



## Request for Proposals

### Purchase and Installation of Uninterruptable Power Supply

Proposals will be received until  
**12:00 Noon, Tuesday, March 31, 2020**

City/County Purchasing Department  
City Hall Suite 324  
101 North Main Street, Winston-Salem, NC 27101

#### ADVERTISEMENT FOR BIDS

Sealed proposals endorsed **Purchase and Installation of Uninterruptable Power Supply** to be furnished to Forsyth County will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, N.C. **until 12:00 Noon, Tuesday, March 31, 2020**. To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday. The County reserves the right to reject any and/or all proposals, bids, to waive informalities in the bids, and to choose the bid that is in the best interests of the County.

Jerry Bates  
Purchasing Director

#### **MANDATORY PRE-PROPOSAL CONFERENCE / SITE VISIT**

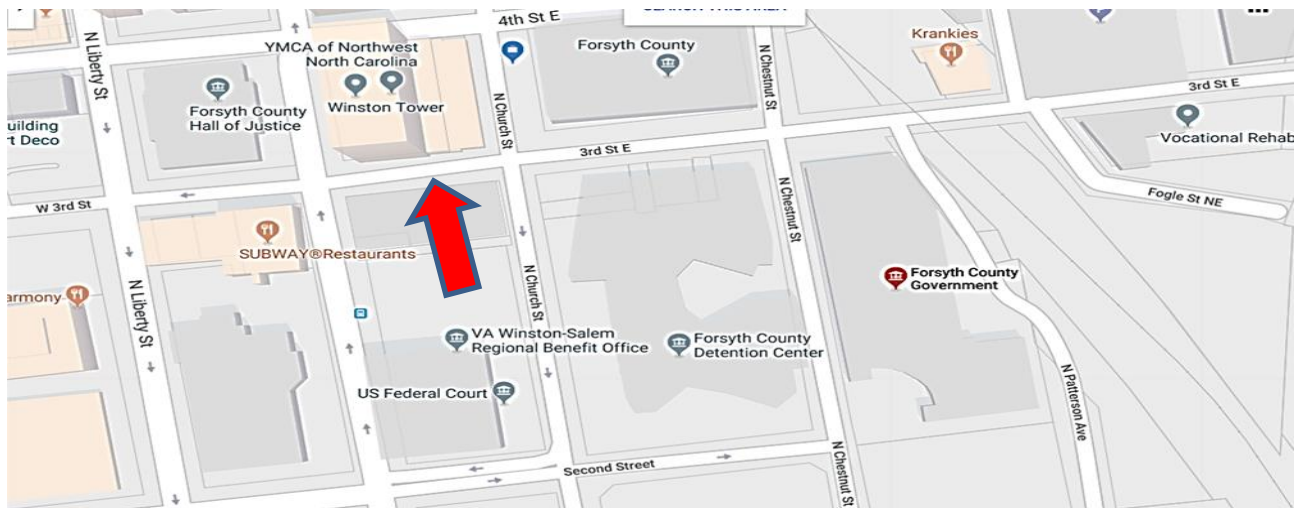
will be conducted at

**Winston Tower**

**301 N. Main Street, Winston-Salem, NC**

Beginning promptly at

**1:00 pm, Tuesday March 17, 2020**



This document **IS NOT** the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

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### **Notice to Proposers**

It is the policy of the County of Forsyth that an employee, officer, or agent of the County may not participate in any manner in the bidding, awarding, or administering of contracts or agreements in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful Proposer must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a proposal, the successful Proposer agrees to indemnify the County from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All proposals must be firm and not subject to increase, unless specified within the provisions of this Request for Proposals (RFP) and mutually agreed upon by the County and the Proposer.

No special inducements will be considered that are not a part of the original proposal document.

### **County Rights and Options**

The County, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFP at any time
- To cancel this RFP with or without the substitution of another RFP
- To take any action affecting this RFP, this RFP process, or the Services subject to this RFP that would be in the best interests of the County
- To issue additional requests for information or clarification from Offerors or to allow corrections of errors or omissions
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the County to evaluate the Responses submitted
- To negotiate an agreement with a Service Provider based on the information provided in response to this RFP.

### **Public Records**

Any material submitted in response to this RFP will become a "public record" once the Proposer's document(s) is opened and the Proposer is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Proposers must claim any applicable exemptions to disclosure provided by law in their response to this RFP. Proposers must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The County reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

### **Trade Secrets/Confidentiality**

Proposers must claim any material that qualifies as "trade secret" information under N.C.G.S. 66-152(3) in their response to this RFP and must state the reasons why such exclusion from public disclosure is necessary and legal.

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

## Notice to Proposers

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

In submitting a proposal, each Proposer agrees that the City/County may reveal any trade secret materials contained in such response to all City/County staff and City/County officials involved in the selection

### **Familiarity with Laws and Ordinances**

The submission of a proposal on the equipment requested herein shall be considered as a representation that the Proposer is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the Proposer discovers any provisions in the RFP/RFP documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the County in writing without delay.

### **E-Verify Compliance**

Per N.C.G.S. 143-133.3“E-VERIFY. Provider shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Provider utilizes a subcontractor, the Provider shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.”

**Iran Divestment Act;** Provider hereby certifies that it is not on the North Carolina State Treasurer’s list of persons engaging in business activities in Iran, prepared pursuant to NCGS 147-86.58, nor will Provider utilize on this agreement any subcontractor on such list. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer’s Office site: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/-Divestment-Act-Resources.aspx>.

### **Divestment from Companies that Boycott Israel**

Contractor hereby certifies that it is not on the North Carolina State Treasurer’s list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list.”

# INSTRUCTIONS TO PROPOSERS

## INTRODUCTION:

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response in full, in the same numerical order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.

## RFP Response Submission

**All proposals shall be returned in a sealed container or opaque envelope containing one original proposal (please mark document as original) showing original signatures and seals and two (2) printed copies marked Purchase and Installation of Uninterruptable Power Supply.** Proposals must be submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than **12:00 Noon, Tuesday, March 31, 2020. Late proposals will not be considered.** Submittals **will not be accepted by fax or electronic mail.**

The County will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the County or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the County will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The County reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other County employee or Forsyth County elected official regarding this Request for Quotations. Any such outside contact may result in disqualification from the request for proposal process.

## Proposer Questions and Inquiries

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only by 12:00 Noon, Tuesday, March 24, 2020**, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org) (**Email is preferred**), Fax: (336) 727-2443. The County will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the County may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.

► All proposals should include a signed acknowledgement of any addendums issued.

This document **IS NOT** the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

## **Introduction**

Forsyth County (the County) Interagency Communications (IAC) by way of this specification and scope of work, is seeking competitive proposals from qualified vendors to provide costs for the purchase and installation of a replacement Uninterruptable Power Supply (UPS), which generates the necessary electrical voltage and Current necessary to operate the radio system equipment at our Public Safety Radio Site, on the 27<sup>th</sup> floor of Winston Tower, 301 N. Main Street, Winston-Salem, NC., and the removal of an existing Powerware, model 9315-50 UPS, presently in service at this location. Exact address and site location found later in this document.

The replacement UPS system shall be of new and current technology, and sized appropriately to meet or exceed the technical specifications of the current device presently in use.

The successful vendor is required to furnish all materials, labor services, and permitting necessary to complete the project, as specified or reasonably implied within the scope of work and subsequent discussions prior to bid submission. The contractor is responsible for assessing the conditions of the job site and facilities, storing, placing, transporting, handling and installing of all materials and equipment. The contractor is responsible for any and all test equipment, sleeves, tools, ladders, lifts and scaffolding required to perform the installation.

The contractor shall review all materials, descriptions, and part numbers the County has or may have specified in this document before bidding and inform the County if there are any issues with these materials or part numbers that would affect the system functioning.

## **Mandatory Pre-Bid Meeting Location and Project Location**

Meet at the facility, known as "Winston Tower" at 301 N. Main Street, Winston-Salem, NC. 27101. All vendors interested shall meet with IAC personnel in the lobby of the main floor at **1:00 pm, Tuesday March 17, 2020**. Forsyth County Interagency Communications personnel will be present to escort all vendors to the correct floor and room location.

The **Pre-Bid meeting is mandatory** for participation in this bid response due to the need for respondents to see the legacy equipment on site and any unique parameters involving wiring routing and other aspects that might have a bearing on subsequent bid pricing. During the pre-bid meeting it shall be the contractor's responsibility to ask questions related to the work, any documents such as drawings, schematic diagrams, existing equipment specifications and to determine wiring pathways and lengths. Any existing wiring that, due to age or other factors, is deemed to need replacing, shall be the responsibility of the contractor and included in the bid response

## **Electrical Licenses and Building Permit**

The contractor will be responsible for acquiring all permits needed for the completion of the project and must maintain all necessary licensing as needed.

## **Warranty**

Equipment provided in this project shall offer pass through of all manufactures warranties but no less than One Year warranty on all Parts and Labor and travel.

## **Project Overview**

The requirement of this project is to replace/remove an existing legacy Uninterruptable Power Supply and furnish and install a new UPS System of equal or greater specification. The new system shall consist of at a minimum, one UPS power supply and associated battery string necessary to provide power in the event of the loss of commercial electric power and if needed, one maintenance bypass assembly. (use of existing maintenance bypass assembly is permissible if vendor certifies that the device is capable of providing the necessary bypass for the NEW UPS. This system includes but is not limited to, power supply, housing and/or associated cabinetry, batteries, conduits and all required components, wiring, hardware, wire management devices, hangers, raceway, J-Hooks, sleeves, grounding blocks/wire and any additional components necessary to ensure that the County is provided with a standards compliant solution with guaranteed performance as outlined in Scope of Work.

This is a brief overview of the project and should be noted as such.

## **Change Orders**

All change orders, changes to the scope of work or specifications, are to be approved in writing before they are made and can only be approved by the Forsyth County office of Interagency Communications or County Manager's Office. All changes orders will be issued as an Addendum and shall be signed by the County and the contractor before any changes are made.

## **Disclaimer**

Nothing contained herein (specifications) allows the contractor to perform in a manner deficient of providing County with a complete and accurate job. Any errors or omissions contained herein do not preclude the contractor from installing a functional system. If such an omission is apparent to the contractor upon review of this specification and scope of work, the contractor bears responsibility to inform the County so adjustments can be made. Any clarifications or modifications affecting the specifications and scope of work of this project will be provided by the County via the purchasing agent Jerry Bates as specified herein, and sent via email to the contractor in the form of an addendum. This process places the burden of such omissions and errors upon the contractor, and discharges Forsyth County of its responsibility for a complete and functionally correct system installation.

At the time of the issue date of this specification information was accurate to the best of our ability. The contractor shall be responsible to review any drawings and all sections in this RFP to determine all work required and related components needed to complete this project.

## **Prime Contractor Subcontractors**

The contractor will notify the County of any subcontractors that will be used for this project and will define the scope of work to be performed by the subcontractor. If the subcontractor fails to perform the specified scope of work, the County shall have the right to remove subcontractor from the project. In no way will this action release the contractor from their obligations under the contract. The contractor shall hold harmless and indemnify the County against any claims, suits, liens or other actions made by subcontractor due to this agreement.

## **Project Scope of Work**

1. Remove existing UPS, PowerWare model 9315-50 and its associated battery cabinet and batteries. Deliver all such removed equipment to the loading dock on ground floor of Winston Tower to be picked up by County Personnel.
2. Remove, **if needed\***, the maintenance bypass panel/assembly associated with the PowerWare UPS.
3. Provide and install new maintenance bypass panel/assembly **if needed\***.
4. Provide and install New UPS power generation device.
5. Provide and install New Battery Cabinet and associated batteries needed for the project.
6. Provide necessary dry contact alarm reporting connections and assist IAC staff with interconnecting to existing alarm reporting devices on site.
7. Provide factory trained technical personnel to perform all necessary start-up procedures as per manufacturer's recommended procedure. Document all startup procedures and measurements during startup and provide printed copy of the documentation to Interagency Communications.
8. Provide all user manuals, technical manuals and any available documentation to Interagency Communications
9. Provide training for IAC personnel sufficient to understand the operational characteristics of the new equipment and an understanding of maintenance interfaces that offer input into proper on line operation including maintenance and troubleshooting procedures.
- 10 Provide and install any necessary wiring, wire connectors, wiring supports and all other parts necessary to complete the project.
- 11 Provide and label any or all necessary alarm terminations as specified herein. Coordinate all labeling with the County before labeling. The County will provide more specific labeling requirements prior to installation.

Note\*: The existing maintenance bypass panel will be discussed at pre-bid meeting. If the existing device is compatible with or can be used with the new UPS device, it will be permissible to leave it in place and

connect to the new UPS. The use of the existing bypass panel must be mentioned or so noted in the bid submission to confirm that a new bypass assembly is not being priced in the bid response.

### **Safety Regulations**

The contractor, its employees, and any sub-contractors will abide at all times by all OSHA regulations especially with regard to materials and battery transportation. The contractor, its employees, and any contractor sub-contractors will attend all required safety meetings if required by County Safety Staff.

### **REQUIREMENTS:**

It is the intent of this RFP that any new replacement UPS shall meet or exceed a KVA rating of 50 KVA, and/or 40 KW

The battery supply shall be sufficient to run the device for a minimum of 10 minutes at 90 percent of rated capacity.

The UPS shall be capable of providing dry contact relay closures for alarm reporting, (a list of which will be provided at Pre-Bid), as well as SNMP traps for any future alarm interfaces. Only relay reporting will be installed at this time.

The UPS shall be housed in tower style cabinetry form factor with any other associated housings complying with the same form factor.

UPS housing should be properly vented and support internal forced air ventilation to maintain proper operating temperatures within the equipment.

Housings should be designed as to prevent any accidental contact with voltages considered to be hazardous and prevent external contact with switches, buttons, controls that could accidentally force the UPS into a defective or inactive state or otherwise alter the proper operation of the UPS.

If the new UPS is of modular design, the removal or replacement of one module shall not constitute the shutdown of the entire UPS device.

If the new UPS is of modular design, the vendor shall design the device such that removal of one module shall not prevent the device from continuing to supply the average load current during normal operation.

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### **Supporting Documents Required with Bid Package**

It is the expectation of Forsyth County that the contractor will comply, and the contractor agrees to comply, with all applicable federal immigration laws in its hiring and contracting practices relating to the services covered by this contract involving County funds, as outlined in the Resolution adopted by the Forsyth County Board of Commissioners.

- Bid must be signed and dated by an officer of the bidding company.
- Bid must acknowledge the contractors acceptance of all addendums issued.
- Bid shall be valid for at least 90 days
- Bidders must provide with their bid response a Compliance Summary stating compliance to every article of this RFP and stating they have fully read and agree to comply with all sections. Exception to any article must be accompanied by a full explanation, exceptions may disqualify the bid.
- M/WBE - If applicable the contractor shall provide a Letter of M/WBE Certification.

**Forsyth County reserves the right to consider any bidder that does not provide the supporting documents listed above with their bid as non-responsive and disqualified.**

**Changes and Alternates**

The County will consider any changes or deviations from this specification or approved products and manufacturers defined in this document non-responsive. The County will consider any changes or deviations from the pricing formats as defined in this document non-responsive. The County will consider any changes or deviations from the Bid Schedule or Project Schedule as defined in this document non-responsive.

**Project Schedule: TBD****Pricing Format**

Pricing for this project is to include all labor, all materials to install label and test the completed system, and any transportation costs to and from the project site and all components of the UPS system being bid. Contractor shall submit complete detailed bids.