

**1. Background**

Halifax County Schools is soliciting proposals for replacing the intercom at Scotland Neck Leadership Academy.

**2. Objective**

To improve the safety and security of the campus

**3. Schedule of Events**

Issue Date of Request for Proposal	2/3/2023
Pre-proposal meeting	TBD
Deadline for Questions	2/17/2023
Deadline for proposal	2/24/2023
Contract award	3/6/2023
Project completed by	8/15/2023

**4. Submittal Information**

- a. The point of contact for this solicitation is Tony Alston, Director of Operations. Email [alstona@halifax.k12.nc.us](mailto:alstona@halifax.k12.nc.us)
- b. Pre-proposal meeting will be held on TBD at Halifax County Schools Maintenance 6915 Hwy 301 Halifax, NC 27839. Interested firms will be given the opportunity to discuss the proposal and tour the facilities.
- c. One original and one copy of your proposal are to be submitted.
- d. Proposals will be received at Halifax County School Maintenance until 10AM on 2/24/2023. Proposals received after the due date and time will not be considered.
- e. Proposals are to be hand delivered or sent to the following address by the due date and time:

**Halifax County School Maintenance  
PO Box 373  
6915 Hwy 301  
Halifax, NC 27839**

- f. Contractors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Halifax County Schools. This will provide an opportunity for the contractor to clarify or elaborate on their proposal. The school district will schedule a date, time and location for this presentation.
- g. Halifax County Schools regards information contained in this solicitation as confidential and requires all recipients of this RFP to treat it as such.

**5. Disclaimers**

- a. Halifax County Schools issues this solicitation with the understanding that it may or may not lead to the eventual procurement of services.
- b. Halifax County Schools reserves the right to reject any and all proposals.

- c. Halifax County Schools will not be responsible for any costs incurred by any contractor in the generation or submission of proposals.
- d. Contractors submitting proposals agree to submit to all criteria set forth by the RFP and Halifax County Schools for selecting a contractor, and waive any and all rights to challenge or bring suit against the school district based upon their selection.

**6. Contractor Responsibilities**

- a. The contractor will assume responsibility for any and all costs required for this project.
- b. The contractor will provide affidavits that any subcontractors are fully paid.
- c. The contractor is responsible for any licenses, permits or inspections required.
- d. The contractor will furnish new materials meeting or exceeding specifications required by Halifax County Schools.
- e. Contractor must provide a certificate of insurance for general liability coverage.
- f. Provide a turn-key job for this project.

**7. Basis of Selection**

- a. The contractor's experience, qualifications and success in providing services of the type in this RFP including key personnel committed to this project.
- b. Prior experience with the vendor.
- c. The prices for services, products and fees.
- d. Flexible invoicing.
- e. Local or in-state vendor.

**8. Facilities**

- a. All renovations, upgrades, and refurbishment of facilities including plumbing, electrical, mechanical, carpentry must be outlined in detail in your proposal.
- b. Please state how the renovations will be handled. Will you be using any subcontractors?
- c. The intercom system to be replaced is at Scotland Neck Leadership Academy 901 Jr High School Rd Scotland Neck, NC 27874

**9. Specifications**

- a. Remove and dispose of existing system
- b. Furnish and install a new intercom system with call back.

**10. Non-withdrawal period**

- a. Proposals may not be withdrawn for a period of 90 days from due date.

**11. Warranty**

- a. The contractor will provide a warranty on defective workmanship for a period of one (1) year.

**12. Background Check**

- a. Background checks are required for all contractors and subcontractors before work commences.

**13. Iran Divestment Act**

- a. Awarded contractors must sign an Iran Divestment affidavit.

**14. E-Verify**

- a. Awarded contractors must comply Article 2 Chapter 64 of the general statutes and specifically comply with e-verify requirements.