



# **REQUEST FOR PROPOSALS**

## **RELOCATION OF MODULAR OFFICE BUILDING**

### **ROWAN COUNTY**

130 West Innes Street  
Salisbury, NC 28144

704-216-8174

[david.sifford@rowancountync.gov](mailto:david.sifford@rowancountync.gov)

Date Issued: Tuesday, December 8, 2020

Date Due: Tuesday, December 22, 2021 at 12:00 pm ET

Administered by: David Sifford, Purchasing Agent

Rowan County  
Request for Bids

**Background and Scope**

**A. General Information**

This is a Request for Proposals (RFP) intended to provide sufficient information to enable interested vendors to submit a proposal to relocate a modular office building from Cleveland, NC to Salisbury, NC.

**B. General Conditions**

This RFP is not an offer to contract. Acceptance of a quote neither commits the County to award a contract to any contractor, 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 contractor. Rowan County is seeking the quote with the best overall value to the County.

**C. Reservations**

Rowan 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 Request for Proposals. The proposal shall be good for a period of sixty (60) days from the opening of the quote. The County may seek clarification of the proposal at any time and any delayed response could be a cause for bid rejection.

**D. Incurred Costs**

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

**E. Award**

Award shall be made by Rowan County to the proposal that is determined to be the most advantageous to Rowan County.

**F. Assignment**

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

**G. Evaluation Criteria**

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

- Cost
- Suggested Solution
- Qualifications
- Customer Service
- Compliance with Requirements

## **H. Proposal Instructions and Time Frames**

Respondents are to submit sealed proposals, which will be evaluated by Rowan County to determine the completeness of the proposal. The quote must be clearly labeled “**Relocation of Modular Office Building**” in order to be considered.

**Submission Location:** Rowan County Finance Department  
Attn: David Sifford, Purchasing Agent  
130 West Innes Street, Suite 110-120  
Salisbury, NC 28144

**Submission Deadline:** Tuesday, December 22<sup>nd</sup> at 12:00pm ET

**Contact/Questions:** David Sifford, Purchasing Agent  
Rowan County Finance Department  
130 W. Innes St., Salisbury, NC 28144  
704-216-8174  
[david.sifford@rowancountync.gov](mailto:david.sifford@rowancountync.gov)

**\*Note:** Contractors must contact David Sifford to indicate that they will be offering a proposal in order to receive addendum and/or changes to the RFP.

## **I. Project Timetable**

Request for Proposals	12/8/2020
Proposals Due	12/22/2020 12:00 pm ET
Anticipated Award of Contract	1/4/2021

## **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 work. This should be a complete price to include the construction and components, any maintenance costs, delivery costs, setup costs, etc.
2. **Work Schedule:** Provide a timeline indicating when the work can be done, what maintenance and/or repair services will be included and the estimated start and completion dates for those services.
3. **References:** All Proposals should include names, addresses, telephone numbers and contact persons for at least three (3) other organizations (public sector agencies are preferred) for which comparable equipment/services have been rendered in the past five (5) years.

**K. Scope of Services**

Rowan County is searching for a qualified contractor to relocate a Rowan County owned modular office building located at 11130 Statesville Blvd. in Cleveland, NC. General specifications are as follows:

- ~ Remove steps, underpinning and awnings.
- ~ Attach hitches and tires (axles on site, but no tires available).
- ~ Separate the two units.
- ~ Wrap units with plastic.
- ~ Transport both units to 425 Airport Rd., Salisbury, NC.
- ~ Park both units next to each other for temporary storage.
- ~ Cover roof of relocated building to prevent leaks.

**Alternate Bid:**

Rowan County is also considering disassembling a metal garage at the same location in Cleveland, NC and moving it to the same location at 425 Airport Rd., Salisbury NC, and is asking for alternate bids as follows:

- ~ Disassemble the existing metal garage.
- ~ Transport disassembled garage to 425 Airport Rd, Salisbury, NC.
- ~ Place disassembled garage on pallets or the like and cover with plastic for temporary storage.