

**DURHAM COUNTY  
NORTH CAROLINA**



**REQUEST FOR PROPOSALS**

**Boiler Replacement – Durham County Detention Center**

**RFP No. 26-011**

**Proposals Due:**

**October 2, 2025**

**2:00 P.M. Eastern Time**

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# **Boiler Replacement – Durham County Detention Center**

**RFP No. 26-011**

## **PROPOSAL SCHEDULE**

**(Note: The below dates are subject to change)**

Advertisement Date	August 31, 2025
*Pre-Proposal Conference Date	September 17, 2025, at 10:00AM
Site Visit Date/Location	September 17, 2025, following the pre-proposal conference.
Last Date for Questions	September 25, 2025, at 3:00PM
Proposal Due Date	October 2, 2025, at 2:00PM



## **REQUEST FOR PROPOSALS**

### **Boiler Replacement – Durham County Detention Center**

**RFP No. 26-011**

**ISSUE DATE:**

**Date: August 31, 2025**

**ISSUING DEPARTMENT:**

**County of Durham Purchasing Division of Finance  
201 East Main Street, 7<sup>th</sup> Floor, Room 703  
Durham, NC 27701**

Sealed proposals will be received until **2:00 P.M., Eastern Time on October 2, 2025**. The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to provide the demolition of two steam boilers and the installation of two new steam boilers at the County Detention Center.

All inquiries concerning the Scope of Work, Proposal Submission Requirements or Procurement Procedures should be directed to:

**Delta Farrington, Sr. Procurement Specialist**

**Purchasing Division**

**Email: [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov)**

**Telephone: 919-560-0054**

Sealed proposals shall be mailed and/or hand delivered to the Issuing Department shown above, and the envelope shall bear the name and number of this Request for Proposals (RFP). It is the sole responsibility of the Proposer to ensure that his/her Proposal reaches the Purchasing Division by the designated date and hour indicated above.

**In compliance with this Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the goods and services described in accordance with the attached signed proposal.**

Firm Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

By: \_\_\_\_\_

(Name Typed/Printed)

Phone: \_\_\_\_\_

\_\_\_\_\_  
(Signature in Ink)



## **LEGAL NOTICE**

### **Boiler Replacement – Durham County Detention Center**

**RFP No. 26-011**

The County of Durham will receive sealed proposals for qualified Contractor(s) to establish a contract to provide the demolition of two steam boilers and the installation of two new steam boilers at the County Detention Center on **October 2, 2025** at 2:00 P.M Eastern Time, in the Durham County Purchasing Division of Finance, 201 East Main Street, 7th Floor, Room 703, Durham, North Carolina 27701. **No proposals will be accepted after the official time and date.**

#### **PRE-PROPOSAL CONFERENCE:**

A Pre-Proposal Conference will be held at **10:00 A.M. Eastern Time, on September 17, 2025**, located in the Durham County Purchasing Division's Conference Room, 201 East Main Street, 7th Floor, Room 703, Durham, North Carolina 27701.

**SITE VISIT:** The site visit will be held at the County Detention Center located at **219 South Mangum Street Durham, NC 27701**, after the pre-bid conference. This site visit will be the only one scheduled, once completed no other visits will be scheduled. Limited parking can be provided in the Service Yard adjacent to Pettigrew Street, street parking is available at this location also. Contractors will be required to present identification to a Detention Center representative before accessing the facility, contractors will be given an escort badge that will need to be worn at all times.

An electronic copy of this Request for Proposal (RFP) can be obtained from Durham County's eBid System located under Bid Opportunities at <https://www.dconc.gov/county-departments/departments-f-z/finance/bid-opportunities>. Proposers can download a copy of the solicitation and all addenda without registering in the system. However, in order to **automatically** receive email notifications of solicitations and addenda issued by the Purchasing Division, Proposers **MUST** register in the eBid system.

The County reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

Publication Date: August 31, 2025

## **INSTRUCTIONS TO PROPOSERS**

### **Boiler Replacement – Durham County Detention Center**

**RFP No. 26-011**

1. In order for a proposal to be considered, it must be based on terms, conditions and Scope of Work contained herein and must be a complete response to this RFP. **One (1) hard copy Original, and Three (3) hard copies” of the Original and shall be submitted to the Issuing Department. The original Proposal should be marked “Original”. The copies must consist of all documents that are included in the “Original” Proposal.** No other distribution of the Proposal shall be made by the Proposer. Proposals shall be limited to **thirty (30) double-sided or sixty (60) single-sided pages or less** and must be signed by an authorized representative. (Update the number of pages) Each Proposal should be bound in a single volume with all relevant documentation. The coversheet, the letter of introduction, section dividers, detailed résumés, forms and dividers **are not** included in this page limit. The County may elect to require oral presentations after receipt of the proposals.
2. **PRE-PROPOSAL CONFERENCE:** A Pre-Proposal Conference will be held at **10:00 A.M. Eastern Time, on September 17, 2025**, located in Durham County Purchasing Division’s Conference Room, 201 East Main Street, 7th Floor, Room 703, Durham, North Carolina 27701. The purpose of this Conference is to allow all potential Proposers an opportunity to present questions and obtain clarifications relative to this solicitation. While attendance at this Conference will not be a prerequisite to submitting a proposal, all potential Proposers are strongly encouraged to attend and read the entire solicitation in advance. Any changes resulting from this Conference will be issued in a written Addendum to the solicitation.
3. **SITE VISIT:** Site Visit will follow the Pre-Proposal Conference on **September 17, 2025**. For additional Site Visit information contact:

Project Manager: Claude Eubanks

Telephone: 919-201-1201

Email: ceubanks@dconc.gov

4. **PROPOSAL DUE DATE:** Sealed proposals will be received until **2:00 P.M. Eastern Time, on October 2, 2025**.

Proposals must be mailed, or hand delivered to:

Durham County Purchasing Division

Attn: Delta Farrington, Sr. Procurement Specialist

201 East Main Street, 7th Floor, Room 703

Durham, NC 27701

**Sealed proposals shall be duly marked and/or identified with Proposer name, address and RFP number.**

5. **COMMUNICATION WITH PROPOSERS:** All communications between the Purchasing Division and prospective Proposers shall be in writing. E-mailed questions will be accepted and can be sent to [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov). Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Delta Farrington, Sr. Procurement Specialist at the email address above. All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses affecting the Scope of Work will be provided to all Proposers by issuance of an Addendum. **All questions shall be received by the Purchasing Division no later than 3:00 P.M., Eastern Time on September 25, 2025. NO EXCEPTIONS.**
6. **LATE PROPOSALS:** Sealed proposals received after the date and time specified will not be considered for award and will be returned to the Proposer unopened.
7. **VENDOR APPLICATION:** All Proposers shall complete and submit the Vendor Application along with the W-9 Form. This information will be used to create or update the County's electronic vendor database upon award of contract.
8. **DISCREPANCIES AND OMISSIONS:** Should a Proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, he/she should at once notify the County, and a written Addendum shall be issued. The County will not be responsible for any oral instructions. Acknowledgment of any Addendum received shall be noted on the Addendum Acknowledgement Form included in the Proposal. In closing of a contract, any Addendum issued shall become a part thereof.
9. **SECURITY OF NON-PUBLIC RECORDS:** Pursuant to N.C.G.S. § 132-1.7, entitled, "Sensitive Public Security Information", public records, as defined in G.S. 132-1, shall not include information containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities. Therefore, all information provided, received, gathered or obtained by BIDDER containing specific details of public security plans and arrangements or the detailed plans and drawings of public buildings and infrastructure facilities shall be held confidential and shall be used by the BIDDER only for the purpose of responding to this bid. All plans and drawings shall be returned to the County. Any breach of this paragraph by the BIDDER may result in BIDDER being barred from being awarded any contracts with the COUNTY.
10. **E-VERIFY:** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.

**END OF INSTRUCTIONS TO PROPOSERS**

## **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, handicap, age, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, handicap, age, color, religion, sex or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of the nondiscrimination clause.
- B. The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to race, handicap, age, color, religion, sex, or national origin.
- C. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the labor union or workers' representative of the contractor's commitments under the Equal Employment Opportunity section of this contract and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. In the event of the contractor's noncompliance with nondiscrimination clauses of this contract or with any such rules, regulations or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further County contracts.
- E. The contractor will include the provisions of this section in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Board of County Commissioners of the County of Durham, North Carolina so that such provisions will be binding such Subcontractor or Proposer.



## **QUALIFICATIONS AND SUBMISSION REQUIREMENTS**

### **Boiler Replacement – Durham County Detention Center**

#### **RFP No. 26-011**

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Unnecessary elaborate brochures or other materials beyond those sufficient to present a complete and effective response to this solution are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Therefore, elaborate artwork, expensive paper and bindings, etc., are strongly discouraged.

**One (1) Original hard copy, and Three (3) hard copies of the Original, shall be submitted to the Issuing Department.**

#### **Tab 1 – Signed Forms**

This Tab should include the following forms and information.

- a. Proposal Form**
- b. No Proposal Reply Form (If Applicable)**
- c. Addendum Acknowledgement Form**
- d. Non-Collusion Affidavit Form (*Must be Notarized*)**
- e. Affidavit of Compliance (E-Verify) Form (*Must be Notarized*)**
- f. Vendor Application/W-9 Form**

#### **Tab 2 – Executive Summary**

This Tab should provide a brief summary of the Proposer's understanding of the Scope of Work presented in this RFP and emphasize any unique aspects or strengths of the Proposal.

#### **Tab 3 – Corporate Overview**

This Tab should present an overview of the Proposer's organization and should include the firm's name, address, phone and fax numbers, firm history, email address and phone number of the firm's representative for the Proposal.

#### **Tab 4 – Approach**

This Tab should present the Proposer's approach to providing the services specified in this RFP. This Tab should describe the services to be provided, who will provide the services, how the services will be provided, etc. This Tab should include a description of activities, such as the project methodology and timeline for project completion, etc. The Proposer should also include in this Section its plan for managing the work requirements. Most of the proposed responses to the requirements found in Work

Requirements should be included under this Tab.

### **Tab 5 – Organization and Staffing**

This Tab should present the Proposer’s proposed organization structure and staffing chart showing specific job classifications, number of employees and full-time equivalent employees by position and reporting relationships. Résumés for all managerial and key personnel should be provided in sufficient detail to be able to determine the nature and depth of each individual’s relevant experience. This Tab should also identify any of the required services that the Proposer intends to subcontract, if any, providing for each (i) the reasons for subcontracting, (ii) the proposed subcontractor’s responsibilities, and (iii) information identifying proposed subcontractor’s name, location, relevant personnel and experience.

### **Tab 6 – Qualifications and Experience**

In this Tab, the Proposer should describe its track record in performing services comparable to those specified in this RFP and other information relevant to making a determination as to the ability of the Proposer to perform these services. This tab should also include a list of all similar work performed by your firm over the past five (5) years. This list should include the name of each client, a client contact and telephone number, the size and Scope of Work provided, effective dates of the contract(s) with this client, and the annual contract amount.

### **Tab 7 – Conflict of Interest**

In this Tab the Proposer should describe any involvement that your firm, its employees, or its owner(s) have that may constitute a conflict of interest.

## **EVALUATION AND AWARD CRITERIA**

### **Boiler Replacement – Durham County Detention Center**

**RFP No. 26-011**

Based on the evaluation criteria outlined below, all Proposals will be evaluated and scored by the Evaluation Committee designated by the County of Durham. Written or oral discussions may be requested to resolve issues relating to individual proposals.

1. **Evaluation Criteria:**

Proposals will be evaluated using the following criteria:

<b>Category</b>	<b>Description</b>	<b>Percentage</b>
Qualifications & Experience	The proposer will provide five (5) examples of past projects performed over the past five (5) years, that are similar in scope and cost.	20
Approach	Demonstrate a clear understanding of the RFP; how the proposer will perform the tasks listed in the RFP. A preliminary schedule will be provided with durations and milestones.	20
Staffing	The proposer will provide a list of staff that will be assigned to the project. The list will include the Project Manager, Field Foreman/Superintendent and general field staff. The list will include outlines of each staff member's relevant experience. Relevant experience will also include management and staff certifications and licenses	20
Cost	Overall cost competitiveness. Evaluation will consider price reasonableness and completeness.	20
References	The proposer will provide five (5) professional references from other projects/clients. This list should include the name of each client, a client contact and telephone number, the size and Scope of Work provided, effective dates of the contract(s) with this client, and the annual contract amount.	20

Total Possible Percentage: 100% (Adjust as needed)

2. **Award of Contract**

The County reserves the right to award to a single contractor or multiple contractors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Price shall be considered but shall not be the sole determining factor. Once the proposals are ranked and the most qualified firm is determined, the County may conduct further negotiations, and/or request presentations from firm to further assist in the clarification of information and selection process.

The County reserves the right accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the County.

## **SCOPE OF WORK**

### **Boiler Replacement – Durham County Detention Center RFP No. 26-011**

This Scope of Work will become an integral part of the contract between the County of Durham and the Contractor. The Contractor hereby agrees to provide services and/or materials to the County pursuant to the provisions set forth below.

1.0 **PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to provide the demolition of two steam boilers and the installation of two new steam boilers at the County Detention Center located at **219 South Mangum Street, Durham NC 27701.**

2.0 **INVOICE PAYMENT:** Invoices submitted will be paid net 30 days. Invoices shall be forwarded to the County's Designated Representative for review and payment approval.

3.0 **TERMS OF CONTRACT:**  
The initial term of the contract is from **Date of Award** through June 30<sup>th</sup> of the year in which the contract is awarded.

4.0 **CANCELLATION OF CONTRACT:** The County of Durham reserves the right to cancel and terminate any resulting contract(s), in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation shall not relieve the Contractor(s) of the obligation to deliver and/or perform services on all outstanding orders issued prior to the effective date of cancellation.

5.0 **COUNTY DESIGNATED REPRESENTATIVE:**

Name: Claude Eubanks

Phone: 919-201-1201

Email: ceubanks@dconc.gov

6.0 **BACKGROUND:** The two steam boilers at the County Detention Center are original to the facility and were built in 1993 and install in 1994. The boilers have past their useful life span and are in need of replacement.

7.0 **WORK REQUIREMENTS:**

- The Contractor shall provide the necessary labor, security, safety measures, and all federal, state, and/or local permits as required to perform the following:

- Lock out tag out equipment as needed to provide a safe work environment. A County representative will provide locations in order to perform this task. The contractor is responsible to verify that all systems locked out and tagged out, including but not limited to, electrical, mechanical, chemical, gas, pneumatic, and inertial are safe to work on. The contractor will provide LOTO devices to perform task, the County will not provide any devices for this task. Once systems are locked out, verify that systems are safe before proceeding.
- The Counties preferred boiler brand is Superior or equal, existing steam boilers were manufactured by Superior Boiler Works
- The contractor will install the steam boilers in accordance to the following drawings and specifications provided by others: (Titled, Durhan County Detention Center Boiler Replacement)
  - G0001 Title Sheet
  - M0001 Mechanical Abbreviations and Legends
  - M0002 Mechanical Basic Materials and Methods
  - M0003 Mechanical Equipment
  - M0004 Mechanical Piping Specifications
  - M0005 Mechanical Piping Specifications
  - M0006 Mechanical piping Specifications
  - M0007 Mechanical Tab Specifications
  - M1101D Mechanical- First Floor Demolition Plan
  - M1101N Mechanical - First Floor Plan
  - M1201 Mechanical- Roof Plan
  - M5001D Demo Boiler Piping Schematic
  - M5001N Boiler Piping Schematic
  - M5101 Mechanical Details
  - M5102 Mechanical Details
  - M6101 Mechanical Schedules
  - E0001Electrical Symbols and Abbreviations
  - E0002 Electrical Specifications
  - E0003 Electrical Specifications
  - E1101 First Floor – Electrical Power Plan
- Tools will need to be inventoried when entering and exiting the facility if brought in daily. The contractor can provide a lockable metal storage container to store tools at the end of each day. If this is provided tools will need to be inventoried at the beginning and end of the project. Any new tools will need to be added to the inventory list, tools removed will be signed off as no longer on site, if a tool is brought back to site it must be added to inventory list. Tool lists will be specific to the staff/owner utilizing them, these lists will be kept by a representative from the Detention Center, a copy will be provided to each individual owner/user of the tools. The contractor is responsible for keeping tools secure from access to inmate population, if a tool is found missing it must be reported immediately to a County representative. Staff will remain on site until tool or tools are found, any cost associated with the search for missing tools will be the responsibility of the contractor to pay.
- Contact with the inmate population that affects the security of the facility is strictly forbidden, contact initiated by the contractor's staff may result in the staff member being asked to leave the facility, re-entry may be denied. If an inmate initiates contact it must be reported to a County representative

- Identification will need to be provided to a Detention Center representative; a copy will be made to keep on file. This identification will need to be presented each time staff requests entry to the facility. An “escort needed” badge will be given to each staff member entering the facility, this badge must be displayed at all times. The badge must be returned when leaving the facility.

-

#### 8.0 **SCHEDULES/TIMELINES:**

The schedule for this project is from notice to proceed to June 30, 2026. Working hours will be Monday through Friday from 7:30am to 4:30 pm. Overtime/evening and weekend work may be needed to minimize the impact on the operations of the facilities. The proposals will include overtime/weekend work as a separate line item (allowance) on the proposal form. All overtime work will need to be approved by a County representative

## **ATTACHMENTS**



**Attachment A**



**PROPOSAL FORM**  
**Boiler Replacement – Durham County Detention Center**

**RFP No. 26-011**

In accordance with the attached instructions, terms, conditions, and Scope of Work we submit the following proposal to the County of Durham.

**TOTAL PROPOSED COST**

\$ \_\_\_\_\_

---

*(Provide the Total Proposed Cost in writing, as indicated on the line above)*

**The above Total Proposed Cost should be based on being awarded the entire project.**

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

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

Authorized Signature:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm Name

**Attachment B**

**NO PROPOSAL REPLY FORM**

TO: Durham County  
Purchasing Division  
201 East Main Street, 7th Floor  
Durham, NC 27701

**PROPOSAL #:** RFP NO. 26-011

**TITLE:** Boiler Replacement – Durham County Detention  
Center

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received an invitation, but does not wish to submit a proposal, state their reason(s) below and return to this office. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the proposal process.
- \_\_\_\_\_ 2. We do not wish to submit a proposal under the terms and conditions of the Request for Proposal document. Our objections are:

\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 3. We do not feel we can be competitive.
- \_\_\_\_\_ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
- \_\_\_\_\_ 5. We do not wish to sell to the Durham County. Our objections are:

\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 6. We do not sell the items/services on which Proposals are requested.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE

- \_\_\_\_\_ We wish to remain on the Bidders' List.
- \_\_\_\_\_ We wish to be deleted from the Bidders' List.

**Attachment C**

**ADDENDUM ACKNOWLEDGEMENT**

**Boiler Replacement – Durham County Detention Center**

**RFP No. 26-011**

Receipt of the following Addendum is acknowledged:

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ of \_\_\_\_\_, the Proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a **collusive** or **sham** Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a **collusive** or **sham** Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price of any other Proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Durham or any person interested in the proposed contract; and
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

SEAL

**AFFIDAVIT OF COMPLIANCE**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

**AFFIDAVIT OF COMPLIANCE  
with N.C. E-Verify Statutes**

I, \_\_\_\_\_ (hereinafter the "Affiant"), being duly authorized by and on behalf of  
\_\_\_\_\_ (hereinafter "Contractor") after first being duly sworn hereby swears or affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes; and
2. Contractor understands that an "Employer", as defined in NCGS§64-25(4), is required by law to use E-Verify to verify the work authorization of its employees through E-Verify in accordance with NCGS§64-26(a). The term "Employer" does not include State agencies, counties, municipalities, or other governmental bodies.
3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in the state of North Carolina. (mark Yes or No)
  - a. YES \_\_\_\_\_
  - b. NO \_\_\_\_\_
4. Contractor will ensure compliance with E-Verify to the extent applicable and will ensure compliance by any subcontractors subsequently hired by Contractor to perform work under Contractor's contract with Durham County.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

Print or Type Name: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me,  
this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

(Affix Official/Notarial Seal)

**VENDOR APPLICATION & W-9**

**[Vendor Application and W9 Form | Durham County](#)**

**(Click link above)**