

RFP 24-030R1

From: Envirotrol LLC  
7311 ACC Blvd Raleigh NC 27617

**Eddy Current Testing For Chillers at Various County Facilities**

To: Procurement Specialist Godfrey Herndon  
County Of Durham Purchasing Division of Finance  
7<sup>th</sup> Floor Room 703, 201 East Main Street Durham, NC 27701

**DURHAM COUNTY  
NORTH CAROLINA**



**REQUEST FOR PROPOSALS**

**RFP NO. 24-030R1**

**EDDY CURRENT TESTING FOR CHILLERS at VARIOUS COUNTY  
FACILITIES**

**Proposals Due: May 7, 2024**

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

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**EDDY CURRENT TESTING FOR CHILLERS at VARIOUS COUNTY FACILITIES**

**RFP No. 24-030R1**

**PROPOSAL SCHEDULE**

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

<b>Advertisement Date</b>	<b>March 31, 2024</b>
<b>Site Visit Date</b>	<b>April 16, 2024 9:30 AM EST</b>
<b>Last Question Date</b>	<b>April 25, 2024 3:00 PM EST</b>
<b>Proposal Due Date</b>	<b>May 7, 2024 2:00 PM EST</b>



## REQUEST FOR PROPOSALS

### EDDY CURRENT TESTING FOR CHILLERS at VARIOUS COUNTY FACILITIES

**RFP No. 24-030R1**

**ISSUE DATE:**

**March 31, 2024**

**ISSUING DEPARTMENT:**

**County of Durham Purchasing Division of Finance  
7th Floor, Room #703, 201 East Main Street  
Durham, NC 27701**

Proposals will be received until **2:00 P.M., Eastern Time on May 7, 2024**. The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to provide Eddy Current testing at various County facilities. All inquiries concerning the Scope of Services, Proposal Submission Requirements or Procurement Procedures should be directed to:

**Godfrey Herndon, Procurement Specialist  
Finance Department-Purchasing Division  
Email: [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov)  
Telephone: 919-560-0741**

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: Envirotrol, LLC

Date: 5/7/2024

Address: 7311 ACC Blvd.

By: Melissa Johnson

Raleigh, NC 27617

(Name Typed/Printed)

Phone: 336-596-9786

(Signature in Ink)



## **LEGAL NOTICE**

### **REBID**

#### **EDDY CURRENT TESTING FOR CHILLERS at VARIOUS COUNTY FACILITIES RFP No. 24-030R1**

The County of Durham will receive proposals for qualified Contractor(s) to establish a contract to provide Eddy Current testing of chillers at various County facilities, on **May 7, 2024, at 2:00 P.M** Eastern Time, in the Durham County Purchasing, Division of Finance, 201 East Main Street, 7<sup>th</sup> Floor, Room #703, Durham, North Carolina 27701. No proposals will be accepted after the official time and date.

**Site Visit** will be held on **April 16, 2024, beginning at 9:30am, Eastern Time. The site visit will start promptly at 9:30am, contractors** are asked to arrive at least 15 minutes early. Those arriving after 9:30am will have to meet at the site that is being viewed at that time. The tour will begin at **310 South Dillard Street, Durham NC 27701**, we will proceed to the facilities from this location. Late arrivals will need to contact David Alpaugh at the number listed below for directions.

An electronic copy of this Request for Proposal (RFP 24-030R1) 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.

**Proposals are encouraged and welcome from historically underutilized businesses (HUBs).**

Publication Date: March 31, 2024

## **INSTRUCTIONS TO PROPOSERS**

### **RFP No. 24-030R1**

1. In order for a proposal to be considered, it must be based on terms, conditions and scope of services contained herein and must be a complete response to this RFP. **One (1) hard copy Original and three (3) hard "copies" of the Original 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 pages or less and must be signed by an authorized representative. Each Proposal should be bound in a single volume with all relevant documentation. 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. **SITE VISIT:** Site Visit will be held on **April 16, 2024, beginning at 9:30am, Eastern Time.** The site visit will start promptly at 9:30am, contractors are asked to arrive at least 15 minutes early. Those arriving after 9:30am will have to meet at the site that is being viewed at that time. The tour will begin at **310 South Dillard Street, Durham NC 27701**, we will proceed to the facilities from this location. Late arrivals will need to contact David Alpaugh at the number listed below for directions.

For additional Site Visit information contact:

Project Manager: David Alpaugh  
Telephone: 919-309-6480  
Email: dalpaugh@dconc.gov

3. **PROPOSAL DUE DATE:** Proposals will be received until **2:00 P.M. Eastern Time, on May 7, 2024.**

Proposals must be mailed, or hand delivered to:

Durham County Finance-Purchasing Division,  
Attn: Godfrey Herndon, Procurement Specialist  
201 East Main Street, 7th Floor, Room 703, Durham, NC 27701

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

4. **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 Godfrey Herndon, 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 Services 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 April 25, 2024. NO EXCEPTIONS.

5. **LATE PROPOSALS:** Proposals received after the date and time specified will not be considered for award and will be returned to the Proposer unopened.
6. **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.
7. **MWBE REQUIRMENTS:** Proposals are required to make a good faith effort to include Minority and Women Business Enterprises (MWBEs) as part of their Proposal to provide services to the County.

Durham County hereby establishes the following goals for the expenditure of funds with MWBE firms. Questions concerning MWBE should be directed to Rick Greene, Assistant Procurement Manager, at [rgreene@dconc.gov](mailto:rgreene@dconc.gov).

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
<b>Overall MWBE Participation Goal =</b>					<b>25.0%</b>

MWBE is a business that is at least 51% owned and controlled by minority group members or women. MWBE is bona fide only if the minority group or female ownership interests are real and continuing and not created solely to meet the MWBE requirement. In addition, the MWBE shall itself perform satisfactory work or service or provide supplies under the contract and not act as a conduit. The contractual relationship shall be bona fide owned and controlled as: (1) a sole proprietorship legitimately owned by an individual who is a minority group member or female; (2) a partnership or joint venture controlled by minorities and/or females; (3) a corporation or other entities controlled by minorities or females, and in which at least 51% of the voting interests and 51% of the beneficial ownership interests are legitimately held by minorities and/or females. These persons shall control the management and operations of the business on a day-to-day basis:

A person who is a citizen or lawful permanent resident of the United States and who is:

“Black American”; a person having origins in any of the black racial groups of Africa;

“Asian American”; A person having origins in any of the original peoples of the Far East, Southeast Asia, Asia, Indian continent, or Pacific islands;



"Hispanic American"; a person of Spanish culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race;

"Native American Indian tribe"; a federally recognized Indian tribe means an Indian tribe, or band, nation, rancheria, pueblo, colony, or other organized group or community, including any Alaska native village, which is recognized by the Secretary of the Interior on October 1, 1985 as having special rights and is recognized as eligible for service provided by the United States to Indians because of their status as Indians, a tribe that has a pending application for Federal recognition on October 1, 1985.

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**

### **RFP No. 24-030R1**

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.

- ✓ **Proposal Form**
- ✓ **Request for Proposal Form**
- ✓ **No Proposal Reply Form (If Applicable)**
- ✓ **Addendum Acknowledgement Form**
- ✓ **Non-Collusion Affidavit Form (*Notarized*)**
- ✓ **Affidavit of Compliance (E-Verify) Form (*Notarized*)**
- ✓ **Vendor Application/W-9 Form**
- ✓ **MWBE Forms (*Notarized*):**

#### **Affidavit A – List of the Good Faith Efforts**

##### **DUE WITH BID**

**All Bidders** are required to make good faith efforts and to demonstrate that they have made such efforts. Affidavit A is a tool for Bidders to use to show that they have made good faith efforts. Affidavit A is required to be submitted with your bid.

#### **Affidavit B – Intent to Perform Contract with Own Workforce**

##### **DUE WITH BID**

Affidavit B is required if your company has no opportunity to sub-contract and will complete all work with Bidder's own workforce. Even if utilizing your own workforce, Affidavit A is also required.

#### **Affidavit C - Portion of Work to be Performed by Certified MWBE Businesses**

##### **DUE WITH BID**

Bidders shall complete Affidavit C to identify the minority business that it will use on the project. Affidavit C is required to be submitted with your bid. Even if your company has MWBE participation, Affidavit A is also required.

#### **Affidavit D – Good Faith Efforts**

##### **DUE 72 HOURS AFTER NOTIFICATION**

Affidavit D is to be submitted **only** by the apparent lowest, responsible, responsive bidder within 72 hours after notification.

The apparent lowest, responsible, responsive Bidder shall file within 30 days after the award of the contract, a list of all identified subcontractors that the Contractor (Bidder) will use on the project.

**IMPORTANT MWBE INSTRUCTIONS:** It is mandatory for all Bidders to demonstrate their good faith efforts in seeking MWBE participation and provide supporting documentation upon request. The MWBE supporting documentation and information is still required even if using your own workforce. MWBE Prime Contractors will also be required to document good faith efforts.

The above information must be provided as required. Failure to submit these MWBE documents may be grounds for rejection of the bid.

### **Tab 2 – Executive Summary**

This Tab should provide a brief summary of the Proposer's understanding of the Scope of Services 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. The Proposer's proposed MWBE utilization and explanation of their involvement on this project must also be included under this Tab.

### **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 – MWBE Participation**

Describe the program (plan) that your firm has developed to encourage participation by MWBEs to meet or exceed the goals set by the County of Durham's MWBE Program Ordinance. If your firm has no opportunity to contract with MWBEs please explain why.

### **Tab 8 – 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**

## **RFP No. 24-030R1**

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:

- a) Experience in providing this type of service for this size contract.
- b) Public Sector Experience Preferred
- c) Demonstrated ability to meet commitments requested in the RFP
- d) Qualifications of staff to be assigned to this project
- e) Specific plans and methodology for providing the proposed services
- f) References from at least three (3) similar clients
- g) Compliance with Durham County MWBE requirements or other governmental entities
- h) Financial stability
- i) Price

### **2. Award of Contract**

The County reserves the right to award to a single or multiple contractor(s) 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 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.

## **SCOPE OF SERVICES**

### **RFP No. 24-030R1**

This Scope of Services 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 Eddy Current testing at various County Facilities. The facilities are as follows: Admin I, Two Carrier chillers; Health and Human Services, Two York Chillers; County Court House, Two Trane Chillers; County Detention Center, One Trane chiller.
- 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, 2024.
- 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:**

Contact: David Alpaugh  
Phone: 919-309-6480  
Email: dalpaugh@dconc.gov

- 6.0 **BACKGROUND:** The chillers listed above have never been Eddy Current tested, Durham County needs to have these units assessed and conditions documented.
- 7.0 **WORK REQUIREMENTS:**
  - Lockout Tagout units being worked on to provide a safe environment to perform task. a County representative will provide locations on all, including but not limited to, breakers, valves and associated devices needed. It is the contractors responsibility to provide all needed lockout/tagout devices to perform this task. The contractor is responsible for verifying that all items needed to work safely are locked and tagged out, and the unit is safe to perform task.
  - County staff will valve off and drain chillers to be worked on before the contractor arrives.

- Perform Eddy Current testing on seven chillers located at 4 facilities
  - Admin I, 2 Carrier chillers
  - Health and Human Services, 2 York chillers
  - County Court House, 2 Trane chillers
  - County Detention Center, 1 Trane chiller
- Condenser and evaporator barrels will be tested.
- Remove cover of one end of barrel, to provide access to tubes being tested.
- Test barrels according to manufactures recommendations/guidelines, if manufacture does not provide guidelines the testing will be completed according to best industry standards and practices.
- Tube cleaning of evaporator and condenser barrels will be included in the cost.
- Once testing and cleaning is completed, replace barrel covers, new gaskets will be installed at this time. Old gaskets will not be reused. Tighten fasteners according to manufacturers recommendations.
- A County representative will assist in refilling and restarting chillers; once filled chillers will be inspected for leaks, repair leaks if needed. Chiller will be restarted and tested for function before next chiller can be shut down for testing.
- Chillers, one per facility, two facilities max, can be tested during the same trip.
- A comprehensive report will be provided to a County representative upon completion of service.

8.0 **SCHEDULES/TIMELINES:** The schedule for this project is from notice to proceed to June 30, 2024. Regular working hours shall be Monday – Friday between the hours of 8:00am and 4:30pm



**ATTACHMENTS AND AFFIDAVITS**

Attachment A



**PROPOSAL FORM**

**EDDY CURRENT TESTING FOR CHILLERS at VARIOUS COUNTY FACILITIES**

**RFP No. 24-030R1**

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

**TOTAL PROPOSED COST**

\$ 51,445.00

Fifty One Thousand Four Hundred and Forty Five Dollars

*(Total Proposed Cost in Writing)*

**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: 5/7/2024

Authorized Signature: 

Name

President

Title

Envirotrol, LLC

Firm Name

**Attachment C**

**ADDENDUM ACKNOWLEDGEMENT  
EDDY CURRENT TESTING FOR CHILLERS at VARIOUS COUNTY FACILITIES  
RFP No. 24-030R1**

Receipt of the following Addendum is acknowledged:

Addendum no. None Date \_\_\_\_\_

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

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

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

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

Signature:  Date: 5/7/2024

\_\_\_\_\_  
President  
Title  
\_\_\_\_\_  
Envirotrol, LLC  
Name of Firm

**Attachment D**

**NON-COLLUSION AFFIDAVIT**

State of North Carolina  
County of Durham

Melissa Johnson, being first duly sworn, deposes and says that:

1. He/She is the President of Envirotrol, LLC, 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

5/7/2024

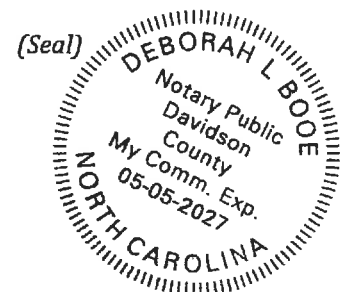
Date

Subscribed and sworn before me,  
this 2nd day of May, 2024



Notary Public

Notary Public  
My Commission Expires: 05-05-2027



**Attachment E**

**MWBE FORMS**

(Affidavits A-D and Appendix E)

**Affidavit A**

**ATTACH TO BID**

**State of North Carolina AFFIDAVIT A - List of the Good Faith Effort**

**COUNTY OF DURHAM**

Affidavit of Envirotrol

(Name of Bidder)

**I have made a good faith effort to comply under the following areas checked:**  
(A minimum of 5 areas must be checked in order to have achieved a "good faith effort")

- 1-Contacted minority businesses that reasonably could have expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2-Made the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.
- 3-Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4-Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority business.
- 5-Attended pre-bid meetings scheduled by the public owner.
- 6-Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7-Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8-Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the Bidder's suppliers in order to help minority businesses in establishing credit.
- 9-Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10-Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cashflow demands.

In accordance with GS 143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract.

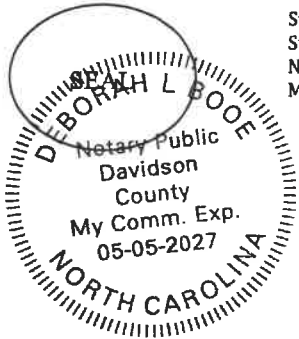
The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 5/7/2024 Name of Authorized Officer: Melissa Johnson

Signature: 

Title: President

State of North Carolina, County of Guilford  
Subscribed and sworn to before me this 2nd day of May 2024  
Notary Public Deborah L. Booe  
My commission expires 05-05-2027



**Affidavit C**

**ATTACH TO BID - IF YOU HAVE MWBE PARTICIPATION**

**State of North Carolina AFFIDAVIT C - Portion of the Work to be Performed by Minority Firms**

**COUNTY OF DURHAM**

Durham County Goals for MWBE Participation in the Procurement of Goods, Services and Construction

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
<b>Overall MWBE Participation Goal =</b>					<b>25.0%</b>

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Project Name)

Project ID No. \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority businesses enterprises. Work will be subcontracted to the following firms listed below. Attach additional sheets if needed.

Firm Name (Street Address/Zip/Telephone)	*Minority Category	Work Description	Dollar Value	Percentage of Goal

**\*Minority categories:** Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F)

Pursuant to GS 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 5.2.24 Name of Authorized Officer: Melissa A Johnson

Signature: [Handwritten Signature]

Title: President

State of North Carolina, County of Guilford  
Subscribed and sworn to before me this 2nd day of May 2024  
Notary Public Deborah Bibe  
My commission expires 05-05-2027



**Attachment F**

**AFFIDAVIT OF COMPLIANCE**

**STATE OF NORTH CAROLINA  
COUNTY OF DURHAM**

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

I, Melissa Johnson (hereinafter the "Affiant"), being duly authorized by and on behalf of Envirotrol, LLC (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 X
  - 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 2<sup>nd</sup> day of May, 2024



Signature of Affiant

Print or Type Name: Melissa A Johnson

State of NC  
County of Guilford

Signed and sworn to (or affirmed) before me, this the 2nd  
day of May, 2024

My Commission Expires:

05-05-2027 Deborah L Bove  
Notary Public

(Affix Official/Notarial Seal)



**Attachment H**

**VENDOR APPLICATION & W-9**



# VENDOR APPLICATION

IT IS CRITICAL TO THE COUNTY THAT YOU COMPLETE ALL DATA - PLEASE PRINT OR TYPE  
(A W-9 FORM IS REQUIRED AND MUST BE SUBMITTED WITH THIS FORM)

1. Vendor Name: Envirotrol, LLC

Do you require a 1099? Yes  No

2. Mailing address for payments:  
250 Swathmore Ave  
Highpoint NC 27263

3. Mailing address for purchase orders, proposals and bids:  
7311 ACC Blvd  
Raleigh NC 27617

4. Contact Person James Mann Phone #: 336-596-9786

Email: James.Mann@etrol.net Fax #: \_\_\_\_\_

5. In what City and State is your firm licensed? Raleigh NC

If licensed in NC, indicate County (for tax purposes) Wake

Individual Partnership  Corporation  Governmental Agency  Other

6. Is your firm a large business? Yes  No  7. Is your firm a small business? Yes  No

8. Is your firm 51 percent or more owned and operated by a woman? Yes  No

If yes, with what governmental agencies are you certified? \_\_\_\_\_

9. Is your firm 51 percent or more owned and operated by a minority? Yes  No

10. If yes, with what governmental agencies are you certified? \_\_\_\_\_

11. Identify appropriate minority group:

Black American  Native American  Hispanic  Asian/Pacific  Asian Indian

12. Is your firm incorporated? Yes  No

13. Is your firm a not-for-profit concern? Yes  No

14. Is your firm a handicapped business concern? Yes  No

15. Give a brief description of goods or services your firm provides:

\_\_\_\_\_

Signature:  Title: President

Print name: Melissa Johnson Date: 5/7/2024

If you have any questions concerning this form, email Durham County Purchasing Division at [purchasinggroup@dconc.gov](mailto:purchasinggroup@dconc.gov)

### DCo DEPARTMENT TO COMPLETE (Prior to Vendor Distribution)

If the below info. is not completed, return this form to the email address of the DCo departmental contact that sent this form to you.

Email to: \_\_\_\_\_ or Fax to: \_\_\_\_\_  
(Department Contact Email) (Department Contact Fax No.)

### PURCHASING TO COMPLETE (when received from the department)

Listed as Debarred or Suspended Vendors?

<https://www.sam.gov> Yes  No  <https://ncadmin.nc.gov/documents/nc-debarred-vendors> Yes  No

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**CUSA (10), LLC**

**2** Business name/disregarded entity name, if different from above  
**Envirotrol, LLC (FEIN: 45-3691772)**

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

**C Corporation**     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.  
**250 Swathmore Avenue**

Requester's name and address (optional) \_\_\_\_\_

**6** City, state, and ZIP code  
**Highpoint NC 27263**

**7** List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

			-			-				
--	--	--	---	--	--	---	--	--	--	--

**Employer identification Number**

4	5	-	3	7	8	3	6	4	5
---	---	---	---	---	---	---	---	---	---

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**      Signature of U.S. person ▶ \_\_\_\_\_      Date ▶ \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## **TAB -2- Preface- Executive Summary**

Dear Godfrey Herndon,

Envirotrol greatly appreciates the opportunity to share our unique position as a leading HVAC mechanical and controls, security, technology and integration partner to help Durham County accomplish the completion of Eddy Current testing at multiple locations. Since 1991, Envirotrol has been providing facility management services and delivering customer outcomes in the building operations and construction marketplace through design, installation, maintenance, repair and retrofit of building systems. Our parent company EAS manufactured the large built-up Air Handling Units serving sections of the Detention Center.

Our diverse portfolio of HVAC and Building Controls maintenance and repair customers in North and South Carolina includes those leveraging Envirotrol's ecosystem strengths to Control, Operate, Optimize and Maintain your facilities. BASF, Wexford Chesterfield Durham, Lenovo, Static Control Components, and Colonnade Raleigh are just a few of the facilities optimized through the efforts of our combined diverse and experienced people, proven processes, and smart building offerings.

Envirotrol/EAS has manufactured, installed, and maintained building and technology products for over 30 years; we have also spent more than 10 years creating smarter, safer, more sustainable, and connected buildings for our customers. Armed with a detailed understanding of your strategic initiatives and compelling events, we will develop and implement a program that follows your long-term vision, values, and business goals. We feel confident that Envirotrol/EAS has the experience necessary to create building solutions and implement equipment, services and innovation that will add true economic value to the Facilities of Durham County

Respectfully,

James Mann  
Envirotrol, LLC

## **TAB-3 Envirotrol Company Profile**

Established in 1991 and headquartered at 250 Swathmore Ave Highpoint, NC (919-256-6500) combined with a corporate team of over 1500 employees through our parent company [Environmental Air Systems \(EAS\)](#); we support some of the largest international corporations and facilities in the region, accommodating a range of markets including Data Center, Pharmaceutical, Healthcare, Biotechnology, and Industrial/Manufacturing markets.

In 2010, Envirotrol joined the [Comfort Systems USA](#) family with service and support facilities from coast to coast. With more than 45 companies and over 170 locations across the United States, we are uniquely positioned in the industry as the Building Management System and HVAC Service Provider of Choice.

Envirotrol's flexible facility management solutions combined with a proven track record of success, allows us to offer our customers services that better equip you to **CONTROL, OPERATE, OPTIMIZE and MAINTAIN** your building performance.

Our facility support measures recognize the critical link between mechanical and electrical system efficiencies and overall building performance. Proactive maintenance through our HVAC Service team combined with ongoing service is critical in maintaining and optimizing your facility.

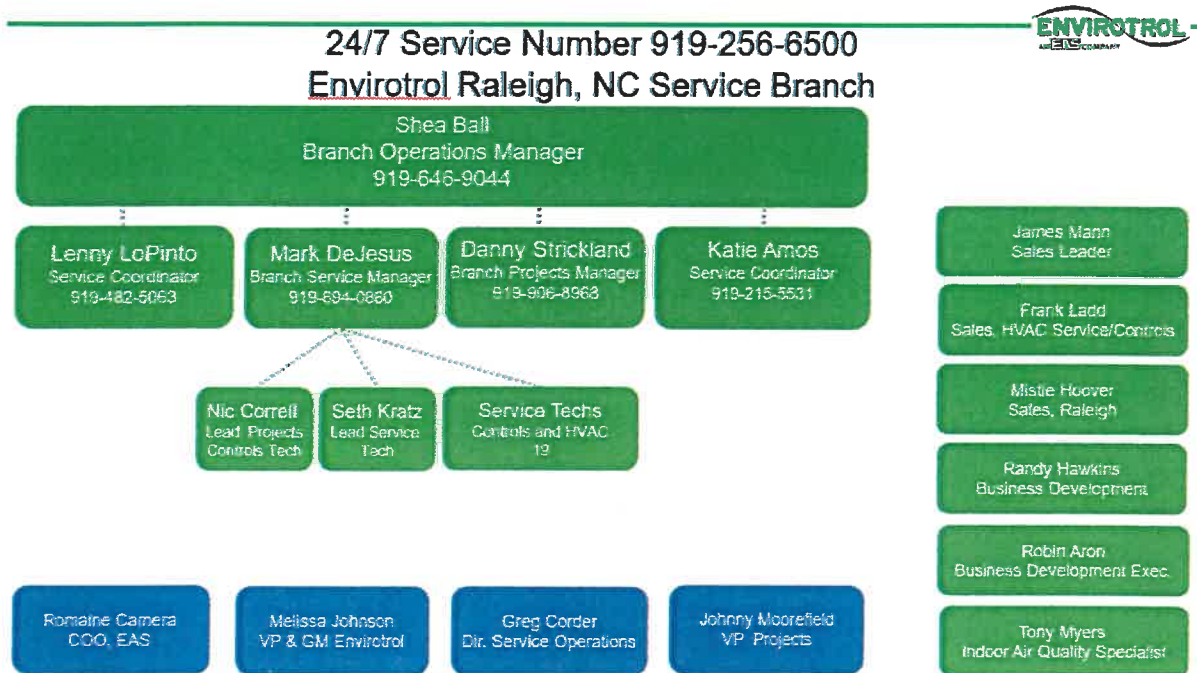
James Mann [James.Mann@etrol.net](mailto:James.Mann@etrol.net) (336-596-9786)

## **TAB-4 Approach Scope of Work**

- The Contractor shall provide the necessary labor, security, permits, inspections, and safety measures as required to perform the following:
- Lockout Tagout units being worked on to provide a safe environment to perform task. A County representative will provide locations on all, including but not limited to, breakers, valves and associated devices needed. It is the contractors responsibility to provide all needed lockout/tagout devices to perform this task. The contractor is responsible for verifying that all items needed to work safely are locked and tagged out, and the unit is safe to perform task
- Envirotrol will utilize TCI as a subcontractor to perform Eddy Current testing on seven chillers located at 4 different facilities. Admin 1, 2 chillers, Health & Human Services, 2 York chillers, County Court House, 2 Trane chillers and County Detention Center, 1 Trane chiller. TCI will inspect two chillers per visit at separate building locations.
- County staff will valve off and drain chillers to be worked on before the contractor arrives to complete two chillers at each location and will be tested during the same trip with the exception of the two Trane units located at the Court House. In addition, the above cost is based on the fact that testing will be performed during weekdays.
- Condenser and evaporator barrels will be tested.
- All means of movement, lifting and positioning to perform tasks, are the responsibility of the contractor.
- Remove cover of one end of barrel, to provide access to tubes being tested.
- Test barrels according to manufactures recommendations/guidelines, if manufacture does not provide guidelines the testing will be completed according to best industry standards and practices.
- Once testing and cleaning is completed, replace barrel covers, new gaskets will be installed at this time. Old gaskets will not be reused. Tighten fasteners according to manufacturer's recommendations
- A County representative will assist in refilling and restarting chillers; once filled chillers will be inspected for leaks, repair leaks if needed. Chiller will be restarted and tested for function before next chiller can be shut down for testing.
- Chillers, one per facility, two facilities max, can be tested during the same trip

- A comprehensive report will be provided to a County representative upon completion of service.
- Clean up work area daily and at the end of project, disposal of all debris is the responsibility of the contractor.
- Escort will be provided to secure areas if needed.

## TAB-5 Organizational Chart and Staffing



Our Raleigh team is made up of experienced and knowledgeable HVAC industry professionals. As an Envirotrol customer, each member of the team is here to serve you.

### Raleigh Account Team Biographies

#### **James Mann, Sales Leader**

James has over 2 years of experience in the HVAC industry, and joined Envirotrol in 2022. Past experiences include over 6 years of account management experience in the elevator industry. James's focus is to build strong relationships with his customers and to ensure customer satisfaction through means of communication and good service/retrofit work.

#### **Frank Ladd, Service Sales**

Frank has over 38 years' experience in facility automation, and mechanical system projects development. Past experience includes Field Support at Regal Rexnord, Account Manager With ICD Controls, Sales Engineer with Engineered controls Systems, and Director of Technology at Aquanomix.

#### **Shea Ball, Raleigh Operations Manager**

Shea has been in the mechanical and controls industry for more than 20 years with experience ranging from indoor air quality, mechanical service and install, and controls service, install, and programming. Shea came to EAS Companies as a Controls Project lead for Envirotrol in early 2019. He became the Raleigh branch Service Manager shortly after and in January 2022 took on

the position of Raleigh Operations Manager. Shea's continued focus is to build a strong service team that provides quick and accurate solutions with industry best customer experience.

**Katie Amos, Service Coordinator**

Katie has been the service coordinator for the last year. She is the first interaction the customer has when placing a service call. She oversees all dispatching of preventative maintenance, service calls, projects and quoted service work. Katie assists with payroll, billing, and purchasing.

**Danny Strickland, Project Manager**

Danny has been Project Manager with Envirotrol for 3 years now. He has over 30 years in the HVAC industry. His experience ranges from construction, maintenance, servicing, installation, and controls, moving heavy equipment and changing out a full range of HVAC systems. He takes pride in his customer service and seeing a job through to the end.



## **TAB-6 Qualifications and Experience References**

Envirotrol/EAS has successfully completed several replacement and service projects for the county including installing an Aerco Boiler and York HVAC equipment.

Our diverse portfolio of HVAC and building controls maintenance and repair customers in North and South Carolina includes those leveraging Envirotrol's ecosystem strengths to control optimize, and maintain your facilities. BASF, Wexford Chesterfield Durham, Lenovo, Static Control Components, and Colonnade Raleigh are just a few of the facilities optimized through the efforts of our combined diverse and experienced people, proven processes, and smart building offerings.

Envirotrol/EAS has manufactured, installed, and maintained building and technology products for over 30 years. We have also spent more than 10 years creating smarter, safer, more sustainable, and connected buildings for our customers. We recognize every building is different, and through our Account Management Process, we plan to learn what makes your buildings and organization unique. Armed with a detailed understanding of your strategic initiatives and compelling events, we will develop and implement a program that follows your long-term vision, values, and business goals.

**Please review our website for further details**

<http://www.easinc.net>

<http://www.envirotrol.net>

### **Envirotrol References**

#### **Wexford Chesterfield – Durham**

Brad McDaniel, CBRE

984-239-7497

[Brad.mcdaniel@cushwake.com](mailto:Brad.mcdaniel@cushwake.com)

#### **Duke Raleigh Hospital – Raleigh**

Brian Gentry

919-235-5078

[brian.gentry@duke.edu](mailto:brian.gentry@duke.edu)

#### **Static Control Components - Sanford**

Kevin Godwin

919-770-6019

[KevinG@scc-inc.com](mailto:KevinG@scc-inc.com)

**TAB-7 MWBE Participation**



April 17, 2022

Re: MWBE Participation

To Whom it may concern,

For any project we undertake, we endeavor to maximize participation from MWBE's. This is an increasingly important goal for many of our customers and benefits Envirotrol, LLC by expanding our pool of available talent in the marketplace. We contact those MWBE's that are known to us for work that we are able to subcontract, and make the plans and specifications available to them. We have not rejected any qualified MWBE quotes and always negotiate in good faith. We also look for ways to aid MWBE cash flows by arranging quick pay solutions and other financial policies.

Regards,

Shea Ball  
Operations Manager  
984-960-9042  
Shea.ball@etrol.net

**TAB-8 Conflict of Interest**

None