

STATE OF NORTH CAROLINA

Fayetteville State University

Request for Proposal #: 58-RFP250015

Laundry Room Equipment Leasing Solution

Date Issued: March 31, 2025

Direct all inquiries concerning this RFP to:

Victoria McAllister, Chief Procurement Officer

Email: [purchasing@uncfsu.edu](mailto:purchasing@uncfsu.edu)

Phone: (910) 672-1082

# STATE OF NORTH CAROLINA

## Request for Proposal #

**58-RFP250015**

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For internal State agency processing, including tabulation of proposals, 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 proposal.  
Failure to do so may subject your proposal to rejection.**

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Vendor Name

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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**  
**Fayetteville State University**

Refer <u><b>ALL</b></u> Inquiries regarding this RFP to: <b>Victoria McAllister</b> <b>purchasing@uncfsu.edu</b>	Request for Proposal # <b>58-RFP250015</b>
	Proposals will be publicly opened on <b>May 2, 2025</b> via MS Teams. See <b>Section 2.4 RFP Schedule</b> for details.
Using Agency: <b>Fayetteville State University</b>	Commodity No. and Description: <b>4711000-Industrial laundry and dry-cleaning equipment</b>
Requisition No.: <b>To be determined after award.</b>	

**EXECUTION**

In compliance with this Request for Proposal (RFP), 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 proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- that 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 proposal, 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 RFP, 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 Contract; 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 RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees or agents of Vendor's organization.

By executing this proposal, 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 proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals cannot 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:	E-MAIL:

Proposal Number: 58-RFP250015

**VALIDITY PERIOD**

Offer shall be valid for at least sixty (60) days from date of bid opening, unless otherwise stated here: \_\_\_\_\_ 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 RFP.

**ACCEPTANCE OF PROPOSAL**

If your proposal is accepted, all provisions of this RFP, 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 Fayetteville State University)

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## 1.0 PURPOSE AND BACKGROUND

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Fayetteville State University desires to solicit proposals from experienced suppliers to furnish all labor, equipment, and supervision necessary to furnish and maintain laundry rooms and corresponding services for on-campus residence halls and apartments. Fayetteville State University desires a premier, customer-friendly laundry program for its residents. The University prioritizes vendors with proven experience in higher education and a commitment to meeting the daily laundry needs of on-campus residents. Proposals should include innovative solutions that contribute to the overall quality of student life and align with FSU's institutional goals.

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

### 1.1 CONTRACT TERM

The Contract shall have an initial term of three (3) years, beginning on the date of final Contract execution (the "Effective Date") or August 1, 2025, whichever is later.

At the end of the Contract's initial term, the State reserves the sole discretion to renew the Contract for up to two (2) additional one-year terms under the same terms and conditions. The State will give the Vendor written notice of its intent to exercise each option no later than 60 days before the end of the Contract's then-current term. In addition, the State reserves the right to extend a contract term after the last active term.

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

## 2.0 GENERAL INFORMATION

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### 2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP 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 does not apply to this solicitation. See 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 RFP 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 RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.


If Vendors have questions or issues regarding any component within this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL 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 RFP 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 proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal 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 RFP 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 through negotiation 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 proposal as nonresponsive.

## 2.4 RFP SCHEDULE

The table below outlines the anticipated schedule for this RFP. While the State will make every effort to adhere to this schedule, they are subject to change at the State's discretion.

Event	Responsibility	Date and Time
Issue RFP	State	March 31, 2025
Hold - Optional Site Visit	State	April 15, 2025 <i>(details in Section 2.5 Site Visit)</i>
Submit Written Questions	Vendor	April 21, 2025 by 5:00 pm ET
Provide Responses to Questions	State	April 28, 2025 by 5:00 pm ET
Submit Proposals	Vendor	May 2, 2025 by 11:00 am ET
Virtual Public Bid Opening	State	<p>May 2, 2025 at 11:30 am ET</p> <hr/> <p><b>Microsoft Teams</b> <a href="#">Need help?</a>  <a href="#">Join the meeting now</a>  Meeting ID: 268 509 918 564  Passcode: Z5HS2DT7</p> <hr/> <p><b>Dial in by phone</b>  <a href="#">+1 910-491-9484,,630258879#</a> United States, Fayetteville  <a href="#">Find a local number</a>  Phone conference ID: 630 258 879#  <b>Join on a video conferencing device</b>  Tenant key: <a href="mailto:uncfsu@m.webex.com">uncfsu@m.webex.com</a>  Video ID: 112 083 270 3  <a href="#">More info</a>  For organizers: <a href="#">Meeting options</a>   <a href="#">Reset dial-in PIN</a></p>  <p><a href="#">Org help</a>   <a href="#">Privacy and security</a></p> <hr/>
On-Campus Interviews <i>(if needed)</i>	State	Week of May 5, 2025
Contract Award	State	TBD



## 2.5 SITE VISIT

### Optional Site Visit

Date: April 15, 2025  
Time: 10:00 A.M. E.T  
Location: Fayetteville State University  
Renaissance Hall  
Conference Room 200  
Fayetteville, NC 28301  
Contact #: 910-672-1082

Notes: Site visit details to be shared with interested responding teams by April 11, 2025 at 1:00pm ET

**Instructions:** Vendor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. A non-mandatory site visit is scheduled for this RFP. Submission of a proposal shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this RFP.

Vendor is cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP and any resulting contract.

The purpose of this visit is for all prospective Vendors to apprise themselves with the conditions and requirements which will affect the performance of the work called for by this RFP. Vendors shall stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this RFP.

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP and any resulting contract.

## 2.6 INTERVIEW

RFP Respondents may be required to participate an in-person or Zoom interview with Fayetteville State University leadership during the week of April 28, 2025, before the Evaluation Process outlined in Section 3.3 Proposal Evaluation Process. The interview format, date, and time will be communicated via email at least three (3) business days in advance. The Fayetteville State University team will work in good faith to accommodate the respondents' schedules, but availability cannot be guaranteed. Interviews are expected to last 30-60 minutes.

Interviewing teams are encouraged, but not required, to prepare a brief presentation and discussion for University Leadership that describes why their proposal provides the University with the best value, as outlined in Section 3.4 Evaluation Criteria. At least 10 minutes of interview time should be reserved for Q&A. If interviews are not deemed necessary by the University, the Evaluation Process outlined in Section 3.3 Proposal Evaluation Process, will proceed without them.

## 2.7 PROPOSAL QUESTIONS

Vendors may submit questions to clarify or interpret the RFP ensure they provide the most competitive proposal. All questions must be submitted by the "Submit Written Questions" deadline listed in the RFP SCHEDULE Section unless modified by an addendum.

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Written Questions shall be e-mailed to [purchasing@uncfsu.edu](mailto:purchasing@uncfsu.edu) by specified deadline. Vendors will enter “RFP #58-RFP250015: Questions” as the subject for the email.

Each question submission must reference the relevant RFP section and follow the format outlined below:

Reference	Vendor Question
RFP 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 RFP. 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 RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

## 2.8 PROPOSAL 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 proposal has been received as described in this RFP by the specified time and date of closing. The date and time of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal submission deadline will be rejected. **Attempts to submit a proposal via facsimile (FAX) machine, telephone, email or physical mail in response to this RFP shall NOT be accepted.**

All proposals must be submitted electronically via Bonfire using the following link:

<https://uncfsu.bonfirehub.com/portal/?tab=openOpportunities>

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal in the space provided via Bonfire. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

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

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

## 2.9 PROPOSAL CONTENTS

Vendors shall complete all required attachments of this RFP, providing all requested information and including an authorized signature where applicable. Failure to provide all required items, or Vendor’s submission of incomplete items, may result in the State rejecting Vendor’s proposal, in the State’s sole discretion.

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

a) **Cover Letter** – Must include:

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- a. A statement that confirms that the Vendor has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP
  - b. A statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein
  - c. Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) **Title Page** – Must include:
- a. Company name, address, phone number and authorized representative details
  - b. The Proposal Number.
- c) **Completed and signed EXECUTION PAGES**, along with the body of the RFP.
- d) **Signed receipt pages of any addenda**, if required.
- e) **Vendor's Proposal**, addressing all Specifications of this RFP. ***See Section 5.0 Specification Details.***
- f) **Completed Version of:**
- a. ATTACHMENT A: PRICING
  - b. ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
  - c. ATTACHMENT E: CUSTOMER REFERENCE FORM
  - d. ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
  - e. ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
  - f. ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING, if applicable

## **2.10 ALTERNATE PROPOSALS**

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal **#58-RFP250015** [for 'name of Vendor']". Each proposal 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 proposal. Each proposal must be complete and independent of other proposals offered.

## **2.11 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

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

## **3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS**

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### **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 qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to a single Vendor for all line items 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 RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

If a Vendor selected for award is determined by the State to be a non-resident of North Carolina, all responsive proposals will be reviewed to determine if any of them were submitted by a North Carolina resident Vendor who requested an opportunity to match the price of the winning proposal, pursuant to Executive Order #50 and G.S. 143-59 (for more information, please refer to ATTACHMENT H: VENDOR REQUEST FOR EXECUTIVE ORDER #50 PRICE MATCHING. If such proposals(s) are identified, the State will then determine whether any such proposal falls within the price-match range, and, if so, make a Contract award in accordance with the process that implements G.S. 143-59 and Executive Order #50.

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

### **3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION**

While this RFP 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 proposal to this RFP, 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 proposal 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 RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

### **3.3 PROPOSAL EVALUATION PROCESS**

Only responsive submissions will be evaluated.

#### **The State will conduct a One-Step evaluation of Proposals:**

Proposals must be submitted in accordance with the method outlined in the PROPOSAL SUBMITTAL section.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract. 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 RFP SCHEDULE Section above, unless modified by Addendum, the proposal 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. If negotiation is anticipated, 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 proposal. Vendors are cautioned, however, that the evaluators are not

required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the electronic Vendor Portal (eVP), <https://evp.nc.gov>, under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal 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 EVALUATION CRITERIA

**BEST VALUE:** "Best Value" procurement methods are authorized by N.C.G.S. §§143-135.9 and 143B-1350(h). The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance. The intent of "Best Value" procurement is to enable Vendors to offer and the Agency to select the most appropriate solution to meet the business objectives defined in the solicitation and to keep all parties focused on the desired outcome of a procurement.

A ranking method of source selection will be utilized in this procurement using evaluation criteria listed in order of importance in the Evaluation Criteria section below to allow the State to award this RFP to the Vendor(s) providing the Best Value and recognizing that Best Value may result in award other than the lowest price or highest technically qualified offer. By using this method, the overall ranking may be adjusted up or down when considered with, or traded off against, other non-price factors.

**EVALUTION METHOD:** Narrative and by consensus of the evaluation committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State.

All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:

1. Vendor Technical Approach
  - a. Overall service approach
  - b. Proposed Equipment:
    - i. Energy Savings
    - ii. Ease of Use
    - iii. Size of Load
  - c. Laundry Room Improvements & Value Added (as outlined in the technical section of the proposal)
  - d. Student engagement initiatives, including promotional and educational Activities
2. Vendor Qualifications
  - a. Company Overview
  - b. Personnel
3. Vendor Experience
  - a. Experience with Higher Education clients (see Section 4.9 for more information)
4. Pricing
  - a. Pricing evaluation will be based on costs outlined in Attachment A: Pricing
  - b. Consideration will include all itemized cost and unit pricing, as specified in footnotes of Attachment A: Pricing.

### **3.5 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 RFP, 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

### **3.6 INTERPRETATION OF TERMS AND PHRASES**

This RFP 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 proposals 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 RFP. Except as specifically stated in the RFP, 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 proposal in its entirety.

## **4.0 REQUIREMENTS**

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This Section lists the requirements related to this RFP. By submitting a proposal, 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 RFP. If a Vendor is unclear about a requirement or specification or believes a change in a requirement would allow for the State to receive a better proposal, the Vendor is encouraged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

### **4.1 PRICING**

Proposal 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 proposal.

### **4.2 TRANSPORTATION AND IDENTIFICATION**

The Vendor shall deliver Free-On-Board (FOB) Destination to any requested location within the State of North Carolina with all transportation costs and fees included in the total proposal price.

When an order is placed using a purchase order, the purchase order number shall be shown on all packages and shipping manifests to ensure proper identification and payment of invoices. If an order is placed without using a purchase order, such as via phone, the Buyer's name shall be show on all packages. A complete packing list shall accompany each shipment. Vendors shall not ship any products until they have received an order.

### **4.3 DELIVERY AND INSTALLATION**

The Vendor shall deliver Free-On-Board (FOB) Destination to the following location(s):

**Fayetteville State University**

1200 Murchison Road

Fayetteville, NC 28301

*Please note delivery shall be made to multiple locations as specified within section*

Vendor shall complete delivery within 7 (seven) consecutive calendar days after receipt of purchase order.

For completion by Vendor: Delivery will be made from \_\_\_\_\_ (city, state) within \_\_\_\_\_ consecutive calendar days after receipt of purchase order. Promptness of delivery may be used as a factor in the award criteria.

Delivery shall not be considered to have occurred until installation has been completed. Upon completion of the installation, the Vendor shall remove and properly dispose of all waste and debris from the installation site. The Vendor shall be responsible for leaving the installation area clean and ready to use.

#### **4.4 AUTHORIZED RESELLER**

The Vendor shall be authorized by the manufacturer to distribute or resell the products and/or maintenance offered in this RFP. The Vendor shall provide a signed statement from the manufacturer confirming authorization upon request from the agency. Failure to provide this statement shall constitute sufficient grounds for rejection of Vendor's offer, at the discretion of the State.

Vendor is the: ☐ Manufacturer ☐ Dealer ☐ Reseller ☐ Distributor

Authorized: ☐ Yes ☐ No Attached Manufacturer's Authority: ☐ Yes ☐ No

#### **4.5 WARRANTY**

Manufacturer's standard warranty shall apply. Vendors shall include a copy of the manufacturer's standard warranty with the proposal response.

#### **4.6 MAINTENANCE OPTION**

Following expiration of the above warranty, Vendor, or its third-party service provider, shall maintain the system specifications and performance level in accordance with the manufacturer's published specifications and those of this RFP. Maintenance shall include all parts, remedial maintenance labor, travel and living expenses incurred. Except as specifically provided for elsewhere herein, coverage shall be at least for 8:00 am to 5:00 pm, Monday through Friday, except State recognized holidays and shall include a minimum of two (2) preventive and safety maintenance inspections per year. The State shall have the option to accept the maintenance coverage in this paragraph at the price offered in ATTACHMENT A: PRICING of this RFP, if applicable.

#### **4.7 DESCRIPTIVE LITERATURE**

##### **DESCRIPTIVE LITERATURE/CERTIFICATION**

Each proposal shall be accompanied by complete descriptive literature, specifications, certifications, and all other pertinent data necessary for thorough evaluation of the item(s) offered and sufficient to determine compliance of the item(s) with the specifications. Failure to include such information shall be a sufficient basis for rejection of the proposal.

#### **4.8 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 RFP 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.

## **4.9 VENDOR EXPERIENCE**

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

## **4.10 REFERENCES**

Vendors shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which your company has supplied the exact model of equipment offered. The State may contact these users to determine quality level of the offered equipment; as well as but not limited to user satisfaction with Vendor performance. Information obtained may be considered in the evaluation of the proposal.

## **4.11 VENDOR'S REPRESENTATIONS**

If the proposal 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.

## **4.12 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 the ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential performance issues from Contracting with a Vendor that is financially unstable. This Certification shall be deemed continuing, and 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.

## **4.13 AGENCY INSURANCE REQUIREMENTS MODIFICATION**

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☒ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☐ Contract value in excess of \$1,000,000.00

B. The Purchasing Agency has conducted a risk assessment and determined that certain default coverage provisions in the North Carolina General Terms and Conditions, paragraph entitled *Insurance*, should be increased from the minimums stated. Increased or additional insurance coverage amounts for this Solicitation are as follows. Coverages not changed here remain as stated in the General Terms and Conditions.



## 5.0 PRODUCT SPECIFICATIONS AND SCOPE OF WORK

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### 5.1 GENERAL

Fayetteville State University desires to solicit proposals from experienced suppliers to furnish all labor, equipment, and supervision necessary to furnish and maintain laundry rooms and corresponding services for on-campus residence halls and apartments. Fayetteville State University desires a premier, customer-friendly laundry program for its residents. The University prioritizes vendors with proven experience in higher education and a commitment to meeting the daily laundry needs of on-campus residents. Proposals should include innovative solutions that contribute to the overall quality of student life and align with FSU's institutional goals.

### 5.2 SPECIFICATIONS

#### A. Overview:

**Laundry Services Contract Overview:** Fayetteville State University seeks to establish a state-of-the-art, customer-focused laundry services program for its on-campus residence halls and apartments. The program must provide modern, well-maintained laundry facilities with high-quality equipment in a comfortable, user-friendly environment.

Currently, the University's Residence Life laundry program includes 50 washers and 50 dryers (see Section VI. Appendix: A. Equipment List); however, this number may change during the contract term, with per-machine fees based on actual number of units in service. The Offeror shall:

- Analyze existing usage and recommend additional machines where needed, subject to University approval
- Propose enhancements to improve the student experience within existing facilities
- Exclude staff-use laundry units, which are not covered under this contract.

The laundry program must be an asset to campus life, enhancing the overall residential experience. The successful vendor must demonstrate a commitment to:

- Meeting immediate service needs
- Supporting long-term enhancements through facility improvements
- Engaging students through promotional activities within residence hall laundry rooms.

**Existing Infrastructure & Service Requirements:** FSU's residence hall capacity is 1,550 students, with laundry access provided via common-area laundry rooms and in-room apartment laundry (only within Renaissance Hall). The vendor must ensure that laundry services remain in current locations, operate without major service disruptions, and be fully functional by August 1, 2025. Fayetteville State University will provide information to the successful Offeror to help facilitate the priority areas for installation. Fayetteville State University will provide and maintain utility service (water, sewer, electric, and gas) to the best of its ability.

**New Residence Hall Integration:** In Fall 2025, FSU will open a new residence hall with 331 semi-suite beds, featuring shared laundry facilities. The successful Offeror must:

- Include a proposal for accommodating laundry services in this facility, aligned with current facility plans
- Refer to Appendix I: NEW RESIDENCE HALL LAUNDRY PLAN for additional details.

#### B. Specifications/Requirements for Equipment:

1. The successful Offeror shall be responsible for delivery, receiving, storage, and security of all equipment, parts, and laundry room supplies provided under the terms of an agreement resulting from this solicitation. All laundry units shall be delivered, installed, and running by August 1, 2025 to ensure timely delivery for student arrival later in the month.
2. Where the style of machine is applicable, Fayetteville State University's standard of quality shall be the Speed Queen Quantum Top End Loader. All equipment shall meet or exceed the quality standards of the Speed Queen commercial type, heavy duty, 60 cycles, 120 volts/208 volts, underwriter's laboratory (UL) and rated with water and/or energy usage.

3. Washers and dryers shall be simple to operate; operational instructions shall be conspicuously and all-actively posted in each laundry room. The laundry equipment shall be of adequate size, capacity, and proven efficiency for the intended use.
4. All equipment must be reviewed and approved in advance, in writing, by Fayetteville State University prior to installation. Laundry equipment shall be matching (same color and type) at all locations and shall be the same height to give uniformity of appearance. Any variations from this requirement must be approved by Fayetteville State University prior to acquisition and installation.
5. All laundry equipment shall be new and of the current year's manufacture. Equipment should provide for multiple temperatures and fabric settings, as well as a digital display of time remaining. All replacement machines needed during the period of performance under this contract shall be of the same age or newer than existing machines. Equipment should be top loading except where ADA machines are required.
6. In rooms with 3 or fewer washing machines are provided, at least one shall be front load to comply with ADA. In rooms where there are 3 or more washers, at least 2 will be front load to comply with ADA. This does not include in-room laundry in apartments. If a machine needs a base or some other adjustment in order to be ADA compliant, provide details.
7. All machines must be clearly and boldly labeled indicating individual machine numbers for easy call-in reference.
8. The successful Offeror will assume responsibility for any and all costs required for transition. Proposals should include the Offeror's approach to installations and the speed with which machines can be delivered and installed. All machines must be delivered and installed by August 1, 2025.
9. The successful Offeror shall provide and designate a primary service technician for the FSU campus that is experienced and prepared to deliver service as needed to the successful Offeror's equipment as needed. The service technician shall be easily accessible by the University Facilities team in order to ensure timely repair of all machines.
10. The successful Offeror shall be fully responsible for the total laundry service (except for provision of space, utilities, and routine housekeeping) including service, repair and maintenance (regardless of cause), parts, vandalism, costs associated with access to campus (i.e. ID cards, vendor parking permits) and insurance.
11. The successful Offeror shall provide and maintain machines such that continuous laundry service is always available to Fayetteville State University students and customers. Fayetteville State University reserves the right to require that machines be removed, replaced, or that additional machines be installed at existing or new locations at its sole discretion. Fayetteville State University shall provide, in-writing, any requests for machines to be removed, replaced, or added to existing or new locations. The Offeror shall acknowledge this request within 10 business days.
12. Upon contract expiration or cancellation, the successful Offeror shall remove all of its property from Fayetteville State University no later than the last effective date of the current Offeror's contract. Time and date of equipment removal will be as determined by Fayetteville State University. The successful Offeror shall leave all areas clean and free of potential hazards as a result of equipment removal. These hazards are to include, but not limited to, trip hazards, water, sewer, electric, and gas hazards.

## **B. Technology**

1. Fayetteville State University provides an included laundry program, whereby students may use the washers and dryers on an unlimited basis. Laundry equipment does not require the use of coins or Bronco One card. Fayetteville State University, therefore, requires a flat rate to be quoted per machine per month. Based on the rate per machine per month multiplied by twelve months, bills will be submitted to Fayetteville State University semi-annually on January 1 and July 1 of each year.
2. Speed Queen Quantum alert system technology is an online laundry monitor that allows users to check the status of machines at any time. Speed Queen Quantum alert system technology shall include:
  - a. Governed laundry, providing an in-app laundry allowance.
  - b. Up-to-the-minute machine availability and notifications for when your cycles are complete.
  - c. Automatic service reporting notifications
  - d. Text alerts

- e. Laundry machines will send a message notification to users when the wash/dry cycle is complete. Access laundry alert via web or download the iOS or Android app.
  - f. The University is open to alternate apps or technology that provides better services or a more seamless user interface. Shall Speed Queen Quantum not be the preferred technology provider, please outline within your response the alternate technology platform, experience with the platform, and benefits.
3. Successful Offeror will provide the following:
  - a. Provide an app-based laundry alert technology for each piece of equipment to be used by Fayetteville State University students and customers.
  - b. Install all necessary wiring between each washer and dryer and the laundry alert technology.
  - c. Provide Fayetteville State University with the link to the website/app and contact information for the technology representative for any issues or questions. It is the expectation of the University that the Offeror maintain all relationships with the technology provider for a seamless student experience.
  - d. Post new laundry alert instruction signs for each laundry room
4. Financial:
  - a. Successful Offeror will invoice Fayetteville State University semi-annually. Invoicing frequency will be identical to invoicing for the units; January 1 and July 1 of each year.

#### **C. Facilities**

1. Upon award of agreement, the successful Offeror must be prepared to assess immediately and recommend within 15 business days changes to the existing utilities necessary to accommodate new equipment.
2. The successful Offeror shall not make any alterations, erect or place signs, or modify the existing laundry facilities without prior permission from Fayetteville State University's designee.
3. Tables in sufficient quantities (space permitting) or other similar workspaces suitable for sorting and folding of clothing shall be provided and shall be compatible in design, finish, and quality of washers and dryers. Design shall be approved by Fayetteville State University prior to installation.

#### **D. Service**

1. The successful Offeror shall furnish on-call maintenance service (via a 1-800 number and email) with a maximum response time of seven business hours after a telephone notification, excluding weekends and holidays for all routine and emergency calls.
2. The successful Offeror shall provide maintenance and repair service five days a week, and seven days per week for emergencies, as needed.
3. The successful Offeror shall, at all times, maintain an adequate staff of operational personnel for timely and competent maintenance of the equipment provided as well as administrative support and preventive maintenance and maintain good standing relationships with all third parties.
4. The State and successful Offeror shall collaborate during the installation process to determine lines of demarcation and responsibility of machine components, including but not limited to, electrical lines, piping, exhaust vents, and gas lines. Upon successful determination of lines of demarcation, successful Offeror shall maintain all components they are deemed responsible for and fix any responsible components at Offerors cost.
5. All employees of the successful Offeror assigned to the campus shall be attired in uniform and have prominently displayed name tags and identification.
6. All personnel of the successful Offeror shall observe all campus traffic and parking regulations.
7. Fayetteville State University will not be responsible for losses caused by utility outages.
8. Fayetteville State University will be responsible for daily housekeeping in the laundry room area, including the cleaning of walls, floors, windows, doors, and other surfaces, including the laundry machines, tables, and other University provided items in the laundry facilities.
9. Fayetteville State University will be responsible for the removal of trash and rubbish from the laundry room areas.

#### **E. Preventive Maintenance**

1. Successful Offeror will respond to trouble calls and do preventive maintenance services throughout the academic year and annually in the Summer when the on-campus student population is minimal.
2. Insurance and Insurability - Successful Offeror must provide proof of insurance and insurability. Fayetteville State University will require the contractor to maintain at its own cost:
  - a. Comprehensive general liability insurance, endorsed to include blanket contractual liability, in amounts not less than one million dollars combined single limit.
  - b. Successful Offeror is responsible for property insurance for all equipment owned by the successful Offeror used or stored on University property.

### 5.3 TECHNICAL APPROACH

The Vendor's proposal must clearly outline its approach to delivering the Scope of Work requirements. Proposals should be presented in narrative and/or graphical format and must include:

- A detailed description for each task and deliverable.
- A timeline for completing each deliverable.
- A structured approach to meeting contract requirements and service expectations. All specifications included in Section 5.2: Specifications shall be addressed and included in the final contract with the State.

### 5.4 CERTIFICATION AND SAFETY LABELS

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

## 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.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

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 (define roles and responsibilities).

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

## 6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet virtually on a bi-weekly schedule and in-person on a quarterly basis with the State for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

## 6.3 CONTINUOUS IMPROVEMENT

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

## 6.4 ACCEPTANCE OF WORK

Performance of the work and 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.

Acceptance of work products shall be based on the following criteria:

- All contracted washers, dryers, and associated technology (to include features) must be installed, and operational, at the onset of any resulting contract.
- Said services and equipment must achieve an average of 98% operational status for any given billing cycle
- No more than a total of 10% of washer, dryers, or technological features to be down at any particular point during a billing cycle without being scheduled and approved by FSU contract administrator in writing.
- Service calls and tickets must be addressed within 24 hours of said ticket/call being submitted, and/or within 1 business day if a service technician onsite repair is needed.
- Any broken, or out-of-service, washer or dryer must be back into operational status or replaced, within 2 business days of being reported as broken or out-of-service

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.

## **6.5 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 line-item information to allow Purchasing Agency to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

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

## **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 PRODUCT RECALL**

Vendor expressly assumes full responsibility for prompt notification to the Buyer listed on the face of this RFP of any product recall in accordance with the applicable state or federal regulations. The Vendor shall support the State, as necessary, to promptly replace any such products, at no cost to the State.

## **6.8 PRICE ADJUSTMENTS**

Prices proposed by the Vendor shall be firm against any increase for 365 days 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.

## **6.9 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.

## 7.0 ATTACHMENTS

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### **\*\*IMPORTANT NOTICE\*\***

**RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE**  
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

#### **ATTACHMENT A: PRICING**

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Complete and return the Pricing associated with this RFP located on page 24.

#### **ATTACHMENT B: INSTRUCTIONS TO VENDORS**

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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**

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

<https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

#### **ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION**

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

<https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

#### **ATTACHMENT E: CUSTOMER REFERENCE FORM**

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

<https://ncadmin.nc.gov/media/15503/open>

#### **ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR**

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

<https://www.doa.nc.gov/pandc/onlineforms/form-location-workers-09-2021/download>

#### **ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION**

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

<https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

#### **ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING**

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Complete, sign, and return the Vendor Request for EO50 Price-Matching, which can be found at the following link:

[https://files.nc.gov/ncdoa/pandc/OnlineForms/Form\\_Vendor-Price-Matching-Opportunity\\_09.2021.pdf](https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Vendor-Price-Matching-Opportunity_09.2021.pdf)

#### **ATTACHMENT I: NEW RESIDENCE HALL LAUNDRY PLAN**

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Please review and use the laundry plan for the new residence hall at your discretion. Found on pages 25-27.

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

**ATTACHMENT A: PRICING (58-RFP240012)**

VENDOR

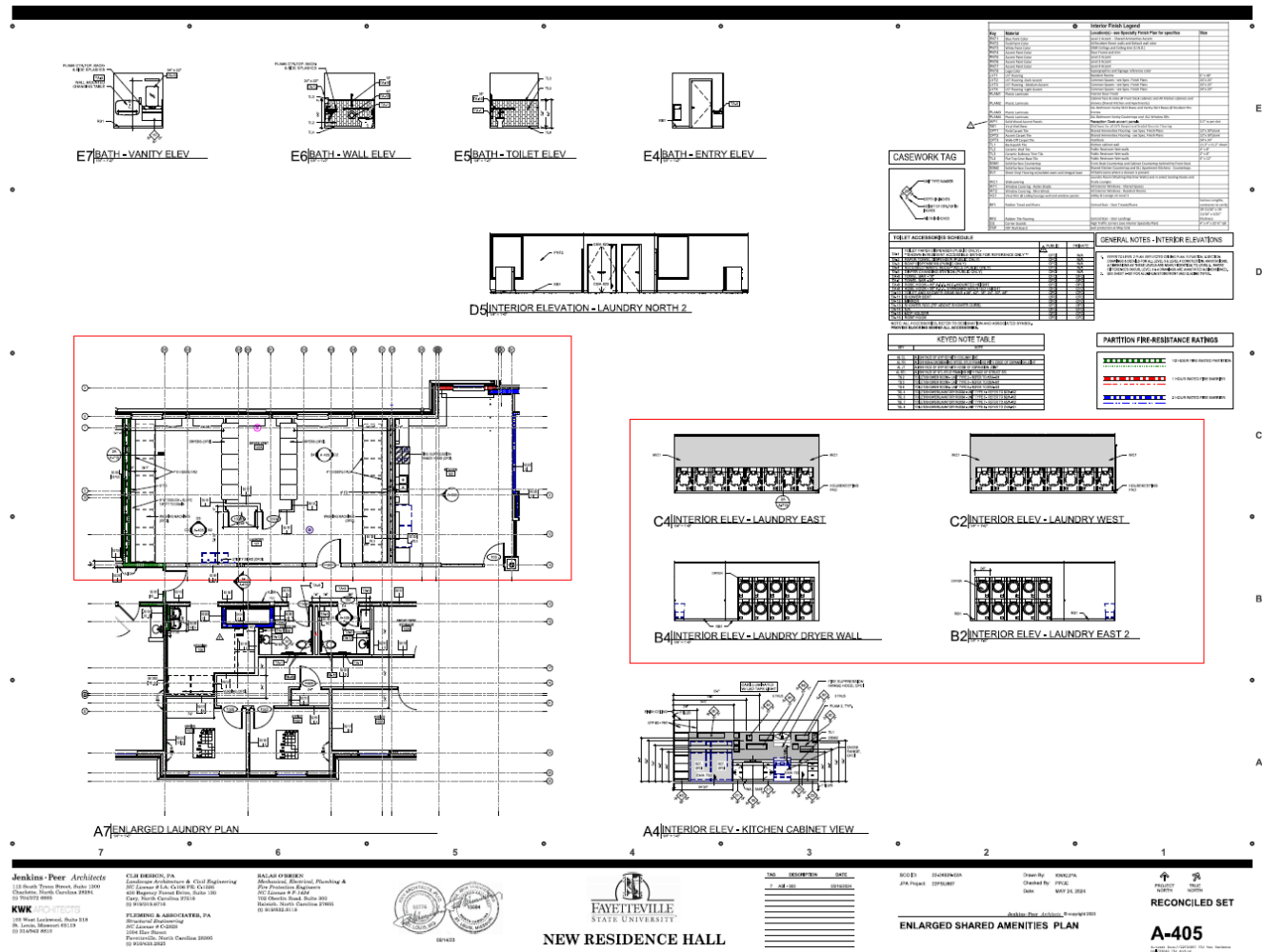
Line Item	Laundry Room Location	Dryer Type	Washers	Dryers	Washer Unit Price*	Dryer unit Price*	Total Cost Per Hall
1	Harris Hall	Electric	6	6			
2	Joyner Hall	Electric Stackable	2	2			
3	Smith Hall	Electric Stackable	3	2			
4	Hood Hall	Electric	2	2			
5	Williams Hall	Electric	1	1			
6	Hackley Honors Hall	Electric Stackable	4	4			
7	New Resident Hall	Electric	8	8			
8	Renaissance Hall	Electric Stackable	10	10			
9	McLeod Hall	Electric	8	8			
10	University Place Apartments	Gas Stackable	10	10			
11	New 331 bed hall to come online Fall 2025 (331 resident capacity)	Electric	See Notes**	See Notes**			
12	Total Cost (Lines 1-11)						

\*Vendor shall provide an itemized cost of all unit prices that includes the fee for technology. This shall be used in determining bill credits in the event services are ever unavailable for extended periods of time.

\*\* The laundry room layout of this hall shall be discussed at a later date; however, the requirements are expected to be included in this award.



ATTACHMENT I NEW RESIDENCE HALL LAUNDRY PLAN (58-RFP250015)



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**FAVETTEVILLE STATE UNIVERSITY**  
NEW RESIDENCE HALL

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	05/10/2024
2	ISSUED FOR PERMIT	05/10/2024

**RECONCILED SET**  
A-405  
ENLARGED SHARED AMENITIES PLAN



ATTACHMENT I NEW RESIDENCE HALL LAUNDRY PLAN (58-RFP250015)

