

**NEW HANOVER COUNTY
REQUEST FOR PROPOSAL
EMERGENCY & HURRICANE PREPAREDNESS
PREPOSITIONING CONTRACT FOR MOBILE SHOWER FACILITY UNITS**



COUNTY COMMISSIONERS

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Section 1 – Advertisement

NEW HANOVER COUNTY
REQUEST FOR PROPOSAL
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PREPOSITIONING CONTRACT FOR MOBILE SHOWER FACILITY UNITS

Bids addressed to Lena Butler, Purchasing Supervisor, 230 Government Center Drive, Suite 165, Wilmington, NC 28401 and marked “**RFP- PREPOSITIONING CONTRACT FOR MOBILE SHOWER FACILITY UNITS**” will be accepted until 2:00 PM EST, Friday, March 25, 2022.

Proposals may also be emailed to: lbutler@nhcgov.com. Please “**RFP- PREPOSITIONING CONTRACT FOR MOBILE SHOWER FACILITY UNITS**” in the subject line of your email submittal.

Instructions for submitting proposals and complete requirements and information may be obtained by visiting the County’s website at <https://www.nhcgov.com/business-nhc/bids>.

New Hanover County is requesting proposals from vendors capable of providing the services of Mobile Shower Facility Units (MSFUs) at various field locations during hurricane season (June 1 – November 30) and other types of incidents throughout New Hanover County, NC. As set forth by FEMA, each community should be prepared in advanced for such an occurrence.

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

Released: Friday, March 4, 2022

Section 2 – General Information

2.1 – Schedule

Date	Action
Friday, March 4, 2022	RFP issued.
Friday, March 11, 2022, at 5:00 PM EST	Deadline for questions
Friday, March 18, 2022	Questions will be answered via written addendum.
Friday, March 25, 2022, at 2:00 PM EST	Deadline for receipt proposals

2.2 – Introduction

Purpose: New Hanover County Emergency Management, to assure readiness when responding to emergencies and major disasters, is seeking proposals from vendors who have a desire to provide goods and services in time of need for public safety and well-being of the citizens of New Hanover County. The resulting contract(s) will be Indefinite Delivery/Indefinite Quantity Contracts as the County is unable to determine the exact amount of goods and or services needed. The resulting contracts will be used to help the County respond to emergencies, whether natural or man-made, as defined in North Carolina General Statute Chapter 166A (North Carolina Emergency Management Act) and New Hanover County Code of Ordinances Chapter 17 (Civil Emergencies). Pricing for goods and services provided under the resulting contract shall only be available prior to, during, and for a reasonable amount of time after a declared emergency, as determined by the County.

Background: The intent of this solicitation and any resultant contract is to obtain the services of Mobile Shower Facility Units (MSFUs) at various field locations during hurricane season (June 1 – November 30) and other types of incidents throughout New Hanover County, NC. The expectation and desired result of this contract is to provide: 1) clean, sanitary, and properly maintained shower units that meet contract specifications at all times, 2) sufficient supplies such as towels and soap for incident personnel use, 3) sufficient potable hot and cold water needed to take safe, comfortable showers, 4) timely arrival, set-up, and hours of operation that accommodate all of the incident personnel needs, and 5) knowledgeable, trained and dependable Mobile Shower Facility Managers and personnel on site at all times. This proposal seeks pricing for five ADA compliant MSFU to be delivered to locations as directed within New Hanover County.

Acceptance by the County of any submittal to this Request for Proposal (RFP) shall not constitute or warrant a contract. The County is not responsible for the cost associated with preparing a proposal and/or participating in any interviews that may be requested by the County to aid in the evaluation process.

All payments under the contract resulting from this RFP shall be made only for goods and/or services requested and approved by the County. No work effort will begin without written authorization (Notice to Proceed) from the County.

No retainer shall be paid in order to keep the Contract in effect.

2.3 – Insurance Requirements

Refer to New Hanover County Purchase Order Terms and Conditions.

2.4– Questions

Questions concerning this solicitation should be directed to Lena Butler, Purchasing Supervisor at lbutler@nhcgov.com. Questions will be received until **Friday, March 11, 2022, at 5:00 PM EST**. 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

Other than the contact person detailed in Section 2.4 above, Bidders may not have communications, verbal or otherwise, concerning this RF with any personnel or boards from New Hanover County, other than the person listed in this section which is Lena Butler, Purchasing Supervisor. 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 lbutler@nhcgov.com including pertinent contact information. This will ensure that you receive any addenda issued for this RFP; if applicable.

2.7 - Cost of Preparation of Response

Costs incurred by prospective Bidders in the preparation of the response to this RFP are the responsibility of the Bidder and will not be reimbursed by The County.

2.8 – Bid Submittal Deadline

Bidders are instructed to submit their Bids in a sealed envelope clearly marked “**RFP- PREPOSITIONING CONTRACT FOR MOBILE SHOWER FACILITY UNITS**” and mail to:

New Hanover County
Attn: Lena Butler, Purchasing Supervisor
230 Government Center Drive, Suite 165
Wilmington, NC 28403

OR

Send your Bid via email to lbutler@nhcgov.com.

The deadline for receipt of bids is **Friday, March 25, 2022, at 2:00 PM EST**. Bids received after the time and date for closing will not be accepted.

2.9– Authorized Signature

Bids must be signed by an authorized individual of the firm. Bids that are not signed will be rejected.

2.10 – Minor Deviations

New Hanover County reserves the right to allow or disallow minor deviations or technicalities should the County deem it to be to the best interest of the County. New Hanover County shall be the sole judge of what is to be considered a minor deviation or technicality.

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.

2.13 - Withdrawal of Bids

No bid may be modified, withdrawn, or canceled by the Bidder for a period of ninety (90) days following the receipt of bids. Negligence or error on the part of any Bidder in preparing his bid confers no right of withdrawal or modification after the bids have been opened.

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 RFP.

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, Bidder shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. Upon execution of contract, County requires an affidavit attesting to Bidder's compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

2.17 - Addendum

The RFP 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 notified the Purchasing Supervisor of their intent to submit a bid and posted on the County's website.

You may visit our website at <http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx> to check for the issuance of any addenda before submitting your bid.

2.18 - 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.

2.19 – 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 (31U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324). **(See Section 3 for Complete Details)**

2.20 – Award

Contract shall be awarded to the **Lowest** Responsive and **Responsible Bidder**: The **bidder** who fully complied with all of the **bid** requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit.

2.21 Certificate of Authority

Subject to several statutory exceptions, a business entity incorporated or organized in a state other than North Carolina must obtain a certificate of authority from the North Carolina Secretary of State prior to transacting business in the State. See [G.S. 55-15-01\(a\)](#) (business corporations); [G.S. 55A-15-01\(a\)](#) (nonprofit corporations); [G.S. 57D-7-01\(a\)](#) (limited liability companies); [G.S. 59-902\(a\)](#) (limited partnerships); [G.S. 59-91\(a\)](#) (registered limited liability partnerships); [G.S.55B-16\(a\)](#) (professional corporations). When the requirement applies, the foreign entity transacting business in the State is responsible for obtaining a certificate of authority—not the domestic (i.e., North Carolina) corporations, public entities, or individuals with whom the foreign entity might contract.

2.22 - Payment Terms

Payment is Net 30 days from the date of an approved invoice.

2.23 - Right to Reject Bids

New Hanover County reserves the right to accept or reject any or all bid in response to this solicitation.

Section 3– Scope of Work

The Selected Contractor shall provide/perform the following as requested by the County:

1. MSFUs are to include all equipment, labor, supervision, materials, supplies, equipment set up and take down, transport and maintenance (except for those items listed as Government furnished) to accomplish the full scope of the work defined herein. Only equipment necessary for the operation of a MSFU will be allowed and approved for use under this contract. Equipment must be capable of operating in remote, primitive locations with limited access.
 - a. Selected Contractor Furnished Equipment, Supplies, and Personnel The MSFU is to include all equipment, labor, supervision, materials, supplies, equipment set up/take down, living accommodations, shower services for Selected Contractor’s personnel, all fuel, electricity required for heat, lights, hot water, transport, and maintenance necessary for the operation of the MSFU.
 - b. All equipment and service is required to meet current Federal, State and local laws or regulations, the National Electric Code (NEC), the Uniform Plumbing Code (UPC), Federal and State potable water codes, Occupational Safety and Health Administration (OSHA), National Sanitation Foundation Standards (NSFs) and other contractual requirements.
 - c. Provide adequate personnel to keep the Mobile Shower Facility in continuous operation during showering use periods specified by NHC when the contract is executed, to include personnel to haul potable water to support MSFU. The MSFU is not required to operate 24 hours per day, and the operational shift will be set by NHC Logistics staff.
2. A MSFU shall consist of a showering unit (trailer), potable water vehicle, hand washing sinks, dressing areas, and all peripheral equipment and trailers necessary to mobilize and support the shower unit and its personnel.
3. Quotes for handicapped accessible MSFU shall meet the same standards as standard access MSFUs

Overall Shower Units in each MSFU at a minimum shall:

- a. Have the inside constructed of nonporous, readily cleanable surfaces to accommodate sanitization and cleaning. Wood surfaces in the shower unit are not acceptable. Materials that can corrode or rust are not acceptable.
- b. Have nonskid surfaces on floors that are comfortable for bare feet. Wood surfaces, carpet, or similar material on the floors in the shower unit are not

acceptable. Nonporous mats may only be used if they are completely removable for cleaning purposes.

- c. Have sturdy steps that are comfortable for bare feet, allowing entry to the Shower Unit in a safe manner.
- d. Provide phosphate free liquid soap and all paper bath and hand towels.
- e. Provide a shower caddy or shelf at each showerhead to accommodate soap, shampoo, etc.
- f. Have the capability of maintaining hot water up to 110° F. Water temperatures must be adjustable at each showerhead providing hot water and cold water through a mixing faucet. Shower heads shall provide a comfortable shower with no pressure or temperature fluctuations. A minimum of 2 gallons-per-minute (gpm) flow at the showerhead is required.
- g. Ensure that all equipment preserves the potable water quality throughout the shower unit and peripheral equipment where water is stored and used. No galvanized pipes, fittings, fixtures or other galvanized materials are allowed throughout the inside of each shower stall or the plumbing that provides the water to each shower stall.
- h. Use potable water for all showers and wash basins.
- i. Showers and washbasins shall be equipped with water pumps that are made of food grade material and are suitable for Domestic, Sanitary or Potable water use.
- j. Provide all fuel and electricity required for heat, lights, and hot water.
- k. Provide for segregated separate showering areas for men and women, units providing the most flexibility are desired.
- l. Shower walls extend to the floor, prevent wastewater crossover between stalls.
- m. Have adequate outside lighting at the shower entrance and around the washbasin area for use of the shower unit after dark.
- n. Provide light bulbs or fluorescent tubes covered with an enclosed plastic safety shield, tempered safety glass, or its equivalent, for all light fixtures. Light fixtures shall be installed so as not to constitute a hazard to personnel or shower unit materials. All electric receptacles not dedicated shall be grounded fault circuit interrupter (GFI) protected.
- o. Have a minimum enclosed storage capacity of 2,500 gallons of gray water for both large and small capacity units.
- p. Have a tank with minimum enclosed storage capacity of 1,500 gallons of potable water for both large and small capacity units. The entire inside of the tank shall be visible for an ocular inspection. This must be separate storage from the potable water vehicle and shall be equipped with a minimum of twelve (12) outside spigots/valves for filling canteens, cubitainers and water bottles. The use of bladder bag is prohibited.
- q. Provide garbage cans and bio-based/bio-preferred liners.

- r. Provide an outside waiting area with the minimum seating capacity of one chair per showerhead.
- s. Ground/dust covering and rain/shade protection (such as waterproof tents, awnings, and canopies) shall be provided and set up over all waiting areas unless exempted by NHC assigned staff
- t. Have sufficient built-in heating and ventilation fan(s) to provide a comfortable atmosphere and keep the steam/humidity level low. The Selected Contractor shall furnish documentation representing ventilation fan(s) create a minimum level of exchange of 15 air exchanges per hour.
- u. Provide sufficient drainage to prevent the puddling of water.
- v. Provide privacy inside the shower unit from outside viewing.

Shower Stalls in each shower unit at a minimum shall:

- a. Number of Shower stalls:
 - i. Large capacity units shall have no less than twelve (12) shower stalls.
 - ii. Small capacity units shall have no less than eight (8) and no more than eleven (11) shower stalls.
- b. Have solid, sturdy, heavy-duty partitions made of opaque material that limits the view from the person showering on either side. Shower stalls shall be a commercially available product or equivalent and may consist of coved, square, rectangle, or corner shaped floor pans. Shower stalls at a minimum shall have an interior width measurement of 28 inches from wall to wall consistently when measured from the top of the shower pan to a height of 80 inches, and 28 inches in depth consistently when measured perpendicular from the center of the top interior lip of the shower pan to the center of the back wall. Shower stall shapes that are not square shall be a minimum of 28 inches x 28 inches and 784 square inches measured as stated above (drawings with dimensions showing these requirements are met must be submitted with each proposal). Shower stalls shall be equipped with heavy-duty shower curtains or solid, sturdy, and heavy-duty doors made of opaque materials.
- c. Be equipped with individually plumbed floor drains and shower walls that extend to the floor to avoid mixing of wastewater (walls may have a gap at the top allowing for ventilation but must still provide privacy).
- d. Any hand-held showerheads shall include a wall fixture to hold the unit while the water is flowing. Timing devices that restrict water flow are not allowed.

Wash basins (sinks) in each shower unit at a minimum shall:

- a. Large capacity units shall have a minimum of eight (8) wash basins (sinks) and mirrors and may be located outside or inside of any enclosed trailers. Unobstructed egress in or out of any enclosed trailer shall be maintained at all

times. Large capacity units require one additional wash basin and mirror for every two showerheads over and above the minimum number of 12 required showerheads. Small capacity units shall have a minimum of four (4) wash basins (sinks). Small capacity units require one additional wash basin and mirror for every two showerheads over and above the minimum number of 8 required showerheads. Wash basins may be located outside or inside of any enclosed trailers. Unobstructed egress in or out of any enclosed trailer shall be maintained at all times.

- b. All required washbasins shall be accessible for use by either men or women, have lighting for use of the wash basins in darkness and a minimum of 4 duplex electrical receptacles (120v) on large capacity units and 3 duplex electrical receptacles (120v) on small capacity units. Placement of electrical receptacles shall be located in areas that are convenient for all users. Placement of operational washbasins inside a shower unit or individual shower stalls is prohibited.
- c. Each wash basin (sink) shall provide hot and cold water, shall control gray water, and shall have a minimum of one liquid soap dispenser and one enclosed paper towel dispenser for every two sinks. Each wash basin (sink) shall also have the ability to hold water with built in or permanently attached stoppers. (3) Each wash basin shall have continuous water heating capable of maintaining up to 110 degrees F, as tested at the faucet. Each basin shall provide hot and cold water through a mixing faucet. The faucet shall have manual user controls that allow for temperature control and the washing of both hands while the water is running. Water saving devices that require manual activation to achieve and maintain water flow, such as push button or automatic faucets, are not allowed.
- d. Ground covering/dust control and rain/shade protection (such as waterproof tents, awnings, and canopies) shall be provided and set up over all wash basins, unless exempted.

Dressing Area Dressing areas in each shower unit shall, at a minimum:

- a. Be connected to shower stalls providing a combination shower stall with private dressing area.
- b. The dressing area size shall be a minimum of 30" x 30" or 900 square inches excluding the seating area (walls do not have to be from floor to ceiling, but must still provide privacy). Units with retractable or folding seating may include this seating area as part of the minimum measurement. Adequate space shall be provided for a reasonable sized person to comfortably use the specified dressing area while the seat is being used. Materials that can corrode or rust are not acceptable.
- c. Provide seating for each showerhead.
- d. Have three separate, sturdy, permanently affixed clothes hooks per showerhead.

- e. Provide sufficient drainage to prevent the puddling of water.
- f. Have flooring that can be sanitized
- g. Provide reasonable security from pilferage. Adequate security measures are needed if shoes cannot be carried into the shower unit or left in an enclosed waiting area.
- h. Be located inside of the shower trailer. Tent systems connected to the shower trailer are not acceptable.
- i. Each dressing stall shall have solid, sturdy, heavy-duty partitions made of opaque material that limits the view from the person dressing on either side.
- j. Dressing stalls shall be equipped with heavy-duty shower curtains or solid, sturdy, and heavy-duty doors made of opaque materials.

Potable Water Vehicle All potable water vehicles shall:

- a. Provide a tank with minimum capacity of 1,500 gallons of potable water storage and be available to provide the shower unit with potable water.
- b. Comply with the New Hanover County Health & Human Services Health Department potable water standards, and with any Department of Transportation and Water Quality Authority requirements of the State of North Carolina and in which the potable water vehicle is licensed
- c. Provide Selected Contractor furnished operator(s).
- d. Be equipped with a minimum of four (4) outside spigots/valves for filling canteens, cubitainers and water bottles.
- e. Have a potable water/food-grade pump, which has the capacity to transfer potable water a minimum of twenty feet vertical.
- f. Include the annual inspection certificate for the double check valve that documents it has been inspected and is fully operational.

Sanitation Requirements: The selected Contractor shall provide resources to ensure the entire inside of the Mobile Shower Facilities Unit is sanitized, at a minimum, twice daily (normally completed during non-peak periods) using the minimum following procedure:

- a. Wash down the MSFU with soap or detergent, rinse thoroughly, sanitize with a household bleach (5 percent chlorine) solution using a minimum of 1 tablespoon bleach per 2 gallons water, or equivalent and rinse unit thoroughly.
- b. Remove and sanitize floor mats twice daily.
- c. Shower curtains shall be sanitized twice daily and replaced as necessary.
- d. Maintain a log documenting the dates and times that the sanitizing is performed.
- e. Additional Safety Equipment Any ramps, steps, or platforms shall have solid handrails, not chain linked, in addition to other current OSHA standards for handrails and stairs (see 29 CFR 1910.23-1910.24).

- f. All Stationary equipment shall be supplied with oil spill containment units consisting of both pads and pans, under the fuel tank, engine, and any other petroleum containers, except miscellaneous “fuel containers” under 5 gallons. Stationary equipment is defined as that remaining in one position for 24 hours or more, or that is parked in the same location for over 24 hours.
4. Due to the sporadic occurrence of incident activity, the New Hanover County Emergency Management DOES NOT GUARANTEE placement of any orders for service.
- a. The Selected Contractor is required to provide written notification to the NHC EM point of contact any time their unit is unavailable for dispatch. Failure to provide this notification may result in a poor past performance evaluation and/or suspension of the unit.
 - b. The Selected Contractor is not obligated to accept orders if written notification has been submitted, stating the Selected Contractor is unavailable in advance of the placement of an order.
 - c. New Hanover County may at any time order more than five Mobile Shower Facility for an incident.

5. Government Furnished Services

Upon award of contract, New Hanover County will negotiate to provide:

- a. Waste Products - NHC will arrange for pick up and disposal of all waste products (trash), after the waste products have been placed in NHC provided containers by the Selected Contractor at a NHC designated location.
- b. Gray Water - NHC will arrange for removal of waste (gray) water from the Selected Contractor's holding facilities.
- c. Meals – When NHC is providing meals for an incident via a Mobile Food Service Unit, or by other means, meals for Selected Contractor’s employees will be furnished meals without charge.
- d. Potable Water – For longer term incidents that would be better served by use of resources other than a mobile potable water source. NHC will designate a potable water source in coordination with the Cape Fear Public Utility Authority (CFPUA). If a water-use fee is required for the NHC designated potable water source, NHC shall be responsible for payment of the water-use fee.
- e. Fuel Tender - NHC may allow the Selected Contractor to use a NHC-designated fuel tender when available. The Selected Contractor shall pay directly (to the fuel tender) via credit card for any costs of these petroleum products. These costs will be listed as line items, to include copies of receipts, on the final invoice.
- f. Government Escort - When it is difficult for the Selected Contractor to locate an incident with the directions provided by NHC, the Selected Contractor may

request an escort to the incident through the County point of contact in the Emergency Operations Center.

6. **Water Testing:** Unless connecting to an approved CFPUA/NHCDHHS Health Department site, the Selected Contractor shall have resources and ability to perform one microbiological test for total coliform bacteria upon arrival at the incident. The Selected Contractor will be reimbursed for additional water testing fees if the Government requires a water sample to be submitted more than once every 30 days or if the Government chooses to change water sources, while the unit is assigned to the same incident. The purpose for the required additional water test shall be clearly documented on the invoice form.

Section 4– Federal Uniform Guidance

1. 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).

2. Equal Opportunity.

2.1 During the performance of this contract, Bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Bidder will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

2.2 Bidder will, in all solicitations or advertisements for employees placed by or on behalf of Bidder, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

2.3 Bidder will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Bidder's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

2.4 Bidder will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

2.5 Bidder will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

2.6 In the event of Bidder's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and Bidder may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

2.7 Bidder will include the provisions of this section in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Bidder will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event Bidder becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, Bidder may request the United States to enter into such litigation to protect the interests of the United States.

3. Bidder shall comply with the following additional federal provisions:

3.1. Davis Bacon Act and Copeland Anti-Kickback Act.

21.1.1 Bidder and its subcontractors agree to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. § 3145) as supplemented in Department of Labor regulations (29 C.F.R. Part 3). The Copeland Anti-Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the

compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

3.2 Bidder shall comply with the Davis-Bacon Act (40

U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction)). See 2 C.F.R. Part 200, Appendix II, ¶ D. In accordance with the statute, Bidder must be pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Bidder must be pay wages not less than once a week.

3.3 A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

4. Contract Work Hours and Safety Standards Act

4.1 Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty hours in the work week.

4.2 Overtime: No contractor or subcontractors contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of forty hours in such work week unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such work week.

4.3 Violation: liability for unpaid wages; liquidated damages: In the event of any violation of the provisions of this section, Bidder and any subcontractors responsible therefore shall be liable to any affected employee for his unpaid wages. In additions, such

contractor and subcontractors shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of this Agreement in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard work week of forty hours without payment of the overtime wages required by this Agreement.

4.4 Withholding for unpaid wages and liquidated damages: County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by Bidder or its subcontractors under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractors for unpaid wages and liquidated damages as provided in the clause set forth in this Agreement.

4.5 Subcontracts: Bidder or its subcontractors shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this Agreement.

5. Patent Rights: If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under this Agreement, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, County and Bidder agree to take actions necessary to provide immediate notice and a detailed report to FEMA. Unless the Government later makes a contrary determination in writing, irrespective of Bidder's status (a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual), County and Bidder agree to take the necessary actions to provide,

through FEMA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 CFR, Part 401. Bidder agrees to include the above two paragraphs in each third party subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FEMA.

6. Clean Water Act and Federal Water Pollution Control Act:

6.1 Bidder agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

6.2 Bidder agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

6.3 Bidder agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

6.4 Bidder agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

6.5 Bidder agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

6.6 Bidder agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. and shall report each violation to County and understands and agrees that County will, in turn, report each violation as required to assure notification to an appropriate Federal

Emergency Management Agency, and an appropriate Environmental Protection Agency Regional Office.

6.7 Bidder agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

7. Suspension and Debarment.

7.1 This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such Bidder is required to verify that none of Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

7.2 Bidder must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

7.3 This certification is a material representation of fact relied upon by County. If it is later determined that Bidder did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

7.4 Bidder agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Bidder or Bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions.

8. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended).

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress,

or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

9. Procurement of Recovered Materials.

9.1 A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶ J; 2 C.F.R. § 200.322; PDAT Supplement, Chapter V, ¶ 7.

9.2 The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

9.3 In the performance of this contract, Bidder shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

- i. Competitively within a timeframe providing for compliance with the contract performance schedule;
- ii. Meeting contract performance requirements; or
- iii. At a reasonable price.

Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

10. Access to Records. The following access to records requirements apply to this contract:

10.1 Bidder agrees to provide County, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of Bidder which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

10.2 Bidder agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

10.3 Bidder agrees to provide the FEMA Administrator or his authorized representative(s) access to construction or other work sites pertaining to the work being completed under this Agreement.

10.4 Bidder shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

10.5. Bidder will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

10.6. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

10.7. Bidder acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to Bidder's actions pertaining to this bid.

Section 5– New Hanover County Purchase Order Terms & Conditions

1. **QUESTIONS CONCERNING THE PURCHASE ORDER:** Contact the Bill To Department shown on the purchase order.
2. **PURCHASE ORDER NUMBER:** The purchase order number must appear on all invoices, packing slips, correspondence, and bill of lading. The County will not be responsible for goods delivered without a purchase order.
3. **PRICE:** If prices or terms do not agree with your quotation, you must notify the ordering **Department** immediately. All prices are quoted **F.O.B. DESTINATION** unless specifically indicated otherwise.
4. **INVOICES:** All invoices are to be mailed to the Bill To Department. Each purchase order must be invoiced separately. Invoices for partial shipments will be accepted and final invoices should indicate completion of order. The Purchase Order Number should be referenced on all invoices.
5. **CASH DISCOUNTS:** All cash discounts will be effective from the date an invoice is received and approved by the County and not the date the invoice is printed by the vendor
6. **PAYMENT TERMS:** The County agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The County does not agree to the payment of late charges or finance charges assessed by the seller for any reason. Invoices are payable in U.S. funds.
7. **TAXES:** New Hanover County is not Tax-Exempt. Prices shown on the County’s purchase orders do not include tax; however, all applicable taxes shall be paid by the County. Seller shall itemize taxes on the seller’s invoice. It should be noted that the County is exempt from Federal Excise Tax except as required to be paid by law.
8. **QUANTITY:** The specific quantity ordered must be delivered in full and will not be changed without the Purchasing’s consent. Any unauthorized quantity is subject to rejection and return at seller’s expense.
9. **FREIGHT AND PACKAGING:** Price quotations shall include freight, transportation, shipping, handling and similar charges. Collect freight shipments will be refused. The seller shall absorb any increase in rates becoming effective after the date hereof. The seller agrees to assume and pay all extra expense occurring on account of improper packaging.
10. **SERVICES PERFORMED:** All services rendered under this agreement will be performed at the Seller’s own risk and the Seller expressly agrees to indemnify and hold harmless New Hanover County, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.
11. **INSURANCE:** Contractor shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property

damage; New Hanover County, shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence – if providing professional services; to include Environmental Professional, if applicable. (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. (e) Pollution Liability insurance in an amount not less than \$1,000,000 per occurrence, if applicable. Certificates of Insurance shall be furnished prior to the commencement of Services to: New Hanover County, 230 Government Center Drive, Suite 125, Wilmington, NC 28403.

12. **APPLICABLE LAWS:** By the acceptance of this order, seller represents that the goods covered by this order are in full compliance with all applicable local, state or federal laws and regulations and agrees to indemnify and defend New Hanover County against any loss, cost, liability or damage by reason of seller's violation of any laws.
13. **CANCELLATION:** New Hanover County reserves the right to cancel this order, or any part thereof, at any time without penalty. Such cancellation may be based upon failure of the seller to comply with the terms and conditions of this transaction, failure to perform the work with promptness and diligence, failure to make shipment within the time specified or for any other reason which causes the seller not to perform as agreed.
14. **ACCEPTANCE AND INSPECTION:** All goods shall be subject to the County's right of inspection and rejection. Risk of loss and title to all goods shall remain with the seller until acceptance has been made by the County. If goods are rejected, they will be returned at seller's risk for credit or replacement at the County's option and all handling and transportation expenses both ways shall be assumed by the seller. When goods have been rejected, the County shall have the right to cancel any unshipped portion of this order. Payment for supplies shall not constitute acceptance and is without prejudice to claims that the County may have against the seller.
15. **WARRANTY:** The seller expressly warrants that goods, covered by this order will conform to the specifications, drawings, or samples furnished by the County and shall be free from defects in material and/or workmanship and shall be merchantable. This warranty shall survive any inspection, delivery acceptance or payment by the County. The seller also warrants that the goods do not infringe any patent, registered trademark or copyright and agrees to hold New Hanover County harmless in the event of any infringement or claim thereof. Additionally, seller warrants that the goods are free and clear of all liens and encumbrances and that seller has a good and marketable title to the same.
16. **HAZARDOUS CHEMICALS:** The seller shall ensure that each container of a hazardous chemical is labeled, tagged or marked with information required by OSHA's Hazard Communication Standard, Department of Transportation requirements, and any applicable EPA requirements.
17. **MATERIAL SAFETY DATA SHEETS (MSDS):** The seller shall ensure that New Hanover

County is provided an appropriate current MSDS with or prior to the initial shipment of a hazardous chemical, and with or prior to the first shipment after the MSDS is updated.

18. **NON-DISCRIMINATION POLICY:** New Hanover County does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the County are expected to fully comply with the County's non-discrimination policy.
19. **VERBAL AGREEMENT:** The County will not be bound by any verbal agreements.
20. **INDEPENDENT CONTRACTOR:** It is mutually understood and agreed the seller is an independent contractor and not an agent of New Hanover County, and as such, seller, his or her agents and employees shall not be entitled to any County employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension or retirement benefits.
21. **GOVERNING LAW:** All terms and conditions shall be interpreted in accordance with the laws of the State of North Carolina.
22. **E-VERIFY COMPLIANCE:** As a condition of payment for services rendered under this agreement, Seller shall fully comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Seller provides the services to the County utilizing a subcontractor, Seller shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Seller shall verify, by affidavit, compliance with the terms of this section upon request by the County.
23. **DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL:** The vendor or contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to NCGS 147-86.81. It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000 are exempt from this restriction.
24. **UNIFORM ADMINISTRATIVE REQUIREMENTS:** By acceptance of this Purchase Order, the Vendor/Contractor agrees to comply with all applicable provision of Title 2, Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards contained in Title 2 CFR § 200 et seq.

Section 6– Bid Form

**NEW HANOVER COUNTY
REQUEST FOR PROPOSAL
EMERGENCY & HURRICANE PREPAREDNESS**

PREPOSITIONING CONTRACT FOR MOBILE SHOWER FACILITY UNITS

Deadline for Receipt of Proposals: FRIDAY, MARCH 25, 2022, AT 2:00 PM EST

In compliance with this Request for Proposal, and subject to all the conditions herein, the undersigned Bidder offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set for each item within the time specified herein. By executing this bid, the undersigned Bidder certifies that this bid is submitted competitively and without collusion (N.C.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 North Carolina General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (N.C.G.S. 143-59.2), and that it is not an ineligible Bidder as set forth in N.C.G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this bid, the undersigned certifies to the best of Bidder’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 agency. As required by N.C.G.S. §143-48.5, the undersigned Bidder 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.

ADDENDUM # _____ Date _____

ADDENDUM # _____ Date _____

CERTIFICATION REGARDING LOBBYING

(To be submitted with all bids or offers exceeding \$100,000; must be executed prior to Award)

The undersigned _____ certifies, to the best of his or her knowledge and belief, that:
(Bidder)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding to any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 for each such expenditure or failure.]

The Bidder, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Section A 3801 *et seq.*, apply to this certification and disclosure, if any.

Date

Signature of Bidder's Authorized Official

Printed Name and Title of Contractors Authorized Official

(To be submitted with all bids)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY and VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION

- (1) The prospective lower tier participant (Bidder/Contractor) certifies, by submission of this bid or bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) The prospective Bidder/Contractor also certifies by submission of this bid or bid that all subcontractors and suppliers (this requirement flows down to all subcontracts at all levels) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (3) Where the prospective lower tier participant (Bidder/Contractor) is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid or bid.

The lower tier participant (Bidder/Contractor), _____, certifies or affirms the truthfulness and accuracy of this statement of its certification and disclosure, if any.

Date

Signature of Bidder's Authorized Official

Printed Name and Title of Contractors Authorized Official

(Submit with Bid)

**Minority & Women Business Enterprise (MWBE) Program
FORM**

A. Authorized Representative

I HEREBY AFFIRM THAT:

I am [name] _____, [title] _____,
and the duly authorized representative of [Business Name] _____
and that I possess the legal authority to make this statement on behalf of myself and the
Business for which I am acting.

B. Affirmation Regarding MWBE Program Acknowledgement and Compliance

I FURTHER AFFIRM THAT:

I am aware of and intend to comply with the County's MWBE Program. As such [check one]:

_____ The Business is certified as a woman- or minority-owned business by an accepted
agency. (Attach proof certification)

_____ The Business is a woman- or minority-owned business but has not been certified by an
accepted agency. (Attach document of ownership such as articles of incorporation, current
business license, K-1 of the most recent business tax return.)

_____ The Business is not a woman- or minority-owned business; however, the bidder
acknowledges the MWBE policy and if it should become necessary to subcontract some portion
of the work at a later date or obtain materials or services in conjunction with this
solicitation, the bidder will institute good faith efforts to comply with all requirements of the
MWBE program in providing equal opportunities to MWBEs.

Signature: _____

Date: _____