



**REQUEST FOR QUOTES
#2022-015**

**BOOK PRESERVATION
FOR THE
ROWAN COUNTY REGISTER OF DEEDS OFFICE**

ROWAN COUNTY
130 West Innes Street
Salisbury, NC 28144

704-216-8174

anna.bumgarner@rowancountync.gov

Date Issued: Friday October 29, 2021

Date Due: Wednesday, November 17, 2021 at 5:00 PM ET

Administered by: Anna Bumgarner, Purchasing Director

Rowan County
Request for Proposal

Background and Scope

A. General Information

This is a Request for Quotes (RFQ) intended to provide sufficient information to enable interested vendor to submit a quote for book preservation services for the Rowan County Register of Deeds Office.

B. General Conditions

This RFQ is not an offer to contract. Acceptance of a proposal neither commits the County to award a contract to any contractor, even if all requirements stated in this RFQ are satisfied, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Please note: Price will not be the only factor considered when selecting a vendor. Rowan County is seeking the quote with the best overall value to the County.

C. Reservations

Rowan County reserves the right, at any time and for any reason, to cancel this RFQ or any portion thereof, to reject all quotes or accept an alternate quote. The County also reserves the right to waive any immaterial defect in the quote. The quote shall be good for a period of sixty (60) days from the opening of the bid. The County may seek clarification of the quote at any time and any delayed response could be a cause for bid rejection.

D. Incurred Costs

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

E. Award

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

F. Assignment

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

G. Evaluation Criteria

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

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

H. Proposal Instructions and Time Frames

Respondents are to submit informal quotes, which will be evaluated by Rowan County to determine the completeness of the quote. The quote must be clearly labeled on the outside of the envelope or package, or email subject line “RFQ 2022-015 Book Preservation Quote” in order to be considered. Quotes may be submitted to Anna Bumgarner electronically at anna.bumgarner@rowancountync.gov.

Submission Location: Rowan County Purchasing Department
Attn: Anna Bumgarner, Purchasing Director
130 West Innes Street, Suite 31
Salisbury, NC 28144

Submission Deadline: Wednesday, November 17, 2021 at 5:00 PM ET

Questions should be submitted in writing by Wednesday, November 10, 2021 to Anna Bumgarner, Purchasing Director, at anna.bumgarner@rowancountync.gov.

***Note:** All addenda will be posted on the County website on Friday, November 5, 2021. It is the responsibility of the bidder to check the website for any addenda <https://www.rowancountync.gov/677/Current-Bids-or-Request-for-Proposals-RF>

I. Project Timetable

Request for Quotes	10/29/2021
Questions	11/10/2021
Quotes Due	11/17/2021 5:00 PM ET

J. Quote Contents / Format

The following sections/information will be considered integral to this solicitation. As such, please address each accordingly.

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

K. Scope of Services

Rowan County is searching for a qualified vendor who can provide book preservation services at the Rowan County Register of Deeds Office. A summary of the work to be completed follows. Please

contact Anna Bumgarner at anna.bumgarner@rowancountync.gov for more detailed information on the project.

~ Contractor must be a Licensed Conservator with appropriate levels of insurance coverage.

~ Services must be provided at an environmentally controlled and secured permanent place of business and be available for tour/inspection at the request of Rowan County.

~ Awarded contractor will be responsible for the transportation and safe guarding of records leaving and returning to the Rowan County Register of Deeds Office.

L. Insurance

The contractor will be required to have General Liability insurance to cover the County from potential loss or damage in the amount of \$1,000,000 per occurrence/\$1,000,000 aggregate with County listed as additional insured.

L. Proposal Form

Please attach you pricing sheets to and return with this signed Proposal Form.

Company Name: _____

Authorized Signer: _____

Printed Name: _____

Email: _____