

*Kevin Austin, Chairman of Board
David Moxley, Vice Chairman
Cliff Collins, Commissioner
Frank Zachary, Commissioner
Marion Welborn, Commissioner*



*Ed Powell, County Attorney
Lisa Hughes, County Manager
Tanya Gentry, Clerk to the Board*

Request for Proposals #2024-3

Issue Date: February 5, 2024

Title: **Project Management Services for VIPER Tower and 911 Communications Center**

Issuing Department: Yadkin County Manager's Office
PO Box 220
217 E Willow St
Yadkinville, NC 27005

Proposals will be received until March 4, 2024 at 5:00 pm from qualified vendors for **Project Management Services for VIPER Tower and 911 Communications Center**. All inquiries for information concerning the Request for Proposals shall be directed to in **written format**:

Brock Hall, Assistant County Manager
PO Box 220
217 E Willow St
Yadkinville, NC 27055
(336) 849-7900
jbhall@yadkincountync.gov

Proposals shall be mailed and/or hand delivered to the Issuing Department shown above and the envelope shall bear the name and number of this Request for Proposals. It is the sole responsibility of the Proposer to ensure that its proposal reaches the Issuing Department by the designated date and hour indicated above.

In compliance with the Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to provide the services described in accordance with the attached signed proposal.

Firm Name: _____
Address: _____

Date: _____
Phone: _____
By: _____
(typed)
By: _____
(signed)

217 E. Willow Street ~ Post Office Box 220 ~ Yadkinville, North Carolina 27055
(336) 849-7900 Office --- (336) 849-7920 Fax
www.yadkincountync.gov

Background and Scope

A. General Information

This is a Request for Proposal (RFP) for Project Management Services for construction of a new VIPER radio tower and new 911 communications center. Location for the new tower has been identified and acquired by the County. The site has been vetted by NCSHP for suitability. The tower will be constructed with County funds. Shell space for the communications center exists within the current Yadkin County Sheriff's Office facility. Funding for the 911 center will be through a grant from the NC 911 Board.

B. General Conditions

This RFP is not an offer to contract. Acceptance of a proposal neither commits the County to award a contract to any vendor, even if all requirements stated in this RFP are satisfied, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Please note: Price will not be the only factor considered when selecting a vendor. Yadkin County is seeking the bid with the best overall value to the County.

C. Reservations

Yadkin County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject all Proposals or accept an alternate proposal. The County also reserves the right to waive any immaterial defect in the bid. The bid shall be good for a period of ninety (90) days from the opening of the bid. The County may seek clarification of the bid at any time and any delayed response could be a cause for bid rejection.

D. Incurred Costs

Yadkin County will not be liable for any costs incurred by respondents in replying to this RFP.

E. Award

Award shall be made by Yadkin County to the bid that is determined to be the most advantageous to Yadkin County.

F. Assignment

The bid respondent may not reassign any award made, as a result of this RFP, without prior written consent of Yadkin County.

G. Evaluation Criteria

Proposal will be reviewed and a contractor will be selected based on the following criteria (listed in no particular order):

- Cost
- Qualifications
- Customer Service
- Compliance with Federal, State, and Local requirements
- References
- Proposed project schedule

H. Proposal Instructions and Time Frames

Respondents are to submit sealed Proposal, which will be evaluated by Yadkin County to determine the completeness of the bid. The sealed bid must be clearly labeled on the outside of the envelope or package “**Project Management Services for VIPER Tower and 911 Communications Center**” in order to be considered. Submit one marked original and two (2) complete copies of the bid.

Submission Location: Yadkin County
Brock Hall
217 E Willow Street
Yadkinville, NC 27055

Submission Deadline: March 4, 2024 at 5:00 pm

Contact/Questions: Brock Hall
Assistant County Manager
PO Box 220
Yadkinville, NC 27055
336-849-7900
jbhall@yadkincountync.gov

***Note:** Questions must be in written format and delivered to Brock Hall by February 12, 2024 at 5:00 pm. There will be an addendum issued based on the questions received on February 12, 2024 at 5:00 pm. The addendum will be posted on the Yadkin County Website. Bidders must contact Brock Hall to indicate that they will be offering a bid in order to receive addendum and/or changes to the RFP.

I. **Project Timetable**

Request for Proposal:	February 5, 2024
Pre-proposal Conference:	February 12, 2024 at 10:00 am
Proposal Due:	March 4, 2024 at 5:00 pm
Bid Opening	March 5, 2024 at 9:00 am
Anticipated Award of Bid:	March 18, 2024

J. **Proposal Contents / Format**

The following sections/information will be considered integral to this solicitation. As such, please address each accordingly.

1. **Cost:** Provide a detailed pricing structure of the proposed services.
2. **Qualifications:** Provide details of experience in the field of emergency communications to include construction, design, similar services performed, project management, and familiarity with 911 Communications Centers, the VIPER network and its equipment, North Carolina purchasing statutes and the North Carolina 911 Board.
3. **Work Schedule:** Provide a timeline indicating the estimated start and completion dates for those services.
4. **References:** Provide a minimum of three (3) references from previous or current contract awards for similar services within the last ten (10) years.
5. **Vendor Information:** Provide a completed copy of:
 - Non- Collusion Affidavit
 - Vendor form if not already on file
 - W9 if not already on file
 - Federal Tax ID
 - Form of Business
 - Business Address
 - List of Partners/Officers involved in the project
 - Point of Contact

K. Scope of Services

The purpose of this request for proposal is to identify a vendor to serve as consultant and project manager for the construction of a new VIPER radio tower on County owned property in the area of East Bend, NC and new E-911 communications center to be constructed in existing shell space within the existing Yadkin County Sheriff's Office.

Services to be provided include:

- Serving as consultant and liaison between County staff and contractors
- Consulting with appropriate State officials to ensure compliance with NC 911 Board requirements as well as requirements of the North Carolina Voice Interoperability Plan for Emergency Responders.
- Preparation of bid documents for contractors in accordance with NC statutory purchasing.
- Oversight of contractors during the construction phase

NON-COLLUSION AFFIDAVIT

North Carolina of North Carolina
County of Yadkin

I _____, being first duly sworn, deposes and says that:

He/She is the _____ of _____, the proposer
that has submitted the attached proposal;

He/She is fully informed respecting the preparation and contents of the attached proposal
and of all pertinent circumstances respecting such proposal;

Such proposal is genuine and is not a collusive or sham proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives,
Employees or parties of interest, including this affiant, has in any way colluded, conspired,
connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit
a collusive or sham proposal in connections with the contract for which the attached
proposal has been submitted or to refrain from bidding in connection with such contract, or
has in any manner, directly or indirectly, sought by agreement or collusion or
communication or conference with any other Proposer, firm or person to fix the price or
prices in the attached proposal or of any other Proposer or to fix overhead, profit or cost
element of the proposal price of any other Proposer or to secure through collusion,
conspiracy, connivance or unlawful agreement any advantage against the County of Yadkin
or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair, proper and are not tainted by
any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or
any of its agents, representatives, owners, employees, or parties in interest, including this
affiant.

Signature and Title

North Carolina of North Carolina
County of _____
Subscribed and sworn before me,
This ____ day of _____, 2023

Notary Public
My commission expires _____

Mail or Fax completed form(s) to:
Yadkin County Finance Office
PO Box 220
Yadkinville, NC 27055
Telephone: (336)679-4338
Fax: (336)679-4337



Vendor Application

Please include W-9 Form when submitting a vendor application.

BUSINESS/LEGAL NAME _____

As listed on your IRS tax form

CONTACT PERSON _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

REMITTANCE
ADDRESS (if different from above) _____

CITY/STATE/ZIP _____

COUNTY _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____

FEDERAL ID # _____ OR SOCIAL SECURITY # _____

Yadkin County Use ONLY:

Type of service being provided:

Is this vendor related (Spouse, Mother, Father, Children, In-Laws, Siblings) to the Department Head requesting vendor approval?

_____(YES) _____(NO)

DEPARTMENT HEAD SIGNATURE

FINANCE OFFICER SIGNATURE

217 E. Willow Street ~ Post Office Box 220 ~ Yadkinville, North Carolina 27055
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