UNION COUNTY COMMUNITY ACTION, INC
PO BOX 1029, MONROE, NC 28111-1029
Phone: (704) 283-7583 Fax: (704) 283-1964 http://www.uccainc.org

SEALED BID

REQUEST FOR PROPOSAL (RFP)

Closing Date:	Friday, May 13th, 2022 – 4:30pm
Contract Administrator:	Kristen Sutton
Telephone:	704-283-7583 x. 0227
Mobile:	980-699-9115
E-Mail Address:	kristen.sutton@uccainc.org ***DO NOT EMAIL SEALED BIDS***
Web Address:	http://www.uccainc.org
Item:	**Fayetteville Street Site Addition RFP – Modular Manufacturers**
Agency:	Union County Community Action, Inc. (UCCA)
Location(s):	Richmond County 105 Fayetteville Street, Hamlet, NC 28345
Scope:	This Request for Proposal (RFP) shall cover the procurement of a licensed manufacturer to provide an eight-classroom modular building for use as a Head Start. *This is a sealed bid, meaning all proposals will not undergo review until the award date stated in this RFP.*

Please be advised that all notifications, releases, and amendments associated with this RFP will be posted at: https://www.uccainc.org/procurement

UCCA will make no attempt to contact vendors with updated information. It will be the responsibility of each vendor to periodically check this site for the latest details.

READ THIS REQUEST CAREFULLY
****** This sealed bid proposal and all exhibits/appendices shall be made a part of the contract awarded to the successful bidder. ******

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SIGNATURE SHEET

Item: **Fayetteville Street Site Addition RFP – Modular Manufacturers**

Agency: Union County Community Action, Inc.

Closing Date: Friday, May 13th, 2022 – 4:30pm

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process. I (we) further certify that the entity represented in this submitted proposal is not barred from receiving federal funds.

Legal Name of Person or Entity Represented: _____

Telephone: _____ Fax: _____

Email: _____

Mailing Address: _____

Physical Address: _____

City, State, Zip: _____

Social Security/Federal Employer Identification Number: _____

DUNS Number: _____

Signature of Authorized Representative: _____ Date: _____

Typed or Printed Name of Signature: _____

Title: _____

SECTION I
GENERAL INFORMATION

1.1 **Purpose:** UCCA is soliciting proposals from a modular manufacturer to perform a full range of services related to preparing, delivering, and placing a modular building for use as a Head Start childcare center with eight (8) classrooms.

Note: Price per square foot should be included in bid

1.2 Description of Union County Community Action, Inc.: Union County Community Action, Inc. (UCCA) is a private, non-profit corporation structured to administer federal, state, and private grants to provide services to low-income families. UCCA has been determined to be exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. UCCA is governed by a 15-member, Volunteer Board of Directors. The Administrative Office is located at 1401-H West Roosevelt Boulevard, Monroe, North Carolina.

UCCA operates four programs through the US Department of Health and Human Services, the Administration for Children and Families, the NC Department of Health and Human Services, and the division of Social Services Office of Economic Opportunity. These programs include Head Start, Early Head Start, North Carolina Pre-Kindergarten, and the Community Services Block Grant.

1.3 Bid Submission: Completed proposals may be submitted in a ***sealed envelope*** by mail or hand-delivered in person. Proposals must be received by UCCA by 4:30 pm on Friday, May 13th, 2022. It is the sole responsibility of the Bidder to ensure all proposals are received at the administrative office by the closing date and time; late proposals will not be considered.

Proposals must be addressed as follows:

Mail

Attn: Fay St Modular Manufacturer Proposal
Union County Community Action, Inc.
PO Box 1029
Monroe, NC 28111

Hand Delivered

Attn: Fay St Modular Manufacturer Proposal
Union County Community Action, Inc.
1401-H West Roosevelt Blvd.
Monroe, NC 28110

A HARD COPY VIA MAIL OR HAND DELIVERY IS REQUIRED FOR SEALED BIDS

SECTION II
CONDITIONS TO BIDDING

2.1 **Inquiries:** All inquiries regarding this Request for Proposal shall be submitted via email to Kristen Sutton, Contract Administrator, at kristen.sutton@uccainc.org by **5:00pm on Monday, May 9th, 2022**

2.2 **Cost of Preparing Bids:** All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and UCCA will not reimburse any costs incurred in preparation of this proposal. All responses will become the property of UCCA once submitted in response to this RFP.

2.3 **Advertising:** In submitting a proposal to UCCA, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.

2.4 **Confidentiality:** In submitting a proposal the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt from this provision.

2.5 **Acceptance or Rejection:** UCCA reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.

2.6 **Debarment/Suspension from Federal Funds:** All Bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal contracts and thus ineligible to receive federal dollars as compensation for work completed in relation to the services included in the RFP.

2.7 **Evaluation of Bids:** The Bid award shall be made in the best interest of UCCA, as determined by UCCA. Considerations are focused toward, but not limited to:

2.7.1 **Technical Proposal**: Bidders must carefully review Section III Scope of Services and provide clear, total, and complete pricing.
2.7.2 **Pricing Proposal:** Bidders ***must provide*** total pricing ***and*** price per square foot.
2.7.3 **Insurance:** Vendors must be licensed and maintain insurance.
2.7.4 **Completion Date:** Bidders must specify the estimated completion date for the work.
2.7.5 **Adequacy and Completeness**: The submitted Bid Packet ***must*** contain a completed Signature Sheet (page 2), Certification Sheet (page 11) and provide the requested information in **Section 4** of this RFP.
2.7.6 **Compliance with Terms and Conditions**: The Contractor must review all terms and conditions set forth in this RFP and must certify the ability to meet those terms and conditions on page 9 for the Bid to be considered.

2.8 **Review Process:** UCCA reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.

2.9 **Notification of Award:** It is expected a decision selecting the successful Bidder will be made within thirty (30) days after the closing date for receipt of proposals. Upon conclusion of final negotiations with the successful Bidder, all Bidders submitting proposals in response to this RFP will be informed in writing whether they have been selected.

2.10 Contractual Obligation(s): This RFP, including the terms and conditions set forth within, will be considered a contractual agreement between UCCA and the awarded Contractor(s) once the successful proposal is offered by UCCA, and accepted by the awarded Contractor(s). At the discretion of UCCA, the awarded Contract(s) may be required to enter into an additional contractual agreement for the services proposed in this RFP.

2.11 Amendments: All amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted at www.uccainc.org. It is the responsibility of all Bidders to check the website for any amendments, even if the proposal was sent to you via email or postal mail.

SECTION III
SCOPE OF SERVICES

3.1 Technical Proposal

Union County Community Action is looking to add an extension onto the property at 105 Fayetteville St. Hamlet, NC 28345 to provide 8 additional classroom spaces for the children of Richmond County. The bidder is responsible for providing and infiltrating the delivery and placement of a modular unit that meets the specifications herein.

3.2 Materials

- Flooring must be appropriate for a daycare setting (no carpet). Please include type of flooring (ex: tile, linoleum, laminate, etc.)
- Our agency is requesting the use of 2 non-load bearing walls to separate the Early Head Start classrooms. The location of these walls will be noted in the blueprint (Attachment B) with a red line
- Tamper-resistant electrical outlets (at least 4 outlets per classroom)
- 2 Cat6 ethernet cable drops per classroom, 2 for kitchen, and 4 for office area.
- Pre-wired for fire/burglar alarm systems
- Handicap accessible doorways, hallways, and at least one accessible lavatory.
- Commercial kitchen rough-in
    - Gas lines in kitchen, vent for commercial kitchen hood, etc.
- One (1) children's drinking fountain and one (1) adult drinking fountain

3.3 Specifications (Please refer to rough blueprint attached)

- See Attachment A for rough blueprint
- Contractor can change blueprint with approval from UCCA if it conflicts with NC Building Code, has a positive impact on pricing, etc.
- Between 4,200 and 5,500 total square feet for building
- Contractor must have finalized blueprint approved by an architect and engineer
- 8 classrooms, 8 bathrooms, 1 commercial kitchen, 1 laundry room, and 2 office spaces
    - 6 children's bathrooms (at least 50 square feet each)
        - 4 bathrooms for Head Start (colored yellow in blueprint) 2 shared bathrooms for Early Head Start (colored green in blueprint)
    - 2 adult restrooms (one must be handicap accessible)
- Emergency exit doors leading directly outside must be present in each classroom
- Number of windows per classroom must be DCDEE compliant
- Must meet all NCDHHS Division of Child Development and Early Education regulations, including but not limited to square footage requirements, emergency exits, and other safety guidelines
- Head Start Classrooms are required to be at least 500 square feet (4 HS classrooms total)
- Early Head Start Classrooms are required to be at least 225 square feet (4 EHS classrooms total)

- The building must meet current building, sanitation, and fire code requirements and be in an area free of hazards
- Plans and specifications for new construction or modifications to any existing or proposed childcare centers must be submitted to the local health department and building inspector for review and approval prior to beginning construction
- A floor plan must also be submitted to the Division of Child Development and Early Education childcare consultant. The Division shall calculate the total area of the Primary Space by measuring the Primary Space or by reviewing current drawings of the space that have been signed and sealed by an architect or engineer licensed to practice in the State of North Carolina.
- Measure all hallways, doors and bathrooms for handicap accessibility as required by the North Carolina Building Code. Check with your local building inspector
- Building must be approved by local building, fire, and sanitation inspectors

3.4 Pricing Proposal

Pricing should include price per square foot.

Contractors must provide a pricing proposal that includes all work required to prepare, deliver, and place the unit.

SECTION IV
PROPOSAL FORMAT

4.1 Proposal: Each proposal option listed in 3.1 must be provided separately, and each submitted proposal ***must include*** the following:

4.1.1 **Pricing Proposal:** Total cost to produce, deliver, and place the modular unit, as well as price per square foot.

4.1.2 **Evidence of Accords:** Vendors must provide a copy of their manufacturer's license, insurance, general liability, and other necessary documentation attached with proposal.

4.1.3 **References:** Contactors must provide a minimum of three references.

4.1.4 **Completion Date:** UCCA anticipates awarding the selected contractor no later than May 25th, 2022. Contractors must provide an estimate of when the project can be completed, using May 25th, 2022 as the notification of award date.

4.1.5 **Signature Sheets:** Pages 2 and 11 within this document are to be printed, signed, and returned with proposal.

SECTION V
GENERAL PROVISIONS

5.1 Contract
This RFP will be made part of a contract between UCCA and the awarded Contractor(s), unless otherwise amended. Prior to execution additional information and/or documentation may be required by UCCA.

5.2 Independent Contractor
Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

5.3 Sub-Contracting
The Bidder agrees to disclose, in the bid submission, any services bid which will be sub-contracted. Services include but are not limited to: extended warranties and service contracts.

5.4 Project Completion Date
The estimated project completion date should be specified by the bidder in the proposal. This project must be completed by March 31st, 2023. The specific completion date will be negotiated during the award process of the successful proposal.

5.5 Payment
Once a successful proposal has been chosen and the procurement model and pricing has been determined, UCCA will negotiate with the successful bidder to ensure the appropriate payment is made at completion of the project. If the contractor requires any payments be made up-front, the contractor must make that request on the submitted pricing proposal.

5.6 Post-Award Debarment: The awarded Contractor shall notify UCCA immediately should the awarded contractor become barred or suspended from eligibility to receive compensation under federal contracts.

5.7 Financial Award
The Contractor agrees and understands that the payment of sums specified in this Contract is dependent and contingent upon and subject to the appropriation and allocation of funds to Union County Community Action, Inc. for the purposes set forth in the RFP and/or Contract and is contingent upon fund availability.

5.8 General Indemnity: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify UCCA assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the

Executive Director, the Board of Directors, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.

5.9 Small and/or Minority-Owned Businesses: Efforts will be made by UCCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms (2 CFR 200.321).

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Certification Statement

By submitting this sealed bid, the potential Contractor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The Bidder is not debarred or suspended from receiving compensation under federal contracts.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and attached to this bid and noted below.
- Do you have any exceptions to this bid? _____

Therefore, in accordance to this RFP *and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this* RFP *at the prices quoted providing this* RFP *is accepted within 60 days from the date of submission.*

Individual/Entity Represented: _____

By:

_____ _____
Signature Typed or printed name

_____ _____
Title Date

Attachment A – Blueprint