



REQUEST FOR INFORMAL BIDS

HISTORIC COURTHOUSE ELEVATOR

Repair/Renovation RFB 27-B003

August 17, 2026

Bid Due Date: September 24, 2026
and time: 4:00 pm

RFB Number: 27-B003

Mailing Address: 124 W Elm St
Graham, NC 27253

Delivery Address: 124 W Elm St
Graham, NC 27253

Purchasing Contact: Charles Bullard
Purchasing Manager

E-mail: Charles.Bullard@alamancecountync.gov

Phone: 336-570-4072

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REPAIR/RENOVATION OF HISTORIC COURTHOUSE ELEVATOR

Alamance County is soliciting informal construction bids pursuant to **N.C. Gen. Stat. § 143-131** for the modernization of the Historic Courthouse elevator located at **1 Court Square, Graham, NC**. This project exceeds the scope of routine maintenance under the County's existing service agreement and must therefore be competitively bid.

The County currently has a maintenance agreement with Otis Elevator; however, this modernization project is outside the scope of routine maintenance and must be competitively solicited through an informal bidding process.

The County has established a total project budget of **\$239,000**, inclusive of all labor, materials, equipment, testing, permits, and any limited engineering required for elevator modernization and ASME A17.1 code compliance.

The intended substantial completion date will be established during contract negotiations with the selected lowest responsible, responsive bidder.

The vendor must have experience related to similar projects. The vendor must also have a positive work history with Alamance County or other Counties/entities in the surrounding area.

Overview of the Requested Scope of Work

The modernization shall include, at a minimum:

- Development of phase-specific scopes of work
- Provide project coordination and implementation
- Replacement of major mechanical and electrical elevator components
- Upgrades necessary to meet current **ASME A17.1** safety code requirements
- Modernization of controller, drive system, door equipment, updated safety call box communication and signal fixtures
- Installation of new cab operating panel and hall fixtures
- Any required machine room upgrades
- Testing, inspection, and certification
- Special parking permits may be required by STATE and City as needed for JOB site
- Full project documentation and warranty

1. Introduction

1.1. Purpose of Procurement

1.1.1. Pursuant to N.C. Gen. Stat. § 143-131, which governs informal construction and repair contracting under \$500,000, Alamance County will undertake the modernization of the Historic Courthouse elevator located at 1 Court Square, Graham, NC. Alamance County is proceeding with this project with an informal bidding process (RFB) to determine the lowest responsible, responsive bidder.

1.2. Evaluation Basis

1.2.1 The County will evaluate bids based on responsibility, responsiveness, compliance with specifications, and bidder qualifications as permitted under G.S. 143-131. Award will be made to the lowest responsible, responsive bidder.

1.2.2 In selecting a firm, the Owner will emphasize the experience of the firm and of assigned personnel in providing like functions on projects of similar magnitude and complexity as the proposed project. Selection preference will be toward firms with demonstrated experience in elevator modernization, ASME A17.1 compliance, and renovation of elevators in historic or occupied public facilities.

1.2.3 The window of construction opportunity is an important selection criterion, requiring the Owner to choose a firm with the ability to place quality personnel on this job, ready to work effectively and efficiently, and within the given timeframe.

1.2.4 Minority Business Participation

The North Carolina Historically Underutilized Business (HUB) statutes and the State Office for Historically Underutilized Businesses were eliminated effective July 7, 2026, under Section 22.5 of the 2026 Appropriations Act (S.L. 2026-41). This RFB accordingly contains no HUB-based participation goal, preference, or certification requirement. The State's race- and gender-neutral Small Business Enterprise (SBE) Program, which is transitioning to the NC Department of Administration's Division of Purchase and Contract, remains available to vendors on a voluntary basis. Vendors may, at their option, describe any use of North Carolina small businesses as subcontractors or partners in the performance of this contract.

1.2.5 It is the responsibility of each submitter to examine the entire RFB, seek clarifications in writing, and review their submittal for accuracy before submitting their bids. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual submitter relative to their submission, but reserves the right to ask for additional information from all parties that have submitted qualifications. If there are multiple firms proposed as one team, each firm must describe itself according in the RFB submittal.

It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the County should determine that none of the qualified elevator contractors submitting are advantageous to Alamance County, the County shall have the absolute right to reject any and all submittals.

1.3. Project Delivery and Objectives

1.3.1 This project will be **Repair/Renovation**. The Qualified Elevator Contractor will provide modernization services, including any limited engineering required for elevator component upgrades and code compliance, but this procurement is not a Design-Build contract under G.S. 143-128.1A.

1.3.2 The total project budget for the Historic Courthouse Elevator is anticipated not to exceed **\$239,000** for the entire project, turnkey, including all costs and fees. All costs include site and building construction related expenses; any limited engineering or design services required for elevator modernization and code compliance; testing services; public jurisdiction fees and charges; permits, signage, reasonable design and construction contingency amounts; and other building related professional service fees necessary to fully build the owner's project.

1.3.3 The construction for the Owner's project shall be developed with an intended substantial completion date will be established during contract negotiations.

1.4. Request For Informal Bids (RFB)

1.4.1. Owner / Qualified Elevator Contractor Contract will be negotiated once a selection has been made.

1.4.2. Alamance County reserves the right to accept or reject any or all Bids with or without cause. Issuance of this Request for Bids does not commit Alamance County to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services or supplies.

1.5. Project Assumptions

1.5.1. The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. ***Esprit de corps - a spirit of cooperation and collaboration among professional construction services providers - is of utmost importance.***

1.5.2. The Qualified Elevator Contractor, as a part of its repair/renovation services, will assist with developing a strategy for the best approach for the successful completion of the project. For example, without limitation, the Qualified Elevator Contractor will provide guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate.

2. General Instructions

2.1. Project Site & Scope:

2.1.1. Project Site: The project will be located at 1 Court Square, Graham, NC.

2.1.2. Project Scope: Repair or renovate the elevator at the Historic Courthouse.

2.2. Selection Process for the RFB

2.2.1. Request for Informal Bids: This document is a Request for Informal Bids(RFB). All interested and Qualified Elevator Contractors parties shall respond to this document in the appropriate format and required quantity.

2.2.2. Bid Questions: Questions should be submitted **in writing** via email to **Joel Brooks, Maintenance Director**, at joel.brooks@alamancecountync.gov

2.2.3. Elevator Contractor Process for the RFB

Written Submittal (RFB Submittal): The Review Committee will receive and review bid submissions in response to this RFB. This is a single-step informal bid. No interviews or presentations will be conducted. Pricing must be included.

2.3. Pre-Bid Meeting:

A mandatory pre-bid meeting will be held on **September 4, 2026, at 11:00 AM** at the **Alamance County Office Building, 1 Court Square, Graham, NC**. Firms not attending will be disqualified. **Project Schedule:** The following Project Schedule represents the Owner's best estimate of the timeline to be followed for the execution and completion of the HSC Elevator. The Owner reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Project Schedule shall be provided to all who have requested this RFB.

Step in the process	Date
RFB Issued	August 17, 2026
Pre-Bid Meeting	September 4, 2026
Deadline for Questions	September 11, 2026
Responses to Questions Issued	September 17, 2026
Completed RFB's due and received by County	September 24, 2026, at 4:00 PM
Evaluation Committee Review	September 25, 2026
Selection Committee Recommendation	September 30, 2026
Begin Contract Negotiations	September 30, 2026
County Approval of Selection (if required)	October 5, 2026
Execute Contract Agreement	October 9, 2026

3. RFQ Submittal – Qualifications Submission Format and Requirements

3.1. Physical Submittal

One (1) original and three (3) copies of the information shall be submitted, along with **One (1) USB Drive** containing the submission. Each submittal shall be identical in content. Submitter's responses shall follow the sequence of the Initial Written Submittal outlined here. Responses should be concise, clear, and relevant. Costs incurred in responding to this RFB is the submitter's alone and the Owner does not accept liability for any such costs. The Owner will not and shall not be required to return any item submitted.

Submittal pages must be numbered consecutively. A table of contents, with corresponding tabs/dividers in the body of the submittal, must be included. Multiple tabs on a single page are acceptable. If more than one item in the table of contents can begin on the same page, it is acceptable to place all corresponding tabs on that page. Any affidavits, certifications, or signed statements called for are to be included in an appendix. Please do not place in the appendix any additional information not explicitly required. Submittals are not limited in page quantity. However, the Owner intends to limit the cost that submitters incur to respond to this solicitation. Therefore, submitters are encouraged to be brief and succinct. **Thick volumes of background and general marketing material are not desired. A firm should highlight instead its responsiveness to the evaluation criteria.** If there are multiple firms proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

Submittals of bids will be accepted until time and date shown in the Project Schedule (Section 2.4). The Owner is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection. **Electronic submittals will not be accepted.**

3.1.1. Submit qualifications documents to the following mailing/physical address:

**Alamance County Purchasing Department
124 W Elm St
Graham, NC 27253
Attn: Charles Bullard**

The name and address of the firm should appear on the outside of the submittals, and the package should reference the project, i.e., **"RFB 27-B003 Repair/Renovation, HSC Courthouse Elevator"**

3.2 Submittal Contents

The bid submittal **must contain** the following information in the following order:

3.2.1 Submit proof of current North Carolina Elevator Contractor License.

3.2.2 Firm(s) description(s).

3.2.3 Provide a list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the Qualified Elevator Contractor proposes to use for the project's repair and/or renovation. (Statutory Requirement)

3.2.4 Basic company information of all participating companies/firms:

- a) Company/Firm name;
- b) Physical address;
- c) Mailing address & zip code;
- d) Email address & name of primary contact at each company/firm;
- e) Main telephone number and direct telephone number for contacts;
- f) Number of years in business for each company/firm.

3.2.5 Form of firm ownership, including state of residency or incorporation (e.g. sole proprietorship, partnership, corporation, Limited Liability Company, joint venture, etc.)

3.2.6 Succinctly describe the history and growth of the firm(s) and any past or current experience with the Qualified Elevator Contractor being proposed.

3.2.7 List and briefly describe any and all legal actions for the past three years in which the respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement, a respondent in an administrative action for deficient performance, or a defendant in a criminal action. Failure to fully comply with this item will be grounds for elimination from consideration.

3.2.8 Has the firm ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? Explain.

3.2.9 Qualified Elevator Contractor Safety Record – Provide a detailed Contractor's safety record.

3.2.10 Provide at least three (3) references to which the Qualified Elevator Contractor has worked together in either a repair/renovation capacity or in a repair/renovation or elevator modernization capacity, providing professional services of a nature and quality similar to those required in this project. This reference information should include a short paragraph describing the service(s) provided, together with the following:

- a) The name of the organization to which the services were provided.
- b) Project location
- c) Dates during which services were performed.

- d) Thorough description of project/Images
- e) Cost description - this description, at a minimum, must include: Original project budget; Final project cost; and (if applicable) an explanation for the difference in the original and final costs.
- f) A current contact name, together with organizational title, current address and telephone number of the organization.

3.2.11 Relevant Project Experience:

Relevant project experience refers to experience with elevators that are comparable to this project in ways that are architecturally and functionally significant. For each project, the following information should be provided:

- a) Project name
- b) Project location
- c) Dates during which services were performed
- d) Physical description (e.g., square footage, number of stories, site area)
- e) Cost description - this description, at a minimum, must include: Original project budget; Final project cost; and (if applicable) an explanation for the difference in the original and final costs.
- f) Brief description of project
- g) Services performed
- h) Statement of performance versus owner expectations in the areas of cost, quality, and schedule
- i) Owner reference

3.2.12 Relevant Project Experience of the **Contractor**:

Relevant project experience refers to experience as a contractor working on projects with similar type and repair/renovation method of this project or experience performing as a elevator contractor on comparable types and sizes of projects. Preference will be given to elevator contractors that have experience on other Repair/Renovation projects as a contractor. However, "experience acquired" by the hiring of personnel who have previously participated as builders in another firm or firms will also be considered. In order for the Owner to consider this type of experience, please express note this fact in the submittal along with the name of the other firm(s). Describe no fewer than three projects (in order of most relevant to least relevant) that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:

- a) Project name
- b) Project location
- c) Dates during which services were performed
- d) Physical description (e.g., square footage, number of stories, site area)
- e) Thorough description of project/images
- f) Cost description - this description, at a minimum, must include: Original project budget; Final project cost; and (if applicable) an explanation for the difference in the original and final costs.
- g) Services performed as Builder
- h) Statement of performance versus owner expectations in the areas of cost, quality, and schedule

- i) Owner reference

3.2.13 Minimum Criteria

Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are automatically disqualified. All documentation required to prove the firm meets the minimum criteria stated below should be included in the appendix of the firm's submittal.

- Bidder must hold a current NC Elevator Contractor License.

3.2.14 Insurance Requirements

At vendor's sole expense, vendor shall procure and maintain the following minimum insurances with insurers licensed in North Carolina. Alamance County reserves the right to require higher insurance requirements as deemed necessary for the performance of all Alamance County projects and service contracts. The following insurance is required with these minimum limits of liability:

Commercial General Liability (covers an insured exposure to the public relating to products, premises and complete operations)- \$1,000,000 per occurrence / \$2,000,000 aggregate (most paid out in policy term [one year])

Commercial Auto Liability (covers an insured for bodily injury and property damage to a third party including owned, non-owned and hired vehicles) *- \$1,000,000 per occurrence

Workers Compensation [covers all employees, including Employer's Liability] required for all contractors / service providers (with underwriters' desirability classification color of silver, yellow, red and black) – All others Statutory limits**: \$500,000 per accident; \$500,000 Disease- Each Employee; \$500,000 Disease Policy Limit

Professional Liability - \$1,000,000 CSL per occurrence (when required)

Builder's Risk

Insurance issued on an "All Risk" form, subject to exclusions, and shall not exclude coverage for earthquake, landslide, flood, collapse, or loss due to the results of faulty workmanship. Such Builders Risk Insurance shall cover the insurable interests of the Owner, Engineer, Contractor, Subcontractor, suppliers of any portion of the Work, and any bondholders and shall contain a Waiver of Subrogation clause as to all such entities as part of the form or by separate endorsement. Proceeds of any claim shall be payable to the Owner to be applied toward repair or replacement of the damaged work. The Contractor shall secure and maintain throughout the contract time Builders Risk Insurance coverage for one hundred percent (100%) of the Contract Price (when required).

Additional Insurance Requirements

The (named party) must provide proof of insurance through the issuance of a certificate of insurance showing the above coverage's and limits specified. If the Contractor or Service Provider carries higher limits, such limits must be shown on the certificate. The County has the right to demand a certified copy of any insurance policy. Certificates must be filed with the County Purchasing Department before the (named party) is permitted on County property. Contractors / Service Providers are required to provide thirty (30) day written notice of any lapses or changes in coverage to Alamance

Purchasing Department. Failure of Contractors / Service Providers to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the County to all appropriate remedies under the law including termination of the contract.

Certificate Holder shall be listed as follows:

Alamance County
Attention: Charles Bullard, Purchasing Manager
124 West Elm Street
Graham, NC 27253

Endorsements

The (named party) is required to add the County to its General Liability and Automobile Liability insurance policies with the following wording "Alamance County, its officers, agents and employees are to be designated as "additional insured" with respect to the general liability insurance policy." Endorsements for Commercial General and Liability must be attached with the Certificate of Insurance.

This insurance requirement shall not be construed as limiting in any way the extent to which vendor may be held responsible for the payment of damages to any persons resulting from its operations or the activities of any person or persons for which it is liable. There also should be Waiver of Subrogation language added in favor of the County on the Workers Compensation & General Liability policies.

3.3.Additional Conditions

3.3.1. Confidentiality of Documents: Upon receipt of a proposal by the Owner, the bid shall become the property of the Owner without compensation to the offeror. Subject to the provisions of the Freedom of Information Act.

3.3.2. Costs to Prepare Responses: The Owner assumes no responsibility or obligation to the offerors and will make no payment for any costs associated with the preparation or submission of bids.

3.3.3. The Owner reserves the right to check references of proposed personnel on the project team and to request substitutions of personnel if it deems such action in the Owner's best interests. Moreover, the Owner reserves the right to check any reference that it may become aware of in addition to the references provided by the offeror.

3.3.4. Equal Employment Opportunity: During the performance of this Contract, the Qualified Elevator Contractor agrees as follows: The Qualified Elevator Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap. Design-Builder must have a history of being non-discriminating and will not discriminate on the basis of race, creed, color, sex, or national origin in any of its

employment practices, or procurement practices with respect to the workforce of the firm, or procurement services in connection with this project.

3.3.5. It is a requirement that the selected firms must operate a drug-free workplace and that it will remain that way throughout the duration of the project.

3.3.6. The Owner will not enter into contracts with persons or firms who are delinquent in the payment of ad valorem taxes owed to Alamance County.

3.3.7. E-Verify Employer Compliance: Employers and their subcontractors with 25 or more employees, as is defined in Article 2 of Chapter 64 of the NC General Statutes, must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal 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. The requirements of that policy are included in the invitation to Bid and will be included in the contract for the construction of the Project.

Alamance County Government reserves the right to reject any and all bids.