# REQUEST FOR QUALIFICATIONS ENGINEERING AND DESIGN SERVICES FOR ROOF REPLACEMENTS AT THE FOLLOWING SCHOOLS:

Clear Creek Elementary School
Huntingtowne Farms Elementary School
Ranson Middle School

RFQ NO. 25-004

Date of Issue: August 26, 2024

Qualifications Statement Due Date:

Date: September 9, 2024

Date:

## CONTENTS OF QUALIFICATIONS STATEMENT

Respondents must carefully read the information in this "Contents of Qualifications Statement" section and submit a complete Qualifications Statement responding to each request for information. Incomplete Qualifications Statements will be considered non-responsive and are subject to rejection. A combined qualification for all schools is acceptable, however, each school will be evaluated individually.

Qualifications shall be submitted on 8-1/2 x 11 paper, side bound with Table of Contents and reference tabs

4. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

TYPE OF SERVICE PROVIDED: _____

SIZE: _____

JOB DATES:
BEGINNING_____ END_____

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5. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

TYPE OF SERVICE PROVIDED: _____

SIZE: _____

JOB DATES:
BEGINNING_____ END_____

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**THIS PAGE MUST BE SIGNED AND INCLUDED WITH YOUR QUALIFICATIONS**

# EXECUTION OF CONTRACT

OFFEROR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

OFFICE PHONE NUMBER:_____

MOBILE PHONE NUMBER: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

By submitting qualifications, the firm accepts CMS Terms and Conditions and the Federal Uniform Guidance terms and conditions. Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200). Additional information can be found at: http://bit.ly/2TtNU3T

In compliance with this request for qualifications, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which the qualifications are based if accepted within 90 days from the date of opening. By executing this document, I certify that this qualification statement is made without prior understanding, agreement, or connection with any firm, corporation, or person submitting qualifications for the same services, and is in all respects fair and without collusion or fraud. Under penalty of perjury, the undersigned offeror certifies that this qualification statement has not been arrived at collusively or otherwise in violation of Federal or North Carolina law.

BY:_____ TITLE:_____ DATE:_____
(Signature)

_____
(Typed or printed name)

**THIS PAGE MUST BE SIGNED AND INCLUDED WITH YOUR QUALIFICATION STATEMENT**

**THIS PAGE MUST BE SIGNED AND INCLUDED WITH YOUR QUOTATION**

# THE CHARLOTTE-MECKLENBURG BOARD OF EDUCATION

## Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) have not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not within a three-year period preceding this application/bid had one or more public transactions (Federal, State or Local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

_____

Company Name (Please Print)

_____ _____

Signature of Authorized Representative Date

**RETURN THIS DOCUMENT IN YOUR QUOTATION**

## Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in this document in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is l

# Minority, Women, Small Business Enterprise Information

Charlotte-Mecklenburg Board of Education (CMBE) promotes full and equal access to business opportunities with Charlotte-Mecklenburg Schools (CMS). Minority-owned, women-owned, and small business enterprises (collectively “M/W/SBE”) as well as other responsible vendors shall have a fair and reasonable opportunity to participate in CMS business opportunities.

Prime suppliers (i.e., those who deal directly with CMS) should support Charlotte-Mecklenburg School’s M/W/SBE Program by making an effort to engage minority, women, and/or small businesses as subcontractors for goods and services for CMS to the extent available. Prime supplier’s spending with M/W/SBE subcontractors constitutes Second Tier supplier diversity spending by CMS and the results of Second Tier spending is tracked within our program.

Each bidder or respondent to the solicitation shall submit with their bid the M/W/SBE Utilization Form. A listing of M/W/SBE firms and the CMS M/W/SBE guidelines may be obtained by contacting the M/W/SBE Administrator at 980-343-8638.

**Failure to complete and submit the following M/W/SBE Utilization Form may render this quotation response invalid.**

# MINORITY, WOMEN, SMALL BUSINESS ENTERPRISE (M/W/SBE)
# Utilization Form
# For: Purchases of Goods and Services

We,_____do certify that on the
(Bidder)
_____.
(Bid Description)
_____$_____.
(Bid Number) (Dollar Amount of Bid)

**This form must be completed & NOTARIZED regardless of the amount or lack of M/W/SBE participation attained.**

I will expend a minimum of_____% of the total dollar amount of the contract with minority, women, or small business enterprises. M/W/SBEs will be employed as vendors, suppliers, or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if necessary.

SEAL

Certificates of such insurance shall be furnished by Seller to CMBE and shall contain the provision that CMBE be given 30 days' written notice of any intent to amend or terminate by either Seller or the insuring company. Failure to furnish insurance certificates or to maintain such insurance shall be a default under the Contract and shall be grounds for immediate termination of the Contract.

**17.** **TERMINATION FOR CONVENIENCE:** In addition to all of the other rights which CMBE may have to cancel this Order, CMBE shall have the further right, without assigning any reason therefore, to terminate any work under the Contract Documents, in whole or in part, at any time at its complete discretion by providing 10 days' notice in writing from CMBE to Seller. If the Contract is terminated by CMBE in accordance with this paragraph, Seller will be paid in an amount which bears the same ratio to the total compensation as does the Goods or Services actually delivered or performed to the total originally contemplated in the Contract. CMBE will not be liable to Seller for any costs for

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partnership or any principal-agent relationship for any purpose between Seller and CMBE. Employees of Seller shall remain subject to the exclusive control and supervision of Seller, which is solely responsible for their compensation.

**27.yCaton**[illegible]

enters into a contract with a local board of education to sell personally identifiable information that is obtained from a student as a result of that person's performance under the Contract. Employee Personnel Information: If, during the course of Seller's performance of the Contract, Seller should obtain any information pertaining to employees of CMBE's personnel records, Seller agrees to keep any such information confidential and to not disclose or permit it to be disclosed, directly or indirectly, to any person or entity. Other Confidential Information: (a) Seller agrees that it will at all times hold in confidence for CMBE all designs, know-how, techniques, devices, drawings, specifications, patterns, technical information, documents, business plans, item requirements, forecasts and similar data, oral, written or otherwise, conveyed by CMBE to Seller in connection herewith or procured, developed, produced, manu.4 (,)3 Jime pod in Tonne-2 (e)6ttmon herTwitd or( p)]TJ 3 17.4 7.6 a(ee2.1 )(r)-1 1.3 J(ed)900 T1 (n)-2.9 0(n)de)T6.1 w(v)-2 (1)1.2

such right or of any other right, breach, or default. If action be instituted by Seller hereunder, CMBE shall be entitled to recover costs and reasonable attorney's fees. Seller may not assign, pledge, or in any manner encumber Seller's rights under this Order or delegate the performance of any of its obligations hereunder, without CuTd (of8e'h)-2.6 (s)]TJ 0 Tc 0