are not on the attached price sheet and exhibits will be rejected. **BIDS NOT SIGNED WILL BE DEEMED NONRESPONSIVE AND REJECTED.**

All prices and notations shall be written in ink or typed. Discrepancies between words and numerals will be resolved in favor of words.

Changes or corrections made in the bid must be initialed by the individual signing the bid. No corrections will be permitted once bids have been opened.

2.2.4 No telephone, electronic or facsimile bids will be considered. Bids received after the time and date for closing will not be considered.
2.3 – Site Visit
Bidders must attend a pre-bid meeting at 10:00 a.m. October 2, 2019 at New Hanover County Property management located at 200 Division Drive, Wilmington NC 28401.

2.4 – Questions
Questions concerning the specifications in this Request for Bids (RFB) should be directed to the Sara Warmuth, Director at swarmuth@nhcgov.com. Questions will be received until Thursday, October 10, 2019 at 4:00 pm. An addendum summarizing all questions and answers will be posted to the County’s website. Bidders who have notified the County of their intent to submit a bid along with the email address will be sent the addendum upon posting.

2.5 – Communication
Bidders may not have communications, verbal or otherwise, concerning this RFB with any personnel or boards from New Hanover County, other than the person listed in this section which is Sara Warmuth, Director email swarmuth@nhcgov.com. If any vendor attempts any unauthorized communication, the bid may be rejected.

2.6 – Intent to Submit
All Bidders who intend to submit a bid on this project should send an email to swarmuth@nhcgov.com including pertinent contact information. This will ensure that you receive any addenda issued for this RFB; if applicable.

2.7 - Cost of Preparation of Response
Costs incurred by prospective Bidders in the preparation of the response to this Request for Bids are the responsibility of the Bidder and will not be reimbursed by The County.

2.8 – Bid Opening
The public bid opening will be Friday, October 18, 2019 at 3:00 p.m. in the conference room of the New Hanover County Property Management, 200 Division Drive, Wilmington, NC 28401.

2.9 – Award
Award “shall be made to the lowest responsive responsible bidder taking into consideration quality, performance, and the time specified in the bid for the performance of the contract.”

The County may also consider other factors such as past performance, financial stability, and availability of equipment in the consideration of award.

2.10 - Execution of Agreement
The successful Bidder will be required to enter into a formal agreement that is consistent with the bid requirements outlined within. The successful Bidder to whom the Contract is awarded by the County shall within three (3) days after notice of award and receipt of Agreement from the County, sign and deliver to the County all required copies of said Agreement.
2.11 – Ownership of Documents
All bids and accompanying documentation will become the property of New Hanover County at the time the bids are opened and as such will not be returned to the bidder.

2.12 - Trade Secret Confidentiality
Upon receipt of your bid by New Hanover County, your bid is considered a public record except for material which qualifies as "trade secret" under N.C. General Statute 132-1.2. After opening, your bid will be provided to County staff and others who participate in the evaluation process, and to members of the general public who submit public records requests.

To properly designate material as trade secret under these circumstances, each Bidder must take the following precautions: (a) any trade secrets submitted by a Bidder must be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating This Bid," and (b) the same trade secret/confidentiality designation must be stamped on each page of the trade secret materials contained in the envelope.

**Do not attempt to designate your entire Bid as a trade secret, and do not attempt to designate pricing information as a trade secret.** Doing so will result in your Bid being disqualified.

In submitting a Bid, each Bidder agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who assist the County in the selection process. Furthermore, each 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 Bidder has designated as a trade secret.

2.13 - Withdrawal of Bids
Bidders may withdraw or withdraw and resubmit their bid at any time prior to the closing time for receipt of bids. NO bid may be withdrawn after the scheduled closing time for receipt of bids for a period of ninety (90) days.

2.14 - Equal Opportunity
The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

The Bidder agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Bidder agrees to take affirmative action to employ, advance in
employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Pursuant to GS 143-48, New Hanover County encourages small, minority, physically handicapped, and women firms to submit bids in response to this RFB.

2.15- Indemnity
The successful Bidder shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Bidder hereunder, resulting from the negligence of or the willful act or omission of the Bidder, his agents, employees and subcontractors.

2.16 – E-Verify
Pursuant to Session Law 2013-418, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. County requires an affidavit attesting to Contractor’s compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

2.17 - Insurance
Before commencing any work, the Bidder shall procure insurance in the Bidder’s name and maintain all insurance policies for the duration of the contract of the types and in the amounts listed in this Agreement. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the Bidder, his agents, representatives, employees, or subcontractors, whether such operations are done by himself/herself or anyone directly or indirectly employed by him/her.

**Limits of insurance required are detailed in the attached Draft Contract.**

2.18 - Addendum
The bid package constitutes the entire set of instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be sent to all known Bidders who are listed with the Finance Office and posted on the County’s website.

You may visit our website at [http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx](http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx), or email swarmuth@nhcgov.com to check for the issuance of any addenda before submitting your bid.

2.19 - Compliance with Bid Requirements
Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid/bid.
2.20 Successful Bidder
The Bidder who is not currently set up as a vendor in The County’s vendor file will be required to submit a completed Vendor Application, W-9 and EFT form in order to be entered into the County’s vendor database.

2.21 – Federal Uniform Guidance
If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324). Refer to the Attached Draft Contract for complete Details.

2.22– Estimated Activation Period
The Bidder shall be prepared to sign a contract within three (3) days of bid award. Time is of the essence, and services must begin within five (5) days of receipt of the fully executed contract and either purchase order or notice to proceed, and to continue until project is completed.

2.23– Term and Time/Completion Schedule
2.23.1 This contract will be for the initial period of November 1, 2019 through June 30, 2020 with two (2) additional one (1) year option to renew. Work will commence as needed upon issuance of a purchase order or notice to proceed and will be completed as soon as possible thereafter. All work must be completed prior to June 30, 2020.

2.23.2 The CONTRACTOR will begin work within five (5) days of notice to proceed. Completion will be at the discretion of the Director of Property Management.

2.24 - Right to Reject Bids
New Hanover County reserves the right to accept or reject any or all bids and to make the award which will be most advantageous to the County.

2.25 – Draft Contract
A draft contract is attached for review by the Bidder.
Section 3 – Scope of Services

1.0 GENERAL
This Bid for the full scope of work is based upon estimated annual cost per service and location per year.

1.01 The BIDDER shall comply with all applicable Federal, State and Local codes, ordinances and requirements of all agencies having jurisdiction. The BIDDER will be responsible for obtaining all necessary licenses to complete the scope of work.

1.02 Performance: The quality of workmanship concerning the services provided must reflect professional work and conduct.

2.0 SCOPE OF SERVICES

Annual HVAC Preventative Maintenance Services
Scope of Services

New Hanover County Property Management seeks a qualified HVAC maintenance company to provide preventative maintenance services to various equipment located at various County facilities.

The Contractor shall provide all labor, equipment, materials and abide by all local, state, and federal codes applicable to service the equipment at locations specified. New Hanover County will provide evaporator coil cleaner.

The Contractor shall provide experienced, qualified, properly licensed/certified and properly trained personnel to perform the services required. The Contractor shall list all required licenses in the Qualifications section of their proposal.

The Contractor must have local Account Manager and Technicians within thirty (30) minutes of New Hanover County Government Center at 230 Government Center Drive, Wilmington, NC.

All planned services at all facilities are to take place during normal business hours which are Monday through Friday 8am-5pm. Per the attached Facility Specific List – HVAC Preventative Maintenance Services there are a total of five (5) facilities where after hour work should be priced.

All preventative maintenance services provided under this contract shall be in strict conformity with each of the individual equipment Manufacturer’s recommendations including and not limited to the services provided under this request. All work is to be scheduled with New Hanover County Property Management prior to work taking place. No additional services shall be provided without the written pre-approval of the Property Management Director.

A report of work completed, including any specific issues addressed to be sent to Property Management after the completion of each service. If major problems are detected during service, New Hanover
County Property Management Trades Supervisor is to be notified immediately. A report of work completed, including any specific issues addressed to be sent to Property Management after the completion of each service.

Specific Scope of Work

Equipment: Chiller:

- Manufacturer maintenance routine followed on chillers twice a year.

Unitary Equipment

- Check for proper rotation on all zone dampers.
- Clean the condenser coil two times per year. Clean the evaporate coil once per year.
- Replace the contactors on units over 10 tons on each compressor during one service and inspect and change as needed during other service. If they are questionable contact NHC Trades Superintendent for direction.
- Take voltage/amp readings on all compressor(s). Record pressures and make note of any conditions that look out of range and report them to NHC Trades Superintendent.
- Clean drains on each unit serviced. Check and advise NHC Trades Superintendent on any drain problems concerning the HVAC systems. All units above ceiling and above the first floor level need to have some type of overflow protection on the drain line/drain pan, if they do not please report to NHC Trades Superintendent.
- All motors shall be checked for proper operation voltage/amps belt tension/replacement. This includes any contactors associated with these motors.
- All doors/closing systems should be noted for proper operation and report any concerns to the NHC Trades Superintendent.
- All electrical resistance heat is to be energized and checked for proper operation (voltage/amps) with a visual inspection on all contactors. Any abnormal function is to be reported to the NHC Trades Supervisor.

AHU’s:

- All contactors are to be visually inspected and changed as needed.
- All motors must be checked for proper voltage/amps and belt tension. Apply needed lubrication.
- All coils should be evaluated and discussed with the NHC Trades Superintendent for direction on cleaning, if needed.
- All chwv/reheat valves should be stroked for visual inspection and all zone dampers as well. All electrical resistance heat is to be energized and checked for proper operation (voltage/amps) with a visual inspection on all contactors.
- Clean drains on each unit. Re-piping or replacing components of the condensate line may be needed. All units above ceiling and above the first floor level need to have some type of overflow protection on the drain line/drain pan, if they do not please report to NHC Trades Superintendent.
Boilers:

- Follow manufacturer’s recommendation on two yearly scheduled visits.

Gas Systems

- Follow manufacturer’s recommendation on two yearly scheduled visits.

3.0 PRICE SCHEDULE

3.1 The contract will be based upon estimated annual cost per service and location. Prices proposed by the bidder shall include anything necessary to complete the work including mobilization, insurance, labor, equipment, fuel, overhead, profit, and applicable taxes, if any. No minimum or maximum quantity is implied or inferred by this contract.

3.2 All bids must be submitted using the attached Price Sheet/Bid Form and Exhibit(s) A.

4.0 BIDDER SAFETY REQUIREMENTS

4.1 BIDDER shall comply with all local, state and federal safety rules and regulations.

4.2 The BIDDER shall be solely responsible for maintaining safety at all work sites. The BIDDER shall take all reasonable steps to insure safety for both workers and visitors to include traffic control.

5.0 OTHER LAWS AND REGULATIONS

BIDDER will comply with any and all applicable federal, state and local standards, regulations, laws, OSHA and all health and safety regulations.
Section 4 – Bid Sheet

NEW HANOVER COUNTY
ANNUAL HVAC PREVENTATIVE MAINTENANCE SERVICES

Price Sheet/Bid Form
RFB # 20-0132

TO: Sara Warmuth, Director
New Hanover County
Property Management
200 Division Drive
Wilmington, NC 28401

DATE: ____________________ CONTRACTOR: ____________________________________________

OFFICE PHONE: ____________________ CELL PHONE: ________________________________

ADDRESS: ____________________________________________________________

EMAIL ADDRESS: ________________________________________________________

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders, New Hanover County RFB # 20 – 0132 – Annual HVAC Preventative Maintenance Services, and draft contract, including the following addenda;

ADDENDUM #__________________ DATED: ____________________________
ADDENDUM #__________________ DATED: ____________________________

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete the project in accordance with the contract documents for the following unit price amounts.

Total Yearly Cost:

Year One (1): $________________________
Year Two (2): $________________________
Year Three (3): $________________________

_________________________________________  ________________________________
Signature                                    Title

________________________________________
State of Incorporation
## Facility Specific List - HVAC Preventative Maintenance Services

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Address</th>
<th>Major Service Per Year</th>
<th>Minor Service Per Year</th>
<th>Price For After Hours</th>
<th>Equipment Serviced</th>
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<tbody>
<tr>
<td>Judicial</td>
<td>314 princess st Wilmington nc</td>
<td>2</td>
<td>2</td>
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<td>Boilers/WSHP/Towers/Pumps</td>
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<td>Cobb Annex</td>
<td>316 Prinncess St Wilmington NC</td>
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<td>2</td>
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<td>Chillers/Pumps/AHU’s/D.O.A.S.</td>
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<td>Historic Courthouse</td>
<td>24 N 3rd St Wilmington NC</td>
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<td>2</td>
<td>Yes (FCU)</td>
<td>Chillers/FCU’s/Pumps</td>
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<td>Bell South (3rd Floor only)</td>
<td>104 N 4th St Wilmington NC</td>
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<td>Chiller/AHU/FCU</td>
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<td>320 Chestnut</td>
<td>320 Chestnut St Wilmington NC</td>
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<td>D.O.A.S./Mini Splits</td>
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<td>Main Library</td>
<td>201 Chestnut St Wilmington NC</td>
<td>2</td>
<td>2</td>
<td>Yes (FCU 3rd Floor)</td>
<td>Boilers/D/X Unitary Equip./AHU/FCU’s/Vav’s/Pumps</td>
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<td>Museum</td>
<td>814 Market St Wilmington NC</td>
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<td>Chiller/Boilers/Pumps/Dual Duct Boxes/Humidifier</td>
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<td>Senior Center</td>
<td>2222 S College Rd Wilmington NC</td>
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<td>WSHP’s/Pumps/Tower/Boiler/D.O.A.S.</td>
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<td>1241 Military Cutoff Wilmington</td>
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<td>2</td>
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<td>Government Center</td>
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<td>RTU’s/CRAC’s/Split Systems</td>
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<tr>
<td>911 Tower</td>
<td>230 Government center Dr Wilmington NC</td>
<td>2</td>
<td>2</td>
<td></td>
<td>Mini Splits</td>
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<tr>
<td>Flemington Tower</td>
<td>3405 Fredrickson Rd Wilmington NC</td>
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<td>2</td>
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<td>Wall Packs</td>
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<td>Progress Energy Tower</td>
<td>5700 Holly Shelter Rd Wilmington NC</td>
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<td>Wall Packs</td>
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<td>Seabreeze Tower</td>
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<td>911/EOC</td>
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<td>RTU’s/CRAC’s/D.O.A.S.</td>
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<td>Cooperative Ext.</td>
<td>6206 Oleander Dr Wilmington NC</td>
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<td>2</td>
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<td>Split Systems/Gas Furnaces/Mini Splits/Evap. Cooling System</td>
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<td>Fire Station 13</td>
<td>5311 Castle Hayne Rd Wilmington NC</td>
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<td>Fire Station 14</td>
<td>Shiraz Way #8310 Wilmington NC</td>
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<td>9913 River Rd Wilmington NC</td>
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<td>5636 Carolina Bch Rd Wilmington NC</td>
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<td>Fire Station 16</td>
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<td>Fire Station 12</td>
<td>3805 U.S. 421, Wilmington, NC 28412</td>
<td>2</td>
<td>2</td>
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<td>Split systems/Package systems/Gas Furnace</td>
</tr>
<tr>
<td>Fire Station 17</td>
<td>5907 Murravyile Rd Wilmington NC</td>
<td>2</td>
<td>2</td>
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<td>Gas Heater/Mini Splits</td>
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<td>Fire Station Wrightsboro</td>
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<td>Old ROD/EMS</td>
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<td>RTU/Mini Splits</td>
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<td>Youth Empowerment</td>
<td>801 Princess St Wilmington NC</td>
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<td>Split Systems/Gas Furnace/RTU</td>
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<td>180 Division dr Wilmington NC</td>
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<td>Lucile Shuffler</td>
<td>2011 Carolina Bch Rd Wilmington NC</td>
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<td>RTU/Mini Splits</td>
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<td>Health and Human Services</td>
<td>1650 Greenfield St, Wilmington NC</td>
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<td>2</td>
<td>Yes (Vav/Fcu’s)</td>
<td>RTU’s/Vav’s/Fcu’s/Boiler/Pumps</td>
</tr>
<tr>
<td>Pine Valley Library</td>
<td>3802 S College Rd Wilmington NC</td>
<td>2</td>
<td>2</td>
<td>Yes (Vav’s)</td>
<td>RTU’s/Vav’s</td>
</tr>
</tbody>
</table>

**Total Per Year Price for Services**
NEW HANOVER COUNTY
ANNUAL HVAC PREVENTATIVE MAINTENANCE SERVICES

STATEMENT OF ASSURANCES AND COMPLIANCE

The undersigned, as bidder certifies that the General Conditions and Instructions to Bidders, the Draft Contract, the Scope of Work and the Price Sheet/Bid Form and Exhibit(s) A found in the bidding documents have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid, as indicated below:

1) Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document:
2) Currently complies with all applicable State and Federal Laws:
3) Is not guilty of collusion with the vendors possibly interested in this bid or in determining prices to be submitted: and
4) Such agent as indicated below is officially authorized to represent the firm in whose name this bid is submitted.

______________________________________________________________________________
Name of Firm

______________________________________________________________________________
Name of Firm Representative

______________________________________________________________________________
Title

______________________________________________________________________________
Address of Firm

______________________________________________________________________________
Telephone Number

______________________________________________________________________________
Date

______________________________________________________________________________
State of Incorporation
AGREEMENT

THIS CONTRACT made and entered into this _____ day of ___________________________ 2019 by and between NEW HANOVER COUNTY, a political subdivision of the State of North Carolina, hereinafter referred to as "County"; and ________________________________, a ____________________ hereinafter referred to as "Contractor."

WITNESSETH:

That the Contractor, for the consideration hereinafter fully set out, hereby agrees with the County as follows:

1. **Scope of Services.** Contractor shall provide all labor, equipment, materials and abide by all local, state, and federal codes applicable to service HVAC equipment at locations specified by New Hanover County Property Management. Contractor shall utilize experienced, qualified, properly licensed/certified and properly trained personnel to perform the services required and list all required licenses in the Qualifications section of its proposal, as more fully described on Exhibit A, attached hereto and incorporated herein by reference.

2. **Time of Performance.** The term of this Agreement shall begin from receipt of Notice to Proceed and all work shall be completed by June 30, 2020. This Agreement may be renewed for an additional two (2) one (1) year terms at the sole discretion of and written notification by County.

3. **Payment.** County hereby agrees to pay for the cost of this Contract not to exceed a sum of ________________________________ ($______ ) Dollars. Payment is contingent upon a final County inspection and acceptance of work or services.

4. **Extra Work.** County and Contractor shall negotiate and agree upon the value of any extra work or services prior to the issuance of a County Change Order or Renewal/Amendment (CRA) form covering said extra work or services. Such Change Order or CRA shall set forth the corresponding adjustment, if any, to the Contract Price and Contract Time.

5. **Indemnity.** Contractor shall indemnify and hold County, its officers, officials, agents, and employees, harmless against any and all claims, demands, causes
of action, or other liability, including attorney fees, for any property damages, personal 
injuries or death arising out of, relating to, or resulting from the negligence, willful act, or 
omission of Contractor, its agents, employees and subcontractors in the performance of 
work or services.

6. **Insurance.** Before commencing any work or services, Contractor 
shall procure insurance in Contractor’s name and maintain all insurance policies for the 
duration of the Contract of the types and in the amounts listed in this Contract. The 
insurance shall provide coverage against claims for injuries to persons or damages to 
property which may arise from operations or in connection with the performance of the 
work hereunder by Contractor, its agents, representatives, employees, or subcontractors, 
whether such operations by itself or anyone directly or indirectly employed by it.

7. **Minimum Scope and Limits of Insurance**

7.1. **Commercial General Liability**

7.1.1. Contractor shall maintain Commercial General Liability 
(CGL) and if necessary, Commercial Umbrella Liability (CUL) insurance with a total limit 
of not less than $1,000,000 for each occurrence for bodily injury and property damage. If 
such CGL insurance contains a general aggregate limit, it shall apply separately to this 
work or services, or the general aggregate shall be twice the required limit.

7.1.2. CGL insurance shall be written on Insurance Services 
Office (ISO) “occurrence” form CG 00 01 covering CGL or its equivalent and shall cover 
the liability arising from premises, operations, independent contractors, products-
completed operations, personal and advertising injury, and liability assumed under an 
insured contract, including the tort liability of another assumed in a business contract.

7.1.3. County, its officers, officials, agents, and employees 
are to be covered as additional insureds under the CGL by endorsement CG 20 10 and 
CG 20 37 or an endorsement providing equivalent coverage as respects to liability arising 
out of activities performed by or on behalf of Contractor; products and completed 
operations of Contractor; premises owned, leased or used by Contractor; and under the 
CUL, if any. The coverage shall contain no special limitations on the scope of protection 
afforded to County, its officers, officials, agents, and employees.
7.1.4. Contractor’s CGL insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by County, its officers, officials, agents, and employees shall be in excess of and shall not contribute to Contractor’s insurance.

7.2. **Workers’ Compensation and Employer’s Liability**

7.2.1. Contractor shall maintain Workers’ Compensation as required by the general statutes of the State of North Carolina and Employer’s Liability Insurance.

7.2.2. Employer’s Liability, and if necessary, CUL insurance shall not be less than $1,000,000 for each accident for bodily injury by accident, $1,000,000 for each employee for bodily injury by disease, and $1,000,000 policy limit.

7.2.3. The insurer shall agree to waive all rights of subrogation against County, its officers, officials, agents, and employees for losses arising from work or services performed by Contractor for County.

7.3. **Business Auto Liability**

7.3.1. Contractor shall maintain applicable Business or Personal Auto Liability and, if necessary, CUL insurance with a limit of not less than $1,000,000 each accident. Personal auto insurance may be accepted in lieu of Business Auto Insurance.

7.3.2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos used in the performance of work or services.

7.3.3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide Contractual liability coverage equivalent to that provided in ISO form CA 00 01.

7.3.4. Contractor’s Business Auto Liability insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by County, its officers, officials, agents, and employees shall be in excess of and shall not contribute to Contractor’s insurance.
7.4. **Deductibles and Self-Insured Retentions**

7.4.1. Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects County, its officers, officials, agents, or employees; Contractor shall procure a bond guaranteeing payment of deductibles or self-insured retentions.

7.4.2. Contractor shall be solely responsible for the payment of all deductibles to which all policies are subject, regardless of whether County is an insured under the policy.

7.5. **Miscellaneous Insurance Provisions.**

7.5.1. Any failure to comply with reporting provisions of the policies listed in this Contract shall not affect coverage provided to County, its officers, officials, agents, and employees.

7.5.2. Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice has been given to County, 230 Government Center Drive, Ste. #125, Wilmington, NC 28403.

7.5.3. If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

7.6. **Acceptability of Insurers.** Insurance is to be placed with insurers licensed to do business in the State of North Carolina with an A.M. Best’s rating of no less than A VII unless County has granted a specific exemption.

7.7. **Evidence of Insurance**

7.7.1. Contractor shall furnish County with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work or services, and thereafter upon renewal or replacement of each certified coverage until all operations under this Contract are deemed complete.

7.7.2. Evidence of additional insured status shall be noted on the certificate of insurance as per requirements in this Contract.
7.7.3. With respect to insurance maintained after final payment in compliance with requirements, an additional certificate(s) evidencing such coverage shall be provided to County with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

7.8. **Subcontractors.** Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. CGL coverage shall include independent contractors’ coverage, and Contractor shall be responsible for assuring that all subcontractors are properly insured.

7.9. **Conditions**

7.9.1. County may, at its discretion and with approval of Risk Management and the Finance Department, accept letters of credit or custodial accounts in lieu of specific insurance requirements.

7.9.2. Contractor shall warrant the insurance contributing to the satisfaction of insurance requirements in this Contract shall not be canceled, terminated, or modified by Contractor without prior written approval of County.

7.9.3. Contractor shall promptly notify New Hanover County Property Management and New Hanover County Risk Management at (910) 798-7497 of any accidents arising in the course of operations under the Contract causing bodily injury or property damage.

7.9.4. County reserves the right to obtain complete, certified copies of all required insurance policies.

7.9.5. Failure of County to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of County to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor’s obligation to maintain such insurance.

7.9.6. County does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation of Contractor’s liability under the indemnities granted to County in this Contract.
7.9.7. If Contractor fails to maintain the insurance as set forth herein, County shall have the right to purchase said insurance at Contractor’s expense. Contractor agrees to reimburse County for all expenses incurred for such purchase.

7.9.8. Contractor or its agent may apply to County for approval of higher deductibles based on financial capacity and quality of the carrier affording coverage.

7.9.9. County shall have the right to prohibit Contractor or any subcontractor from performing work or services and may withhold payment until required certificates has been received and approved by County.

8. Independent Contractor. The parties mutually agree that the Contractor is an independent contractor and not an agent of the County, and as such, the Contractor shall not be entitled to any County employment benefits, such as, but not limited to, vacation, sick leave, insurance, workmen’s compensation, or pension and retirement benefits.

9. Default and Termination. If Contractor fails to prosecute the work or services with such diligence as will insure its completion within the Contract time, or if Contractor breaches any of the terms or conditions contained in this Contract and fails to cure said breach within two (2) days of County’s mailing of Notice of Default, or otherwise fails to perform the work or services hereunder to the County’s reasonable satisfaction, County may terminate this Contract forthwith. Upon termination, County may, without prejudice to an action for damages or any other remedy, take the prosecution of the work or services out of the hands of Contractor. County may enter into another Contract for the completion of the Contract, or use such other methods as may be required for the completion of the Contract. County may deduct all costs of completing the Contract from any monies due or which may become due to Contractor. In the event this Contract is terminated prior to completion of the services by the Contractor, the Contractor shall be paid for work or services performed to the date of termination. In no event will the amount due Contractor in the event of termination exceed that amount set forth in this Contract. Nothing contained herein shall prevent the County from pursuing any other remedy, which it may have against Contractor, including claims for damages.
10. **Termination for Convenience.** County may terminate this Contract for convenience at any time and without cause. Upon receipt of notice, Contractor shall immediately discontinue providing the work or service and, if applicable, the placing any orders for any materials, facilities, and supplies in connection with the performance of the work or services of this Contract.

11. **Non-appropriation.** All funds for payment by County under this Contract are subject to the availability of an annual appropriation of the New Hanover County Board of Commissioners for the services provided under the Contract, County will terminate the Contract, without termination charge or liability, on the last day of the then-current fiscal year or when the appropriation made for then-current year for the services/items covered by this Contract is spent, whichever occurs first. If at any time funds are not appropriated for the continuance of this Contract, cancellation shall be accepted by the Contractor on ten (10) business days’ prior written notice, but failure to give such notice shall be of no effect and County shall not be obligated under this Contract beyond the date of termination.

12. **Non-waiver of Rights.** The parties mutually agree that either party’s failure to insist upon the strict performance of any provision of this Contract or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any rights under this Contract.

13. **Conflict of Interest.** No paid employee of the County shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this Contract.

14. **Subcontracts.** The Contractor shall utilize no subcontractors for performing the work or services to be performed under this Contract without the prior written approval of the County.

15. **Entire Contract.** This Contract constitutes the entire understanding of the parties.

16. **Binding Effect.** This Contract shall be binding upon the parties hereto, and their heirs, successors, executors, administrators and assigns.

17. **Severability.** If any provision of this Contract is held unenforceable, all remaining provisions of this Contract shall remain in full force and effect.
18. **Inclusive Terms.** Use of the masculine herein shall include the feminine and neuter, and the singular shall include the plural.

19. **Governing Law.** All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina.

20. **E-Verify Compliance.** Pursuant to N.C.G.S. 143-133.3, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. Violation of the provision, unless timely cured, shall constitute a breach of Contract.

21. **Compliance with Federal Law.** If applicable, all federally funded projects, loans, grants, and sub grants whether funded in part or wholly, must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

22. **Accounting Procedures for Refund of County Sales & Use Tax.** Pursuant to G.S. 105-164.14(c), the County is entitled to a refund of sales and/or use taxes paid by contractors on purchases of building materials, supplies, fixtures and equipment that become a part of or are annexed to any building or structure that is owned or leased by the County and is being erected, altered or repaired for use by the County.

   Contractors shall provide a “certified statement” containing the specific required information. The certified statement must include all of the following information:

   a. the date the property was purchased;
   b. the type of property purchased;
   c. the cost of property purchased and the amount of sales and use taxes paid thereon;
   d. the project for which the property was used;
   e. if the property was purchased in this State, the county to which it was delivered; and
   f. if the property was not purchased in this State, the county in which the property was used.

   If the contractor makes several purchases from the same vendor, the certified statement must indicate each invoice number, the inclusive dates of the invoices, the total amount each invoice, and the state and local sales and use taxes paid on the purchase.
The statement must also include the cost of any tangible personal property withdrawn from the Contractor's warehouse stock and the amount of state and local sales or use tax paid by the Contractor. If subcontractors are used, similar certified statements by its subcontractors must be obtained by the general contractor and furnished to the County. Local sales or use taxes included in the Contractor's statements must be shown separately from the State sales or use taxes. The Contractor's statements must not contain sales or use taxes paid on purchases of tangible personal property purchased by the contractor for use in performing the contract which does not annex to, affix to or in some manner become a part of the building or structure that is owned or leased by the County and is being erected, altered or repaired for use by the County.

Examples of property on which sales or use tax has been paid by the Contractor and which shall not be included in the Contractor's statement are scaffolding, forms for concrete, fuel for the operation of machinery and equipment, tools, equipment, equipment repair parts and equipment rentals.

A certified statement must be provided with each pay request. If there was no sales or use tax paid during the period, the contractor shall provide a “Zero” sales and use tax statement.

23. **Notices.** All notices required hereunder to be sent to either party shall be sent to the following designated addresses, or to such other address or addresses as may hereafter be designated by either party by mailing of written notice of such change of address, by Certified Mail, Return Receipt Requested:

**To County:**
New Hanover County Property Management  
**Attention:** Scott Gordon  
200 Division Drive  
Wilmington, North Carolina, 28401

**To Contractor:**

________________________________________________________

________________________________________________________

________________________________________________________
24. **Assignability.** The parties hereto agree that this Contract is not transferable and shall not be assigned by either party without the written consent of the other party to this Contract.

25. **Contract Under Seal.** The parties hereto expressly agree to create a Contract under seal.

IN WITNESS WHEREOF, the parties have hereunto affixed their hands and seals, the day and year first above written and by authority duly given.

CONTRACTOR.

________________________________ (Seal)  
President

ATTEST:

______________________________  
Secretary

STATE OF _____________  
___________ COUNTY

I, ____________________________, a Notary Public of the State and County aforesaid, certify that ______________________ came before me this day and acknowledged that (s)he is President of ______________________a ____________ corporation, and that by County duly given and as the act of the corporation, the foregoing instrument was signed and sealed in its name by its President.

WITNESS my hand and official seal, this ___ day of ________________, 2019.

______________________________  
Notary Public

My commission expires: ________________