

REQUEST FOR PROPOSALS

PURCHASE OF MOBILE STORAGE TRACK SYSTEM, RELOCATION AND ORGANIZATION OF RECORDS

AT THE NEW HANOVER COUNTY REGISTER OF DEEDS



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REQUEST FOR PROPOSALS

**PURCHASE OF MOBILE STORAGE TRACK SYSTEM, RELOCATION AND
ORGANIZATION OF RECORDS**

AT THE NEW HANOVER COUNTY REGISTER OF DEEDS

Sealed proposals addressed to Carrie Buttles, Purchasing Agent, 230 Government Center Drive, Suite 165, Wilmington, North Carolina 28403 and marked “**PURCHASE OF MOBILE STORAGE TRACK SYSTEM, RELOCATION AND ORGANIZATION OF RECORDS**” will be accepted until **3:00 P.M. EST, FRIDAY, NOVEMBER 20, 2015**.

A tour of the facility will be held for all Vendors; attendance is **MANDATORY**. This tour is scheduled for 10:00 AM, Monday, November 2, 2015 at the New Hanover County Register of Deeds, 320 Chestnut Street, Wilmington, NC 28401. Following the tour, Vendors are instructed to submit questions related to the tour in writing to cbuttles@nhcgov.com.

Submitted proposals are not subject to public inspection until a contract is awarded and executed. Proposals will be evaluated and bidders may be requested to provide a demonstration of their proposed products and services offered.

Instructions for submitting proposals and complete requirements and information may be obtained by visiting the County’s website at <http://www.nhcgov.com/business-nhc/bids>.

New Hanover County reserves the right to accept or reject any or all proposals and to make the award which will be most advantageous to the County.

Carrie Buttles, Purchasing Agent
New Hanover County
(910) 798-7402

Published: Friday, October 23, 2015

Section 2 **Instructions and General Conditions**

2.1 Schedule

ACTION	DATE
Release of RFP	October 23, 2015
Mandatory Walk-Through	November 2, 2015 at 10:00 AM
Deadline for Questions	November 6, 2015 by 5:00 PM
Response to Questions	November 9, 2015 by 5:00 PM
Deadline for Proposals	November 20, 2015 by 3:00 PM

2.2 Preparation of Proposal

Vendors are instructed to submit the original and one (1) electronic copy on either a CD or a flash drive. All prices and notations shall be written in ink or typed. Changes or corrections made in the proposal must be initialed by the individual signing the proposal. All proposals submitted shall become property of the County. At the discretion of the County, firms submitting proposals may be required to make presentations as part of the evaluation process.

All proposals shall include all of the information requested in this RFP and any additional data that the respondent deems pertinent to the understanding and evaluating of the proposal. The respondent should not withhold any information from the written response in anticipation of presenting the information orally, since oral presentations may not be solicited. All proposals shall meet, at a minimum, all criteria outlined in the following sections.

PROPOSALS NOT SIGNED WILL BE DEEMED NONRESPONSIVE AND REJECTED.

2.3 Submission of Proposal

Submit the proposal with any attachments in a sealed envelope properly marked “**PURCHASE OF MOBILE STORAGE TRACK SYSTEM, RELOCATION AND ORGANIZATION OF RECORDS**” and addressed to:

New Hanover County Finance Office
Attn: Carrie Buttles, Purchasing Agent
230 Government Center Drive, Suite 165
Wilmington, NC 28403

2.3.1 Any inquires, requests for interpretation, technical questions, clarification, or additional information shall be directed to **Carrie Buttles, Purchasing Agent** by emailing cbuttles@nhcgov.com or faxing (910) 798-7806. All questions concerning this proposal shall reference the section number and paragraph. Questions and responses affecting the scope of the services will be provided to Proposers by issuance of an Addendum. **All questions shall be received no later than 5:00 P.M., EST, November 6, 2015.**

2.3.2 Vendors may not have communications, verbal or otherwise, concerning this RFP with any personnel or boards from New Hanover County, other than the person listed in this section. If any vendor attempts any unauthorized communication, the proposal will be rejected.

2.3.3 All vendors who intend to submit a proposal on this project should send an email to cbuttles@nhcgov.com including pertinent contact information. This will ensure that you receive all addenda issued for this RFP; if applicable.

2.4 Cost of Preparation of Response

Costs incurred by prospective Vendors in the preparation of the response to this Request for Proposals are the responsibility of the Vendor and will not be reimbursed by the County.

2.5 Execution of Agreement

The successful Vendor will be required to enter into a formal agreement that is consistent with the bid package outlined within. The successful Vendor to whom the Contract is awarded by County shall within 15 days after notice of award and receipt of Agreement forms from the County, sign and deliver to the County all required copies of said Agreement.

2.6 Trade Secret Confidentiality

Proposals submitted shall not be subject to public inspection until a contract is awarded.

According to General Statutes 132 - 1.2, trade secrets contained in a bid may be kept confidential if the bidder, at the time the bid is submitted, designates the secret and requests that it be kept confidential. This right of privacy will be construed as narrowly as possible to protect the interests of the Vendor while attempting to maximize the availability of information to the public.

2.7 Withdrawal of Proposals

Vendors may withdraw or withdraw and resubmit their proposal at any time prior to the closing time for receipt of proposals. NO proposal may be withdrawn after the scheduled closing time for receipt of proposals for a period of ninety (90) days.

2.8 Method of Evaluation and Award

Prior to the selection of the award to the successful vendor, an evaluation team will evaluate the RFP responses received from each vendor.

The County intends to award a contract for the purchase of mobile storage rack system, relocation and organization of records for the Register of Deeds; however the County specifically reserves the following rights:

1. The County reserves the right to accept or reject any or all proposals or any portion thereof.
2. The County reserves the right to accept all or part of any proposal depending solely upon the requirements and needs of the County.
3. The County reserves the right to seek clarifications of any proposal submitted or specific aspects of any proposal prior to the award of the contract. After seeking such clarification, the County will allow the PROPOSER an opportunity to provide the requested clarification.

If an award is made as a result of this RFP, it shall be awarded to the vendor whose proposal is most advantageous to the County using the Criteria listed below:

1. Quality, clarity and responsiveness of bid in conformance with instructions, conditions, and format -10%
2. Specification requirements compliance-25%

3. Experience in relocation of records-30%
4. Cost of proposed system- 35%

2.9 Equal Opportunity

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

The Proposer agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Proposer agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Pursuant to GS 143-48, New Hanover County invites and encourages participation in this procurement process by businesses owned by minorities, women, and handicapped.

2.10 Indemnity

The successful Proposer Vendor shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Bidder hereunder, resulting from the negligence of or the willful act or omission of the Contractor, his agents, employees and subcontractors.

2.11 Insurance

Before commencing any work, the Contractor shall procure insurance in the Contractor's name and maintain all insurance policies for the duration of the contract of the types and in the amounts listed in this Agreement. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors, whether such operations are done by himself/herself or anyone directly or indirectly employed by him/her.

2.12 Minimum Scope and Limits of Insurance

2.12.1 Commercial General Liability (CGL)

- 2.12.1.1 Contractor shall maintain CGL and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.
- 2.12.1.2 CGL insurance shall be written on Insurance Services Office (ISO) “occurrence” form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- 2.12.1.3 County, its officers, officials, agents, and employees are to be covered as additional insured under the CGL by endorsement CG 20-10 and CG 20-37 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the Contractor, products and completed operations of the contractor, premises owned, leased or used by the contractor, and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to County, its officers, officials, agents, and employees.
- 2.12.1.4 The statutes of County as an additional insured under a CGL obtained in compliance with this agreement shall not restrict coverage under such CGL with respect to the escape or release of pollutants at or from a site owned or occupied by or rented to County.
- 2.12.1.5 There shall be no endorsement or modification of the CGL or Umbrella Liability limiting the scope of Coverage for liability arising from pollution, explosion, collapse, underground property damage, employment-related practices, or damage to the named insured’s work.

2.12.1.6 The Contractor's CGL insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by County, its officers, officials, and employees shall be in excess of and not contribute with the Contractor's insurance.

2.12.2 Workers Compensation and Employers Liability Insurance.

2.12.2.1 Contractor shall maintain Workers' Compensation as required by the General Statutes of the State of North Carolina and Employer's Liability Insurance.

2.12.2.2 The Employer's Liability; and if necessary, Commercial Umbrella Liability insurance shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.

2.12.2.3 The insurer shall agree to waive all rights of subrogation against the County, its officers, officials, and employees for losses arising from work performed by the Contractor for County.

2.12.3 Business Auto Liability.

2.12.3.1 Contractor shall maintain Business Auto Liability; and if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident.

2.12.3.2 Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.

2.12.3.3 Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.

2.12.4 Deductibles and Self-Insured Retentions

2.12.4.1 Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects County, its officer, officials, agents, or employees or the Contractor shall procure a bond guaranteeing payment of deductibles of self-insured retentions.

2.12.4.2 The Contractor shall be solely responsible for the payment of all deductibles to which such policies are subject, whether or not County is an insured under the policy.

2.12.5 Miscellaneous Insurance Provisions

2.12.5.1 The policies are to contain or be endorsed to contain the following provisions:

2.12.5.2 Any failure to comply with reporting provisions of the policies listed in this agreement shall not affect coverage provided to County, its officers, officials, and employees.

2.12.5.3 Each insurance policy required by this contract shall be endorsed to state that coverage shall not be canceled by either party except after 30 days prior written notice has been given to County, 230 Government Center Drive, Suite 128, Wilmington, NC 28403.

2.12.5.4 If Contractor's liability policies do not contain the standard ISO separation of insured provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

2.12.6 Acceptability of Insurers

2.12.6.1 Insurance is to be placed with Insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII unless County has granted specific approval.

2.12.7

Evidence of Insurance

2.12.7.1 The contractor shall furnish County with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage until all operations under this contract are deemed complete.

2.12.7.2 Evidence of additional insured status shall be noted on the certificate of insurance as per requirements in this agreement.

2.12.7.3 With respect to insurance maintained after final payment in compliance with requirement, an additional certificate(s) evidencing such coverage shall be provided to County with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

2.12.8

Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificate for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

2.12.9

Conditions

2.12.9.1 The insurance required for this contract must be on the forms acceptable to County.

2.12.9.2 Where circumstances warrant, County may, at its discretion subject to acceptance by the Risk Management and/or Finance Department accept letters of credit or custodial accounts in lieu of specific insurance requirements.

2.12.9.3 The Contractor shall provide that the insurance contributing to satisfaction of insurance requirements in this agreement shall not be canceled, terminated, or modified by the Contractor without prior written approval of County.

2.12.9.4 The Contractor shall promptly notify the Property Management Department and the Risk Management Office at (910) 798-7497 of any accidents arising in the course of operations under the contract causing bodily injury or property damage.

2.12.9.5 County reserves the right to obtain complete, certified copies of all required insurance policies, at any time.

2.12.9.6 Failure of County to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of County to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

2.12.9.7 By requiring insurance herein, County does not represent that coverage and limits will necessarily be adequate to protect the Contractor and such coverage and limits shall not be deemed as a limitation of Contractor's liability under the indemnities granted to County in this contract.

2.12.9.8 If Contractor fails to maintain the insurance as set forth herein, County shall have the right, but not the obligation, to purchase said insurance at the Contractor's expense.

2.12.9.9 The Contractor or his engineer may apply to County for approval of higher deductibles based on financial capacity and quality of the carrier affording coverage.

2.12.9.10 County shall have the right, but not the obligation of prohibiting Contractor or any subcontractor from entering the project site or withhold payment until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by County.

2.13 Addendum

The proposal package constitutes the entire set of instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be sent to all known Proposers who are listed with the Finance Office and posted on the County's website.

You may visit our website at <http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx>, call Carrie Buttles at (910) 798-7402, or email cbuttles@nhcgov.com to check for the issuance of any addenda before submitting your bid proposal.

2.14 Compliance With Proposal Requirements

Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid/proposal.

2.15 Successful Vendor

The Vendor who is not currently set up as a vendor in County's vendor file will be required to submit a completed Vendor Application, W-9 and EFT form in order to be entered into the County's vendor database.

2.16 Right To Reject Proposals

New Hanover County reserves the right to accept or reject any or all proposals and to make the award which will be most advantageous to the County.

2.17 Mandatory Walk-Through

Any vendor who intends to submit a proposal in response to this RFP MUST attend a Walk-Through of the facility which is located at 320 Chestnut St., Wilmington, NC, 28401. The Walk-Through is scheduled for Monday, November 2, 2015 at 10:00 AM. Please email cbuttles@nhcgov.com to confirm your attendance.

Section 3 Scope of Work

Through this Request for Proposals (RFP), the New Hanover County Register of Deeds is soliciting proposals from experienced and qualified vendors for a fully operational mobile storage track and deck system. The System will be Larson brand equipment to ensure the new system will work with the existing (41) Larson Bays #214 to be reused. The new system will also need to include a 4 tier map hanging cabinet (open frame with sides). Each tier will measure 85”H x 39”D x 29”W. Cabinets will have 3 bays each, each tier holds 100 hangers. Maximum map size is 36” x 24” and envelope size is 36.5” x 25” (Open and pre drilled on the 36.5” side). Cabinet will include 1200 x 36.75” hangers and 500 polyester archival envelopes.

Relocation of all record books as well as other record room equipment will be needed. There are approximately 650 record books located at the current Register of Deeds office and 1,000 record books located at an offsite storage facility. The books at the offsite facility are not in any kind of order, they are mixed by number and type of record.

All books will be relocated, re-categorized in numerical and clerical order and installed into the new storage system as part of this project.

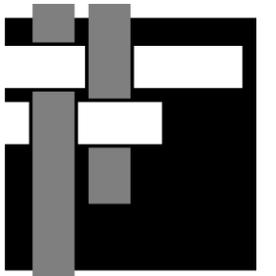
Vendors who submit a response to this RFP shall be responsible to submit technical and service solutions based on their programs that meet or exceed the goals and objectives herein.

Section 4 Proposal Format

Proposals shall be submitted in the format outlined herein. Respondents should describe in detail the services proposed; how those services will be accomplished for each component; and specifics regarding design and integration. Respondents should also identify the cost of providing each service category and if appropriate, include service level options. The respondent should also include (3) references and a list of organizations you have provided this type of service to. The respondent may include any relevant information, attachments, or exhibits to further elaborate on the proposal.

Proposal Format:

- I. Vendor Contact – List the name, address, fax number, email address, and phone number of the vendor’s authorized representative. Vendor’s authorized representative shall be empowered to make binding commitments for the vendor’s firm.
- II. Vendor Profile – Provide a description of the company including a brief company history and prospects. Include the location of your organization’s headquarters, the year the organization was formed, and ownership structure.
- III. Cost – The proposal should be broken down by phases and types of work. The following cost information is to be provided:
 - a. Hourly rate for professional services, including task description.
 - b. Individual Equipment Costs
 - c. All other potential costs for the proposed solution.



**S A W Y E R
S H E R W O O D
& A S S O C I A T E
A R C H I T E C T U R E**

124 Market St, Wilmington, NC 28401
910 762-0892 s2a3.com

**320 Chestnut
Street Additions
& Renovations**

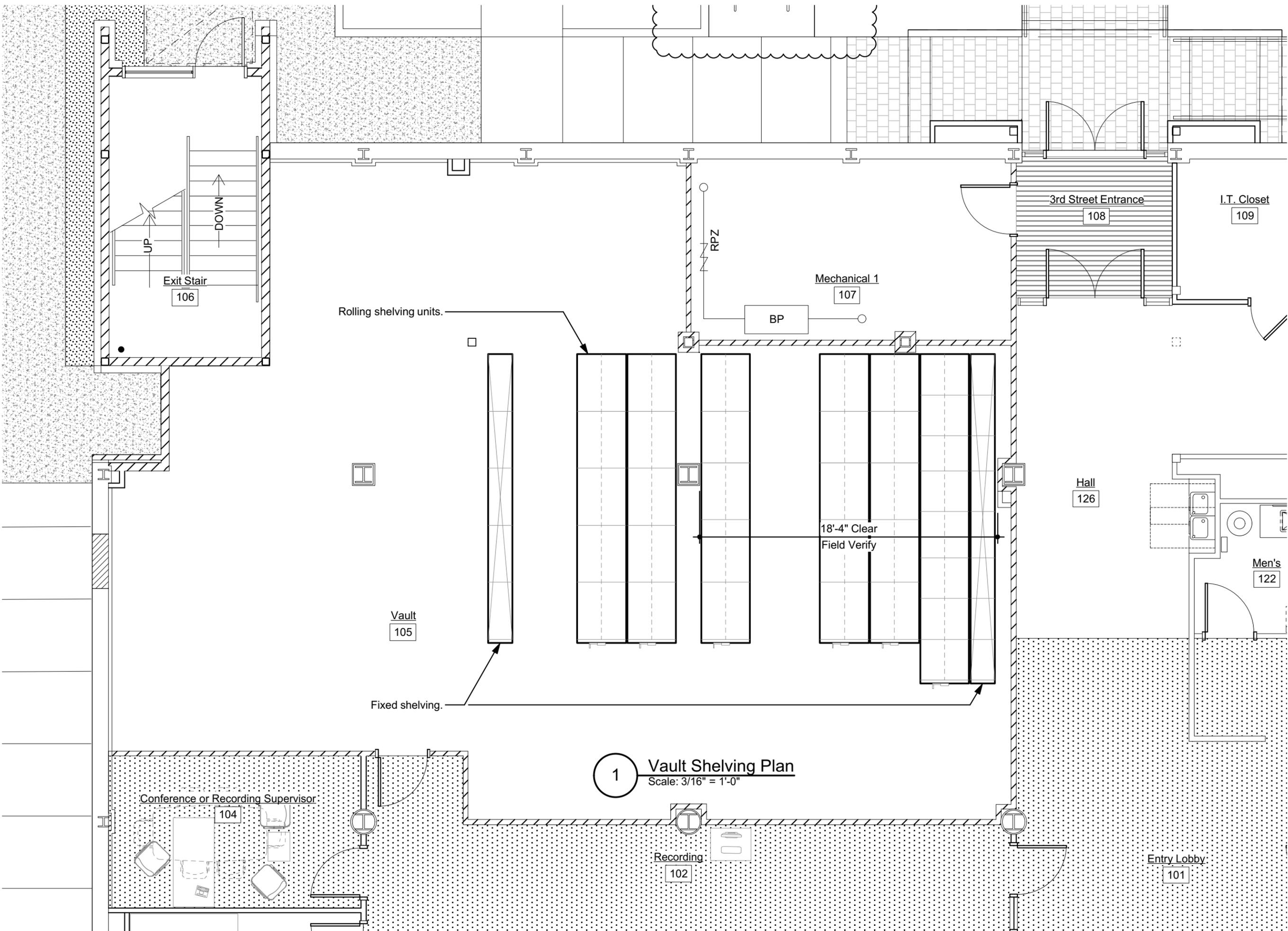
New Hanover
County

Revisions:

Shelving for
Vault 105

ABD23.0

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LARSON METAL MFG., INC.
DETAILED SPECIFICATIONS

ROLLER SHELF BOOK CASES AND DESKS

MATERIAL:

Steel shall be best grade cold rolled mild steel, free from scale and buckle. All gauges shall be of U.S. Standard gauges.

ROLLER SHELF BOOK CASE

The top panel shall be constructed of 18 gauge steel. The front face shall be 1 1/8" high flanged inward and upward to form a neat and hazzard free appearance. The sides and back will be formed downward for attaching uprights and finished back. ie. When finished back is used.

The base shall be of not less than 16 gauge steel formed into a channel with flanges of not less than 1 1/8" at top and bottom arranged for proper attachment to case ends.

Roller shelf book case uprights up to 96" high shall be made of not less than 16 gauge steel. When higher uprights are required or when super imposed loads require heavier gauges, same shall be increased accordingly. Front edges of uprights shall be faced with 3/4" diameter painted steel tubing, fitted at ends with anti-friction journals to revolve on steel pinions securely fastened to uprights. Anti-friction journals to be made of nylon with accurately centered holes. Uprights shall be perforated 1/2" O.C. near front and full height to receive adjustment screws and bolts.

Backs shall be made of not less than 20 gauge steel flanged at top and bottom and securely bolted to uprights. Backs shall be perforated 1/2" O.C. near each side full height to correspond with adjustment holes near front of uprights, to receive projecting lugs on rear of roller shelf.

Finished end panels shall be constructed of 18 gauge steel formed to allow clearance for vertical front rollers and accept the finished back panel if required.

ROLLER SHELF RECORD DESKS

Roller desk uprights shall be made of not less than 16 gauge steel. Front edges of uprights shall be faced with 3/4" diameter painted steel tubing fitted at ends with anti-friction journals, to revolve on steel pinions and securely fastened to uprights. Anti-friction journals to be made of nylon with accurately centered holes. Uprights shall be perforated 1/2" O.C. near front and full height to receive adjustment bolts and screws.

Backs shall be made of not less than 20 gauge steel flanged at top and bottom and securely bolted to uprights. Backs shall be perforated 1/2" O.C. near each side full height to correspond with adjustments near front of upright to receive projecting lugs on rear of roller shelf.

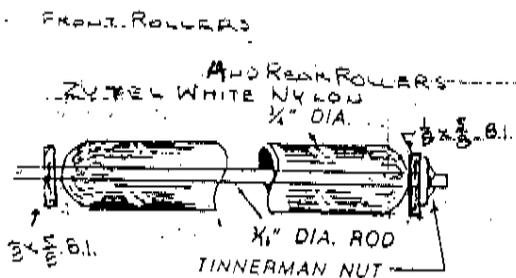
Bases for double faced record desks shall be of not less than 16 gauge steel and made of depth and height to form not less than 3" x 3" toe space with flanges at top and bottom not less than 5/8".

Bases for single faced record desks shall be not less than 16 gauge formed into a channel with 1 1/8" flanges at top and bottom and arranged for proper attachment to case.

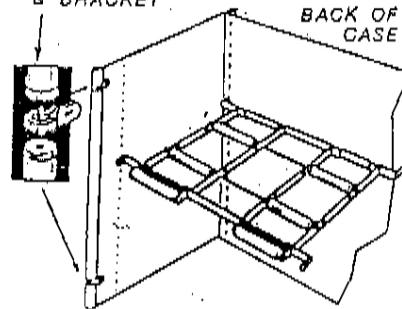
Roller Shelf Record Desks: Cont.

Finished ends shall be constructed of not less than 18 gauge and formed to match top profile. Zee reinforcements of 18 gauge will be welded to finished ends for attachment to the uprights.

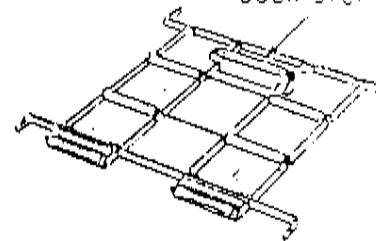
All counter tops shall be constructed using a high pressure general purpose horizontal grade plastic laminate .050" thick with a tolerance of + or - .005. The laminate is to be applied to the face side of an 1 1/8" thick 42 Lb. per cubic ft. density industrial grade particles board core material. To the back side of the core material a .040 thick + or - .005 phenolic resin backing sheet is applied to balance the top so as to minimize the potential for warping. All Tops will have 18 gauge stainless Steel Binding, with wrap around corners.



DETAIL OF
VERTICAL ROLLERS
& BRACKET



BOOK STOP



Roller Shelf Frame

Shelves shall be made of 5/8 x 1/8 steel bars. Each shelf having 3/4" diameter rollers arranged in rows and spaced 3 1/2" to 5 1/2" apart according to the depth of the shelf. The number of rows of rollers shall depend on the width of the shelf. Front and back rollers shall be made of Zytel white nylon.

Roller Shelf Frame: Cont.

All front rollers shall be mounted on 11/64" diameter steel pin. Steel pins to have square shoulder to fit into square hole of front roller bracket to keep axel from turning, thus minimizing wear on axel bracket.

All intermediate and rear rollers to be mounted on 11/64" diameter steel rod interlocking with frame to prevent its turning, minimizing excessive wear.

All rollers shall project 1/8" above shelf frame for books to ride on.

Frame of roller shelves shall be securely welded together. The front bar shall be bent forward at ends which shall be perforated to receive bolts for fastening shelf to uprights. The inside bars carrying the rollers shall be perforated for steel rods and formed into a box formation with front ends securely welded to front bar and the rear ends securely welded to the rear bar.

The back bar of shelf shall be bent back at right angles at ends with lugs formed to engage perforations in back of case.

Bars with ends flanged forward and perforated to receive chrome plated front rollers shall be securely welded to front bar in line with intermediate and back rollers.

Roller shelf frame assembly shall be zinc plated.

All component parts whether exposed or not shall be thoroughly cleaned, every trace of oil, grease, fats of other foreign matter that interferes with adhesion of the paint shall be removed.

All surfaces, except roller shelf frames which are zinc plated are to be finished and shall be sprayed with a full bodied coat of baking type enamel and properly baked.