

STATE OF NORTH CAROLINA

Central Piedmont Community College

Invitation for Bids #: 88-230040-BO

Secure Document Collection and Disposal-Shredding Service

Date of Issue: July 24, 2023

Bid Opening Date: August 10, 2023

At 02:00 PM ET

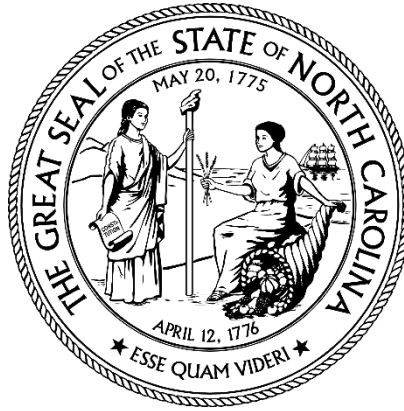
Direct all inquiries concerning this IFB to:

Bonnie Ogden

Senior Buyer

Email: bonnie.ogden@cpcc.edu

Phone: 704-330-6515



STATE OF NORTH CAROLINA

Invitation for Bids

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For internal State agency processing, including tabulation of bids, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA
Central Piedmont Community College

Refer <u>ALL</u> Inquiries regarding this IFB to: Bonnie Ogden, Senior Buyer bonnie.ogden@cpcc.edu	Invitation for Bid #: 88-230040-BO
	Bids will be publicly opened August 10, 2023 at 2:00 PM ET Public Opening: https://meet.google.com/kef-nenk-faw
Using Agency: Central Piedmont Community College	Commodity No. and Description: 801615 Document Destruction Services
Requisition No.: N/A	

EXECUTION

In compliance with this Invitation for Bid (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this bid, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this bid is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the IFB, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign bid prior to submittal may render bid invalid and it MAY BE REJECTED. Late bids shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Bid Number: 88-230040-BO

Vendor: _____

VALIDITY PERIOD

Offer shall be valid for at least ninety (90) days from date of bid opening, unless otherwise stated here: 120 days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

If your bid is accepted, all provisions of this IFB, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of Central Piedmont Community College)

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1.0 PURPOSE AND BACKGROUND

Central Piedmont Community College (Central Piedmont) is a large, urban, multi-campus, non-residential college that enrolls close to 40,000 students annually in curriculum, adult high school and basic skills, and continuing education programs, and employs more than 2,500 full- and part-time faculty and staff, making Central Piedmont one of the largest colleges in the Carolinas. Central Piedmont is highly accessible and convenient to people of all ages who seek a real-world, affordable, hands-on education that will transform their lives and strengthen the economic, social, and cultural environment of Mecklenburg County. Founded in 1963, Central Piedmont has eight locations throughout Mecklenburg County, offering nearly 300 degree, diploma, and certification programs; customized corporate training; market-focused continuing education; and special interest classes.

Central Piedmont is seeking a qualified, experienced company to perform secure document collection and destruction services. As a higher education institution, in addition to typical employee documents, the college handles a large volume of student documents which may contain sensitive or confidential information including financial information. It is vitally important that the college secure a vendor to securely collect and destroy these documents.

The intent of this solicitation is to award an Agency Specific Contract.

1.1 CONTRACT TERM

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the "Effective Date).

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the State reserves the right to extend the Contract after the last active term.

Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

This IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's bid or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's bid that purports to vary any terms and conditions or Vendors'

instructions herein or to render the bid non-binding or subject to further negotiation. Vendor's bid shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon during negotiations and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's bid as nonresponsive.

2.4 IFB SCHEDULE

The table below shows the *intended* schedule for this IFB. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	State	July 24, 2023
Submit Written Questions	Vendor	July 31, 2023
Provide Response to Questions	State	August 3, 2023
Submit Bids	Vendor	August 10, 2023 88-230040-BO Secure Document Collection and Disposal-Shredding Service - Public Opening Thursday, August 10 · 2:00 – 2:30am Time zone: America/New York Google Meet joining info Video call link: https://meet.google.com/kef-nenk-faw Or dial: (US) +1 475-222-3423 PIN: 929 470 112#
Contract Award	State	TBD

2.5 BID QUESTIONS

Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB in order to submit the best bid possible. To accommodate the Bid Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to bonnie.ogden@cpcc.edu by the date and time specified above. Vendors should enter "IFB # 88-230040-BO: Questions" as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

Reference	Vendor Question
IFB Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to the electronic Vendor Portal (eVP), <https://evp.nc.gov>, and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and an addendum to this IFB.

2.6 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified

time and date of opening. The time and date of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid deadline will be rejected.

If applicable to this IFB and using eVP, all proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: <https://eprocmnt.nc.gov/news-events/evp-updates-vendors>.

Failure to submit a bid in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's bids(s). Vendors are strongly encouraged to allow sufficient time to upload bids.

Critical updated information may be included in Addenda to this IFB. It is important that all Vendors responding to this IFB periodically check the State's **eVP website** for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this IFB and all Addenda thereto.

2.7 BID CONTENTS

Vendors shall populate all attachments of this IFB that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion.

Vendor IFB responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, including the following: (i) a statement that confirms that the Vendor has read the IFB in its entirety, including all links, and all Addenda released in conjunction with the IFB; (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- d) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- e) Vendor's Response to Section 5.1.
- f) Completed version of ATTACHMENT A: PRICING FORM
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.8 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid # ____ [for 'name of Vendor']". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this IFB are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this IFB:

- a) **BINS OR CONTAINERS:** Receptacles where documents for collection and disposal are placed in order for Vendor to collect them.
- b) **COLLEGE:** Central Piedmont Community College.
- c) **CONTRACT ADMINISTRATOR:** Central Piedmont Community College employee who will oversee the resulting contract on a day-to-day basis and who will serve as the successful vendor's point of contract for ongoing service provision.
- d) **TECHNICIAN:** Individual performing the document collection and disposal.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest.

All responsive bids will be reviewed, and an award or awards will be based on the responsive bid(s) offering the lowest price that meets the specifications provided herein, to include any required verifications set out here in such as but not limited to past performance, references, and financial documents.

While the intent of this IFB is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items, or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in bids received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this IFB is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See the Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's bid or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB or inquiries directed to the purchaser named in this IFB regarding requirements of the IFB (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct an evaluation of responsive Bids, as follows:

Bids will be received according to the method stated in the Bid Submittal section above.

All bids must be received by the issuing agency not later than the date and time specified in the IFB SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. Cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the bid. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all bids should be complete and reflect the most favorable terms available from the Vendor. Prices bid cannot be altered or modified as part of a clarification.

Bids will generally be evaluated, based on completeness, content, cost and responsibility of the Vendor to supply the requested Goods and Services. Specific evaluation criteria are listed in Section 3.1 METHOD OF AWARD.

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to eVP under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this IFB, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.5 INTERPRETATION OF TERMS AND PHRASES

This IFB serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to

propose solutions that will satisfy the State's needs as described in the IFB. Except as specifically stated in the IFB, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a bid in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better bid, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Bid Questions Section above.

4.1 PRICING

Bid price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's response.

4.2 INVOICES

Vendor shall invoice the Purchasing Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Purchasing Agency with an invoice for each order. Invoices shall include detailed information to allow Purchasing Agency to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor's Billing Address, Customer Account Number, Contract Number, Order number, Order Date, Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.4 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this IFB will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.6 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this IFB may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

4.7 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's bid result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.8 VENDOR'S REPRESENTATIONS

If Vendor's bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

Before entering into a contract with the college, a vendor must meet the college's COI requirements. The college may, on a case by case basis, determine that certain insurance requirements may be adjusted. Prior to award of a contract, the college must be listed as an additional insurer and certificate holder. The insurance requirements set forth in the North Carolina General Terms and Conditions, *Insurance* paragraph, are minimal requirements. Central Piedmont's Certificate of Insurance requirements are as follows:

Insurance Requirements		
Commercial General Liability (CGL) – (occurrence form) coverage not less than:	\$3,000,000	General Aggregate*
	\$3,000,000	Products and Completed Operations Aggregate
	\$1,000,000	Each Occurrence
	*Including contractual liability, waiver of subrogation, primary & non- contributory.	
	<u>Schedule of Endorsements</u> must be provided	
	<u>GL Policy Number</u> must be listed	

<u>Automobile Liability</u> – Required for all Owned Autos or must provide ‘Hired & Non-Owned Auto’ coverage:	\$1,000,000 Combined Single Limit* OR \$1,000,000 Bodily Injury per Accident \$1,000,000 Bodily Injury per Person \$1,000,000 Property Damage *Including waiver of subrogation in favor of Central Piedmont Community College
<u>Umbrella Liability</u> – Additional coverage that can be combined to meet requirements	\$10,000,000 Per occurrence \$10,000,000 Aggregate
<u>Workers’ Compensation</u>	State Statutory Limits* Employer Liability \$500,000 Each Accident* \$500,000 Disease Policy Limit \$500,000 Disease Each Employee *Including waiver of subrogation in favor of Central Piedmont Community College
<u>Additional Insured</u> – Central Piedmont Community College (Attach Additional Insured Endorsement evidencing coverage of <u>Ongoing Operations and Completed Operations</u> for the additional insured)	– Coverage must be primary and non-contributory above any other insurance Central Piedmont Community College may carry. – Waiver of Subrogation on all policies in favor of Central Piedmont Community College – Make subcontractor’s insurance primary
<u>Professional Liability (Errors and Omissions)</u> —if professional services are being provided	\$1,000,000 Per Occurrence / \$5,000,000 Aggregate
<u>Cyber Liability</u>	\$5,000,000 Per Occurrence *Including information security & privacy liability

- 1) Central Piedmont Community College needs to be listed as the **Additional Insured**:
 - a. Central Piedmont Community College (Attach Additional Insured Endorsement evidencing coverage of *Ongoing Operations and Completed Operations* for the additional insured)
 - Coverage must be primary and non-contributory above any other insurance Central Piedmont Community College may carry
 - Waiver of Subrogation on all policies in favor of Central Piedmont Community College
 - Make subcontractor’s insurance primary
- 2) Central Piedmont Community College needs to be listed as the **Certificate Holder**:

Central Piedmont Community College
 ATTN: ENTERPRISE RISK MANAGEMENT
 PO Box 35009
 Charlotte, NC 28235
Mailing address: PO Box 35009, Charlotte NC 28235-5009
Physical address: 1425 Elizabeth Avenue, Charlotte, NC 28204
- 3) Central Piedmont Community College requires a COI which shows **General Liability, Workers’ Compensation, Automobile Liability and Umbrella Liability** coverages.
 (The minimum coverages accepted are listed for each.)
 - a. Enterprise Risk Management *may* opt to waive the requirements for Automobile Liability or the Workers’ Compensation—depending on the scope and scale of the job or event.
 - b. Enterprise Risk Management *may* opt to waive the requirements for Umbrella Liability in addition to the GL—depending on the GL coverage as well as the scope and scale of the job or event.
- 4) Carrier and effective/expiration date must be shown on all coverages listed on COI.

- 5) If a service is being rendered, Enterprise Risk Management will need to see proof of **Professional Liability**.
- 6) If the service being rendered involves waste removal of any kind, Enterprise Risk Management needs to see **Pollution Liability** as well as **Transportation Liability**.
- 7) If any products and/or services related to information technology (including hardware and/or software) are provided to Central Piedmont Community College, **Cyber Liability** will be required. Additionally, network security liability arising from the unauthorized access to, use of, or tampering with computer systems, including hacker attacks or inability of an authorized third party to gain access to your services, including denial of service, unless caused by a mechanical or electrical failure.

There may be instances where Enterprise Risk Management will require additional insurance and/or coverages based on the service(s) provided.

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 SPECIFICATIONS

The specific items and any specifications that the Purchasing Agency is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award. Vendor will indicate YES or NO regarding whether the service provided by Vendor will meet the specification and include information where specified.

VENDOR'S RESPONSE

Item #	Specifications	Vendor's Service Meets Specification
1	Vendor has extensive experience in providing secure document collection and disposal services. Vendor has ____ (Vendor insert) years' experience in providing secure document collection and disposal.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Vendor maintains and adheres to detailed written processes and/or procedures for both on-site and off-site shredding, which cover the entire process from arrival on location through release of Certificates of Destruction. Vendor's processes and/or procedures address at a minimum, arrival of trucks on location, the pickup and transportation of containers to Vendor trucks, maintaining security of documents, and release of Certificate of Destruction.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Peak destruction periods that may result from the college's operational needs and may require additional pickup/service. Vendor will respond to these needs within _____ (Vendor to insert) business days of the request by the college.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Bins/containers must be installed by Vendor in all locations as required by the college.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Vendor provides service to all of the college's identified locations so that no location is overlooked in service. If a location is missed, Vendor quickly returns to service the missed location. Vendor response time for servicing a missed location is (Vendor to state response time below) _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Services are provided by Vendor to the college on a routine schedule of once per month, on the same day each month. Services for different	<input type="checkbox"/> YES <input type="checkbox"/> NO

	campuses may take place on different dates, but service schedules for each location remain consistent on monthly intervals.	
7	Vendor provides the college with a schedule for the year for each campus location.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Vendor must provide advance notification of any changes to scheduled pickup and submits requests for changes in schedule, additions or reductions to the college in writing for pre-approval.	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Vendor's service schedule must follow the college's calendar and Vendor must be aware of early closings or late openings due to inclement weather and adjust the service schedule accordingly.	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Vendor must be able to add additional bins/containers during the term of the contract at college's request.	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Upon request by the college, Vendor must provide the college with a list of all the bins/containers by location and type being used to provide service to the college.	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Vendor's personnel/technicians remain with containers/bins at all times during the secure document collection process.	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Vendor's bin consoles have locking capability via <input type="checkbox"/> keys <input type="checkbox"/> combination and Vendor will provides the college with access to the locked bins/containers by (Vendor to describe method) _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
14	All personnel, labor and equipment to perform secure document collection and destruction are provided by Vendor.	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	Vendor has all the equipment including bins/containers, shredding equipment, etc. necessary to provide the services required by the college. (Include a list of the types of bins/containers Vendor uses along with size, dimensions and capacity for each type. List must be clearly marked as "VENDOR RESPONSE- QUESTION #15")	<input type="checkbox"/> YES <input type="checkbox"/> NO
16	Unless listed below, Vendor has all maintenance, repair and replacement responsibilities for the containers and shredding equipment being utilized to provide service to the college. This includes equipment left on Central Piedmont property. (Vendor to list any exceptions. If additional space is needed, Vendor may attach a list. Attached list must be clearly marked "VENDOR RESPONSE- QUESTION #16") _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
17	Vendor maintains a sufficient number of vehicles necessary to provide the services required by the college. Vendor's fleet is well maintained and includes all of the needed equipment and technology to carry out the tasks and provide the services indicated herein.	<input type="checkbox"/> YES <input type="checkbox"/> NO

	(Attach a list of vehicles Vendor intends to use in providing service to the college. List must be clearly marked as "VENDOR RESPONSE- QUESTION #17")	
18	Vendor provides a Certificate of Destruction within three (3) days for off-site and on-site destruction. The Certificate of Destruction includes container size, detailed location information (e.g. Building name, room number and street address), time, date, and the technician's name. (Include a sample Certificate of Destruction with bid. Sample certificate must be clearly marked as "VENDOR RESPONSE- QUESTION #18")	<input type="checkbox"/> YES <input type="checkbox"/> NO
19	Vendor recycles all shredded paper and must provide an annual tonnage report to the college.	<input type="checkbox"/> YES <input type="checkbox"/> NO
20	Vendor must have the capability to cross-cut or strip shred within forty-eight (48) hours of pickup. Strips are to be no wider than 3/8" or 1/2" character width.	<input type="checkbox"/> YES <input type="checkbox"/> NO
21	Vendor must handle mixed media and have the capacity to destroy various types of materials. Vendor can dispose of the following types of material: _____ _____ _____ _____ (Vendor to list types. If additional space is needed, Vendor may attach a list. Attached list must be clearly marked "VENDOR RESPONSE- QUESTION #21")	<input type="checkbox"/> YES <input type="checkbox"/> NO
22	Vendor must have a formal problem resolution process as it relates to customer complaints.	<input type="checkbox"/> YES <input type="checkbox"/> NO
23	Vendor will provide the college with customer service by phone during the college's regular business hours, Monday through Friday, except during observed holidays.	<input type="checkbox"/> YES <input type="checkbox"/> NO
24	Customer service emails sent to Vendor by the college are responded to within twenty-four (24) hours except for during observed holidays and weekends.	<input type="checkbox"/> YES <input type="checkbox"/> NO
25	Vendor must ensure that service to the college is provided only by individuals who are uniformed, bonded, qualified and who perform services in accordance with applicable local, state and federal laws.	<input type="checkbox"/> YES <input type="checkbox"/> NO
26	Vendor must ensure that service to the college is provided only by individuals who have passed a thorough background screening.	<input type="checkbox"/> YES <input type="checkbox"/> NO
27	Vendor must maintain a pool of reliable, trained and highly qualified personnel for providing service to the college. If Vendor utilizes contractors to provide any services to the college, Vendor must assume responsibility for the performance of all such contractors and ensure that they are reliable, trained, qualified to perform the services, and have passed thorough background screening.	<input type="checkbox"/> YES <input type="checkbox"/> NO
28	Vendor conducts employee education and training as well as performance evaluations based on employee performance expectations.	<input type="checkbox"/> YES <input type="checkbox"/> NO

29	Vendor must provide all services related to proper transportation and disposal of shredding materials and Vendor certifies that the company will adhere to all local, county and city laws, State of North Carolina laws and Federal laws related to recycling and disposal of shredded materials.	<input type="checkbox"/> YES <input type="checkbox"/> NO
30	Vendor maintains sufficient insurance coverage and can meet the college's Certificate of Insurance Requirements.	<input type="checkbox"/> YES <input type="checkbox"/> NO
31	Vendor will seek opportunities for cost containment and provide the college with cost containment recommendations when identified.	<input type="checkbox"/> YES <input type="checkbox"/> NO

5.2 TASKS/DELIVERABLES

The following tasks and deliverables will be required of the successful vendor:

- 5.2.1. Provide all personnel, labor and equipment necessary to perform the secure document collection and disposal services required by the college.
- 5.2.2. Provide services in accordance with industry standards and all applicable local, state and federal laws.
- 5.2.3. Maintain a sufficient number of vehicles necessary to provide the services required by the college. Vendor's fleet will be well maintained and include all of the needed equipment and technology to carry out the tasks and provide the services required by the college.
- 5.2.4. Ensure that bins/containers, shredding equipment and other equipment used to service the college are maintained in good condition, and repaired or replaced as needed to provide optimal service to the college.
- 5.2.5. Maintain and follow detailed written policies and/or procedures for both on-site and off-site service to the college which cover the entire process from arrival on location through release of Certificate of Destruction, and include at a minimum arrival of trucks on college property, the pickup and transportation of containers to Vendor trucks, maintaining security of documents, and release of Certificate of Destruction. Annually, upon request by the college, Vendor will provide the college's Contract Administrator (or designee) a copy of Vendor's written process(es) and/or procedure(s) for on-site and off-site shredding.
- 5.2.6. Maintain sufficient number of reliable, trained and qualified technicians to provide the services required by the college. If Vendor utilizes contractors to provide any services to the college, Vendor must assume responsibility for the performance of all such contractors and ensure that they are reliable, trained, qualified to perform the services, and have passed the appropriate level of background screening.
- 5.2.7. In providing service to the college, utilize only technicians who are uniformed, bonded, qualified, and have passed the appropriate level of background screening.
- 5.2.8. Handle peak destruction periods that may require additional pickup/service to meet the college's needs. These peak times cannot necessarily be predicted. Vendor must respond to these needs within a two-day notice.
- 5.2.9. Provide the college with the schedule for the year for each campus.
- 5.2.10. Provide all services on a routine schedule of once per month, on the same day each month. Services for different campuses may take place on different dates, but service schedules for each location should remain consistent on monthly intervals. Changes in schedule, additions or reductions, must be submitted to the college's designated Contract Administrator in writing and be pre-approved. Vendor must notify the Contract Administrator of any schedule changes prior to the scheduled pickup.
- 5.2.11. College locations will not be open and available for service on holidays observed by the college and Vendor's service schedule must follow the college's calendar. Vendor must also be aware of early closings or late openings due to inclement weather and adjust the service schedule accordingly.

- 5.2.12. Install bins/containers in all locations as required by the college and be able to add additional bins/containers during the term of the contract at the college's request. Any such request will be submitted to Vendor in writing by the college's Contract Administrator or designee.
- 5.2.13. Maintain a current list of bin locations and type and upon request by the Contract Administrator, provide the college with a list of all the bins/containers by location and type, being used to service the college.
- 5.2.14. Provide service to all of the college's identified locations and ensure that no location is overlooked in service. If a location is missed, Vendor must quickly return to service the missed location.
- 5.2.15. Provide the college with a Certificate of Destruction within three (3) days for off-site and on-site destruction. The Certificate of Destruction will indicate the technician's name, the time/date, container size and location to include building name, room number and street address.
- 5.2.16. Plan for large projects the college requests and take the necessary steps to ensure optimal service for these projects.
- 5.2.17. Ensure that technicians remain with containers at all times during the secure document collection process.
- 5.2.18. Ensure that bins/containers used to service the college have locking capacity and the college is provided with access to the locked bins/containers.
- 5.2.19. Recycle all shredded paper and provide tonnage report to the college annually, on a due date provided by the college.
- 5.2.20. As needed, cross-cut or strip shred within 48 hours of pickup. Strips are to be no wider than 3/8" or 1/2 character width.
- 5.2.21. As needed, handle mixed media and destroy various types of materials.
- 5.2.22. Utilize a formal process for problem resolution of customer complaints.
- 5.2.23. Respond to the college's customer service complaints within twenty-four (24) hours except for during observed holidays and weekends.
- 5.2.24. Vendor's customer service must be available to the college by phone during the college's business hours, Monday through Friday, except during observed holidays.
- 5.2.25. Provide the college with a monthly, consolidated invoice to include a total along with an itemized list of charges per location.
- 5.2.26. Seek opportunities for cost containment and provide the college with cost containment recommendations when identified.

5.3 DEVIATIONS

The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that items offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming goods. Deviations shall be explained in detail on an attached sheet. However, no implication is made or intended by the State that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues.

6.2 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.3 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.4 FAITHFUL PERFORMANCE

Any Contract may include terms ensuring a Vendor's performance such as: (1) a bond, or similar assurance; (2) liquidated damages; (3) a percentage of the Contract value held as a retainage; (4) withholding final payment contingent on acceptance of the final deliverable; and (5) any other provision that assures performance of the Vendor. The parties agree that the Vendor shall be subject to the following faithful performance requirements:

6.5 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to ____ six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.6 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.7 PRICE ADJUSTMENTS

Prices proposed by the Vendor shall be firm against any increase for one (1) year from the effective date of the Contract.

Price increase requests shall be submitted in writing to the Contract Lead, which shall include the reason(s) for the request and contain supporting documentation for the need. Price increases will be negotiated and agreed to by both the State and Vendor in advance of any price increase going into effect. The State is not obligated to accept pricing adjustments or increases and reserves the right to accept or reject them in part or in whole. Price de-escalation or decreases may be requested by the State at any time.

It is understood and agreed that orders will be shipped at the established Contract prices in effect on the date an order is placed. Invoicing that deviates from this provision may result in Contract to cancellation.

6.8 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be made through the contract administrator.

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS A, D, E, F & G WITH YOUR RESPONSE
 FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT THAT INCLUDES A LINKED ADDRESS

ATTACHMENT A: PRICING FORM

Complete and return the Pricing associated with this IFB, which can be found in the tables below:

Type of Bin/Container	Rental/Lease Cost PER _____ (if applicable)	On-Site Pickup, Collection, Destruction, Disposal Cost per Service Trip	Off-Site Pickup, Collection, Destruction, Disposal Cost per Service Trip
Executive Bin			
65 Gallon Bin			
95 Gallon Bin			
Small Executive Bin			

Type of Bin/Container	Price for special, extra, un-scheduled pickups (On-Site)	Price for special, extra, un-scheduled pickups (Off-Site)
Executive Bin		
65 Gallon Bin		
95 Gallon Bin		
Small Executive Bin		

Other Costs (if applicable)

Type of Bin/Container	Price for special, extra, un-scheduled pickups (On-Site)	Price for special, extra, un-scheduled pickups (Off-Site)
Executive Bin		
65 Gallon Bin		

95 Gallon Bin		
Small Executive Bin		

For all costs noted in the "Other Costs" table, a clear description of each cost listed MUST be included in the IFB when submitted. Failure to provide a complete description of other costs may result in your being rejected due to non-responsiveness. If Vendor needs additional lines than what is provided in the "Other Costs (if applicable)" table, Vendor may attach a separate page, clearly marked as "Other Costs" and included as part of ATTACHMENT A.

Price Modification: Prices must remain firm for the entire contract period of one year from the start date of the contract. Central Piedmont may, at its sole discretion, accept, deny, negotiate or re-solicit any request for price increases at appropriate time. Under no circumstances will Central Piedmont accept any additional surcharges such as fuel or other related costs or fees not reported on this pricing sheet that would alter the contract price.

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ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_North-Carolina-General-Terms-and-Conditions_11.2021.pdf

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_HUB-Supplemental-Vendor-Information_9.2021.pdf

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Location-of-Workers_09.2021.pdf

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Certification-of-Financial-Condition_09.2021.pdf

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ATTACHMENT H: BIN LOCATIONS AND CAMPUS ADDRESSES

CAMPUS	Executive Bin	65 Gallon Bin	95 Gallon Bin	Small Executive Bin
CENTRAL				
Norman				
First Floor - Room 198 (Elevator Lobby)			1	
Second Floor - Room 213	1			
Third Floor - Room 311	1			
Pitts				
Second Floor - Room 210			1	
Second Floor - Room 208			1	
Overcash				
First Floor - Room 130	1			
Second Floor - Room 210	1			
Second Floor - Room 215	1			
Second Floor - Room 245A	1			
Second Floor - Room 257	1			
Third Floor - Room 303	1			
Sloan-Morgan				
First Floor - Room 133	1			
TA Building/Worrell				
First Floor - Room 1129	1			
Levine Information Technologies				
First Floor - Room 1140	1			
Fourth Floor - Room 4131	1			
Fourth Floor - Room 4118		1		
Fifth Floor - Room 5100	1			
New Advance Tech Center				
First Floor - Room 1178	1			
Second Floor - Room - 3107A	1			
Fifth Floor - Room 5124	1			
Fifth Floor - Room 5168	1			
Culinary Arts Bldg.				

Lower Level - Room 125	1			
Central High				
First Floor - Room 100	1			
First Floor - Room 102	1			
First Floor - Room 110	1			
First Floor - Room 112	1			
First Floor - Room 120	1			
First Floor - Room 122	1			
Second Floor - Room 210	2			
Second Floor - Room 212	1			
Second Floor - Room 226A	1			
Second Floor - Room 227	1			
Second Floor - Room 231		2		
Second Floor - Room 235	1			
Second Floor - Room 244	1			
Second Floor - Room 252	2	1		
Third Floor - Room 351	1			
Third Floor - Room 360	1			
Third Floor - Room 316	1	1		
Third Floor - Room 323A				
Third Floor - Room 323I	1			
Third Floor - Room 333M		1		
Giles				
Second Floor - Corr. 286	1			
Third Floor - Corr. 385	1			
Fourth Floor - Corr. 485	1			
North Classroom Bldg.				
First Floor - Room 110	1			
First Floor - Room 114	1			
First Floor - Room 1111	1			
First Floor - Room 1126	1			
First Floor - Room 1130	1			
Second Floor - Room 2106	1			
Second Floor - Room 2128	1			
Third Floor - Room 3111	1			
Third Floor - Room 3130	1			
Fourth Floor - Room 4108	1			
Fifth Floor - Room 5125	1			
Citizens Bldg.				

First Floor - Corr. 136		1	1	
Charlottetowne Office Bldg.				
First Floor - Room 114	1			
Elizabeth Classroom Bldg.				
Second Floor - Room 2132	1			
Fourth Floor - Room 4136	1			
Health Careers Bldg.				
First Floor - Room 1105	1			
First Floor - Room 1106	1	1		
Third Floor - Room 3121	1			
Third Floor - Room 3545		2		
Facility Services				
First Floor - Room 108	1			
First Floor - Room 114	1			
First Floor - Room 120	1			
First Floor - Room 150		1		
Second Floor - Room 211	1			
Student Deck 2				
Level 1 - Room 103	1			
Professional Development Bldg.				
Second Floor - Room 208		1		
Third Floor - Cor. 365	1			
4th St. Office Bldg.				
First Floor - Work Room 105	1			
Second Floor - Room 204	1			
Sommers Bldg.				
First Floor - Lobby 181	2			
Second Floor - Room 210				1
Second Floor - Room 240	1			
Disher Bldg.				
First Floor - Elevator Lobby	1			
Second Floor - Elevator Lobby	1			
Third Floor - Elevator Lobby	1			
Old ATC/Old Library				
First Floor - Room 100	1			
Parr Bldg.				
First Floor - Corridor/C1000	1			
First Floor - Information Desk/ D1100	1			
First Floor - Library/ 1200	1			

Second Floor - Offices/ 2000E				
Second Floor - Student Lounge/ C2030	1			
Second Floor - Academic Learning/ 2130	1			
Second Floor - Computer Lab/ C2250	1			
Second Floor - Advising & Transfer/ 2101	1			
Third Floor - Study Area/ C3100	1			
Third Floor - Welcome Hub/ Lobby	1			
Third Floor - C3100 Study Area Near 3220	1			
Third Floor - Room 3250			1	
Ground Floor - Welcome Hub/ Lobby	1			
Ground Floor - Student Svcs/0050 Offices	1			
CATO				
Cato 1				
First Floor - Room 122			1	
First Floor - Room 192			1	
Second Floor - Room 216	1			
Second Floor - Room 230			2	
Cato III				
Second Floor - Room 220	1			
Third Floor - Room 310	1			
MERANCAS				
CJ Belk				
First Floor - Work Room 1103	1			
Claytor				
First Floor - Work Room 1112	1			
Transportation				
First Floor - Room 122 (Suite)	1			
CDL Bldg				
Office Suite - Room 101	1			
HARRIS				
Harris 1				
First Floor - Room 1102	1			
First Floor - Room 1114	1			
First Floor Room 1212	1			
Second Floor - Room 2203	2			
Harris 2				
First Floor - Suite 1111	1			
Second Floor - Room 2170			2	

HARPER				
Harper Main				
First Floor - Room 106 (near MFP)			1	
Third Floor - Room 352A			1	
Third Floor - Room 368			1	
Harper IV				
Second Floor - Near Room 219			1	
Fourth Floor - Hallway near Elevator 400			1	
LEVINE				
Levine I				
Second Floor - Room 2139			1	
Second Floor - Room 2220	1			
Second Floor - Room 2204	1			
Levine II				
Second Floor - Room 2310	1			
Second Floor - Room 2402			1	
Second Floor - Room 2456	1			
Third Floor - Room 3310			1	
Third Floor - Room 3402			1	
Levine III				
First Floor - Room 1616			1	
Second Floor - Room 2603	1			
Third Floor - Room 3646			1	
Joe Hendrick				
First Floor - Room 1102	1			
Total Bins: 135	101	12	21	1

CAMPUS ADDRESSES:

CATO CAMPUS
8120 Grier Road, Charlotte, NC 28215

CENTRAL CAMPUS
1325 East 7th Street, Charlotte, NC 28204

HARPER CAMPUS
315 West Hebron Street, Charlotte, NC 28273

HARRIS CAMPUS
3210 CPCC Harris Campus Drive, Charlotte, NC 28208

LEVINE CAMPUS
2800 Campus Ridge Road, Matthews, NC 28105

MERANCAS CAMPUS
11920 Verhoeff Drive, Huntersville, NC 28078

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****