

UNION COUNTY COMMUNITY ACTION, INC

PO BOX 1029, MONROE, NC 28111-1029

Phone: (704) 283-7583 Fax: (704) 283-1964 <http://www.uccainc.org>

REQUEST FOR PROPOSAL (RFP)

Closing Date: Wednesday, February 18th, 2026, at 3:30 p.m.

Interim Director of

Contracts, Facilities, and

Transport: Austin Parker

Telephone: 704-283-7583 x 0227

Mobile: 980-699-9115

E-mail: austin.parker@uccainc.org

Web Address: <http://www.uccainc.org/procurement>

Item: **Central Center Commercial Kitchen RFP**

Agency: Union County Community Action, Inc. (UCCA)

Location(s): Anson County

Scope: This Request for Proposal (RFP) shall cover the procurement of a commercial kitchen upfitting and the procurement of kitchen supplies/equipment for the Central Center for Children and Families in Wadesboro, NC. For a more detailed description of each location, please refer to Section II of this RFP.

READ THIS REQUEST CAREFULLY

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Bid documents and all exhibits/appendices will be a part of the contract awarded to the successful bidder.

SECTION I
GENERAL INFORMATION

1.1 Agency Overview

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 is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and is governed by a 15-member volunteer Board of Directors. The administrative office is located at 1335 W Roosevelt Boulevard, Monroe, North Carolina.

UCCA operates four (4) grant-funded programs through the U.S. Department of Health and Human Services, and the N.C. Department of Health and Human Services. These programs include: Head Start, Early Head Start, NC Pre-Kindergarten, and the Community Services Block Grant.

1.2 Purpose

The scope of work is for the upfitting of the Central Center for Children and Families to accommodate a commercial kitchen and the procurement of supplies/equipment that include but are not limited to food warmers, ovens, and tables.

1.3 Bid Submission

Completed proposals may be submitted by mail or hand delivered. Proposals must be received by UCCA by 3:30 p.m. on Wednesday, February 18th, 2026. 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: Union County Community Action, Inc. Central Center Kitchen RFP Attn: Elizabeth Leonard PO Box 1029 Monroe, NC 28111	Hand-Delivery: Union County Community Action, Inc. Central Center Kitchen RFP Attn: Elizabeth Leonard 1335 W Roosevelt Blvd. Monroe, NC, 28110
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1.4 Contract Period

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The awarded Contractor(s) will enter the contract with UCCA for an anticipated completion date no later than June 30th, 2026. Providing the contractor with approximately 18 weeks to complete the project.

1.5 Site Walkthroughs

No unsupervised or unscheduled site walkthroughs are permitted. Site visits are not mandatory. To participate in a site visit, **you must RSVP** to austin.parker@uccainc.org.

SECTION II

SCOPE OF SERVICES

2.1 Locations

The Central Commercial Kitchen RFP project will occur at the following location:

Anson County

- **Central Center:** 351 White Store Road, Wadesboro, 28170

2.2 Pricing Proposal

Bidders must provide a pricing proposal that includes all work required to provide one or both of the project requirements. 1: the upfitting of the Central Center with a commercial kitchen, 2: providing the supplies and/or equipment such as ovens, food prep surfaces, etc. A full list of items required will be provided in section 2.4 Scope of Work.

2.3 Service Times

Due to children being in the facility during the day. Contractors are required to work around the schedule of the children or ensure their work does not disturb or disrupt childcare operations while on site.

2.4 Scope of Work

The Contractor will be responsible for one or both of the following to complete the project:

Project 1: Central Center Kitchen Upfitting:

1. Install electrical and/or gas utilities (source, line, outlets, valves, wiring, etc.) to power all required supplies/equipment such as milk coolers and ovens.
2. Install fire suppression system as required by federal, state, and/or local regulations.
3. Install exhaust hood.
4. Reroute HVAC to accommodate the higher temperatures in the room resulting from the commercial kitchen equipment/supplies.
5. Install floor drains as required by federal, state, and/or local regulations.
6. Install drop ceiling if/as needed to meet federal, state, and/or local fire code for commercial kitchens.

Project 2: Central Center Kitchen Supplies/Equipment:

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1. Provide the following items or equivalent:
 - a. 36" range, 6 burners
 - b. Conventional oven
 - c. Food warmer/heated holding cabinet
 - d. Dishwasher
 - e. Milk cooler
 - f. Reach in freezer, 2 door
 - g. Ice maker
 - h. Can opener
 - i. Griddle
 - j. Equipment stand 36" x 30"
 - k. Soiled dish table
 - l. Clean dish table
 - m. Three compartment sink
 - n. 48" work table stainless steel top
 - o. Work table with prep sink
 - p. Wire shelving 36" x 18"
 - q. Shelving wall mounted 36" x 12"
 - r. Sheet pan rack (mobile rack)
 - s. Trash receptacles
2. All items listed above should have pricing for electric and gas options where possible.
3. All items above should be listed as line items in the bid submission. If multiple of one item is requested, the item should have pricing for the item individually and for the total quantity.
4. All items listed above are intended to be generic in description, UCCA is not brand specific and has no requirements for specific brands as a part of this RFP.

2.5 Lead Based Paint and Asbestos Requirements

Lead based paint (LBP) and asbestos risk assessments have indicated that the Central Center for Children and Families has both LBP and asbestos containing material (ACM) in the building. The locations of the LBP and ACM will be fully disclosed to all bidders via risk assessment reports. All bidders are required to conduct LBP & ACM testing if disturbing potential LBP and ACM during the course of their work as needed. The price of this testing should be built into the cost of the bid. All federal, state, local regulations, and UCCA's Asbestos Operations & Maintenance and LBP Occupant Protection Plan should be followed during the course of this project.

SECTION III **QUALIFICATIONS**

3.1 Experience/Licensure

Proposals should reflect Bidder's pertinent experience related to one or both of the requested services as part of this RFP. Proposals also require copies of any and all licenses required to install a commercial kitchen if bidding for part one of this RFP.

3.2 Background Check

The Contractor and all individuals performing work related to this RFP and the subsequent contract will be required to consent to and pass a criminal background check if deemed necessary by UCCA. Contractors must also adhere to **Section 1302.90 of the Head Start Program Performance Standards**.

3.3 Insurance

The Contractor shall maintain up-to-date insurance coverage that includes coverage for work related to this RFP and the subsequent contract, including general liability and worker's compensation insurance. Bidder must submit proof of insurance along with their proposal.

Bidders' Certificate of Insurance must reflect UCCA's insurance limits:

- General Liability limits
 - \$2,000,000 Aggregate
 - \$1,000,000 Per Occurrence
- Workers Compensation limits
 - \$500,000 – Bodily Injury by Accident
 - \$500,000 – Bodily Injury by Disease – Policy Limit
 - \$500,000 – Bodily Injury by Disease – Each Employee

Prior to starting work, the awarded Bidder must add UCCA to their Certificate of Insurance under "additional insured."

SECTION IV

PROPOSAL INSTRUCTIONS AND EVALUATION

4.1 Submission

Completed proposals may be submitted by mail or hand-delivered. **Electronic proposals will not be accepted.** Proposals must be received by UCCA by **3:30 p.m., Wednesday, February 18th, 2026**. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time. **Late proposals will not be considered.**

4.2 Evaluation Criteria

The Bid award will be made in the best interest of UCCA, as determined by UCCA. To be considered, each proposal must contain the items and information listed below.

- **4.2.1 Pricing:** Bidders must submit pricing for one or both of the sections of this RFP separately. Pricing should be line itemed as much as possible for either part of the project. Pricing for part two should have each item line itemed and provide pricing for electric and gas options where possible and pricing should indicate cost of each individual item as well as total quantity cost where necessary. Pricing information must be clear, detailed, and inclusive of *all* labor, material, equipment, and services necessary to complete the project described in this RFP.
- **4.2.2 References:** Bidders must provide a minimum of three professional references, two of which should be former customers/clients. References will be checked during proposal review. The Bidder References attachment is located on page 18.
- **4.2.3 Adequacy and Completeness:** At a minimum, proposals must include all information and documents listed in this section.
- **4.2.4 Compliance with Terms and Conditions:** The contractor must review all terms and conditions set forth in this RFP and certify the ability to meet those terms and conditions on the attached Certification Statement (page 11).
- **4.2.5 Experience:** Contractors must be experienced in kitchen installation and/or selling commercial kitchen supplies/equipment. Proposals should reflect Bidder's pertinent experience.

- **4.2.6 Evidence of Insurance:** The Contractor shall maintain up-to-date insurance, including general liability and worker's compensation insurance, upon execution of contract. Please refer to Section 3.3 for UCCA's insurance requirements.
- **4.2.7 Signed Vendor Agreement Forms:** The Contractor must certify the ability to meet the terms and conditions of the Bid to be considered. Proposals must include completed copies of the following attached documents:
 - Certification Statement.....Page 13
 - Vendor Profile & Certification.....Page 14
 - Bidder Disclosure of Debarment & Suspension Status.....Page 15
 - Bidder References.....Page 16
 - Bidder Pricing Proposal.....Page 17
- **4.2.8 Exceptions to Bids:** Contractors have the option to bid on either part one, part two, or both parts of the project in this RFP. Reference Section II Scope of Services for more information on parts one and two.

4.3 Negotiation

UCCA reserves the right to negotiate with potential Bidders to acquire appropriate services for UCCA's needs.

4.4 Acceptance or Rejection

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

4.5 Review Process

UCCA may, at its discretion, request meetings with any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Answers to any questions submitted to one Bidder will be published on our website, www.uccainc.org. 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.

4.6 Notification of Award

It is expected that 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 will be informed in writing as to whether they have been selected.

SECTION V

CONDITIONS TO BIDDING & GENERAL PROVISIONS

5.1 Inquiries

All inquiries regarding this Request for Proposal shall be submitted in writing to Austin Parker, Contract Administrator, at austin.parker@uccainc.org by **3:00 p.m. on Wednesday, February 11th, 2026.**

5.2 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.

5.3 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 from UCCA.

5.4 Confidentiality

In submitting a proposal, the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until 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.

5.5 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.

5.6 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).

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5.7 Davis-Bacon Act Compliance

Contractors must adhere to the Davis-Bacon prevailing wage requirements to provide the services listed in this RFP. For more information, please visit <https://sam.gov/content/wage-determinations>

5.8 Amendments

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

5.9 Pricing

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor.

5.10 In-Kind

UCCA is required to provide a **20% Non-Federal Match** for the federally funded Head Start and Early Head Start programs. Bidders must detail any in-kind services and/or discounts applicable to UCCA in the submitted proposal, as well as an approximate value of in-kind services. Contractors who provide in-kind shall reflect the in-kind contributions on invoices submitted to UCCA. **NOTE: It is not a requirement that Bidders provide in-kind to be considered for award.** **North Carolina Charitable Solicitation:** Financial information about Union County Community Action, Inc. and a copy of our Charitable Solicitation License are available from the State Solicitation Licensing Branch at (919) 807-2000. This license is not an endorsement by the State

5.11 Payment Terms

Payment terms are NET 30 days following receipt of an approved invoice. Invoices must be submitted after completion of the project. Invoices must be submitted to:

Union County Community Action, Inc.
Attn: Elizabeth Leonard
PO Box 1029
Monroe, NC 28111

5.12 Funding Regulations

Union County Community Action, Inc. is required to adhere to all regulations set forth by our funding agencies. Specifically, Head Start Program Performance Standards (HSPPS) and regulations set by the North Carolina Division of Child Development and Early Education (NC DCDEE). All Contractors and subcontractors performing services related to this RFP shall adhere to the regulations set forth by UCCA funding agencies and will be accountable for any infractions which result from noncompliance.

5.13 Site Investigation

The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, ground water table or similar physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, the character of equipment and facilities needed prior to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. Field measurements shall be taken at the site by the Contractor to verify all data and conditions affected by the work.

5.14 Independent Contracting

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.

5.15 Sub-Contracting

The Bidder agrees to disclose, in the bid submission, any services bid which will be sub-contracted.

5.16 Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U.S. mail to the last known address of the recipient.

5.17 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, state, or local contracts.

5.18 Availability of Funds

All payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant funding sources for the general purpose set forth in this proposal. The awarded contract is contingent upon funding being available for the term of the contract and the recipient shall have no right of action against UCCA if UCCA is unable to perform obligations under this contract because of the suspension, termination, withdrawal, or failure of funding to UCCA or lack of sufficient funding of UCCA for this contract.

5.19 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 outlined 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.

5.20 Hold Harmless

The Contractor shall indemnify UCCA against any and all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or

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arising out of the occupancy, use, service, operations, or performance of work under this contract.

CERTIFICATION STATEMENT

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

- Site Investigation: The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, ground water table or similar physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, the character of equipment and facilities needed prior to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. Field measurements shall be taken at the site by the Contractor to verify all data and conditions affected by the work.
- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, 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, state, or local 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 noted below. Do you have any exceptions to this bid? If so, describe below:

Therefore, in accordance with 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: _____

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Signature: _____

Name: _____

Title: _____

VENDOR PROFILE & CERTIFICATION

Item: Central Center Kitchen RFP

Agency: Union County Community Action, Inc.

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/Entity Represented: _____

Telephone: _____ **Fax:** _____

Email: _____

Mailing Address: _____

Physical Address: _____

Social Security/Federal Employer Identification Number: _____

DUNS Number: _____

Authorized Signature: _____ **Date:** _____

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Typed or Printed Name: _____

Title: _____

BIDDER DISCLOSURE OF DEBARMENT AND SUSPENSION STATUS

- (1) The Offeror certifies, to the best of its knowledge and belief, that—
- (i) The Offeror and/or any of its Principals—
 - A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - B. Have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property
 - C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
 - D. Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
- (2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).
- (3) The Offeror shall provide immediate written notice to the Buyer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Buyer may render the Offeror non responsible.
- (5) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a). The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (6) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Contractor, the Buyer may terminate the contract resulting from this solicitation for default.

Individual/Entity Represented: _____

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Signature: _____

Name: _____

Title: _____

BIDDER REFERENCES

Bidders must provide contact information for three (3) professional references. References should consist of previous customers who purchased goods or services like those described in this RFP.

Reference #1

Company: _____

Contact: _____

Telephone: _____

Email: _____

Reference #2

Company: _____

Contact: _____

Telephone: _____

Email: _____

Reference #3

Company: _____

Contact: _____

Telephone: _____

Email: _____

BIDDER PRICING PROPOSAL

Please indicate the part of the project this bid is for below and the total price for each part:

- ☐ Part One: Upfitting of Central Center for Children and Families with a commercial kitchen space.

Total Price for Part One: _____

- ☐ Part Two: providing the commercial kitchen supplies and/or equipment to furnish the commercial kitchen at the Central Center for Children and Families.

Total Price for Part Two: _____

***This section does not take the place of a line item proposal required as a part of this RFP. Each vendor should provide a detailed line item pricing list for one or both parts of this RFP.**

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____