



STATE OF NORTH CAROLINA

North Carolina Central University

Request for Proposal #: 61-RFP25009

Lawn Maintenance Services

Date of Issue: May 1, 2026

Proposal Opening Date: May 19, 2026

At 2:00 PM ET

Direct all inquiries concerning this RFP to:

Bernell Bright

Strategic Purchasing Manager

Email: bbright3-t@nccu.edu

Phone: 919 530-6877



STATE OF NORTH CAROLINA

Request for Proposal #

61-RFP25009

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.**

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://evp.nc.gov/SignIn>

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA NORTH CAROLINA CENTRAL UNIVERSITY	
Refer <u>ALL</u> Inquiries regarding this RFP to: Bernell Bright Bbright3-t@nccu.edu 919 530-6877	Request for Proposal #: 61-RFP25009
	Proposals will be publicly opened: May 19, 2026 @ 2:00 PM EST
Using Agency: North Carolina Central University	Commodity No. and Description: 701117 Parks, Gardens & Orchards
Requisition No.: TBD	

EXECUTION

In compliance with this Request for Proposals (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),
- 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 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 RFP, 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 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 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:		
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	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 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.

<p>FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;">(Authorized Representative of North Carolina Central University)</p>
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1.0 PURPOSE AND BACKGROUND

North Carolina Central University (NCCU) is soliciting bids from qualified and experienced vendors to provide comprehensive lawn maintenance services for designated campus grounds and landscaped areas. The purpose of this Request for Proposal (RFP) is to establish a contract with a responsible contractor who can deliver consistent, high-quality grounds maintenance services that support the University’s commitment to maintaining a safe, attractive, and well-maintained campus environment for students, faculty, staff, and visitors.

The awarded vendor shall provide all-inclusive grounds maintenance services and routine service schedules, including all necessary labor, supervision, materials, and equipment required to properly maintain University grounds. Services may include, but are not limited to, mowing, edging, trimming, debris removal, and other general lawn care activities across various University properties. NCCU seeks a contractor capable of performing these services in accordance with university standards, applicable regulations, and industry best practices to ensure the continued appearance, safety, and functionality of campus grounds.

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

1.1 CONTRACT TERM

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

At the end of the Contract’s initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to **one (1) 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.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

This 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 shall not 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 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 are also 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 of 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 or otherwise. 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 shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	State	05/01/2026
Hold Pre-Proposal Meeting/Site Visit	State	05/07/2026 @ 9:00 A, M. EST
Submit Written Questions	Vendor	05/08/2026 by 2:00 P.M. EST
Provide Response to Questions	State	05/12/2026
Submit Proposals	Vendor	05/19/2026 @ 2:00 PM EST

Contract Award	State	TBD
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2.5 SITE VISIT or PRE-PROPOSAL CONFERENCE

Mandatory Site Visit

Date: 05/07/2026
 Time: 9:00 AM EST
 Location: Physical Plant Conference Room
 206 Eagle Campus Drive
 Durham, NC 27707
 Contact #: For parking and conference room location information **ONLY** - Facilities - 919 530-7244

AVAILABLE PARKING OPTION: NCCU LATHAM PARKING DECK, 205 E. LAWSON ST., DURHAM, NC 27707

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-bid site visit. 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 SITE VISIT, 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 visit 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 RFP. Vendors must 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 PROPOSAL QUESTIONS

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

Written questions shall be emailed to bbright3-t@nccu.edu by the date and time specified above. Vendors should enter “RFP # 61-RFP25009: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown 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 the RFP and an addendum to this RFP.

2.7 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 bid has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid deadline will be rejected.

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

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

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP 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 RFP and all Addenda thereto.

2.8 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP 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 RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- b) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- c) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.

- d) Completed version of ATTACHMENT A: PRICING
- e) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- f) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- g) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- h) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.9 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 #___ [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 document. Each proposal must be complete and independent of other proposals offered.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

[This 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.

Evaluation Criteria (Total Possible Points: 35)

- **Compliance with Specifications – 10 Points**
Vendor demonstrates the ability to meet or exceed all specifications and requirements outlined in Section 5.0 of this RFP.
- **Relevant Experience– 10 Points**
Evaluation of vendor summary of relevant experience, as described in Section 4.4.
- **Vendor References– 5 Points**
Evaluation of references provided for similar services as required in Section 4.5
- **Price (Attachment A) – 10 Points**
Pricing will be evaluated based on the total cost submitted in Attachment A.

The State may conduct any necessary verifications set forth herein, including but not limited to review of past performance, references, and financial documentation.

While the intent of this RFP 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 RFP 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 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 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 procurement lead 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 procurement lead 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 will be received according to the method stated in the Proposal Submittal Section above.

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, 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 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 are 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.

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 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

3.5 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

This Section lists the requirements related to this RFP. 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 RFP. 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.

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

4.1.1 Import Tariff Temporary Surcharge

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in ATTACHMENT A: PRICING SUBMITTAL WORKBOOK as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended to be temporary and based on current tariff implications specific to related commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The state is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

4.2 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.

4.3 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.

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience providing lawn maintenance and grounds services for clients of similar size, scope, and complexity to a university campus environment. Experience with public sector entities, higher education institutions, large commercial campuses, or similar multi-building facilities is preferred.

The Vendor shall include in its Bid a summary of relevant experience that demonstrates its ability to successfully perform the required services. The summary should include:

- The name and location of organizations for which similar services have been performed.
- A brief description of the scope of services provided (e.g., mowing, edging, trimming, irrigation monitoring, seasonal clean-up, fertilization, weed control, and landscape maintenance).
- The approximate size of the property or acreage maintained and the duration of the contract.
- The Vendor’s experience maintaining landscaped areas with high public visibility and regular pedestrian traffic.

The Vendor shall also identify the proposed project supervisor or manager responsible for overseeing the services and summarize their relevant experience managing lawn maintenance or groundskeeping operations of comparable size.

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. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope. The State may contact these users to determine whether the services provided are substantially similar in scope to those proposed herein and whether Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.6 BACKGROUND CHECKS

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.

4.7 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 proposal 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 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.

4.9 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

4.10 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the State. In the event that the Vendor desires to subcontract some part of the work specified herein, the Vendor shall furnish with their bid the names, qualifications, and experience of their proposed subcontractors. The Vendor shall, however, remain solely and fully liable and responsible for the work done by its subcontractor(s) and shall assure compliance with all the requirements and specifications of the contract.

4.11 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. **No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.**

A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute “transacting business” in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: <https://www.sosnc.gov/> to register.

Vendor registered with the North Carolina Secretary of State: Yes No

5.0 SPECIFICATIONS AND SCOPE OF WORK

North Carolina Central University (NCCU or “University”) is seeking a qualified vendor to provide comprehensive grounds and lawn maintenance services for designated campus locations and associated University properties. The purpose of this contract is to ensure that campus landscapes, lawns, and exterior grounds are maintained in a safe, attractive, and professional condition that reflects the University's standards.

The campus maintained by the NCCU Facilities Management Division includes approximately 136 acres consisting of landscaped areas, lawns, roadways, sidewalks, and supporting infrastructure. The University is seeking a contractor capable of maintaining campus quads, ceremonial gardens, residence halls, academic buildings, parking areas, and surrounding grounds.

The awarded Vendor shall provide all-inclusive grounds maintenance services and routine service schedules, including all necessary labor, supervision, equipment, tools, materials, and supplies required to properly maintain University grounds. The Vendor shall demonstrate knowledge of regional plant species and the ability to identify and address plant diseases, pest issues, and other conditions that may affect landscape health.

All work shall be performed in accordance with university standards, applicable safety regulations, and industry best practices.

5.1 SPECIFICATIONS

The specific items and any specifications that the Procurement Entity is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

Service Hours

Routine grounds maintenance services shall be performed during normal University business hours unless otherwise approved by the Contract Administrator.

Standard Service Hours

Monday – Friday
6:00 AM – 3:00 PM

The University reserves the right to modify service hours as necessary to accommodate campus operations or special events.

Staffing and Supervision

The Vendor shall provide sufficient staffing to perform all required services. A designated on-site supervisor shall be assigned and available during all scheduled service periods.

The supervisor shall:

- Serve as the primary point of contact for the University
- Provide direct supervision of all Vendor personnel
- Ensure staff compliance with university policies and safety requirements
- Maintain a daily sign-in record for Vendor employees working on campus
- Supervisors must be able to communicate effectively in English or provide an English-speaking interpreter at all times.

Equipment and Supplies and Services

The Vendor shall furnish all equipment, tools, and consumable supplies necessary to perform the services required under this contract. This includes but is not limited to:

- Lawn maintenance equipment
- Landscaping tools
- Fertilizers and soil amendments (at an additional cost upon request)
- Mulch (at an additional cost upon request)
- Seeds and plants (at an additional cost)
- Herbicides and pest control treatments
- Irrigation tools or equipment
- Debris removal equipment
- All equipment shall be maintained in safe and operational condition.
- Seasonal planting of flower beds twice a year (at an additional cost)
- Tree removal (at an additional cost upon request)

Safety Requirements

The Vendor shall ensure all employees comply with applicable safety regulations including those issued by:

- OSHA
- State of North Carolina safety standards
- University safety policies
- The Vendor shall ensure employees utilize appropriate Personal Protective Equipment (PPE) and maintain access to Safety Data Sheets (SDS) for all chemicals used.

Communication and Reporting

The Vendor shall maintain effective communication with the Contract Administrator and provide:

- A current list of contact information for management personnel
- A 24-hour contact phone number for emergency response
- Participation in quarterly work conferences with the University
- If requested, the Vendor shall provide monthly performance reports outlining completed work and any identified issues.

5.2 TASKS/DELIVERABLES

The Vendor shall perform the following grounds maintenance services for designated campus locations.

Routine Grounds Maintenance

The Vendor shall perform routine maintenance tasks including but not limited to:

- Lawn mowing
- Edging and trimming
- String trimming
- Blowing of sidewalks, curbs, and hard surfaces
- Weed control for landscaped beds and paved surfaces
- Pruning of shrubs and small trees
- Leaf and debris removal
- Trash and litter removal
- Maintenance of mulch beds and flower beds
- Planting and replacement of seasonal vegetation

These services shall be performed on a routine basis consistent with seasonal conditions and campus standards.

Landscape and Horticultural Services

The Vendor shall provide horticultural services necessary to maintain plant health and campus appearance, including:

- Cultivation and pruning of trees and shrubs
- Landscape installation and planting
- Fertilization and soil treatment
- Pest and disease management
- Maintenance of campus gardens and ceremonial landscapes

Grounds Cleanliness and Waste Removal

The Vendor shall ensure campus grounds remain clean and free of debris by performing the following services:

- Removal of trash, litter, and recyclable materials from landscape areas
- Cleaning of sidewalks and common areas near landscaped spaces
- Removal of leaves and landscape debris
- Disposal of collected waste in designated University containers

Designated Service Areas

The Vendor shall perform services at designated campus locations including, but not limited to:

- University Police Building
- Alumni House
- Centennial Chapel & Garden
- James Shepard Administration Building
- Benjamin Ruffin Residence Hall
- Farrison-Newton Communications Building
- Latham Parking Deck
- McDougald-McLendon Arena
- NCCU Track Field
- New Residence Hall 1 & New Residence Hall 2
- Chidley North Residence Hall
- Lawson Street Residential Complex
- New School of Business
- NC Highway 55 (Dupree Street to Cecil Street)
- Fayetteville Street (Dupree Street to Cecil Street)
- Alfonso Elder Student Union
- NCCU New Student Center
- NCCU Graduate Apartments
- Eagle Landing Residence Hall
- Pearson Dining Hall
- Early College Courtyard
- Central Receiving (625 George Street)

The University reserves the right to modify service areas during the contract period.

Special Services will be at an additional cost

The Vendor may be required to perform additional services not included in the routine scope of work upon request from the Contract Administrator. These services may include, but are not limited to:

- Special campus events requiring additional ground preparation or cleanup
- Storm debris removal and emergency cleanup

- Landscape renovation, repair, or installation

All special services must be requested and approved in advance by the Contract Administrator. Work shall not begin until authorization is provided. Services performed under this section may be billed in accordance with the Vendor’s submitted project rates or approved hourly rates, as applicable.

Emergency Response

The Vendor shall respond to emergency service requests within four (4) hours of notification by the Contract Administrator or designated University representative. Emergency services may include:

- Storm damage cleanup shall be at an additional cost

Quality Assurance and Inspections

The University will conduct periodic inspections to ensure compliance with contract requirements. Inspections may include:

- Random unannounced inspections
- Monthly performance evaluations
- Landscape Quality Audits during the growing season

Any deficiencies identified shall be corrected by the Vendor within a time frame established by the Contract Administrator.

Complaint Resolution

The Vendor shall respond to all complaints or service issues within one (1) business day. Issues that cannot be resolved within one day must be reported to the Contract Administrator with an explanation and proposed corrective action.

Failure to address complaints may result in corrective actions including performance notices or contract remedies.

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 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 INVOICES

[Vendor shall invoice the Procurement Entity. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Procurement Entity with an invoice for each order. Invoices shall include detailed information to allow Procurement Entity 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 name and billing address
- Customer account number (if applicable)
- Contract number and purchase order number

- *Description and verification of work completed*
- *Locations serviced*
- *Dates of service*
- *Itemized pricing for services performed*

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

6.4 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.

6.5 PERIODIC QUARTERLY REPORTS

The Vendor shall be required to provide **Quarterly Service Reports** to the designated Contract Manager on a **quarterly basis**. These reports shall include, at a minimum, information concerning the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; any problems encountered or anticipated; and notification of any significant deviation from previously agreed upon work plans and schedules. The reports shall also identify any areas of campus that may require additional maintenance, attention, or review.

In addition, the Vendor's designated representative and the University's Contract Manager or designated point of contact shall conduct **quarterly walk-through inspections of campus grounds and serviced areas**. The purpose of these walk-throughs is to review the quality of services provided, identify areas that may require additional work or corrective action, discuss upcoming maintenance needs, and address any concerns related to the scope of services.

These reports shall be well organized and easy to read. The Vendor shall submit the reports electronically using the format required by the Procurement Entity. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

6.6 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 standards for commercial landscape maintenance. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Manager.

Acceptance of Vendor's work product shall be based on the following criteria:

- *Completion of Required Services: All services identified in Section 5.2 Tasks/Deliverables shall be completed during the scheduled service period and in the designated campus locations.*
- *Turf Maintenance Standards: Grass shall be evenly mowed with no missed areas, excessive clippings, or scalping. Turf shall be maintained at a consistent height appropriate for the season and turf type.*
- *Edging and Trimming Quality: Sidewalks, curbs, landscape beds, and structures shall be properly edged and trimmed to maintain a clean, defined appearance.*
- *Landscape Bed Maintenance: Mulch beds, flower beds, and landscaped areas shall be free of weeds, debris, and litter, and plant material shall be maintained in a healthy and orderly condition.*
- *Debris and Litter Removal: Leaves, branches, grass clippings, and litter shall be removed from lawns, landscape beds, sidewalks, and hard surfaces following each service visit.*
- *Cleanliness of Hard Surfaces: Sidewalks, curbs, and other paved areas adjacent to service areas shall be cleared of grass clippings and debris using blowers or other appropriate equipment.*
- *Protection of Property: Vendor shall perform services in a manner that avoids damage to irrigation systems, utilities, trees, shrubs, signage, vehicles, and other University property.*

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.

6.9 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.

6.10 CONTRACT CHANGES

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

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

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

ATTACHMENT A: PRICING

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

Item	Campus Location	Routine Grounds Maintenance Services Included	Price per service visit
1	University Police Building	Mowing, edging, string trimming, blowing, flower bed maintenance, mulch bed maintenance, shrub/tree pruning, trash and debris removal	\$
2	Alumni House	Mowing, edging, string trimming, blowing, flower bed maintenance, mulch bed maintenance, shrub/tree pruning, trash and debris removal	\$
3	Centennial Chapel & Garden	Lawn maintenance, seasonal flowers, pergola maintenance, pruning shrubs/trees, trash removal	\$
4	James Shepard Administration Building	Maintain statue grounds, flower beds, mulch beds, mowing, edging, trimming, debris removal	\$
5	Benjamin Ruffin Residence Hall	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
6	Farrison-Newton Communications Building	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
7	Latham Parking Deck	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal, pest control near transportation lot	\$
8	McDougald-McLendon Arena	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
9	NCCU Track Field	Lawn maintenance, landscape beds, debris removal from grounds and track	\$
10	New Residence Hall 1 & 2	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
11	Chidley North Residence Hall	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
12	Lawson Street Residential Complex	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
13	New School of Business	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
14	NC Highway 55 (Dupree St. – Cecil St.)	Roadside mowing, trimming, landscape maintenance, debris removal	\$
15	Fayetteville Street (Dupree St. – Cecil St.)	Roadside mowing, trimming, landscape maintenance, debris removal	\$
16	Alfonso Elder Student Union	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
17	NCCU New Student Center	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$

18	NCCU Graduate Apartments	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
19	Eagle Landing Residence Hall	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
20	Pearson Dining Hall	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
21	Early College Courtyard	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal	\$
22	Central Receiving (625 George St.)	Lawn maintenance, flower beds, mulch beds, shrub/tree care, debris removal, maintain straw patch near O’Kelly-Riddick Stadium	\$

Additional / Special Services (As-Needed Pricing)			
Item	Service Description	Unit of Measure	Unit Price
1	Emergency Grounds Services	Per Hour	\$
2	Special Landscaping Projects	Per Hour	\$
3	Additional Crew Member	Per Hour	\$
4	Mulch Installation (includes material and labor)	Per Cubic Yard Installed	\$
5	Seasonal Flower Planting (includes plants and installation)	Per Square Foot	\$

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:
<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

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/north-carolina-general-terms-and-conditions-5-2025/open>

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://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open>

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

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/pc-worker-location-92021-pdf/open>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open>

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