

## **ADVERTISEMENT FOR BIDS**

Sealed proposals will be received in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 2:00 PM (ESDT) on February 15, 2011 and immediately thereafter publicly opened and read for the furnishing of approximately (1500) Load Management Switches.

Instructions for submitting bids and complete specifications will be available in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina during regular office hours, which are 8:30 AM – 5:00 PM Monday through Friday.

Greenville Utilities Commission reserves the right to reject any or all bids.

## **SECTION I**

### **GENERAL INSTRUCTIONS FOR FORMAL BIDS**

### **RELATED TO THE PURCHASE OF APPARATUS, SUPPLIES,**

### **MATERIALS, AND EQUIPMENT**

#### **1.0 NOTICE TO BIDDERS**

Sealed bids, subject to the conditions made a part hereof, will be received in the Office of the Purchasing Technician, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 2:00 PM (ESDT) on February 15, 2011 the day of opening. **Bids submitted in a fax or e-mail in response to this Invitation for Bids will not be acceptable.**

#### **2.0 STANDARD FORMS REQUIRED**

Each bidder must submit a proposal on the enclosed bid forms. **The bid must be signed by an authorized official of the firm. Return only the attached Proposal Form. Do not return the Advertisement for Bids, Instructions to Bidders or Specifications.**

#### **3.0 PREPARATION OF BID**

Bids must be in sealed envelopes clearly marked on the outside with the name of the bid and the bid opening date and time. Bid shall be addressed to PURCHASING TECHNICIAN, GREENVILLE UTILITIES COMMISSION, 401 S. GREENE STREET, GREENVILLE, NORTH CAROLINA 27834.

#### **4.0 TIME FOR OPENING BIDS**

Bids will be opened promptly and read at the hour and on the date set forth in the advertisement in the Office of the Purchasing Technician, Greenville Utilities Main Office, 401 S. Greene Street, Greenville, North Carolina. Bidders or their authorized agents are invited to be present.

#### **5.0 DEPOSIT**

A deposit is **NOT** required for this bid.

#### **6.0 NC SALES TAX**

Do **not** include NC sales taxes in bid figure; however, Greenville Utilities Commission (GUC) does pay sales tax. Sales tax should be added to the invoice as a separate item.

#### **7.0 FEDERAL EXCISE TAX**

GUC is exempt from Federal Excise Tax and will issue a Federal Exemption Certificate upon request to the successful bidder.

## **8.0 EXCEPTIONS TO BE CLEARLY STATED**

If bid is not in strict accordance with Section II, "Specifications," bidder must list or note all exceptions **on the Request for Proposal Form**, otherwise, it is fully understood that the successful bidder will furnish equipment and/or materials exactly as specified. GUC reserves the right to accept or reject bids with noted minor deviations from specifications and to determine the lowest and best responsible bid from the standpoint of quality, performance, and price.

## **9.0 EVALUATION AND AWARD OF BIDS**

GUC reserves the right to reject any and all bids, to waive any and all informalities, and to disregard all nonconforming or conditional bids or counter proposals. In evaluating bids, GUC shall consider whether the bids comply with the prescribed requirements, plus all alternates or options requested. GUC reserves the right to include or exclude any option or alternative in GUC's opinion is in GUC's best interests. If a bid is to be awarded, it will be awarded to the lowest responsible, responsive bidder whose evaluation by GUC indicates that the award will be in GUC's best interests. Only firm prices will be considered for award of this bid.

## **10.0 PROMPT PAYMENT DISCOUNTS**

Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it may be considered in the award of the contract.

## **11.0 NUMERICAL ERRORS**

In the case of a discrepancy between a unit price and the extension (the unit price multiplied by the number of units), the unit price governs. In the case where numerical bids are stated both in numbers and in words, the words govern.

## **12.0 BID WITHDRAWAL**

A bidder must notify GUC in writing of its request to withdraw a bid within seventy-two (72) hours after the bid opening, not including Saturdays, Sundays, or holidays. In order to justify withdrawal, the bidder must demonstrate that a substantial error exists and that the bid was submitted in good faith.

## **13.0 MINORITY BUSINESS PARTICIPATION PROGRAM**

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment, and to utilize M/WBE suppliers of materials and/or labor.

## **14.0 DELIVERY TIME**

Delivery time is to be stated and will be considered in the evaluation of bids.

## **15.0 MANUFACTURER**

Bidder is to specify the manufacturer of items being quoted.

## **16.0 CONTACT INFORMATION**

Questions regarding this bid request should be directed to John Worrell, Electric Engineering Planner at (252) 551-1569, [worreljt@guc.com](mailto:worreljt@guc.com), Cleve Haddock, Purchasing Technician at (252) 551-1533, [haddocgc@guc.com](mailto:haddocgc@guc.com).

## **17.0 TERMS AND CONDITIONS**

**The attached Terms and Conditions apply to all purchases made by Greenville Utilities Commission (GUC) and must be considered as part of the bid proposal.**

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## SECTION II

### SPECIFICATIONS FOR LOAD MANAGEMENT SWITCHES

FEBRUARY 15, 2011

#### 1.0 General Description (3 Relays)

1.01 Switches to be supplied shall be radio-controlled receiver-decoder type for purposes of load shedding such equipment as residential air-conditioners, heat strips or electric furnaces, and water heaters on Commission's electric utility system.

1.02 Switches shall be compatible with Commission's existing base control equipment, including Survalent controller, and Motorola type "Micor" base transmitters.

1.03 Switches shall be of solid-state design and construction, and mounted in outdoor, weatherproof cases. Cases shall provide a threaded nipple with a physical barrier suitable for separation of Class 1 and Class 2 wiring. The nipple shall enter a junction box that is rain tight and will provide physical separation of Class 1 and Class 2 wiring. The junction box shall have a minimum size of 42 cubic inches with approximate dimensions of 5" x 5" x 2". The junction box shall be rated NEMA 4 and shall have an access door that is hinged and shall be user-sealable by a meter type seal. The junction box shall also have provisions for user installed conductor entrances and exits. These entrance and exit points shall be as follows: three (3) ½" knockouts on the left hand lower voltage wiring side. They shall be arranged as follows: one (1) ½" knockout exiting the rear of the junction box, one (1) ½" knockout exiting the bottom of the junction box, and should be one (1) ½" knockout exiting the side of the junction box. The same configurations shall be on the right hand or high voltage side. Said junction box shall be made of LEXAN plastic or comparable material, as to prevent a shock or fire hazard. Manufacturer must submit a sample or detailed drawing of the entire application for approval prior to the acceptance of the bid.

1.04 The switch housing design shall incorporate provisions for sealing unauthorized entry into the device with electric-meter-type seals (seals furnished by Commission), while maintaining ease of access to the switch interior by service personnel.

1.05 Each housing shall prominently display a label on the exterior with descriptive literature concerning switch application. Switch address code, model number, serial number, switch contact rating, and operating voltage shall be provided.

- 1.06 Housing cases and junction boxes shall be electrically insulated as to not present a shock hazard, and shall be Underwriters Laboratories listed as industrial control equipment, meeting laboratory standards as to shock hazard and fire safety for mounting in residential dwellings.
- 1.07 The receiver-switches shall be listed under UL 916, and shall conform to File E73065, FCC verified, Energy Management Equipment.
- 1.08 Deferral of loads connected through the receiver-switch shall be accomplished by use of digital FSK decoding circuits, and three sets of normally-closed Form B contacts within the receiver-switch.
- 1.09 Each receiver-switch shall be assigned a particular digital address. When the assigned address is received and decoded by the receiver-switch, the normally-closed utility-load-carrying contacts shall open, thereby shedding utility load.
- 1.10 The receiver-switch shall allow the switching contacts to self-restore deferred loads after a period of 7.5 minutes (+/- 20%) without need to transmit a "restore" command.
- 1.11 Each receiver-switch shall be designed to accommodate up to four (4) individually switched outputs, each individually addressable. Output numbers 1 and 3 shall be equipped with 30 amp Form B relays.  
  
Output number 2 shall be equipped with a 5 amp Form B relay. Output numbers 1, 2, 3, or 4 shall be selectable by field personnel. This shall be accomplished by using quick connect solderless connectors either at the relay connection or the drive connections on the printed circuit board. This will allow the desired flexibility to select any driver to control any relay by field personnel with minimal time and effort. All outputs and relays shall be prewired and self contained within the switch housing.
- 1.12 Each receiver-switch shall include light emitting diodes (LED), visible from the face of the housing, to indicate that the numbers 1, 2, 3, or 4 output relays have been addressed and energized. The LED shall be recessed for visibility in direct sunlight.
- 1.13 Each receiver-switch shall retain memory of state for twenty (20) seconds following loss of input voltage. Restoration of power within the 20 second aperture shall cause the switch to set relays to the correct state of memory. Interruption of power input exceeding 20 seconds shall cause the relays to reset to the normally-closed position at output number 1.

## 2.0 Receiver Characteristics

- 2.01 Receiver-switches shall respond to discrete digitally-coded frequency-shift-keyed signals transmitted at a carrier frequency of 154.463750 MHz.
- 2.02 Receiver shall be narrow band, double conversion, crystal controlled type with minimum receiver sensitivity of 1 microvolt into 50 ohms.
- 2.03 Receivers shall operate successfully over a temperature range of –30 degrees Celsius to +60 degrees Celsius, 10% to 95% non-condensing humidity. Frequency stability shall be +/- 0.002% over aforementioned temperature range, with deviation not to exceed +/- 1.8 kilohertz.
- 2.04 Spurious and image rejection shall be –40 dB from carrier reference for 50 ohm matched impedance. Selectivity shall be –50 dB or better at +/- 30 kHz.
- 2.05 Receiver antennas shall be configured to ensure state sensitivity and coverage for all directions and polarizations.
- 2.06 The receiver shall meet FCC specifications pertaining to emission per FCC Rules, Part 15, Subpart C, Section 15.6.

## 3.0 Receiver-Decoding

- 3.01 Decoding of assigned addresses by the receiver-switch will be accomplished by General Electric's REMS-100 or REMS-101 addressing.
- 3.02 The receiver-switch shall employ digital decoding via microprocessor via user-programmable post and shunt, allowing field assignment of each receiver-switch address.
- 3.03 Receivers shall be capable of successfully decoding frequency-shift-keyed tones of:  
  
1200 Hz:Mark and 1000 Hz:Space at 51 baud for REMS-100 or REMS-101 format
- 3.04 Addresses shall be segmented by both "Group" allotment and by individual switch or "Unit" allotment. Such allocations shall allow:  
  
SCRAM, or 100% deferral of all "Groups" of receivers simultaneously ("All Call");  
  
Group Call, or 100% deferral of all switches ("Units") within a particular group;  
  
Selective deferral of any switch ("Unit") within a group;  
  
Reset on demand any relay, switch, or group before switch time-out period has elapsed.

#### 4.0 Power Supply

- 4.01 All receiver-switches to be designated for load deferral shall use dual voltage 120/240 VAC as voltage supply to power the receiver.
- 4.02 Power consumption of the receiver in the stand-by mode shall not exceed 3.5 watts. Power consumption of the receiver in the operational mode, during activation of contacts, shall not exceed 5.0 watts.
- 4.03 Receiver-switch power supply shall include surge protection to limit storm and surge related damage to receiver-switch electronics, per ANSI C37.90a.

#### 5.0 Wiring Connections

- 5.01 The method of electrical connection shall be an eight (8) wire with three (3) load-controlling contacts isolated from input power supply.
- 5.02 One red and one black color-coded conductor of No. 12 AWG stranded tinned copper or larger shall be used for 240 VAC power input. A third conductor, colored violet, of No. 12 AWG stranded tinned copper or larger shall be provided for 120 VAC power input. Power input leads shall be insulated 600-volt class, 105 degrees Celsius temperature rated, and 18 inches minimum length.
- 5.03 Two yellow, two blue and two orange color-coded conductors of No. 12 AWG stranded tinned copper shall be used for load-carrying contacts. Load-carrying conductors shall be insulated for 600-volt class, 105 degree Celsius temperature rated, and 8 inches minimum length.
- 5.04 Load-carrying contacts for relays #1 and #3 shall be rated for 240 VAC, 30 amps resistive.
- 5.045 Load-carrying contacts for relay #2 shall be rated at 120 volts, 5 amps resistive.
- 5.05 The receiver-switch circuit board shall provide a means of low-power connection for an additional relay identified as output #4.
- 5.06 The use of quick-connect style lugs should be limited to one per conductor (total of eight (8)) for the termination of power input and load-carrying leads within the enclosure.
- 5.07 Switches programmed with group address 3 shall be shipped with power leads (red, black, violet) and switch relay leads from the F-1 relay pulled into the same side of the junction box that contains the ¾" knockout exiting the bottom.
- 5.08 Switches programmed with group address 2 shall be shipped with power leads (red, black, violet) and switch relay leads from the F-3 or F-4 interchangeable relay pulled into the same side of the junction box that contains the ¾" knockout exiting the bottom.

6.0 Warranty

6.01 Receiver-switches shall be warranted to be free of defects in materials and workmanship for a period of eighteen months from date of receipt of materials by the Commission, or twelve months from the date of installation, whichever comes first.

6.02 The bidder shall provide labor and materials as necessary to repair or replace defective receiver-switches for the full warranty period.

6.03 All equipment and associated components shall be new.

7.0 Award and Shipment

7.02 Award of bids will be based on price, delivery, adherence to specifications, and previous Commission experience with manufacturer's product.

7.03 Delivery time is to be stated on the attached proposal form. Total of 1500 to be received at the earliest possible delivery date

8.0 Schedule Number 1: General Electric REMS-100 or REMS-101 Format

**SUBMIT BID ON ATTACHED PROPOSAL FORM**

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Vendor Name: \_\_\_\_\_

**GREENVILLE UTILITIES COMMISSION**

**PROPOSAL FORM**

The undersigned bidder hereby declares that it has carefully examined the enclosed detailed specifications for furnishing GUC with the below listed item(s). The undersigned bidder further agrees, if this proposal is accepted within thirty (30) days from the date of the opening, to furnish any or all of the item(s) upon the quoted price.

Item No.	Est. Qty.	Description	MFG.	Delivery Time (Days)	Unit Price	Total
I	1500	Load Management Switches	_____	_____	\$_____	\$_____

**Method of Award:** Item(s) one, (1) will be awarded as a total bid.

**Complete and Check All Math:** It is the responsibility of the Bidder to extend bid prices and supply a total for all item(s).

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### **SECTION III**

#### **TERMS AND CONDITIONS FOR THE PURCHASE OF APPARATUS, SUPPLIES, MATERIALS, AND EQUIPMENT**

These Terms and Conditions, made and entered into on this the \_\_\_\_ day of \_\_\_\_\_, by and between GREENVILLE UTILITIES COMMISSION OF THE CITY OF GREENVILLE, PITT COUNTY, NORTH CAROLINA, with one of its principal offices and places of business at 401 S. Greene Street, Post Office Box 1847, Greenville, Pitt County, North Carolina 27835-1847, hereinafter referred to as "GUC" and \_\_\_\_\_, a \_\_\_\_\_ organized and existing under and by virtue of the laws of the State of \_\_\_\_\_, with one of its principal offices and places of business at \_\_\_\_\_, hereinafter referred to as "PROVIDER";

#### **1.0 TAXES**

No taxes shall be included in any bid prices. GUC is exempt from Federal Excise Tax. GUC is not exempt from North Carolina state sales and use tax or, if applicable, Pitt County sales and use tax. Such taxes shall be shown as a separate item on the invoice.

#### **2.0 INVOICES**

It is understood and agreed that orders will be shipped at the established contract prices and quantities in effect on dates orders are placed. Invoicing at variance with this provision may subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate line item. All invoices must bear the GUC purchase order number. Mail all invoices to Greenville Utilities Commission, Finance Department, P. O. Box 1847, Greenville, NC 27835-1847.

#### **3.0 PAYMENT TERMS**

Payments for equipment, materials, or supplies will be made after the receipt and acceptance of the equipment, materials, or supplies and after submission of a proper invoice. GUC's normal payment policy is thirty (30) days. GUC will not be responsible for any goods delivered without a purchase order having been issued. Payment will be made in U. S. currency only.

#### **4.0 QUANTITIES**

Quantities specified are only estimates of GUC's requirements. GUC reserves the right to purchase more or less than the stated quantities at prices indicated in the submitted Proposal Form based on our actual needs.

## **5.0 AFFIRMATIVE ACTION**

The Provider will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

## **6.0 CONDITION AND PACKAGING**

Unless otherwise indicated in the bid, it is understood and agreed that any item offered or shipped shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

## **7.0 SAMPLES**

Samples of items, if required, must be furnished free of expense to GUC, and if not destroyed, will, upon request, be returned at the Provider's expense. Request for the return of samples must be made at the bid opening, otherwise, the samples will become GUC's property. Each individual sample must be labeled with Provider's name.

## **8.0 SPECIFICATIONS**

Any deviation from specifications must be clearly pointed out, otherwise, it will be considered that items offered are in strict compliance with specifications, and the Provider will be held responsible. Deviations must be explained in detail. **The Provider shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**

## **9.0 INFORMATION AND DESCRIPTIVE LITERATURE**

Providers are to furnish all information requested. Further, as may be specified elsewhere, each Provider must submit with its proposal: cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid does not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.

## **10.0 AWARD OF CONTRACT**

As directed by statute, qualified bids will be evaluated and acceptance made of the lowest responsible, responsive bid most advantageous to GUC as determined upon consideration of such factors as prices offered, the quality of the article(s) offered, the general reputation and performance capabilities of the Provider, substantial conformity with the specifications and other conditions set forth in the bid, the suitability of the article(s) for the intended use, the related services needed, the date(s) of delivery and performance, and such other factors deemed by GUC to be pertinent or peculiar to the purchase in question.

Acceptance of the order includes acceptance of all terms, conditions, prices, delivery instructions, and specifications as shown on this set of Terms and Conditions and in this order or attached to and made a part of this order.

The conditions of this order cannot be modified except by written amendment in the form of "Amended Purchase Order," which has been approved by GUC's Purchasing Technician.

In the event of a Provider's failure to deliver or perform as specified, GUC reserves the right to cancel the order or any part thereof, without prejudice to GUC's other rights. The Provider agrees that GUC may return part of or all of any shipment at Provider's expense. GUC may charge the Provider with all reasonable expenses resulting from such failure to deliver or perform.

#### **11.0 MEDIATION/BINDING ARBITRATION**

In the event of any dispute between the Parties, the Parties agree to submit any dispute to non-binding mediation before a mutually agreeable Mediator prior to initiating litigation. If the Parties are unable to agree upon a Mediator within thirty (30) days after demand therefore, either Party may petition a Court of competent jurisdiction for the designation of a qualified Mediator for these purposes. Each Party shall bear its own costs and expenses of participating in the mediation (including, without limitation, reasonable attorneys' fees), and each Party shall bear one-half (1/2) of the costs and expenses of the Mediator. Unless otherwise agreed, the Parties will hold the mediation in Greenville, North Carolina. The matters discussed or revealed in the mediation session shall not be disclosed in any subsequent litigation.

In the event the matter is not resolved in mediation, either Party may request arbitration. The parties shall jointly select an Arbitrator, and shall be bound by the decision of the Arbitrator with respect to any dispute between the parties with respect to this Agreement. If the parties are unable to mutually agree upon an Arbitrator, the Parties shall each select an Arbitrator, and the two Arbitrators so selected shall select a third Arbitrator, and the decision of the majority of the Arbitrators shall be conclusive and binding upon the Parties. The Parties at all times agree to equally split the costs of any Arbitrator(s) selected in an effort to resolve the dispute between the Parties. Any party desiring to resolve a dispute under the terms of this Agreement shall notify the other Party in writing, and the Parties shall seek to agree upon a mutually agreed-upon Arbitrator within a period of ten (10) days from the date of such written demand. If the Parties are unable to agree within such ten (10) day period, the Parties shall each select an Arbitrator, and the two (2) Arbitrators so selected shall select a third Arbitrator within fifteen (15) days from the date of the written demand for arbitration, and a decision shall be rendered by the Arbitrator(s) so selected within five (5) days after such Arbitrator(s) is selected.

#### **12.0 GOVERNMENT RESTRICTIONS**

In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship, or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the successful Provider to notify the GUC Purchasing Technician, at once, indicating in its letter the specific regulation which required such alterations. GUC reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or, in the sole discretion of GUC, to cancel the contract.

#### **13.0 INSURANCE**

**14.1 Coverage** – During the term of the contract, the Provider at its sole cost and expense shall provide commercial insurance of such type and with the following coverage and limits:

**13.1.1 Workers' Compensation** – The Provider shall provide and maintain Workers' Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$1,000,000 each accident, covering all Provider's employees who are engaged in any work under the contract. If any work is sublet, the Provider shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.

**13.1.2 General Liability** – Commercial Liability Coverage written on an "occurrence" basis in the minimum amount of \$1,000,000 per occurrence.

**13.1.3 Automobile** – Automobile Liability Insurance, to include coverage for all owned, hired, and non-owned vehicles used in connection with the contract with a minimum combined single limit of \$1,000,000 per accident.

**13.2 Requirements** - Providing and maintaining adequate insurance coverage is a material obligation of the Provider. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized to do business in North Carolina by the Commissioner of Insurance. The Provider shall at all times comply with the terms of such insurance policies and all requirements of the insurer under any of such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Provider shall not be interpreted as limiting the Provider's liability and obligations under the contract. It is agreed that the coverage as stated shall not be canceled or changed until thirty (30) days after written notice of such termination or alteration has been sent by registered mail to GUC's Purchasing Technician.

#### **14.0 PATENTS AND COPYRIGHTS**

The Provider shall hold and save GUC, its officers, agents, and employees, harmless from liability of any kind, including costs and expenses, including reasonable attorney fees, on account of any copyrighted articles or any patented or unpatented invention, device or appliance manufactured or used in the performance of this contract.

#### **15.0 PATENT AND COPYRIGHT INDEMNITY**

The Provider will defend or settle, at its own expense, any action brought against GUC to the extent that it is based on a claim that the product(s) provided pursuant to this agreement infringe any U.S. copyright or patent; and will pay those costs, damages, and attorney fees finally awarded against GUC in any such action attributable to any such claim, but such defense, settlements, and payments are conditioned on the following: (1) that Provider shall be notified

promptly in writing by GUC of any such claim; (2) that Provider shall have sole control of the defense of any action on such claim and of all negotiations for its settlement or compromise; (3) that GUC shall cooperate with Provider in a reasonable way to facilitate the settlement of defense of such claim; (4) that such claim does not arise from GUC modifications not authorized by the Provider or from the use of combination of products provided by the Provider with products provided by GUC or by others; and (5) should such product(s) become, or in the

Provider's opinion likely to become, the subject of such claim of infringement, then GUC shall permit Provider, at Provider's option and expense, either to procure for GUC the right to continue using the product(s), or replace or modify the same so that it becomes non-infringing and performs in a substantially similar manner to the original product.

## **16.0 EXCEPTIONS**

All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a Provider's response will be waived and have no effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a Provider may be grounds for rejection of the Provider's proposal. The Provider specifically agrees to the terms and conditions set forth in this set of Terms and Conditions by affixing its name on the signatory page contained herein.

## **17.0 CONFIDENTIAL INFORMATION**

Except as provided by statute and rule of law, GUC will keep trade secrets which the Provider does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Provider. Cost information shall not be deemed confidential. The determination of whether a matter is confidential will be determined by North Carolina law.

## **18.0 ASSIGNMENT**

No assignment of the Provider's obligations or the Provider's right to receive payment hereunder shall be permitted without the express written consent of GUC, provided however, upon written request approved by the GUC Purchasing Technician, solely as a convenience to the Provider, GUC may:

- Forward the Provider's payment check directly to any person or entity designated by the Provider, and
- Include any person or entity designated by Provider as a joint payee on the Provider's payment check.
- In no event shall such approval and action obligate GUC to anyone other than the Provider, and the Provider shall remain responsible for fulfillment of all contract obligations.

## **19.0 ACCESS TO PERSON AND RECORDS**

GUC shall have reasonable access to persons and records of Provider as a result of all contracts entered into by GUC.

## **20.0 INSPECTION AT BIDDER'S SITE**

GUC reserves the right to inspect, at a reasonable time, the item, plant, or other facilities of a prospective Provider prior to contract award and during the contract term as necessary for

GUC's determination that such item, plant, or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract. Provider may limit GUC's access to restricted areas.

## **21.0 AVAILABILITY OF FUNDS**

Any and all payments of compensation of this specific transaction and any continuation or any renewal or extension are dependent upon and subject to the allocation of GUC funds for the purpose set forth in this Agreement.

## **22.0 GOVERNING LAWS**

All contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.

## **23.0 ADMINISTRATIVE CODE**

Bids, proposals, and awards are subject to applicable provisions of the North Carolina Administrative Code.

## **24.0 EXECUTION**

In the discretion of GUC, failure of a duly authorized official of Provider to sign the Signatory Page may render the bid invalid.

## **25.0 CLARIFICATIONS/INTERPRETATIONS**

Any and all questions regarding these Terms and Conditions must be addressed to the GUC Purchasing Technician. Do not contact the user directly. **These Terms and Conditions are a complete statement of the parties' agreement and may only be modified in writing signed by Provider and the GUC Purchasing Technician.**

## **26.0 SITUS**

The place of all contracts, transactions, agreements, their situs and forum, shall be North Carolina, where all matters, whether in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

## **27.0 TERMINATION OF AGREEMENT**

GUC or Provider may terminate this Agreement for just cause at any time. Provider will be paid for all time and expenses incurred as of the termination date. Termination for just cause by either party shall be by certified letter and shall be effective thirty (30) days after signed and acknowledged receipt of said letter. Just cause shall be based on reasonable grounds, and there must be a fair and honest cause or reason for such action. The causes for termination, include, but are not limited to: (1) Provider's persistent failure to perform in accordance with the Terms and Conditions, (2) Provider's disregard of laws and regulations related to this transaction, and/or (3) Provider's substantial violation of the provisions of the Terms and Conditions.

## **28.0 DELIVERY**

**Shipments will be made only upon releases from a purchase order issued by GUC in accordance with GUC's current needs.**

Delivery of all equipment, materials, or supplies shall be made Free on Board (FOB) GUC Warehouse, 801 Mumford Road, Greenville, North Carolina 27834, unless otherwise specified. The agreed price for such equipment, materials, or supplies shall include all costs of delivery and ownership, and risks of loss shall not be transferred from Provider to GUC until express written acceptance of delivery and inspection by GUC. Delivery hours are between 8:00 AM and 4:30 PM Monday-Friday only. **GUC's purchase order number is to be shown on the packing slip or any related documents.** GUC reserves the right to refuse or return any delivery with no purchase order number or which is damaged. GUC will not be charged a restocking fee for any delivery which is refused or returned.

## **29.0 INDEMNITY PROVISION**

Provider agrees to indemnify and save GREENVILLE UTILITIES COMMISSION of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, its co-owners, joint venturers, agents, employees, and insurance carriers harmless from any and all losses, claims, actions, costs, expenses including reasonable attorney fees, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property of whatsoever nature of any person arising out of or incident to the performance of the terms of this Contract by Provider, including, but not limited to, Provider's employees, agents, subcontractors, and others designated by Provider to perform work or services in, about, or attendant to, the work and services under the terms of this Contract. Provider shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina. Insurance covering this indemnity agreement by the Provider in favor of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, shall be provided by Provider.

## **30.0 FORCE MAJEURE**

Neither party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of such party. In any such event of force majeure, the parties shall advise each other of such event, and the parties shall negotiate an equitable adjustment to their respective obligations under this Agreement.

## **31.0 WARRANTY(IES)**

The Provider hereby includes all warranties, whether expressed or implied, including, but not limited to, the Implied Warranty of Merchantability and the Implied Warranty of Fitness for a Particular Purpose.

### **32.0 INTEGRATED CONTRACT**

These Terms and Conditions, Instructions to Bidders, Specifications, and the selected Provider's bid represents the entire contract between the Parties. No verbal or other written agreement(s) shall be held to vary the provisions of this Agreement.

### **33.0 CONTRACT PROVISIONS**

Each of the provisions of these Terms and Conditions shall apply to the full extent permitted by law, and the invalidity in whole or in part of any provision shall not affect the remainder of such provision or any other provisions.

### **34.0 NOTICES**

Notices to the Parties should be sent to the names and addresses specified below:

Cleve Haddock  
Purchasing Technician  
Greenville Utilities Commission  
P.O. Box 1847  
Greenville, NC 27835-1847

John Worrell  
Electric Engineering Planner  
Greenville Utilities Commission  
P.O. Box 1847  
Greenville, NC 27835-1847

Vendor Specified on Page 1 of Section III when awarded.

GREENVILLE UTILITIES COMMISSION

By: \_\_\_\_\_  
Ronald D. Elks

Title: General Manager/CEO  
(Authorized Signatory)

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

Attest: \_\_\_\_\_

Name (Print): Amy Carson Quinn

Title: Executive Secretary

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

(OFFICIAL SEAL)

COMPANY NAME:

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

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_  
(Authorized Signatory)

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

Attest: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: Corporate Secretary

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

(CORP. SEAL)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

By: \_\_\_\_\_  
Jeff W. McCauley

Title: Chief Financial Officer

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

APPROVED AS TO FORM AND LEGAL CONTENT:

By: \_\_\_\_\_  
Phillip R. Dixon

Title: Commission Attorney

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