

**STATE OF NORTH CAROLINA**

**BLUE RIDGE COMMUNITY COLLEGE**

**Invitation for Bid #: 80-BRCC202401**

**Janitorial Services for Blue Ridge Community College**

**Henderson County Campus**

**Date of Issue: May 23, 2024**

**Bid Opening Date: July 10, 2024**

**At 10:00 AM ET**

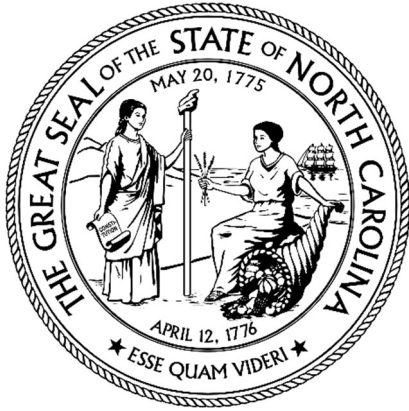
**Direct all inquiries concerning this IFB to:**

Sharon Howell

Purchasing Technician

Email: [sb\\_howell@blueridge.edu](mailto:sb_howell@blueridge.edu)

Phone: 828-694-1711



## STATE OF NORTH CAROLINA

### Invitation for Bid #

**80-BRCC202401**

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>

***Sealed, mailed or Hand Delivered responses ONLY will be accepted for this solicitation.***

<b>STATE OF NORTH CAROLINA</b> <b>Division of Blue Ridge Community College</b>	
<b>Refer <u>ALL</u> Inquiries regarding this IFB to:</b> <b>Sharon Howell, Purchasing Technician</b> <a href="mailto:Sb_howell@blueridge.edu">Sb_howell@blueridge.edu</a> <b>828-694-1711</b>	<b>Invitation for Bid #: 80-BRCC202401</b> <b>Bids will be publicly opened:</b> <b>July 10, 2024 at 10:00 AM</b> <b>Patton Building – Room 167</b> <b>180 West Campus Dr Flat Rock NC 28731</b>
<b>Using Agency: Blue Ridge Community College</b>	<b>Commodity No. and Description: 761115 - General building and office cleaning and maintenance services</b>
<b>Requisition No.:</b>	

### **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:
<b>VENDOR'S AUTHORIZED SIGNATURE*:</b>	<b>DATE:</b>	EMAIL:

**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 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 Blue Ridge Community College)**

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## 1.0 PURPOSE AND BACKGROUND

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The purpose of the IFB is to obtain pricing for and procure a janitorial service for Blue Ridge Community College's Main Campus located in Flat Rock, NC.

### Background:

Blue Ridge Community College (BRCC) custodial department is responsible for providing a safe, healthy, clean and comfortable learning environment for students/faculty/staff/visitors to the campus. BRCC practices sustainable practices in all work areas including cleaning with "green" cleaning techniques and products. Currently, the janitorial service is being done by American Facilities Service Inc. The College provides all of the cleaning supplies to the vendor. This contract will be for the labor only.

Blue Ridge Community College's Henderson County Campus cover 143 acres three miles from Downtown Hendersonville. The campus is made up of a thirteen-building complex that includes more than 358,000 square feet of floor space of classrooms, shops, labs, a library, a learning center, office space and a student activities facility. This contract will provide cleaning service for ten buildings.

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

### 1.1 CONTRACT TERM

The Contract shall have a term of three (3) years, beginning on the date of October 1, 2024.

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 ninety (90) 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. In addition, the State reserves the right to extend a contract term for a period of up to 180 days in 90-day-or-less increments.

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

## 2.0 GENERAL INFORMATION

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### 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	May 23, 2024
Hold Pre-Bid Meeting/Site Visit	State	June 20, 2024
Submit Written Questions	Vendor	June 25, 2024
Provide Response to Questions	State	June 27, 2024
Submit Bids	Vendor	July 10, 2024
Contract Award	State	Approximately 30 days after Bids Submitted

## 2.5 PRE-BID CONFERENCE

### Mandatory Pre-Bid Conference

Date: June 20, 2044  
Time: 1:00 PM Eastern Time  
Location: 180 West Campus Drive  
Room #167  
Flat Rock NC 28731  
Contact #: Sharon Howell 828-694-1711

**Instructions:** It shall be MANDATORY that a representative from each Vendor be present for pre-bid conference. Attendees must arrive promptly All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE PRE-BID CONFERENCE, NOR SHALL THEIR BID BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

**FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR'S BID BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.**

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



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

## 2.6 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 [sb\\_howell@blueridge.edu](mailto:sb_howell@blueridge.edu) by the date and time specified above. Vendors should enter "IFB # **80-BRCC202401**: 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.

## 2.7 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.

### Mailing address for delivery of proposal via US Postal Service or other delivery service

PROPOSAL NUMBER: 80-BRCC202401  
Blue Ridge Community College  
Attn: Sharon Howell  
180 W. Campus Drive  
Flat Rock, NC 28731

**CAUTION:** For bids submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State's Mail Service Center. Vendors are cautioned that bids sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency's purchasing office on the due date in time to meet the bid deadline. All Vendors are urged to take the possibility of delay into account when submitting bids by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a bid via facsimile (FAX) machine, telephone, or email in response to this IFB shall NOT be accepted.**

- a) Submit one (1) signed, original executed proposal response, two (2) signed copies and one (1) un-redacted electronic copy on CD, DVD or flash drive of your proposal simultaneously to the address identified in the table above.

- b) Submit your bid in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the IFB number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Bids are subject to rejection unless submitted with the information above included on the outside of the sealed bid package.
- c) Copies of bid files must be provided on separate read-only CD's, DVD's or flash drives. File contents **shall NOT** be password protected but shall be in .PDF or .XLS format and shall be capable of being copied to other sources.
- d) If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. 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 bid with its bid submission, the Department may release an unredacted version if a record request is received.

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.

## 2.8 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, which must include all of 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) Completed version of ATTACHMENT A: PRICING
- f) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

## 2.9 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.

## **2.10 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.

## **3.0 METHOD OF AWARD AND BID 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 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 the State's eVP website 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

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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, NC Contract Number, Order Date, Buyer’s Order Number, Item 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 shall 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 shall be considered in the evaluation of the Bid.

#### 4.6 BACKGROUND CHECKS

Vendor and its personnel are required to provide or undergo background checks at Vendor's expense prior to beginning work with the State. As part of Vendor background, the following details must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its bid herein or a statement that there are none.

Vendor's response to these requests shall be considered a continuing representation, and Vendor's failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

##### 4.6.1 VENDOR BACKGROUND CHECK AGREEMENT

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the State in order to perform Services under this Contract:

☐ YES ☐ NO

#### 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**

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

### **5.0 SPECIFICATIONS**

The College seeks proposals from qualified, experienced, and sustainable vendors who will partner with the College to provide effective, efficient, environmentally friendly and professional custodial services with minimal interruption to the College's mission. The janitorial services as herein specified shall consist of a complete janitorial service with daily, weekly, monthly, quarterly and annual cleaning services and floor care. BRCC reserves the right to adjust the cleaning schedule due to building closures, semester breaks, programs change, etc.

The following buildings require a bid

The following buildings require a bid:

- Flat Rock Building
  - cleanable square footage: 19,315
  - number of rooms in each building: 50
  - Bathrooms: (2) female gang restrooms, (2) male gang restrooms, (1) unisex restroom
  - Conference rooms: 3
  - Offices: 21
  - Classrooms: 5
- Patton Building
  - cleanable square footage: 73,373
  - number of rooms in each building: 184
  - Bathrooms: (5) female gang restrooms, (5) male gang restrooms, (7) unisex restrooms
  - Conference rooms: 4
  - Offices: 70
  - Classrooms: 21
  - Auditorium: 1
  - Catering Kitchen: 1
- Henderson Building
  - cleanable square footage: 17,918
  - number of rooms in each building: 33

- bathrooms: (2) female gang restroom, (2) male gang restroom
- Conference rooms: 0
- Offices: 6
- Classrooms: 6
- Multi-Use Room: 1
- Exercise Room: 1
- Killian Building
  - cleanable square footage: 27,055
  - number of rooms in each building: 16
  - bathrooms: (1) female gang restroom, (1) male gang restroom, (2) staff unisex restroom
  - conference room: 1
  - offices: 8
  - Classrooms: 1
  - Student Lounge: 1
  - Library: 1
- Technology Education Development Center
  - cleanable square footage: 78,165
  - number of rooms in each building: 126
  - bathrooms: (5) female gang restrooms, (5) male gang restrooms, (8) unisex restrooms
  - Conference rooms: 2
  - Offices: 32
  - Classrooms: 19
  - Auditorium: 1
  - Pre-Event: 1
  - Catering Kitchen: 1
- Spearman Building
  - cleanable square footage: 22,718
  - number of rooms in each building: 64
  - bathrooms: (2) female gang restrooms, (2) male gang restrooms
  - Conference Rooms: 0
  - Offices: 14
  - Classrooms: 11
- Sink Building
  - cleanable square footage: 55,450
  - number of rooms in each building: 117
  - bathrooms: (3) female gang restrooms, (3) male gang restrooms, (5) unisex restrooms
  - Conference rooms: 2
  - Offices: 36
  - Classrooms: 13
  - Auditorium: 1
- Greenhouse (New Building)
  - cleanable square footage: 4,727
  - number of rooms in each building: 7
  - bathrooms: 2 unisex
  - conference rooms: 0
  - offices: 0
- Parkhill Building (Innovative High School)
  - cleanable square footage: 54,049
  - number of rooms in each building: 87
  - Bathrooms: (3) female gang restrooms, (3) male gang restrooms, (1) female locker room, (1) male locker room, (5) unisex restrooms
  - Conference rooms: 0
  - Offices: 18



- Classrooms: 21
- Gymnasium: 1
- Public Safety Training Facility
  - cleanable square footage: 6,428
  - number of rooms in each building: 11
  - Bathrooms: (2) female gang restrooms, (2) male gang restrooms
  - Conference rooms: 0
  - Offices: 1
  - Classrooms: 1

Services shall include all employees of the contractor, sufficient labor hours to do an acceptable job on all tasks, an on-site supervisor, task specific and OSHA required training, materials, equipment and supplies in order to keep the contracted areas professionally clean and properly supplied. The areas to be cleaned consists of classrooms, laboratories (including computer labs), offices, conference rooms, corridors, stairs, stairwells, elevators, restrooms, (limited services as requested), break rooms, food service dining areas, and exterior service areas.

Floor care will include all necessary care in all buildings with floors in Ceramic Tile, Terrazzo, VCT, LVT, epoxy, concrete, Marley, rubber mats, wood stairs, brick tile, vinyl base, linoleum, and carpet.

Cleaning will be accomplished primarily Monday through Friday on an afternoon shift, as agreed (12 p.m. to 11 p.m.). Specific areas should be cleaned before 5 p.m., and Blue Ridge employees will be available in those areas at the time of cleaning.

Excluded from the scope of work:

- Innovative High School – Kitchen-Cafe
- Innovative High School – Culinary Kitchen
- Killian Building – Bookstore
- Killian Building – Cafeteria Kitchen
- Pottery and Motorcycle
- Grounds Building
- Flat Rock Building (Rooms 203 and 214)
- The contractor is not to clean mechanical, electrical, storage or IT closets, this will be scheduled for cleaning by BRCC staff.
- The shop areas in the Spearman building do not require cleaning but will require trash pickup in those areas.
- Office desks are not to be cleaned in any area.
- Cosmetology/ Esthetics – Sink Rooms 195, 234, 235
- Art Classrooms – Henderson rooms 114 and 121
- Brewing – Spearman Rooms 119 and 120
- Automotive labs and office – Spearman rooms 132 and 153
- SAMTEC Lab – Spearman 156

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.

## **5.1 TASKS – STAFFING, PROVIDED SUPPLIES, DETAILS OF CLEANING, BUILDING DETAILS**

### **Regional Manager:**

Regional manager for the Custodial company must do an onsite visit and meet with the BRCC Facility Supervisor 3 days per month or as determined by Facility Supervisor.

Regional Manager needs to be available at all times for phone calls from the BRCC Facility Supervisor.

### **Hiring Policy:**

BRCC reserves the right to have hiring input for new employees before the Custodial company makes a final hiring decision.

BRCC reserves the right to request background checks (to include sex offender registry) for new and existing employees assigned to certain areas.

**Onsite Supervisor:**

Custodial company's Onsite Supervisor is required to do a daily walkthrough of all areas to verify that all custodial work is being done according to BRCC's expectations.

Onsite Supervisor needs to do a complete walkthrough twice a week at 6 AM with the BRCC Facility supervisor of all areas to address any BRCC concerns.

Onsite Supervisor needs to be available at all times for phone calls from the BRCC Facility Supervisor.

Provide a quarterly list of current custodial employees assigned to BRCC.

Provide written verification of new employee safety training.

**Day Porter:**

Custodial company s to provide a number of the minimum Day Porters he will provide with his bid. Crew size preferred by BRCC based on past experience: 3

- **Day Porter Duties:**

- Wipe down restroom sinks, countertops, toilets and urinals.
- Stock all restroom paper supplies
- Dust window sills inside and outside,
- Clean water fountains, wipe down vending machines, wipe down elevators, entryway windows, sweep stairs, wipe down tables, dusting furniture.
- Days needed: Monday-Friday only. Monday – Friday coverage is to include summer breaks and any other weeks when BRCC employees might be on 4-day work weeks.  
Buildings needing coverage by Day Porter: Flat Rock, Patton, Henderson, Killian, TEDC Sink, Spearman, Public Safety Training Facility (PSTF).

**Custodial Crew:**

Custodial company is to provide a minimum crew size. Total crew size preferred by BRCC base on past experience: 12 (this includes the 3 suggested 3 Day Porters).

The proposed crew size should take into account providing custodial coverage in the event of custodians calling in sick or vacation leaves.

Days needed: Custodians are required to be onsite Mondays -Fridays. Monday – Friday coverage is to include summer breaks and any other weeks when BRCC employees might be on a 4-day work week.

On Saturdays and Sundays, the buildings will be accessible and available to the Custodial company to complete work in their scope of duties.

Custodians are not required to be onsite on State Holidays, however the buildings will be accessible and available to the Custodial company to complete work in their scope of duties.

**Custodial and Day Porter Dress Code:**

Custodial employees will be required to wear a uniform shirt with the custodial company's logo. The custodial company is to provide and pay for the employee shirts.

Subcontracting Out Work (for example deep-cleaning carpet or washing exterior windows): Contractor must notify BRCC and provide the Subcontractor's COI to BRCC before subcontracted work starts.

**Inclement Weather or Snow Conditions:**

If BRCC Henderson campus is closed due to inclement weather or snow, it is an optional work day for the Custodial company. Day Porters, custodians and site supervisors are not required to be onsite if the college is closed due to inclement weather.

**Emergency Response/Emergencies: (example: flooding from rain or broken water pipe requiring immediate clean up and mitigation):**

Emergency clean up and mitigation from such emergency catastrophic situations will be considered out of the scope of the custodial contract. Custodial company will be notified immediately of the emergency and the situation. BRCC will hire an outside Contractor for the emergency cleanup and mitigation.

**Safety:**

The awarded Custodial company is required to conduct safety training for all custodial employees before starting work on the BRCC campus. During the course of the Custodial contract, any new hires must undergo training before starting work on the BRCC campus.

This training may be done in person, virtually or by video.

Written documentation that the employee has completed safety training with the employee's signature must be provided to the BRCC Facility supervisor before working on the BRCC campus.

**Safety training at the minimum to include:**

- Chemical Hazard Communication (including how to use information found in SDS)
- Bloodborne Pathogen Awareness
- Ladder Safety

**Safety Protocols:**

- Restroom cleaning & announcement protocol & signage required.
- Wet floor signage
- Gloves required during use of any chemicals which may cause skin Irritation.
- Safety glasses required during use of any chemicals which may cause eye irritation.
- All chemicals to be in clearly identified containers.
- Chemical safety (example – don't mix bleach & ammonia).
- All chemicals to be in clearly identified containers.
- SDS must be submitted for any chemical brought onsite by custodial company.

**BRCC Provided Supplies:**

- All trash bags, feminine hygiene liners, paper products
- All dilution system chemicals, furniture polish, stainless steel cleaner, and buffer spray
- SDS on all BRCC provided chemicals and cleaning supplies in an area easily accessible by custodians.
- Brooms, mops, mop heads, dilution system.
- Dust mop heads, wet mop heads and rags.
- Sanitizing chemicals
- Rubber disposable gloves
- Bloodborne pathogen cleanup kits
- Floor wax, strippers and buffing pads

**BRCC Provided Services:**

- Inventory, order and restock cleaning supplies, paper products and trash bags.
- Transport supplies from BRCC's central storage to custodial central storage.
- Coordinate with BRCC 3<sup>rd</sup> parties for services involving cleaning rags, mop and dust heads.
- Emptying paper shredders
- Clean classroom whiteboards and wall talkers
- Recycling boxes & packing materials left in hallway for recycling.
- Recycling containers in offices and classrooms
- Cleaning interior of large trashcans used for food refuse for events, eating and kitchen areas
- Clean interior of any coffee or tea brewing machines and dispensers.
- Clean interior of all microwaves and refrigerators
- Clean interior signage

**Custodial Company Provided:**

- Floor machine, buffers, vacuums
  - Any specialty equipment needed (example: equipment needed to clean 2<sup>nd</sup> and 3<sup>rd</sup> floor exterior windows)
  - Repairs to any custodial equipment will be done at custodial company's expense.
  - Estimate floor wax and strippers required for annual waxing so that the Facility supervisor can order.
- This list must be provided by the Custodial company at least 3 weeks before the materials are needed.

**Custodial Golf Cart and Transportation:**

- The Custodial company is expected to provide a means of transportation for its employees to assist in their Custodial duties. Among the Custodial company's responsibilities is transporting all trash from buildings' interior trashcans to the dumpsters.
- If the Custodial company chooses to provide electric golf carts, these may be parked outside and charged using the campus's existing 120v outlets. Any other electrical needs will be at the Custodial company's expense and require prior approval from the BRCC Facility supervisor. No indoor parking is available.
- If the Custodial company chooses to use cars or trucks, the vehicles must have a vehicular license tag and the custodial employees driving these vehicles must have a valid driver's license and provide proof of license to BRCC.

**Custodial Office:**

- BRCC will provide a small office for custodial company. This will be equipped with a basic desk and chair from BRCC's existing surplus furniture inventory, phone and data jack.
- If the Custodial company wants the following, these will be provided at the custodial company's expense: Computer or laptop, Refrigerator, Microwave.

**Key issuing policy:**

- All keys and swipe cards must be signed for by the Custodial employee they are issued to. There will be NO "informal" key swapping, key reassignment or loaning of keys to other Custodial employees. All keys will be issued or reassigned by BRCC only.
- It will be the Custodial Site Supervisor or Regional Manager's responsibility to retrieve keys and swipe cards from any Custodial employee whose employment is terminated for any reason.
- Upon termination of any Custodial key or card holder, the BRCC Facility Supervisor is to be notified immediately (this applies to days, nights or weekends) so that the swipe card may be de-activated and the key retrieved.
- Periodically, BRCC will take inventory of keys and swipe cards to ensure that all keys and card issued are accounted for.
- Swipe cards will be issued and required to enter the buildings after hours.
- "GGM" key will be issued to the Site manager only.
- "A" key will be issued to custodians needing access to classrooms and offices
- Keys for High Security areas like President and Business Office will be issued to the Site Manager only.
- Ultimately, the Custodial company is responsible for any keys or swipe card issued to their employees. BRCC reserves the right to deduct \$50/per each un-accounted for key or card from the Custodial company's monthly invoice.

**Work Orders:**

- Custodians will email work orders to the BRCC Facility Supervisor for things encountered during their cleaning duties.

**FLOORING:**

**VCT:**

- Daily: Classroom and hallways dust Mopping and wet mopping and scuff removal
- Weekly: Buff all hallways and common areas
- Bi-monthly (every 2 weeks): Buff all classrooms and labs

**VCT Waxing:**

- The Custodial company is responsible for annual VCT floor waxing.
- Top scrub or strip to be determined by facility supervisor. Coats of wax determined by facility supervisor.
- All floor maintenance will be scheduled through the BRCC Facility Supervisor in conjunction with the BRCC academic calendar. This may require that stripping and waxing be scheduled during BRCC's Spring, Winter and Summer breaks and also during weekends.
- Custodial company will be responsible for moving all furniture required for stripping and waxing. BRCC's IT department will disconnect and reconnect any computers, printers or copiers.
- Estimate floor wax and strippers required for annual waxing so that the Facility supervisor can order. This list must be provided by the Custodial company at least 3 weeks before the materials are needed.

**Carpet:**

- Daily: Vacuuming of all offices, President's suite and common areas.
- Weekly: Clean carpet stains using approved carpet cleaners.
- Annual: Steam clean or hot water extraction of all carpet.

**LVT:**

- Daily: Dust mop and wet mop all halls and classrooms

**Ceramic Tile:**

- Daily: Wet mop floors
- Weekly (or more frequent if needed): Wet clean tile walls
- Grout cleaning & sealing:
  - Products containing acids or bleach for cleaning grout must be approved by BRCC Facility supervisor before use.
  - Monthly: Floors
  - Bi-annual (every 6 months): Walls

**Patton Wyatt Marley floor**

- Daily: Dust Mopping
- Weekly: Wet mop

**Terrazzo Floors** (Sink Galleria, Killian lobby, Henderson main hall):

- Daily: Dust and wet mopping
- Annual: Waxing

**Epoxy Floors** (Spearman hallway and possible select Spearman Labs)

- Daily: Dust mopping and wet mopping
- Twice Weekly: Floor Buffing. BRCC to specify and approve floor buffing pad before use.

**Bare Concrete Floors** (Spearman and Henderson classrooms):

- Daily: Dust mopping and wet mopping

**Henderson Multi-purpose flooring:**

- Daily: Dust mopping and wet mopping

- Bi-annual (every 6 months): Floor scrubber

**Rubber Mat Flooring** (Henderson Exercise and Weight room):

- Weekly: Vacuum
- Monthly: Damp mopping

**Patton wood stairs:**

- Daily: Sweep, mop, remove scuff marks

**Brick Tile Floors (Spearman Lobby):**

- Daily: Sweep, wet mopping

**Vinyl Base Cove:**

- Weekly: Wipe down

**CLEANING**

**Event Cleaning:**

- The Custodial company will be responsible for cleaning after all events and special events. Some of these events do include food and drink such as Chamber of Commerce events, ice cream socials, International food tastings.
- Clean restrooms, vacuuming, kitchen and areas that food is served or eaten, sweep and mop kitchen areas.
- Spring Graduation is on a Saturday in mid-May, however the Custodial services will not be needed that Saturday or Sunday. Custodians will be needed before and after weekend of Graduation.

**Classrooms:**

- Daily: Straighten tables & chairs, empty trashcans

**Computer Labs:**

- Daily: Trash cans

**Offices:**

- Daily: Empty trash Daily

**Restrooms:**

- Daily: Clean toilets, urinals, sinks, countertops, mirrors, dispensers, sanitize baby changing stations, empty trash, change liners in hygiene boxes,
- Weekly: Wipe down stall partitions

**Exterior Common Areas:**

- Custodians are required to clean trash and spills at the dumpster areas that are a result of the custodians throwing trash into the dumpsters. Other than this, no cleaning is required in exterior common areas. BRCC will empty exterior trash cans.

**Breakrooms:**

- Daily: Tables & chairs, Dispensers, trashcans
- 

**Lobbies** (All Buildings):

- Weekly: Wipe down furniture, empty trash, clean foodservice trashcans
- Weekly: TEDC wipe down wood wall panels

**Conference/Teams Rooms:** (all buildings)

- Events do involve food and drink
- Daily: Empty foodservice trashcans

**Stairwells:**

- Daily: Sweep, wet mop
- Monthly: Clean handrails

**Elevators:**

- Daily: sweep and mop, wipe down laminate paneling, polish stainless steel elevator doors and control panels, clean thresholds and threshold grooves.

**Vestibules:**

- Daily: vacuum all entry mats, metal thresholds and threshold grooves.

**Custodial Storage Rooms**

- Daily: Storage rooms and shelving to be kept neat and orderly. Mop sinks to be kept clean. Chemical dilution systems to be wiped down.

**Glass Walls and Glass Surfaces:**

- Daily: All storefront doors (interior and exterior), President and Marketing all glass doors, door vision kits
- Daily: Patton Teams rooms, Patton Student Success Center (SSC), all vestibules, all mirrors
- Weekly: Killian Library, Bookstore, Café, picture frames' glass, glass on cabinets for life safety equipment (fire extinguishers, defibs, med sleds), Observation windows (control booths, Patton Flex labs, Basic Law Enforcement Training (BLET), Sink Student Testing).
- Bi-annual (every 6 months): All interior windows of all rooms

**Stainless Steel:**

- Daily: Clean elevator doors and control panels, drinking fountains, counters and
- Weekly (or more often if necessary): Polish drinking fountains, kitchen and breakroom appliances, counters and workstations, door kick plates, door push plates

**Upholstered Seating:**

**Fabric Upholstery:**

- Weekly: Vacuum all fabric in auditoriums, lobby/common areas, offices. Treat and remove stains.

- Leather or simulated leather upholstery:

- No cleaning

**Vinyl Upholstery:**

- Weekly: Damp wipe all vinyl upholstery in Lobby/common areas, offices and classrooms.

**AREA DETAILS OF NOTE:**

**Flat Rock Building**

**Police Suite:**

- Accessibility: Done by Day Porter. Scheduled time determined by Police Chief

**Patton Building**

**Wyatt Auditorium:**

- Weekly or after each event (whichever comes 1<sup>st</sup>): Auditorium, Stage, fixed seating, Dressing rooms, backstage restrooms, Greenroom, back curtain area, Control room.

**Flex Labs** (Duties may change depending on occupancy):

- Daily: Empty trash, refill soap and paper towel dispensers, clean dispensers
- Weekly: Dust mop, wet mop, clean sinks

**Main Lobbies:**

- Daily: Sweep, mop, wipe down all countertops and tables in the lobbies, coffee and reception areas
- Weekly: Dust ledge outside of Presidents suite

**HR Suite:**

- Accessibility: Done by Day porter. Scheduled time determined by HR Director

**Science Labs:**

- Daily: Sweep, mop, empty trash, refill soap and paper towels. There are no biology specimens, hazardous or toxic waste in these trashcans.
- The following is not in the scope of work for the Chemistry and Biology Labs: Cleaning workstations, sinks, Chem/Bio prep room, inside fume hoods

**President Suite:**

- Accessibility: Evenings or around the President's schedule
- Daily: President Office, President's restroom, Board restroom, Waiting area, Observation area, Executive Assistant, Workroom, Catering kitchen, hallway.

**Henderson Building**

**Art Dept. and Horticulture Dept. (#114, #121, #124)**

- Daily: Empty trash, clean sinks, refill soap and paper towel dispensers
- There is no other cleaning in these rooms
- There is no floor maintenance in these areas

**Killian Building**

**Bookstore:**

- No cleaning in this area

**Café Kitchen:**

- No cleaning in this area

**Café Dining Area:**

- Daily: Wipe down all tables and seating, dust mop, dry mop, empty trash

**Library:**

- Accessibility: After 6 PM

**Student Center:**

- Events do involve food and drink
- Daily: Empty foodservice trashcans

**Technology Education Development Center (TEDC)**

**Conference Hall**

- Weekly: Clean chair railing
- Monthly: Wipe down and sweep ADA lift

**Stage:**

- Weekly or after each event (whichever is more frequent): Maple wood floor dust mop & wet mop, Stage steps with grooved treads sweep and mop
- Bi-annual (every 6 months): Wipe down wood wall panels

**Catering Kitchen:**

- Daily: Catering restroom
- Monthly: Clean mop sink

**Green Room:**

- Daily: Dust, vacuum, clean and stock restroom

**Pre-Event:**

- Daily: Restrooms, drinking fountains
- Weekly: Window sills, Reception desk
- Monthly: Food service trashcans
- Bi-annual duties (every 6 months): Wooden wall panel

**Meeting Room 102:**

- Events do include food and drink



- Daily: Empty foodservice trashcans

### **Sink Building**

#### **Thomas Auditorium:**

- Weekly or after each event (whichever comes 1<sup>st</sup>): Stage, fixed seating, dressing rooms, backstage restroom, back curtain area.

#### **Thomas Gallery:**

- Weekly: clean handrails, food service trashcans
- Monthly: Clean wood paneling

#### **Daycare:**

- Daily: Restrooms, vacuum, dust mop, wet mop, empty trash.

### **Spearman Building**

**Vocational Labs:** (#161 Automotive, #132 & #153 Light Diesel, #156 SAMTEC, #150 Welding, #143 Machining, #103 HVAC, #129 Carpentry, #119 Brewing, #128 Mechatronic, #172 Auto Mechanical, #175 Auto Collision):

- Daily: Empty trash, clean sinks, refill soap and paper towel dispensers
- There is no further cleaning in these areas.
- There is no floor maintenance in these areas.

#### **Vocation Classrooms:**

- Daily: Empty trashcans

### **Parkhill Building (IHS-Innovative High School)**

### **Greenhouse**

### **Public Safety Training Facility**

Public Safety Training Facility (2 Locker rooms/restroom and one office):

- Daily: Clean toilets, urinals, sinks, countertops, mirrors, dispensers, empty trash, change liners in hygiene boxes
- Weekly: Wipe down stall partitions

### **Pottery/Motorcycle Building:**

- No cleaning in this area

### **Existing Grounds Building:**

- No cleaning in this area
- 

### **SPECIAL DUTIES:**

- Rapid response to cleanups involving vomiting, blood, human and animal urine and excrement using proper PPE (BRCC to provide the proper bloodborne pathogen cleanup kits)
- Rapid response to cleanups involving spilled drink and food.
- Patton Lactation Room:  
Daily or more frequent if needed: Sanitize with sanitizing wipes
- Blinds & shades:  
Monthly: Clean blinds and shades in place (do not remove)
- Furniture polishing  
Weekly: Lobby, waiting areas and common areas only. No offices or Boardroom.
- Exit and emergency light fixtures:  
Monthly: Dust

- Spearman Offices & Classrooms:  
Clean metal doors daily
- Doorknobs:  
Monthly: Sanitize all door handles with sanitizing wipes

**BUILDING SQUARE FOOTAGES:**

**Flat Rock:** 19,315 sq. ft.

- Carpet: 18,455
- LVT:
- Ceramic Tile:

**Patton:** 73,373 sq. ft.

- Carpet: 17,467 sq. ft.
- Walk Off Carpet: 352 sq. ft.
- VCT: 33,369 sq. ft.
- LVT: 8,156 sq. ft.
- Polished Concrete: 6,145 sq. ft.
- Porcelain Tile: 2,207
- Quarry Tile (Catering Kitchen): 331 sq. ft.
- Marley Floor (Wyatt Stage): 727 sq. ft.

**Henderson:** 17,918 sq. ft.

- Carpet: 7,313
- VCT: 415
- LVT: 2,315
- Sealed Concrete: 4,566
- Ceramic Tile:
- Rubber Mats: 2,559

**Killian:** 27,055 sq. ft.

- Carpet:
- LVT:
- Sealed Concrete
- Ceramic Tile

**TEDC:** 78,165 sq. ft.

- VCT: 24,628
- Carpet: 24,737

**Sink:** 55,450 sq. ft.

- Carpet:
- LVT:
- Sealed Concrete
- Ceramic Tile

**Spearman:** 22,718 sq. ft.

- Carpet: 1,274
- Epoxy Floor: 15,784
- Sealed Concrete: 5,083
- Ceramic Tile
- Brick Tile: 577

**Innovative/Parkhill:** 54,049 sq. ft.

- VCT: 7,890 sq. ft.
- Porcelain Tile: 900 o Wood Floor: 950
- Carpet: 1,850
- LVT:
- Sealed Concrete: 680 o Quarry Tile: 575

**Public Safety Training: ??? sq. ft.**

- Carpet:
- LVT:
- Sealed Concrete
- Ceramic Tile

**SEPARATE PRICING:**

- Due to sources of funding, separate pricing is requested for the Innovative/Parkhill building on the bid sheet. Please note that though separate pricing is requested, this is still part of the Base bid.

**Exterior Window Cleaning:**

- Bi-annual (every 6 months): Clean all exterior windows and window frames of all buildings.
- Custodial company to provide all equipment, lifts and scaffolding that might be required.
- If lifts are used, those custodians assigned must be lift certified.
- If scaffolding is used, the scaffolding must be erected under the supervision of an OSHA certified competent person.

**Add/Deduct**

**Future Buildings (pricing per square foot requested for each building):**

**New Greenhouse Restrooms:**

- Daily: Clean (2) Unisex restrooms (combined total of 980 square foot), and classroom

**5.2 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.

Contract Manager 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 periodically weekly 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 consists of various ways to enhance business efficiencies as performance progresses.

### **6.4 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.

### **6.5 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 three 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 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.

## 7.0 ATTACHMENTS

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

### ATTACHMENT A: PRICING FORM

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

**COSTS:**

The contractor shall be paid for actual services provided at the unit prices specified. Unit costs are to include all prices for labor, equipment, materials, supplies, training, insurance, overhead and profit.

Building	Monthly Cost without supplies	Total Yearly Cost without supplies (Monthly Cost x 12 months)
Patton		
Flat Rock Building		
Henderson Building		
Killian Building		
Spearman Building		
Sink Building		
Technology and Education Development Center		
Innovative High School		
Public Safety Training		
Greenhouse		
<b>Total</b>		

**Addition of Square Footage**

If additional space needs to be added during the term of the contract, it shall be done at the rate of:

Classroom areas	\$ _____ per sq. ft. per month
Laboratories (chem./bio/computer)	\$ _____ per sq. ft. per month
Shops (Art, Metal, etc.)	\$ _____ per sq. ft. per month
Office areas	\$ _____ per sq. ft. per month
Public areas	\$ _____ per sq. ft. per month
Conference Rooms	\$ _____ per sq. ft. per month
Indoor Gymnasium	\$ _____ per sq. ft. per month
Food Preparation	\$ _____ per sq. ft. per month
Dining Space	\$ _____ per sq. ft. per month

**Emergency and/or Unscheduled Work Rate**

**Monday-Friday:**

Rate Per hour per employee \$ \_\_\_\_\_

Minimum hours required, if any \_\_\_\_\_ Hours

**Saturday:**

Rate Per hour per employee \$ \_\_\_\_\_

Minimum hours required, if any \_\_\_\_\_ Hours

**Sundays/Holidays**

Rate Per hour per employee \$ \_\_\_\_\_

Minimum hours required, if any \_\_\_\_\_ Hours

**Bathrooms Only on Sundays**

Rate Per hour per employee \$ \_\_\_\_\_

Minimum hours required, if any \_\_\_\_\_ Hours

Name of supervisors(s) who will direct the general cleaning staff (if known):

**If these key personnel are changed before or during the contract the BRCC contract coordinator shall be notified immediately.**

**Major Maintenance Services:**

For the purpose of evaluating the proposals, it is anticipated that these Major Maintenance Services shall be performed a minimum of once each year unless otherwise directed by the contract coordinator. The costs below shall be used in calculating the proposal price and shall be used for any additional requests (beyond twice per year) for Major Maintenance Services.

	<b>Calculated Annual Costs</b>
Interior Glass Service	\$ _____
Exterior Glass Service	\$ _____
Floor Service	\$ _____
Grout Cleaning Service	\$ _____
Carpet Service	\$ _____
Window Blinds Service	\$ _____
Light Lens, Globes, and Diffusers Service	\$ _____
Emergency Exit Signs & Lights Service	\$ _____
HVAC and Plumbing Fixtures Service	\$ _____
<b><u>Total Annual Cost</u></b>	<b>\$ _____</b>

**TOTAL ANNUAL CALCULATED PROPOSAL PRICE: \$ \_\_\_\_\_**

**(Sum total of Monthly Costs x 12 months + Total of Annual Cost Major Maintenance Services**

**Please note: Lowest Cost will be determined by the total monthly costs x 12 months plus the total annual cost of major Maintenance Services.)**

***THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK***

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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>

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

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

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**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](https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf)

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

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

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