

**Regional Consolidated Services (RCS)  
Head Start**

**REQUEST FOR PROPOSAL (RFP)**

**A Roof Installation**

**Issued by RCS Head Start**

**109 N Main Street, Randleman, NC 27317**

**PO Box 487, Randleman, NC 27317**

**C/O Lorri Brady, Transportation/ Facilities Coordinator**

**[lbrady@regionalcs.org](mailto:lbrady@regionalcs.org)**

**Phone: 336-629-5141**

**Dated: 1/17/2022**

- I. Overview/Contacts**
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**I. Overview:**

Regional Consolidated Services (RCS) Head Start is seeking proposals for **Roof Installation**

Paper proposals must be received prior to **12:00 P.M. by 2/1/2023** in a sealed envelope labeled with the proposal title **"RCS HEAD START RFP – Roof Installation** 615 Gunn Street Burlington, NC, and 118 Virginia Ave. Asheboro NC addressed **to Lorri Brady, Transportation/ Facilities Coordinator** at 109 N Main Street, Randleman, NC 27317, or PO Box 487, Randleman, NC 27317.

Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the **Transportation/ Facilities Coordinator at lbrady@regionalcs.org** no later than **12 p.m.** on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the **Transportation/ Facilities Coordinator**. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them "1 of X", "2 of X" and so forth (where X= the total number of emails).

Proposals will not be accepted by fax.

Proposals will be opened and evaluated by **02/08/2023** at the above address.

All proposals shall be submitted on forms furnished within this proposal packet.

Regional Consolidated Services reserves the right to accept or reject any and all proposals, to waive any irregularities in the proposals, and to be the sole judge as to the merit, quality, and acceptability of materials proposed and their compliance with the specifications if it is in the best interest of the agency.

**RFP Contacts:**

All general correspondence and inquiries about the RFP should be submitted in writing by mail or email to the primary contact.

The primary contact is:

**Lorri Brady**

**Transportation/ Facilities Coordinator**

Regional Consolidated Services – **Head Start**

109 N Main Street, Randleman, NC 27317

PO Box 487, Randleman, NC 27317

Phone: 336-629-5141

Email: **lbrady@regionalcs.org**

**PROPOSAL CLOSING DATE: 12:00 P.M. 2/1/2023**

**REGIONAL CONSOLIDATED SERVICES MAIN OFFICE**

**109 N Main Street, Randleman, NC 27317**

**PO Box 487, Randleman, NC 27317, Ph: 336-629-5141**

## II. PREPARING OF PROPOSAL FORM

- A.** Regional Consolidated Services invites proposals on the form enclosed to be submitted no later than **12:00 P.M. 2/1/2023**. All blanks on the proposal form must be appropriately filled in. Each proposal must be submitted in a separate sealed envelope bearing on the outside **RCS HEAD START Roof Installation**. Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the **Transportation/ Facilities Coordinator** at **LBRADY@REGIONALCS.ORG**. It is the sole responsibility of the bidder to ensure that their proposal is received by the **TRANSPORTATION/ FACILITIES COORDINATOR** at 109 N Main Street, Randleman, NC 27317 prior to the closing date and time. No proposals received after the scheduled closing time for receipt of proposals will be considered.
- B. PROPOSAL SUBMISSION ADDRESS**  
All proposals must be submitted and received by the **Transportation/ Facilities Coordinator** at: 109 N Main Street, Randleman, NC 27317 or P.O. Box 487, Randleman, NC 27317.
- C. PROPOSAL OPENING READING**  
All proposals shall be opened and evaluated **02/08/2023** at the above-mentioned address.
- D. SIGNATURE**  
The proposal must be signed in the name of the bidder and must bear the signature in longhand or certified e-signature of the person or persons duly authorized to sign such proposals.
- E. MODIFICATIONS**  
Changes in the proposal documents, additions to the proposal, or any other modifications of the proposal form may result in the rejection of the proposal as not being responsive to the invitation to the proposal. No oral or telephone modifications shall be considered. Written, emailed by an authorized representative or faxed modifications received prior to the proposed closing date and time will be accepted.
- F. WITHDRAWAL OF PROPOSAL**  
Bidders may withdraw proposals by written request at any time prior to the scheduled closing time for receipt of proposals.
- G. INTERPRETATION OF PROPOSAL DOCUMENTS**  
If discrepancies or omissions are found in the proposal documents, bidders may submit a written request for clarification or correction to the office of the **Transportation/ Facilities Coordinator**. A copy of the request for clarification and the response thereto will be mailed or emailed to all bidders. Regional Consolidated Services will not be responsible for oral interpretations. All addenda issued during the time of proposal period shall be incorporated into the proposal.

## III. PROCUREMENT CONTRACT TERMS/PROVISIONS

### A. AWARD OF PROPOSAL

Regional Consolidated Services reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any proposals or the proposal process, and to make its selection of items awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the needs of the agency. All proposals shall remain open and valid and subject to acceptance until a proposal acceptance decision has been made but not to exceed a period of forty-five (45) days after the proposal opening date. Items listed on the proposal will be awarded in part or whole and quantities may vary, whichever is in the best interest of the agency and at the agency's sole discretion. The final project approval is contingent on available funds.

### B. PRICES

Price each item separately. Prices must be stated in the unit specified. In case of a discrepancy between the unit price and the extended price, the unit price will be considered correct. Prices

should be quoted net, including any trade discounts, and F.O.B. destination. Prices shall NOT include sales tax but sales tax shall be listed separately. Freight, shipping, warranty, software support charges, and other like pricing should be listed separately as well.

**C. DELIVERY SCHEDULE.**

Bidders shall be required to commence delivery of all items on which proposals are accepted immediately after receipt of a purchase order. Failure to complete all deliveries within thirty-five (35) days after receipt of a purchase order shall be considered sufficient cause for default action under the DEFAULT provision of this proposal.

**D. BRANDS**

If brand names are included in this proposal it is for descriptive purposes only, to indicate the quality, design and utility desired. This specification is not intended to restrict competition. Brands of equal make or type to those specified are acceptable unless otherwise indicated in this proposal request. Recycled products must also meet the requirements set forth. Each bidder shall indicate the manufacturer's name and model number of the brands being proposed and shall submit all samples in accordance with the SAMPLES provision of this bid. Specifications must be sent prior to or with bid on items bid as alternate or equal. It is up to the bidder to show compliance with the specifications listed.

**E. SAMPLES**

If the bidder is bidding items/brands other than those specified or if no brand is indicated in the proposal documents, the following shall apply:

1. Complete specifications, descriptions, documentation, and photographs/sketches shall be submitted with the proposal.
2. Documentation that clearly shows that an alternative product meets or exceeds compatibility with Regional Consolidated Services' current environment must be submitted.
3. Samples may be submitted (OR requested) to Regional Consolidated Services, 109 N Main Street, Randleman, NC 27317, on or before the closing date and time of this proposal.
4. Samples must be submitted free of expense.
5. All packages containing samples must be clearly labeled "Roof Installation RFP" and each sample shall be clearly identified as to the vendor name and item numbers under which it is to be considered.
6. Samples which do not comply with these instructions may not be considered for award.

**F. EVIDENCE OF RESPONSIBILITY**

1. Regional Consolidated Services requests the names of three (3) references with whom similar transactions have occurred.

**G. ANTI-DISCRIMINATION**

In accordance with Federal and State laws, Regional Consolidated Services is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Therefore, the bidder agrees to comply with applicable Federal and State laws and agrees to require like compliance by all subcontractors employed by them.

**H. INSPECTION AND ACCEPTANCE**

All items provided under this proposal shall meet or exceed the proposal specifications and shall comply with all Federal and State laws governing their production, handling, processing, and labeling. Inspection and acceptance of all items shall be at delivered destinations. Items found to be defective or not in accordance with the proposal specifications shall be replaced immediately by the bidder at no cost to Regional Consolidated Services. Regional Consolidated Services shall be allowed fifteen (15) working days after delivery to report damaged goods. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of this proposal.

**I. LIABILITY**

The bidder shall hold Regional Consolidated Services, its officers, agents, servants and employees harmless from liability of any nature or kind whatsoever on account of use by the publisher or author, manufacturer or agent, of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this proposal. The bidder hereby agrees to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness, and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

**J. PROPOSAL DOCUMENTS**

The complete proposal includes the following documents: Notice, Vendor Information, Technical Specifications including Bidder Response, Business Specifications, References, Confidentiality Agreement, Liability Agreement, and Non-Collusive Bidding Certification. Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The Bidder should fully acquaint himself with the conditions and terms affecting the performance of the agreement if awarded. The bidder's submission of a proposal shall be taken as prima facie evidence of compliance with this section.

**K. TAXES**

State and local taxes will be paid by purchaser. Taxes are not to be included in the prices that are submitted with this proposal but shown separately under the area labeled "Taxes".

**L. DELIVERY**

Destination shall be as designated within the boundaries of the Regional Consolidated Services Head Start locations. No additional fees shall be charged for orders broken down into separate shipments. All shipments shall be accompanied by a packing slip. Purchase order numbers shall appear on all packing slips, invoices, and packages.

**M. ERRORS**

Responsibility for errors or omissions on the part of bidders in making up their proposals will not be assumed by Regional Consolidated Services. All proposals must be legible. No erasures will be permitted. Mistakes may be crossed out and corrections typed adjacent to the error. Corrections must be initialed in ink prior to the proposal opening by the person signing the proposal.

**N. QUANTITIES**

Quantities shown are estimated usages of Regional Consolidated Services for the proposal period. Regional Consolidated Services reserves the right to purchase more or less of the units specified. These quantities are not guaranteed by the Regional Consolidated Services but are included for information and proposal planning purposes only.

**O. NON-CONFORMING**

When any supplier shall deliver any article or service which does not conform to the specifications or when deliveries are unduly delayed, Regional Consolidated Services may, at its option, annul and set aside the contract entered into with said supplier, either in whole or in part, and make and enter into a new contract with supplier that can provide equal or similar items in a timely manner. Additional costs incurred by Regional Consolidated Services as a result of such action shall be borne by the supplier (and/or his sureties), failing to perform.

**P. PERIOD OF AGREEMENT –N/A –other than warranty****Q. PURCHASE ORDERS**

Regional Consolidated Services shall issue purchase orders to the vendor.

**R. INVOICE PROCESS**

Invoices shall be submitted to Regional Consolidated Services and shall contain the following information:

1. invoice number
2. invoice date
3. billing account number
4. total invoice amount
5. purchase order number
6. general description of items or services invoiced
7. the number of items invoiced
8. the cost per item

Failure to enter the above information on the invoice may cause a delay in payment. Payment shall be made on partial deliveries accepted by Regional Consolidated Services.

**S. OSHA \*\*If Applicable\*\***

The vendor certifies by delivery, that all items furnished under this agreement meet or exceed applicable OSHA codes. All electrical devices must be supplied with three wire grounded cords.

**T. DEFAULT**

1. Regional Consolidated Services may, by written notice of default to the vendor, terminate the whole or any part of its order under this agreement if:
2. Vendor fails to make delivery of the supplies or to perform the service within the time specified herein or any extension thereof:  
OR
3. Vendor fails to perform any of the other provisions of this agreement and does not cure such failure within a period of fifteen (15) calendar days (or such longer period as the purchasing director may authorize in writing) after receipt of notice from the purchasing director specifying such failure. In the event that Regional Consolidated Services terminates its order(s) in whole or in part, Regional Consolidated Services may procure supplies or services similar to those so terminated from other sources, and the vendor shall be liable to the Regional Consolidated Services for any additional costs resulting from such action. Vendor shall be required to deliver all supplies or services under this agreement which are not terminated.

**U. WARRANTY**

Warranty periods and terms shall be stated in the proposal response. The vendor agrees that all items & services furnished under this agreement shall be covered by the most favorable commercial warranties (to include merchantability) that the vendor provides any customer for such items, and that the right and remedies provided therein are in addition to any other provision of this agreement.

**V. INDEPENDENT CONTRACTOR –**

While providing the items or services included herein, the vendor is an independent contractor and not an officer, employee, or agent of Regional Consolidated Services.

**W. OWNERSHIP OF EQUIPMENT**

All custom alternative solutions will become the property of Regional Consolidated Services once it is delivered and accepted by Regional Consolidated Services. Ownership of digital content must be disclosed in the proposal and contract following extermination of the awarded contract otherwise Regional Consolidated Services will assume ownership.

**X. Bidder shall respond to their ability in their proposal document.**

- A. Price: Equipment and/or service, shipping fees, taxes, installation, and other similar items.
- B. Performance Reliability: Please include 3 references
- C. Delivery: Please specify estimated delivery of materials or services, lead time, and estimated time for completion of job.

- D. Warranty: Please specify digital and custom.
- E. Provide Certificate of Insurance with minimum limits of liability for commercial general liability, auto, worker's compensation, employer's liability, property and the vendor's W-9.
- F. Provide all-inclusive example contract for scope of work, delivery, and cost allocated by line item.

**Y. DAVIS-BACON ACT**

The contractor will be required to comply with the provisions of the Davis-Bacon Act, including the requirement that laborers and mechanics must be compensated at a minimum in accordance with the prevailing wage in the locality as determined by the Department of Labor for that locality (Attachments D and E). Insurance of Compliance will require the contractor to include a signed Procurement Contract Provisions (Attachment C) attached hereto and to provide to Regional Consolidated Services the contractor's payroll records for the current pay period with the bill for each stage of the completion.

**IV. PROJECT/SCOPE: Roof Installation**

Janice S. Scarborough Head Start, 615 Ray Street, Burlington, NC Alamance County

Connie Redding Head Start, 118 Virginia Avenue, Asheboro, NC Randolph County

- Contractor must make a site visit to evaluate the building's strength to ensure the modular building with withstand the weight we plan on placing on the roof along with additional accumulations of snow.
- 3/12 pitch hip-style truss system
- The perimeter of the gutter line to encompass all decks around the structure excluding the rear deck on site
- Truss soffit needs to allow maintenance of HVAC units
- 6-inch gutters with gutter guards.
- Measures to be taken to move the rainwater away from the building.
- Exposed fastener 26 gauge galvalume metal with vapor/moisture barrier
- All maintenance-free soffit and fascial
- Access to roof Skelton from soffit
- All vent pipes must be extended through the new roof
- The contractor will have a safety barrier to contain the work area from children
- Clean up and properly dispose of all roofing-related debris. Pick up any and all loose screws dropped on the ground.
- Contactors must make a site visit to acquire the correct measurements for the two units and take into consideration all conditions, which might affect the work. No consideration will be given to any claims based on a lack of knowledge of existing conditions.
- All permitting & Engineering costs must be covered with this RFP. RCS will keep the engineering drawing.
- The contractor must follow all county guidelines.
- This project will be a summer project.
- All OSHA guidelines must be met.
- Warranties

**V. PROPOSAL MATRIX (Factors in determining the award of this proposal):**



1. Price
2. Ability to provide service & business qualifications
3. Prior experience & references
4. Small Business/Minority-Owned/Women’s Business

## PROPOSAL MATRIX

<b>Price</b>	<i>up to 45 points</i>
<b>Ability to Provide Service/Qualifications</b>	<i>up to 30 points</i>
<b>Prior Experience/References</b>	<i>up to 20 points</i>
<b>Small Business / Woman/Minority Owned</b>	<i>up to 5 points</i>
	100 points possible

- VI. Assurances – (Award/Contract/Agreement Sample Requirements)** Regional Consolidated Services is a private nonprofit human service agency that operates on grant monies derived from federal and state funds. Our funding sources require certain assurances from us and as we expend such funds to pay for the goods/services set forth in this RFP, our vendors must assure us of their compliance in certain areas.
- A. Nondiscrimination – In accordance with Title VI of the Civil Rights Act of 1964 and any other applicable Federal and State laws, the Contractor assures RCS that it does not discriminate against any person on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
  - B. Confidentiality – Due to the nature of our business, personal as well as other confidential information is gathered and stored within RCS. The Contractor may see or hear confidential information, Contractor assures RCS that it will not communicate, disclose or make available all or any part of the confidential information to any third party; not directly or indirectly use, or permit others to use, the confidential information; not make any announcement or disclosure in connection with the confidential information.
  - C. INDEMNIFICATION: Contractor hereby agrees to indemnify and save harmless Regional Consolidated Service and their representatives and employees from and against any and all loss, cost, damage, expense, and liability caused by an accident or other occurrence causing bodily injury, including death, sickness, and disease to any person, damage or destruction to property, real or personal, which may arise from operations, products, or services rendered as a result of my relationship as an independent contractor with Regional Consolidated Services.
  - D. CONFLICT OF INTEREST - As a Regional Consolidated Services contractor or vendor, I/we will not enter into a financial or any other relationship with an RCS employee that creates any actual or potential conflict of interest for RCS. I / We understand that a conflict of interest arises when the material personal interests of the RCS employee are inconsistent with the responsibilities of his/her position with the company. All such conflicts must be disclosed and corrected. Even the appearance of a conflict of interest can be damaging to RCS and to me/us, as the Contractor or Vendor, and are to be disclosed and approved in advance by RCS management.
  - E. DEBARRMENT:
    - (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.
    - (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

- F. ANTI-WEAPONS: The Contractor provides assurance to RCS that neither the Contractor nor any Contractor staff person will at any time while on any property owned, leased or controlled by RCS, including anywhere that Contractor or staff is providing services to RCS, possess or use any weapon. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.
- G. W-9 FORM: A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Thus, the Contractor will be required to present to RCS his or her W-9 Form at the time of contract signing.
- H. ASSUMED NAME LAW: (As amended in 2017) Provide documentation of a filing of certificate. As stated in the Assumed name law; “Before any person engages in business in this State under an assumed business name, the person must file an assumed business name certificate in the office of the register of deeds of the county in which the person is or will be engaged in business.”
- I. SEVERABILITY: The terms of this contract are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.
- J. WHISTLEBLOWER: This Whistleblower Policy requires directors, officers, and employees to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This Policy is intended to encourage and enable employees and others to raise serious concerns about financial irregularities within the Agency prior to seeking resolution outside RCS. RCS has an open door policy and employees and others are encouraged to share their questions, concerns, suggestions, or complaints with someone who can address them properly. This may be the immediate supervisor, the RCS Deputy Director, or RCS Executive Director If not satisfied or uncomfortable with the open door policy, the person may contact the RCS Deputy Director and/or the Treasurer of the RCS Board of Directors. Information may be provided anonymously. To report violations or concerns, go to [www.regionalcs.org](http://www.regionalcs.org) and click on the Whistleblower button. Violations or suspected violations may be submitted confidentially or anonymously and will be kept confidential to the extent possible while conducting an adequate investigation.
- K. APPLICABLE LAWS – The Contractor assures RCS that it complies with applicable laws.
- L. MODIFICATION / CANCELLATION - Based upon the mutual agreement by and between RCS and the Contractor, this contract may be modified at any time. However, any and all modifications to this contract shall be written and signed by both parties. This award may be cancelled at any time by RCS for reason of unsatisfactory performance or other default of the contractor, or due to lack of funding, or for other unforeseen reasons. Either RCS or the contractor may cancel this contract by giving thirty days prior written notice.

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**Proposal documents begin on the next page. Please return pages 11-16 with any additional information you would like to provide.**

**VII. Required Forms****TO: Transportation/ Facilities Coordinator**

- 1) Pursuant to and in compliance with the Instructions to Bidders, and other documents relating thereto, the undersigned bidder, having familiarized themselves with the terms of the proposal and the conditions affecting the performance of the proposal, hereby proposes and agrees to perform, within the time stipulated, everything required by the Agreement for the amount herein set forth.
- 2) It is understood that Regional Consolidated Services reserves the right to reject this proposal as specified in the Instructions for Bidders.
- 3) Bidders must comply with the provisions of this proposal and Instructions for Bidders.

**4) VENDOR INFORMATION**

COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:		ZIP: COUNTY:
OWNER:		TITLE:
PHONE:	EXT:	FAX:
COMPANY CONTACT:	EMAIL ADDRESS:	COMPANY WEBSITE:
DESCRIPTION OF BUSINESS PRODUCTS/SERVICES:		
YEARS IN BUSINESS:	EMPLOYER'S FEDERAL ID # (or the Number used to report the business to the government) :	
	<p>_____ Corporation (indicate the name used to formally register your corporation with the state you are registered with to do business)          _____ State: _____</p> <p>_____ Sole Proprietor (please complete a W-9 and enclosed a Schedule C form from the most recent tax filing)</p> <p>_____ Partnership (please complete a W-9 and enclose a K1 form)</p> <p><b><i>Please note that if you are a Sole Proprietor or Partnership using an "Assumed Name or a Doing Business As (DBA) that is not registered with the State you will need to provide documentation that you have an assumed name certificate on file with the Register of Deeds in the county where the business is being conducted. These documents must be attached.</i></b></p> <p>___ Non-Profit    ___ IRS Designation    ___ Other</p>	

Is the company a subsidiary of another company or affiliated with a parent company? \_\_\_\_\_ YES \_\_\_\_\_ NO

If "YES", please provide the following information about the corporate office/parent company, if different from previously stated, or indicate "SAME".

PARENT COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
AUTHORIZED REPRESENTATIVE: <small>(Person who is listed as the responsible party for tax filings)</small>		TITLE:
PHONE:	EXT:	FAX:
EMAIL ADDRESS:		COMPANY WEBSITE:

- Is the company current on all state taxes? \_\_\_\_\_ YES      \_\_\_\_\_ NO
- Is the company current on all federal taxes? \_\_\_\_\_ YES      \_\_\_\_\_ NO
- Is the company current on all county, city and local taxes? \_\_\_\_\_ YES      \_\_\_\_\_ NO
- Enclosed a copy of your company’s most recent W-9? \_\_\_\_\_ YES
- Enclosed documentation of any Assumed Name (if applicable)? \_\_\_\_\_ YES
- Enclosed certificate of insurance? \_\_\_\_\_ YES

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_ DATE: \_\_\_\_\_

**RCS Office use only:**

Have you checked to see if the company is listed \_\_\_\_\_ Yes      \_\_\_\_\_ No  
on the debarment list? ([www.sam.gov](http://www.sam.gov)) and (NC SOFL) on the shared forms drive.

Have you checked the Secretary of State website to see if the company is registered? ([www.sosnc.gov/](http://www.sosnc.gov/))  
\_\_\_\_\_ Yes      \_\_\_\_\_ No

Reason for request to set up the new vendor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of staffer requesting the new vendor set-up

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Representative

\_\_\_\_\_  
Date

5) BUSINESS SPECIFICATIONS - Is your business (check all that apply):

Small Business, Minority-Owned Firm, Women's Business Enterprise

6) Please **attach responses** to the following:

1. Price: Equipment and/or service, shipping fees, taxes, installation, and other similar items.
2. Performance Reliability: Please include 3 references
3. Delivery: Please specify the estimated delivery of materials or services, lead time, and estimated time for completion of the job.
4. Warranty:
5. Provide a Certificate of Insurance with minimum limits of liability for commercial general liability, auto, worker's compensation, employer's liability, property, and the vendor's W-9.
6. Provide an all-inclusive example contract for the scope of work, delivery, and cost allocated by line item.

**REFERENCES**

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1) Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
\_\_\_\_\_  
Completed by \_\_\_\_\_ Date \_\_\_\_\_

2) Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
\_\_\_\_\_  
Completed by \_\_\_\_\_ Date \_\_\_\_\_

3) Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
\_\_\_\_\_  
Completed by \_\_\_\_\_ Date \_\_\_\_\_

## VIII. CONFIDENTIALITY AGREEMENT

I understand that any information learned about any staff or participant or their spouse, family, or the Agency, is to be kept confidential and is not to be discussed outside this facility at any time.

I also understand that discussion of any information gathered during interaction with staff, children or families of the program is not permitted unless specifically directed by the program director or the executive director of Regional Consolidated Services.

I understand that at no time should I or any other employee of the same vendor attempt to access, look at, review, log/record/retain/save/copy, redirect or in any other way access the content of traffic on the network. If, at any time, the I or any other employee of the same vendor become aware that unauthorized access is taking place or has taken place, it is required to take immediate steps to stop current and/or future unauthorized access and immediately notify the **Transportation/ Facilities Coordinator** and **Executive Director** of Regional Consolidated Services.

Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

## IX. LIABILITY AGREEMENT

I acknowledge that I have the primary responsibility. I hereby agree to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Claims Representative/Telephone Number

\_\_\_\_\_  
Policy Number      Expiration Date

**X. NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this proposal, each bidder and each person signing on behalf of any bidder certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- i. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- ii. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the proposal opening, directly or indirectly, to any other bidder or to any competitor;
- iii. No attempt has been made or will be made by the bidder to induce any person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

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 AUTHORIZED SIGNATURE

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 NAME OF COMPANY

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 PRINTED NAME

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 TITLE OF AUTHORIZED PERSON

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 TELEPHONE NUMBER

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 ADDRESS

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 DATE

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 CITY STATE ZIP



## **XI. HISTORY OF RCS HEAD START**

Head Start began in 1965 with the implementation of the Economic Opportunity Act, which was part of President Lyndon B. Johnson's war on poverty. The program was designed to provide preschool children from economically challenged families with a "head start" on formal education.

The first Head Start classes, attended by about 561,000 children, met for eight weeks during the summer of 1965. By 1972 most Head Start programs were full-year preschool programs.

The Head Start program was designed to meet the needs of such children and their families, so that when the child reaches kindergarten, he or she is ready to learn without barriers such as poor health, hunger, or other conditions that could distract them from learning. To achieve this objective, Head Start was designed as a comprehensive preschool program, which addressed the areas of education, disabilities, health (including dental, medical, mental health and nutrition), social services, and parent involvement.

As a result of the implementation of Head Start, over 14,500,000 children have been properly vaccinated, and have received needed medical and dental attention before beginning kindergarten.

With Head Start there is a big emphasis on parent involvement and parent training, many families involved in the Head Start program have become economically self-sufficient, no longer requiring public assistance.

Children who attend Head Start have a significantly lower chance of being retained in a grade, becoming a teenage parent, committing a crime, or dropping out of school as their peers who do not attend. Parents of Head Start children are more supportive and more active in school activities as their children go through the public school system.

Regional Consolidated Services (RCS) began serving 20 Head Start children at East Side Head Start, located at Asheboro Day Care on Brewer Street, in 1990. In 1994, RCS expanded to serve 60 additional children in three classrooms located at Franklinville, Ramseur, and Trinity Elementary Schools. In 1995, RCS expanded again to serve 34 additional children in two classrooms located at the Early Childhood Development Center (ECDC) in North Asheboro. The ECDC is part of the Asheboro City School System. In 1998, RCS Head Start expanded into Alamance and Caswell Counties. In 2010, RCS Head Start was granted expansion slots to serve an additional 60 children in Alamance and Randolph counties. In 2013, the effects of sequestration led to the closing of one Randolph County site. In 2014, sequestration effects were reinstated and Randolph County received the 20 slots back so we have a total of 485 children and their families that we can serve in Alamance, Caswell and Randolph Counties. In May 2005, RCS Head Start was recognized by the National Head Start Association as an Outstanding Grantee. RCS Head Start has earned 5-Star rated licenses at all centers within the three county program.