

INVITATION FOR BID



CAD Disaster Recovery IT Equipment Forsyth County MIS

**Bids Will Be Opened
10:00 a.m., Thursday, May 31, 2018**

SUITE 324, PURCHASING DEPARTMENT

**CITY HALL BUILDING
101 NORTH MAIN STREET
WINSTON-SALEM, NORTH CAROLINA**

CITY/COUNTY PURCHASING DEPARTMENT

324 City Hall Building
Winston-Salem, NC 27101

NOTICE TO BIDDERS
CAD Disaster Recovery IT Equipment

It is the policy of the City of Winston-Salem that an employee, officer, or agent of the City may not participate in any manner in the bidding, awarding, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful bidder must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a proposal, the successful bidder agrees to indemnify the City from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All bids must be firm and not subject to increase, unless specified within the provisions of this bid and mutually agreed upon by the City and the bidder.

No special inducements will be considered that are not a part of the original bidding document.

City Rights and Options

The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this bid at any time
- To cancel this bid with or without the substitution of another bid
- To take any action affecting this bid, this bid process, or the Services subject to this bid that would be in the best interests of the City
- To issue additional requests for information
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the Responses submitted

Public Records

Any material submitted in response to this bid will become a “public record” once the bidder’s document(s) is opened and the bidder is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Bidders must claim any applicable exemptions to disclosure provided by law in their response to this bid. Bidders must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

Familiarity with Laws and Ordinances

The submission of a bid on the services requested herein shall be considered as a representation that the bidder is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the bidder discovers any provisions in the bid documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the City in writing without delay.

Ethics Policy / Code of Conduct

The City of Winston-Salem has establish guidelines for ethical standards of conduct for City representatives and to provide guidance in determining what conduct is appropriate in particular cases. City representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Winston-Salem desires to protect the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of these policies as well as promote and strengthen the confidence of the public in their governing body. For a complete review of the City Policy click the following link. <http://www.cityofws.org/Home/Departments/Purchasing/Articles/Bids>

E-Verify Compliance. Per N.C.G.S. 143-133.3 “E-VERIFY. CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the CONTRACTOR utilizes a subcontractor, the CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.”

Iran Divestment Act; Provider hereby certifies that it is not on the North Carolina State Treasurer’s list of persons engaging in business activities in Iran, prepared pursuant to NCGS §147-86.58, nor will Provider utilize on this agreement any subcontractor on such list.

INSTRUCTIONS FOR BIDDERS

CAD Disaster Recover IT Equipment

Bidders **MUST** have their bid delivered by the specified time and date. This bid sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable. Costs incurred by any Bidder in the preparation of his/her response to the bid are the responsibility of the Bidder and will not be reimbursed by the City of Winston-Salem. Bidders shall not include any such expenses as part of their proposals.

PREPARATION OF BID

It is certified that this bid is made in good faith and without collusion with any person submitting a bid for this service or with any officer or employee of the City of Winston-Salem. The undersigned further agrees that in connection with the performance of specified services, not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, political affiliation, or national origin.

Bids **MUST** be on the standard forms as furnished in this bidding document by the City/County Purchasing Department.

Bids shall be submitted in duplicate on the Bid Proposal Form or the Excel document provided. Forms are to be produced from this file. Hand-written forms will not be accepted. Each copy shall be properly signed and witnessed.

Bids shall be submitted on or before the time set forth for the opening of bids, addressed and labeled as set forth in the Instructions for Bidders. Late bids will not be considered. Neither emailed nor faxed bids are acceptable.

All bids must be received not later than May 31, 2018 at 10:00 a.m.

INTERPRETATION OF DOCUMENTS

Should any bidder find any discrepancies in, or omission from, the specifications or other Contract Documents, or should the bidder be in doubt as to their meaning, he shall at once notify **TaWanna A. Gates at (336) 747-6938 tawannag@cityofws.org** and obtain an interpretation or clarification prior to submitting his bid. Any request for interpretation or clarification given in accordance with this provision shall be in writing.

Questions relative to this bid shall be submitted by 12 noon, May 21, 2018 per email to ringjt@forsyth.cc tawannag@cityofws.org

ADDENDA

The bidder may, during the bidding period be advised by addenda of additions, deletions or alterations in any of the documents forming a part of this Bid. All such changes shall be included in the work covered by the bid and shall become a part of the contract. The bidder shall acknowledge receipt of each addenda.

ALTERNATE BID SUBMITTALS

Alternates are not acceptable for this bid.

SUBMIT BIDS TO THE FOLLOWING LOCATION:

US Postal Service address:

City/County Purchasing Department
Post Office Box 2511
Winston-Salem, North Carolina 27102
27101

or

Hand-delivery or FedEx address:

City/County Purchasing Department
101 N. Main Street, 324 City Hall
Winston-Salem, North Carolina

PLEASE NOTE: THIS IS AN ALL OR NONE BID, PLEASE BID ACCORDINGLY.

BID PROPOSAL FORM
CAD Disaster Recovery IT Equipment

The undersigned bidder hereby declares that they have carefully examined the specifications contained herein and will provide all labor, materials, equipment, supervision, and insurance applicable to perform the service in accordance with the specifications and the requirements under the following sum to wit:

The County may at its sole discretion reject any or all bids submitted or consider alternatives that may be in the best interest of Forsyth County.

The undersigned certifies that this proposal is made in good faith and without collusion or in connection with any other person bidding on the same work nor will any official or employee of Forsyth County be admitted to any share or part of this contract should an award be made to the undersigned.

The undersigned further certifies that in connection with the performance of this contract not to discriminate against any employee or applicant for employment because of race, creed, color, gender, religion, national origin, political affiliation or handicap.

The contractor agrees that in carrying out this contract he will apply with all applicable federal, state and local laws, specifically including, without limitation, the Occupational Safety and Health Act of 1970 and Section 1324A, The Immigration Reform and Control Act.

Bids are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign the appropriate proposal form will disqualify the bidder and the bid will not be considered.

The undersigned, as Bidder, hereby declares that the only person or persons interested in this Proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Proposal or in the Contract to be entered into; that this Proposal is made without connection with any other person, company or parties making a Bid or Proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the specifications for the work and the Contract Documents relative thereto, including addenda, if any, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The Bidder must furnish, in the spaces provided on the following pages, unit prices and quantities for each item bid upon. Unit prices shall include all labor, overhead and profit, materials, equipment, appliances, delivery and installation and other necessary operations to cover finished work of the kinds called for. State and local taxes shall not be included in the unit prices, but included in the space provided on the bid form below.

BID AUTHORIZATION AND SIGNATURE

Bids are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign the appropriate bid form will disqualify the bidder and the bid will not be considered. This proposal must also be notarized.

Company

Telephone Number

Authorized Signature

Witness

Typed Name and Title

Federal Identification #

Address, (P.O. Box or Street) City, State, Zip

E-Mail Address

On this ___ day of _____, 20___ before me _____

(name)

to me personally known, being duly sworn, did execute the foregoing proposal, and did so state that

he/she was properly authorized by _____

(Company name)

SEAL

to execute the proposal and did so on his/her free act and deed.

Notary Public _____ My commission expires _____