



**Request for Proposals for Residential Electrical Services
March 14, 2018**

Project Description:

The Cabarrus County Planning and Development Services Department may be awarded funding to administer the Weatherization Program for 2017-2018 in Cabarrus County. As part of that program, some electrical modifications may be provided for residential properties with regard to the installation of exhaust fans.

Scope:

Cabarrus County is accepting proposals from electrical contractors for potential work under the Weatherization Program. The contractor cannot be disbarred from performing work where federal funds are paying for the service and must have a valid North Carolina Electrical License. Cabarrus County may or may not award bids or enter into contracts for electrical services for the Weatherization program. All contractors are required to carry liability, auto and if applicable workman's compensation at approved levels by the county. Please see the attached information for insurance requirements.

All contractors submitting proposals must include background checks for any employees that would be going to homes to perform work. You may go to the website <https://www.tcllogiq.com/> in order to get background checks that are nationwide.

E-Verify:

As required by N.C.G.S. §143-48.5 (Session Law 2013-418), the Subgrantee certifies that it, and each of its subcontractors for any contract awarded as a result of this solicitation, 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. Proof of participation must be presented for companies larger than 25 employees.

The contractor may not solicit or provide additional services outside the contract with Cabarrus County to low-income clients who have received NC WAP services or HHI services due to their contact with the client through Cabarrus County programs.

Must follow North Carolina Weatherization Program's Standard Work Specifications

Proposals:

All proposals must be submitted by Monday March 19, at 5:00 p.m. to Kelly Sifford of the Cabarrus County Planning and Development Department. For more information or clarification call 704-920-2142 or email: kfsifford@cabarruscounty.us.

Proposals should be submitted to:

Mailing address:

Cabarrus County Planning and Development Services Department
Kelly Sifford
P.O. Box 707
Concord, NC 28026

Physical address:

Cabarrus County Planning and Development Services Department
Kelly Sifford
65 Church St. SE Suite 280
Concord, NC 28025

Please submit estimates on the attached chart for the following typical electrical activities and/or repairs:

- See Schedule A & B for scope and pricing submission.
- 1. Connection estimates for exhaust fans for bathrooms and kitchens with no new wiring required and with new switch installation.
- 2. Labor costs per hour.

*It is understood that this pricing is an estimate on a typical job and that there are no site factors included.

SCHEDULE A

Scope of Services

The Subcontractor agrees to provide the services as described on the Scope of Work document provided by the Contractor. Likely tasks include, but are not limited to:

1. Install new or upgrade existing breaker and wiring, as necessary, for installation of new HVAC system;
2. Install new powered circuit with switch for bathroom exhaust fan;
3. Install new or upgrade existing breaker and wiring, as necessary, for installation of new water heater;
4. Replace knob-and-tube wiring in attic;
5. Replace aluminum wiring; and
6. Other, as specified in the Scope of Work provided by the Contractor.

SCHEDULE B

Subcontractor Compensation

All labor rates quoted must include all overhead cost including travel, worker, equipment, maintenance, administrative costs, and work pay.

| | |
|--|--|
| Labor rate (Dollars and cents (\$#.##) per man-hour) | |
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** To use lead safe weatherization in all homes older than 1978 where the possibility of generating dust, both indoors and outdoors, exists. There is no de minimus level recognized, however; the preparation area and clean up area should be sized appropriately for the job. Pictures of the lead safe set up must be taken and included with the invoice or emailed to the agency where this may apply. Lead safe weatherization does not need to be followed in homes older than 1978 that have been certified as lead safe by third party verification.

*****Must comply with regulations of OSHA 29 CFR Standard 1910.146 – Permit-Required Confined Spaces. Expired permits must be submitted with invoices.**

Any protests regarding contract awards should be addressed to the Finance Director in writing within 5 working days of notification of the award at:

US Mail:
Cabarrus County Finance
Susan Fearington, Finance Director
P.O. Box 707
Concord, NC 28026

Physical address:
Cabarrus County Finance
Susan Fearington, Finance Director
65 Church St. SE Suite 288
Concord, NC 28025

CABARRUS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER AND ENCOURAGES SMALL, FEMALE, AND/OR MINORITY FIRMS TO SUBMIT PROPOSALS.

Cabarrus County Minimum Insurance Coverage Requirements

| Coverage | Low Risk Profile | Medium Risk Profile (County's Standard Requirement) | High Risk Profile | Specialty | Encroachment | Premises Lease |
|--|---|---|--------------------------|-------------------------|--------------|----------------|
| Commercial General Liability | \$1,000,000 Combined Single Limit (CSL) per occurrence for bodily injury and/or property damage | \$1,000,000/\$2,000,000 * | \$1,000,000/\$2,000,000* | \$1,000,000* | \$1,000,000 | \$1,000,000 |
| Products/Completed Operation Explosion, Collapse & Underground (XCU) | As above | As above If anv. limit To Be Determined | As above If anv. TBD | As Above If anv. TBD | | |
| Automobile Liability (hired & non-owned or Any Auto on the COI) | \$1,000,000 CSL per occurrence | \$1,000,000* | \$1,000,000* | \$1,000,000* | n/a | n/a |
| **Workers' Compensation | Statutory | Statutory | Statutory | Statutory | n/a | Statutory |
| **Employers Liability | 100/500/100 | 500/500/500* | 500/500/500* | 500/500/500* | n/a | 100/500/100 |
| **Waiver of Subrogation on WC | Required if available | Required if available | Required | Required | n/a | n/a |
| Umbrella Liability | n/a | n/a | \$2,000,000+ | \$9,000,000+ | n/a | n/a |
| Professional Liability <i>may be required on a risk profile depending on nature of services provided by contract. Coverage required for professional service such as accountant, attorney, architect, design, engineering and most consultants</i> | \$1,000,000 per occurrence | \$1,000,000 | TBD | TBD | n/a | n/a |
| Environmental/Pollution Liability <i>required if demolition, use of hazardous materials or environmentally sensitive</i> | n/a | \$1,000,000* | \$1,000,000* | \$1,000,000** | n/a | n/a |
| Fidelity Bond (loss of money or other property due to dishonest acts). Only for Contracts such as Banking, Janitorial, Fund Raising, TPA's and similar | TBD | Amount depends on exposure to loss | TBD | TBD | n/a | n/a |
| Other Coverage As Required | TBD | TBD | TBD | TBD | n/a | n/a |
| Bid, Performance & Payment Bonds | TBD | TBD | TBD | TBD | n/a | n/a |

* A combination of Umbrella/Excess and primary limit may be used to provide coverage for the amount shown.

** Workers Compensation is required if the contractor/vendor has employees. Owner Waiver is acceptable for a Sole Proprietor, Partners or LLC that has no employees. Corporation owner/officers are employees under NC Workers' Compensation Act

| Common Service for Risk Profile includes but is not necessarily limited to service shown. | Low Risk Exposure | Standard Risk | High Risk Exposure | Specialty |
|---|---|--|---|--|
| | <p>Desk Top Publishing Mail Sorting Word Processing Copying Landscaping (minor, no trees, no electrical or excavation) Microfilm services Small low risk repair or service jobs (usually those jobs <30 days duration and <\$500) Tennis Instructor Yoga Instructor</p> | <p>Appliance Repair Asbestos Removal (small project) Carpentry Carpet Cleaners Concrete Work Drywall Contractor Excavation (minor) Fence Installation Fire Extinguisher Testing Fork Lift Repair Electrical Repair Elevator Maintenance HVAC Janitorial Landscaping (minor excavation) Medical/Psychology, Counseling, Etc. Painting Paving Contractors Parks & Recreation renovation Pest Control Plumbing Pool Cleaning Purchase of Goods or Service Refrigeration Roofing (1 story small project) Tree Maintenance Trench Contractors</p> | <p>Charters Excavation (large) Fireworks Displays Hi Tech equipment installation Landscaping (major excavation, large equipment) Large Construction Painting above 1 story Road Contractor Roofing (large project) Power Lines Sewer Contractor Welding (large project)</p> | <p>Asbestos Removal Crane Service Demolition Environmental Hazard Heavy Construction Sensitive Equipment</p> |

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|---|---|---|---|--|
| <p>Personal & Professional Service includes but is not necessarily limited to service shown.</p> | <p>Appraiser (Comm Dev) Disc Jockey Discussion Leader Proofreader Landscape Design (small project) Title Search Firm (Comm Dev)</p> | <p>Accountant Advertising Agencies Other Appraisers Architect (small project) Attorney Consultants (most projects) Designer (most projects) EAP Insurance Brokers Instructor (physical activity) Landscape Design (other) Lobbyists Programmers Researcher Temporary Services</p> | <p>Architect (large project) Consultants (large project) Medical Services</p> | <p>Project or contract determined to require higher limits</p> |
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Certificates of Insurance should include the following:

1. Cabarrus County
2. Contract must represent Cabarrus County which includes its officers, officials, agents and employees. If not then the Certificate must reflect its officers, officials, agents and employees as an additional insured
3. Disclose any self-insured retention (allowed only if pre-approved by County).
4. Designate the Cabarrus County Attn: Risk Management Department, PO Box 707, Concord, NC 28026 as certificate holder.
5. Provide that the County shall be notified by the agent or insurer. The vendor is responsible notifying the County of any cancellations.
6. Certificate should be forwarded directly from the insurance agent or insurance carrier
7. Contractors or vendors insurance shall be primary over any other insurance available to the County.
8. Contractors agent or insurer shall provide the County with the additional insured language. The additional insured endorsement form to be requested is CG20 10 11 85 (if not available please notify Risk Management -other acceptable forms CG2010 0704 and CG 2037 0704 combined

Contract insurance requirements must be met. Receipt of a non-compliant certificate, other documentation of insurance or policies by the County or any of its representatives does **NOT** constitute a waiver of the vendor/contractor's obligation to fulfill the insurance requirements of the County.

It is recognized that a purchase order for the routine procurement of goods may not explicitly state insurance requirements. However, departments should review each acquisition to identify potential risks that may require the imposition of insurance requirements. The County's failure to request or demand evidence of insurance shall not constitute a waiver of any insurance requirement.

Those parties who do not meet the minimum requirements for insurance coverage may ask for an exception through the User department. A

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certificate of insurance for the maximum limits of coverage that are carried by the vendor must be submitted to the Cabarrus County, Risk Manager along with a detailed explanation of services and/or products to be provided to the County by the vendor. The User Department should be prepared to answer the following questions when requesting an exception:

1. What activities will take place?
2. Who could be harmed?
3. What property could be damaged and how severely?
4. What is the maximum exposure (worst case scenario) for the activity?
5. What is the maximum likely loss for the activity?
6. Is there a possible pollution exposure?
7. Are crowds or bystanders/passersby likely to be involved?
8. Will inherently dangerous activities be involved?
9. How likely is the County to be a defendant in the event of a loss?
10. Are other contractors/vendors available to do the work that have the County minimum limits?
11. What are the cost of the work (bid, contract or PO price) and the duration of the work?
12. What is the cost to the vendor to increase coverage to the County's requirement?

The request will be reviewed by the County's Risk Manager for a determination as to whether an exception will be made. Failure to obtain an exception will eliminate the requesting party as a vendor.

Insurance requirements subject to change without notice.