



## **Request for Proposals for Residential Electrical Services May 21, 2025**

### **Purpose**

The Cabarrus County Planning and Development Department is anticipating funding to administer the Weatherization Program and Housing and Home Improvement Program for 2025-2026 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 and minor electrical repairs.

### **Scope**

Cabarrus County is accepting proposals from electrical contractors for potential work under the Weatherization Program. The contractor cannot be disbarred or on probation from performing work where federal funds are paying for the service and must have a valid North Carolina Electrical License. Cabarrus County reserves the rights to award or deny bids and contracts for electrical services for the Weatherization Assistance 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.

### **Proposal Requirements**

Complete Applications **must include** the following information at the time of submission:

1. Subcontractor Profile form which includes consultant's experience, background, and all required attachments. (see page 4-5).
2. Signed Scope of Work – services to be provided pursuant to **Schedule A** of the NCDEQ – Weatherization Subcontractor Agreement (see page 5).
3. Initialed Contractual man-hour rate **Schedule B** (see page 6).
4. Connection estimates for exhaust fans for bathrooms and kitchens with no new wiring required and with new switch installation. \*It is understood that this pricing is an estimate on a typical job and that there are no site factors included.
5. Signed Subcontractor Obligations (see page 7).
6. Background checks from a reputable site that conducts comprehensive nationwide background checks for any employee that will be entering homes to perform work. You may go to the website <https://www.tcllogiq.com/> or use another site that meets the requirement.

**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. You may go to the website <https://www.e-verify.gov/> to complete E verify if required.

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 services due to their contact with the client through Cabarrus County programs.

***Must follow North Carolina Weatherization Program's Standard Work Specifications Program Year 2025-2026. The plan may be downloaded at <https://www.deq.nc.gov/energy-climate/state-energy-office/weatherization-assistance-program/state-plans-hearing-process#AnnualWeatherizationProgramDraftDocuments-14687>***

**Completed proposal deadline:**

***All proposals must be submitted by Wednesday June 4<sup>th</sup>, 2025, at 3:00 p.m. to Susie Morris of the Cabarrus County Planning Department.*** For more information or clarification call 704-920-2858 or email: [samorris@cabarruscounty.us](mailto:samorris@cabarruscounty.us)

**Contact person:**

Ms. Susie Morris, Planning and  
Development Director  
[samorris@cabarruscounty.us](mailto:samorris@cabarruscounty.us)  
Ph. 704-920-2858

**Proposal must be  
submitted to:**

Cabarrus County  
Ms. Susie Morris, Planning  
and Development Director  
P.O. Box 707  
Concord, North Carolina  
28026

**Physical address:**

Cabarrus County  
Ms. Susie Morris, Planning  
and Development Director  
65 Church St. SE Suite 280  
Concord, NC 28025

**Deadline**

Submission deadline:  
**Wednesday, June 4<sup>th</sup> at 3:00  
p.m.**

**CABARRUS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER AND ENCOURAGES LOCAL, MINORITY, AND WOMEN OWNED BUSINESSES TO SUBMIT PROPOSALS.**

Any protests regarding contract awards should be addressed to the Cabarrus County Chief Procurement Officer in writing within 5 working days of notification of the award at:

US Mail:

Cabarrus County Manager's Office  
Thomas Nunn, Chief Procurement Officer  
P.O. Box 707  
Concord, NC 28026

Physical address:

Cabarrus County Manager's Office  
Thomas Nunn, Chief Procurement Officer  
65 Church St. SE Suite 235  
Concord, NC 28025

### Subcontractor Profile

1. Business Name: \_\_\_\_\_
2. Owner(s) Name: \_\_\_\_\_
3. Company contact if different from owner: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Email address: \_\_\_\_\_
7. Company Structure (corporation, partnership, sole proprietorship): \_\_\_\_\_
8. Business Type: \_\_\_\_\_
9. Years in Business: \_\_\_\_\_
10. Federal Tax Identification Number: \_\_\_\_\_
11. Years of Weatherization Work Experience, if none, list similar, related experience:

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- a. List all agencies in which your company served as a Weatherization Assistance Program subcontractor in North Carolina in the past 3 years.

Agency	Main Contact Person	Telephone Number

## REQUIRED ATTACHMENTS

1. Copy of licenses and certifications (include electrical license, lead certifications, asbestos certifications, etc.).
2. Copy of (Worker's Compensation, Commercial General Liability, Automobile, & Pollution Occurrence) valid through June 30, 2027.
3. A voided copy of the invoice to be used by the subcontractor.
4. Connection estimates for exhaust fans for bathrooms and kitchens with no new wiring required and with new switch installation. \*It is understood that this pricing is an estimate on a typical job and that there are no site factors included.
5. Completed nationwide background checks for employees performing work in homes.
6. Completed E-Verify, if required.

Signature of CEO/Owner or authorized Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## **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. Repair single strand aluminum wiring whenever possible by replacing connections with code-compliant connectors such as Alumiconn connectors;
6. Replace aluminum wiring; and
7. Other, as specified in the Scope of Work provided by the Contractor.

Signature of CEO/Owner or authorized Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## 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.**

Subcontractor Initials \_\_\_\_\_

## Subcontractor's Obligations

- A. To perform the services provided for in Schedule A (Scope of Services). The services provided by the subcontractor may not be contracted out to any other organization or company.
- B. To comply with all applicable laws, ordinances, codes and regulations of local, state and federal governments, including the obtaining of all required permits and licenses, at no additional cost to the Contractor.
- C. 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. 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.
- D. During the term of the contract, the Subcontractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract.
- E. All typical County insurance requirements are shown at the end of this document.
- F. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Subcontractor shall not be interpreted as limiting the Subcontractor's liability and obligations under the contract. Cabarrus County, its agent's officers and employees shall be named an additional insured.

Signature of CEO/Owner or authorized representative acknowledging the obligations:

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Name

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Date



# Cabarrus County Minimum Insurance Coverage Requirements

Coverage	<u>Low</u> Risk Profile	<u>Medium</u> Risk Profile (County’s Standard Requirement)	<u>High</u> Risk Profile	<u>Specialty</u>	<u>Encroachment</u>	<u>Premises Lease</u>
<b>Commercial General Liability</b>  Products/Completed Operation Explosion, Collapse & Underground (XCU)	\$1,000,000 Combined Single Limit (CSL) per occurrence for bodily injury and/or property damage  As above	\$1,000,000/\$2,000,000 *  As above If any limit To Be Determined	\$1,000,000/\$2,000,000*  As above If any TBD	\$1,000,000*  As Above If any TBD	\$1,000,000	\$1,000,000
<b>Automobile Liability</b>	\$1,000,000 CSL per occurrence	\$1,000,000*	\$1,000,000*	\$1,000,000*	n/a	n/a
<b>**Workers’ Compensation</b>	Statutory	Statutory	Statutory	Statutory	n/a	Statutory
<b>**Employers Liability</b>	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
<b>Umbrella Liability</b>	n/a	n/a	\$2,000,000+	\$9,000,000+	n/a	n/a
<b>Professional Liability</b> <i>may be required on a risk profile</i> depending on nature of services provided by contract. Coverage required for professional service such as accountant, attorney, architect, design, engineering and most consultants	\$1,000,000 per occurrence	\$1,000,000	TBD	TBD	n/a	n/a
<b>Environmental/Pollution Liability</b> required if demolition, use of hazardous materials or environmentally sensitive	n/a	\$1,000,000*	\$1,000,000+*	\$1,000,000+*	n/a	n/a
<b>Fidelity Bond</b> (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
<b>Other Coverage</b> As Required	TBD	TBD	TBD	TBD	n/a	n/a
<b>Bid, Performance &amp; Payment Bonds</b>	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

	Low Risk Exposure	Standard Risk	High Risk Exposure	Specialty
<b>Common Service for Risk Profile includes but is not necessarily limited to service shown.</b>	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 <b>and</b> <\$500) Tennis Instructor Yoga Instructor	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) Painting Paving Contractors Parks & Recreation renovation Pest Control Plumbing Pool Cleaning Purchase of Goods or Service Refrigeration Roofing (1 story small project) Tree Maintenance Trade Contractors Welding (small project) Wrecker Services	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)	Asbestos Removal Crane Service Demolition Environmental Hazard Heavy Construction Sensitive Equipment

<b>Personal &amp; Professional Service includes but is not necessarily limited to service shown.</b>	Appraiser (Comm Dev) Disc Jockey Discussion Leader Proofreader Landscape Design (small project) Title Search Firm (Comm Dev)	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	Architect (large project) Consultants (large project) Medical Services	Project or contract determined to require higher limits
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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 Cabarrus County Risk Management Department, PO Box 707, Concord, NC 28026 as certificate holder.
5. Provide that the City shall be notified at least 30 days in advance of cancellation or material change in coverage.
6. Certificate should be forwarded directly from the insurance agent or insurance carrier

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 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?

\* 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

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.