

STATE OF NORTH CAROLINA

Central Piedmont Community College

Invitation for Bid #: 88-240000-BO

Moving Services

Date of Issue: August 16, 2023

Bid Opening Date: August 31, 2023

At 02:00 PM ET

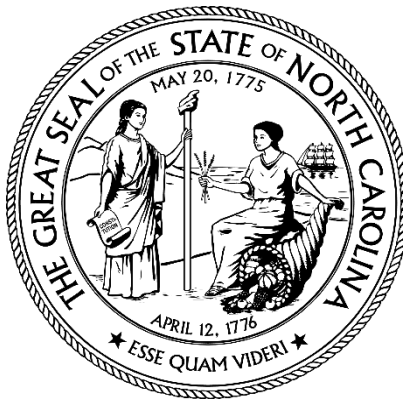
Direct all inquiries concerning this IFB to:

Bonnie Ogden

Senior Buyer

Email: bonnie.ogden@cpcc.edu

Phone: 704-330-6515



STATE OF NORTH CAROLINA

Invitation for Bid

88-240000-BO

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

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

Vendor Name

Vendor eVP#

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

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA
Central Piedmont Community College

Refer <u>ALL</u> Inquiries regarding this IFB to: Bonnie Ogden, Senior Buyer bonnie.ogden@cpcc.edu	Invitation for Bid #: 88-240000-BO
	Bids will be publicly opened: August 31, 2023 at 2:00 PM ET Public Opening at meet.google.com/pdj-bzsu-gwg
Using Agency: Central Piedmont Community College	Commodity No. and Description: 801115 Personnel Relocation
Requisition No.:	

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

Bid Number: 88-240000-BO

Vendor: _____

VALIDITY PERIOD

Offer shall be valid for at least sixty (60) days from date of bid opening, unless otherwise stated here: 120 days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

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

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

The attached certification, by _____.

(Authorized Representative of Central Piedmont Community College)

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1.0 PURPOSE AND BACKGROUND

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

The purpose of this Invitation to Bid is to establish an Agency Specific Term Contract to provide moving services on an "As Needed" basis, if and when ordered by Central Piedmont Community College during the contract period.

The moving services shall be for regular needs for labor, supervision, materials, equipment, vehicles and other required tools to relocate items such as office furniture, office equipment, pre-packed technology equipment, classroom and laboratory equipment, library wall and/or standing shelves, library materials, and surplus items, from one building/location to another among all college campuses and centers and other locations needed within the Charlotte-Mecklenburg, NC, area.

Name	Type	Address
Cato	Campus	8120 Grier Road, Charlotte, NC 28215
Central	Campus	1325 East 7 th Street, Charlotte, NC 28204
Harper	Campus	315 West Hebron Street, Charlotte, NC 28273
Harris	Campus	3210 Harris Campus Drive, Charlotte, NC 28208
Levine	Campus	2800 Campus Ridge Road, Matthews, NC 28105
Merancas	Campus	11920 Verhoeff Drive, Huntersville, NC 28078
City View	Center	1609 Alleghany Street, Charlotte, NC 28208
WTVI PBS Charlotte	Center	3242 Commonwealth Avenue, Charlotte, NC 28205
CDL Training	Center	11950 Verhoeff Drive, Huntersville, NC 28078
Storage Annex	Warehouse	2233-H Interstate North Drive, Charlotte, NC 28206

Central Piedmont is seeking a single Moving Vendor that can provide all needed moves and relocations of programs, departments, office personnel, packed boxes, various office furniture including various systems, cubicles and panel walls, classroom/laboratory equipment, library wall and/or standing shelves, library materials, and surplus items. This may also include the installation and breakdown of the furniture being relocated from and between Central Piedmont locations within the Charlotte-Mecklenburg, NC, area.

This IFB process is intended to establish a contractual relationship with a moving vendor who shall provide services for moving projects at Central Piedmont. The material costs and hourly rates for moving services will be established through this IFB, but each move project shall be assessed for its own scope and timeline. The service being requested in this IFB does not include moving large or heavy equipment that may require specialty rigging for heavy lifts. In addition, this IFB does not include services to disconnect or reconnect equipment that is attached to the building via permanently installed piping, hoses, or electrical to include whip-type electrical connections. Although the service being requested in this IFB may involve moving pre-packaged computers and other information technology equipment, the college is responsible for connecting, disconnecting, installing, and packaging any such equipment.

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

1.1 CONTRACT TERM

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

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

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

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

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

2.2 E-PROCUREMENT FEE

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

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

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

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

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

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's bid or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's bid that purports to vary any terms and conditions or Vendors' instructions herein or to render the bid non-binding or subject to further negotiation. Vendor's bid shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

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

2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	State	August 16, 2023
Submit Written Questions	Vendor	August 21, 2023
Provide Response to Questions	State	August 23, 2023
Submit Bids	Vendor	August 31, 2023 by 2:00 PM ET Meeting ID meet.google.com/pdj-bzsu-gwg (US)+1 510-939-0457 PIN: 393 173 480#
Contract Award	State	TBD

2.5 BID QUESTIONS

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

Written questions shall be emailed to bonnie.ogden@cpcc.edu by the date and time specified above. Vendors should enter “IFB #88-240000-BO: Questions” as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

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

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

2.6 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. The time and date of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid deadline will be rejected.

If applicable to this IFB and using eVP, all proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: <https://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 IFB. It is important that all Vendors responding to this IFB periodically check the State’s eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this IFB and all Addenda thereto.

2.7 BID CONTENTS

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

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

- a) **Cover Letter**, including the following: (i) a statement that confirms that the Vendor has read the IFB in its entirety, including all links, and all Addenda released in conjunction with the IFB and will comply with the instructions and terms; and (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- c) **Completed and signed** version of all EXECUTION PAGES, along with the body of the IFB.
- d) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.

- e) Vendor's response to Section 5.1 SPECIFICATIONS.
- f) Vendor completed ATTACHMENT A: PRICING FORM
- g) Vendor completed ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Vendor completed ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Vendor completed ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Vendor completed and signed ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.8 ALTERNATE BIDS

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

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

- a) CENTRAL PIEDMONT: Central Piedmont Community College.
- b) COLLEGE: Central Piedmont Community College.
- c) EVALUATION COMMITTEE: A committee as appointed by the college, responsible for determining the best vendor for the services described in this IFB.
- d) NON-MARRING WHEELS: Moving equipment wheels which do not cause damage to floors such as scuffs, scratches, and marks.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

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

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

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

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to 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

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 88-24000-BO, Order Date, Descriptions, Price, Quantity, and Unit of Measure.

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

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding

being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

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

4.4 HUB PARTICIPATION

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

4.5 REFERENCES

Vendor shall provide 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 college reserves the right to contact or not contact these references. If the college contacts Vendor references to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory, the information obtained may be considered in the evaluation of the Bid.

4.6 BACKGROUND CHECKS

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

4.7 PERSONNEL

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

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

4.8 VENDOR'S REPRESENTATIONS

If Vendor's bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and

included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

CENTRAL PIEDMONT COMMUNITY COLLEGE INSURANCE REQUIREMENTS

Insurance Requirements		
<u>Commercial General Liability (CGL)</u> – (occurrence form) coverage not less than:	\$3,000,000	General Aggregate*
	\$3,000,000	Products and Completed Operations Aggregate
	\$1,000,000	Each Occurrence
	*Including contractual liability, waiver of subrogation, primary & non-contributory.	
	<u>Schedule of Endorsements</u> must be provided	
	<u>GL Policy Number</u> must be listed	
<u>Automobile Liability</u> – Required for all Owned Autos or must provide 'Hired & Non-Owned Auto' coverage:	\$1,000,000	Combined Single Limit* OR
	\$1,000,000	Bodily Injury per Accident
	\$1,000,000	Bodily Injury per Person
	\$1,000,000	Property Damage
	*Including waiver of subrogation in favor of Central Piedmont Community College	
<u>Umbrella Liability</u> – Additional coverage that can be combined to meet requirements	\$10,000,000	Per occurrence
	\$10,000,000	Aggregate
<u>Workers' Compensation</u>	State Statutory Limits*	
	Employer Liability	\$500,000 Each Accident*
		\$500,000 Disease Policy Limit
		\$500,000 Disease Each Employee
	*Including waiver of subrogation in favor of Central Piedmont Community College	
<u>Additional Insured</u> – Central Piedmont Community College (Attach Additional Insured Endorsement evidencing coverage of <u>Ongoing Operations and Completed Operations</u> for the additional insured)	– Coverage must be primary and non-contributory above any other insurance Central Piedmont Community College may carry. – Waiver of Subrogation on all policies in favor of Central Piedmont Community College – Make subcontractor's insurance primary	
<u>Professional Liability (Errors and Omissions)</u> – if professional services are being provided	\$1,000,000	Per Occurrence / \$5,000,000 Aggregate
<u>Cyber Liability</u>	\$5,000,000	Per Occurrence
	*Including information security & privacy liability	

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

- 2) Central Piedmont Community College needs to be listed as the **Certificate Holder**:
 Central Piedmont Community College

 ATTN: ENTERPRISE RISK MANAGEMENT
 PO Box 35009
 Charlotte, NC 28235

Mailing address: PO Box 35009, Charlotte NC 28235-5009
Physical address: 1425 Elizabeth Avenue, Charlotte, NC 28204

- 3) Central Piedmont Community College requires a COI which shows **General Liability, Workers' Compensation, Automobile Liability** and **Umbrella Liability** coverages.
 (The minimum coverages accepted are listed for each.)
 - a. Enterprise Risk Management *may* opt to waive the requirements for Automobile Liability or the Workers' Compensation—depending on the scope and scale of the job or event.
 - b. Enterprise Risk Management *may* opt to waive the requirements for Umbrella Liability in addition to the GL—depending on the GL coverage as well as the scope and scale of the job or event.

- 4) Carrier and effective/expiration date must be shown on all coverages listed on COI.

- 5) If a service is being rendered, Enterprise Risk Management will need to see proof of **Professional Liability**.

- 6) If the service being rendered involves waste removal of any kind, Enterprise Risk Management needs to see **Pollution Liability** as well as **Transportation Liability**.

- 7) If any products and/or services related to information technology (including hardware and/or software) are provided to Central Piedmont Community College, **Cyber Liability** will be required. Additionally, network security liability arising from the unauthorized access to, use of, or tampering with computer systems, including hacker attacks or inability of an authorized third party to gain access to your services, including denial of service, unless caused by a mechanical or electrical failure.

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 SPECIFICATIONS

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

VENDOR'S RESPONSE

Item #	Specifications	Product/Service Offered Meets Specification
1	Prior to each moving project, Vendor shall meet with the college's Facilities Coordinator or designee to set the scope, number and type of	<input type="checkbox"/> YES <input type="checkbox"/> NO

	employees needed, and expected timeline/schedule for completion of each move project.	
2	Vendor shall be responsible for verifying locations of patios, steps, loading docks and other related routes to complete the move project.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Vendor shall be able to move items up and down stairs where elevators are not available.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Vendor shall assume liability for wrongful act(s) and/or negligence of its employees resulting in damage to Central Piedmont facilities or property, including damages to finishes, during the move project. Vendor shall assume responsibility and cost for repair and/or replacement to the college's satisfaction.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Vendor shall notify the college's Facilities Coordinator of any damage to items or facilities noticed prior to performing moving services.	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Vendor shall provide employees with safety training and implement safety standards on the job site including applicable state and federal safety standards and regulations.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Vendor shall be responsible for ensuring that its workers adhere to the college's code of behavior standards and ensure discipline and good conduct among its workers on the project.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	As needed, Vendor shall work with Central Piedmont Campus Security to ensure entrance doors are locked/unlocked during the moving projects. Vendor shall contact Central Piedmont Campus Security at 704-330-6911 if any security related problem arises while on Central Piedmont premises.	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Vendor shall coordinate with the Central Piedmont Facilities Coordinator or Central Piedmont Campus Security to obtain parking identification and locations for Vendor's company vehicles and Vendor shall not park in unauthorized spaces, handicap spaces, or block a curb cut.	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Vendor shall accept sole responsibility and risk for any equipment or materials Vendor chooses to store or leave on college premises.	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Vendor must keep hallways and entrances clear, ensuring a means of egress from the building in case of emergency	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Vendor's work crew shall check in and out with the Central Piedmont Facilities Coordinator or his/her designee and shall notify Central Piedmont Facilities Coordinator upon arrival at job site, and when the job is completed, such that she/he may inspect the job prior to the Vendor's departure.	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Vendor shall relocate moving boxes packed by Central Piedmont employees, whether or not those boxes were purchased from Vendor.	<input type="checkbox"/> YES <input type="checkbox"/> NO
14	Vendor equipment with wheels, used to provide services to the college, shall have non-marring type wheels.	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	Vendor's moving services shall include shuffling / sorting / organizing items in the Storage Annex under the direction of Central Piedmont Facilities Coordinator when items are moved into or out of this space.	<input type="checkbox"/> YES <input type="checkbox"/> NO
16	Vendor shall provide hours worked per employee per move project, including start and end times for each day worked.	<input type="checkbox"/> YES <input type="checkbox"/> NO

17	Vendor shall adhere to the pricing established in this IFB.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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5.2 TASKS/DELIVERABLES

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

- 5.2.1. The college will make every effort to request or schedule move projects at least one (1) week in advance. However, some projects may be needed within a one (1) to three (3) day notice period. In the event the Vendor cannot meet requested dates/times needed for move projects, the college may hire alternate vendors for small, limited move projects, after allowing Vendor first right of refusal.
- 5.2.2. Each move project will begin with an initial meeting between the college's Facilities Coordinator or designee and Vendor's representative to set the scope, number of and type of employees needed, and expected timeline/schedule for completion of each move project. Prices for the job will be in accordance with the contract established by this IFB.
- 5.2.3. Central Piedmont will provide disconnection of all permanently installed equipment attached to the building via permanently installed piping, hoses, or electrical to include whip-type electrical connections prior to the agreed upon start date of the move project.
- 5.2.4. The services in this IFB may involve moving pre-packaged computers and other information technology equipment. However, the college is responsible for connecting, disconnecting, installing, and packaging any such equipment.
- 5.2.5. Vendor will be responsible for verifying locations of patios, steps, loading docks and other related routes to complete the move project. Most Central Piedmont buildings do have elevators, but in the event that elevators are not working in a building, or a building does not have an elevator, items must be moved up and down stairs. Each building has between (2) two and (6) six flights of stairs.
- 5.2.6. It is the duty and responsibility of the Vendor to notify the college's Facilities Coordinator of any damage to items or facilities noticed prior to performing moving services. If, upon completion of the service, the Facilities Coordinator notes damage the Vendor did not identify prior to the moving service, the Facilities Coordinator or designee will notify Vendor within two (2) business days. Vendor assumes liability for wrongful act(s) and/or negligence of its employees resulting in damage to Central Piedmont facilities or property, including damage to finishes, during the move project. Any such damage must be repaired and losses must be replaced to the college's satisfaction at the Vendor's expense. Loss or damage may include but is not limited to the following:
 - Scratches, breakage or damage to items moved;
 - Scratches, breakage or damage to walls, doors, windows, paint, etc. on Central Piedmont's premises;
 - Loss or theft of any items being moved; and
 - Any other damage to persons or property caused through the act(s) and/or negligence of Vendor's personnel.
- 5.2.7. Vendor must be committed to providing employees with safety training and implementing safety standards on the job site. Central Piedmont reserves the right to dismiss any Vendor employee found working unsafely. Safety standards include but are not limited to the following:
 - Providing and requiring use of proper equipment to move and relocate items safely and efficiently. Equipment must be used appropriately. Overloading or using equipment incorrectly will not be tolerated;
 - Providing and requiring use of personal protective equipment required by OSHA such as gloves, safety glasses, safety shoes, hard hats, ear protection and other safety items specific to the move project; and
 - Ensuring that workers are in good health and capable of lifting 100 lbs.
- 5.2.8. Vendor is responsible for ensuring discipline and good order among its workers on the project. Central Piedmont reserves the right to dismiss any Vendor employee who violates the college's behavioral standards. These standards include, but are not limited to the following:
 - No use of drugs, alcohol, tobacco products including e-cigarettes (Central Piedmont is a Smoke Free college) or other substances that may impair their ability to perform the duties assigned;

no foul language or gestures while performing their assigned duties at Central Piedmont;
keeping noise and disruptions to a minimum to the extent possible;
no argumentative, unruly or combative behavior and/or speaking suggestively with Central Piedmont employees or students; and
no excessive cell phone use on the job.

- 5.2.9. Vendor may need to work with Central Piedmont Security to ensure entrance doors are locked/unlocked during the moving projects. If any problem arises while on Central Piedmont premises, Vendor's representative must call Central Piedmont Campus Security, 704-330-6911.
- 5.2.10. Vendor must work with the Central Piedmont Facilities Coordinator or Central Piedmont Security to obtain parking identification and locations for Vendor's company vehicles. Vendor cannot park in random spaces, handicap spaces, or block a curb cut. The Central Piedmont Facilities Coordinator will advise Vendor's driver as to the best locations for loading and unloading for each move project.
- 5.2.11. If Vendor chooses to store equipment and materials on Central Piedmont premises (in advance of job, overnight during multi-day jobs, etc.) it is solely at the risk of the Vendor.
- 5.2.12. Vendor must keep hallways and entrances clear, ensuring a means of egress from the building in case of emergency. Doors to rooms in which work is being performed must remain clear and open at all times while the work is being performed.
- 5.2.13. Vendor's work crew must check in and out with the Central Piedmont Facilities Coordinator or his/her designee. Crew Lead must notify Central Piedmont Facilities Coordinator upon arrival at job site, and must notify Central Piedmont Facilities Coordinator when the job is completed, such that she/he may inspect the job prior to the Vendor's departure.
- 5.2.14. Vendor will relocate moving boxes packed by Central Piedmont employees, whether or not those boxes were purchased from Vendor.
- 5.2.15. Central Piedmont reserves the right to deny use of any equipment or tool used in moving which, in their sole judgment, may cause damage to the building or its facilities. Vendor equipment and tools must have non-marring type wheels. The following are examples of equipment and tools: 4-Wheel Dollies, Gondola with removable shelves, Library Carts, Bins, Speed Packs, Carts, Pads, Tie Downs, and Hand Trucks.
- 5.2.16. Moving services may include shuffling / sorting / organizing items in the Storage Annex under the direction of Central Piedmont Facilities Coordinator when items are moved into or out of this space.
- 5.2.17. Vendor must be able to provide hours worked per employee per move project, including start and end times each day.

A contract resulting from this IFB will not include any mandatory minimum or maximum orders. All requests for service shall be invoiced according to actual services provided at the unit cost quoted in this IFB

5.3 DEVIATIONS

The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that services offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming services. 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 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).

6.2 ACCEPTANCE OF WORK

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

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

Inspection and approval by the college's Facilities Coordinator or designee.

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.

6.3 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 (3) 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.

6.4 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.

6.5 CONTRACT CHANGES

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

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS A, D, E, F, G WITH YOUR RESPONSE

FOLLOW THE LINKS TO ACCESS ATTACHMENTS B, C, D, E, F AND G.

ATTACHMENT A: PRICING FORM

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

TABLE 1: LABOR COST

Line #	Labor Cost Description:	Per Unit	Price
1	Weekday (M-F): Driver	Per Hour	
2	Weekday (M-F): Mover	Per Hour	
3	Weekday (M-F): Installer	Per Hour	
4	Weekday (M-F): Supervisor	Per Hour	
5	Weekday (M-F): 24' Truck	Per Hour	
6	Weekend (Sat/Sun): Driver	Per Hour	
7	Weekend (Sat/Sun): Mover	Per Hour	
8	Weekend (Sat/Sun): Installer	Per Hour	
9	Weekend (Sat/Sun): Supervisor	Per Hour	
10	Weekend (Sat/Sun): 24' Truck	Per Hour	
*TOTAL			

***Note: TOTAL Cost is the cumulative total of one (1) hour of each labor type listed above.**

TABLE 2: OTHER REQUIRED COST - List cost, if any, Vendor requires the college to pay and are not included in TABLE 1

Line #	Other Required Cost Description:	Per Unit	Price
1			
2			
3			
4			
5			
6			
7			
8			

9			
10			
*TOTAL			

TABLE 3: OTHER OPTIONAL COST - List cost, if any, the college may at its discretion, opt to incur from Vendor

Line #	Other Optional Cost Description:	Per Unit
1	Boxes (size): _____ _____ _____ _____	(cost per size): _____ _____ _____ _____
2		
3		
4		
5		
6		
7		
8		
9		
10		

Notes and instructions for ATTACHMENT A: PRICING FORM

- Vendor must include all costs related to the service. Costs not noted in this Attachment will not be considered or paid by Central Piedmont if invoiced.
- Vendor is expected to provide all necessary equipment and material as part of the service cost. The following items are examples of materials expected to be included in the cost of service: labels, shrink wrap, tape, bubble wrap, soft wrap/moving pads, skids, strapping plastic, protective material (for carpets, floors, elevators, walls, wall corners, furniture), equipment as needed, vehicles, trucks, trailers, and ramps.
- In TABLE 2: OTHER REQUIRED COST, Vendor must list other costs, if any, the college will be required by Vendor to incur for Vendor to perform the service. Include any needed detail/explanation of such costs (e.g. when and how these charges may be applied).
- A contract resulting from this IFB will not include any mandatory minimum or maximum orders. All requests for service shall be invoiced according to actual services provided at the unit cost quoted herein.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

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

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

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

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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

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

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

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

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

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

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

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

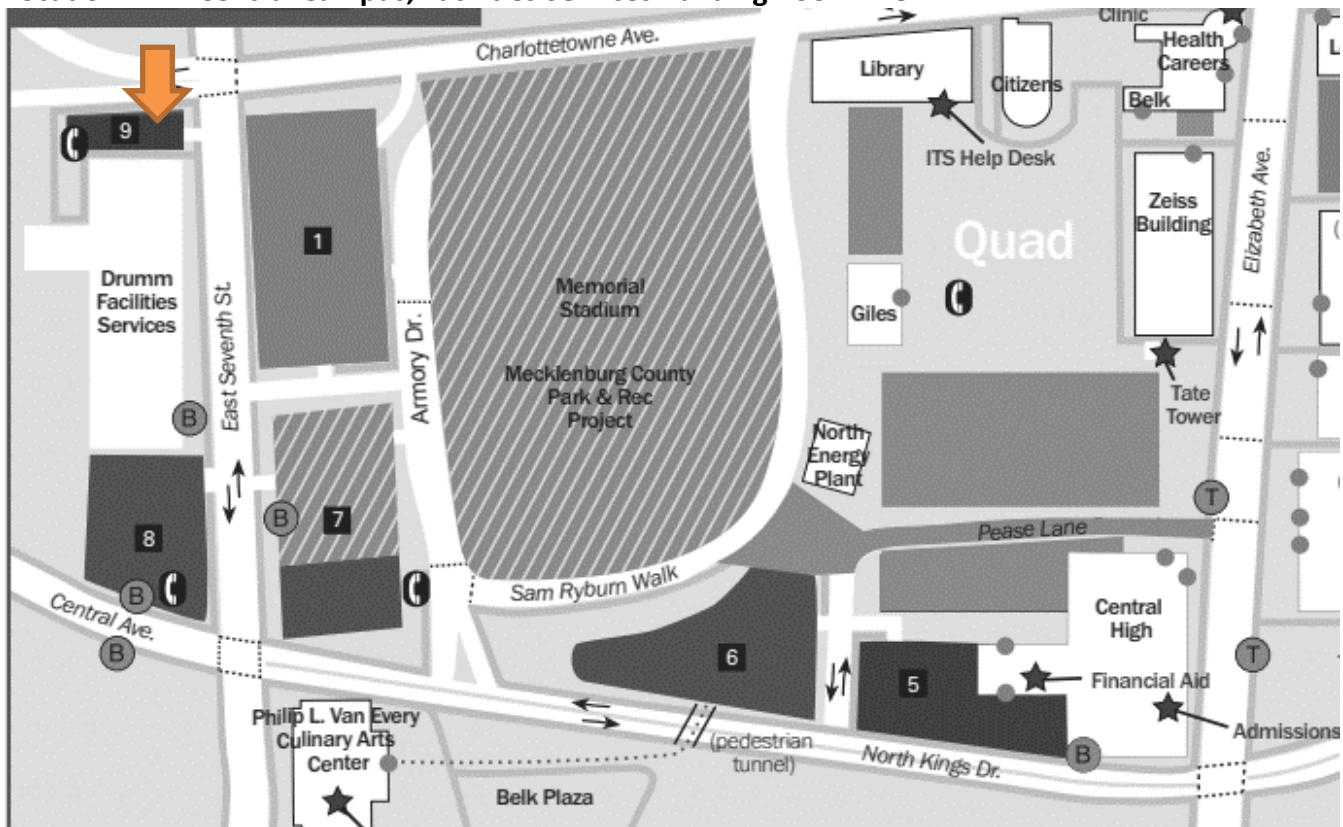
Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

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

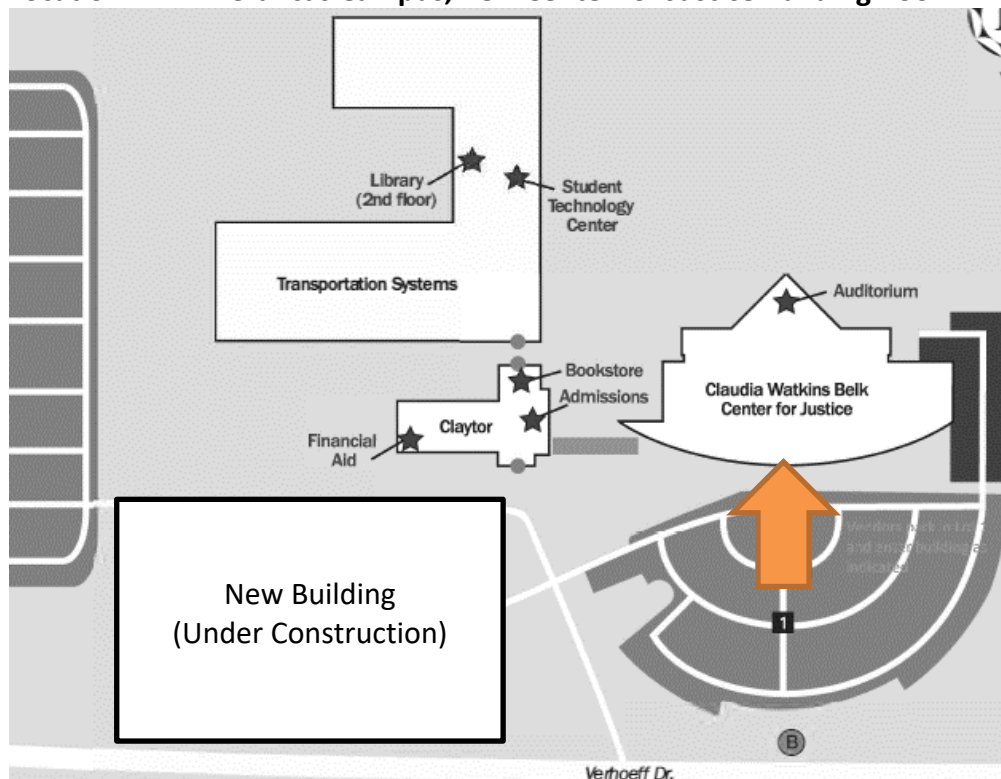
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ATTACHMENT H: COLLEGE MAPS

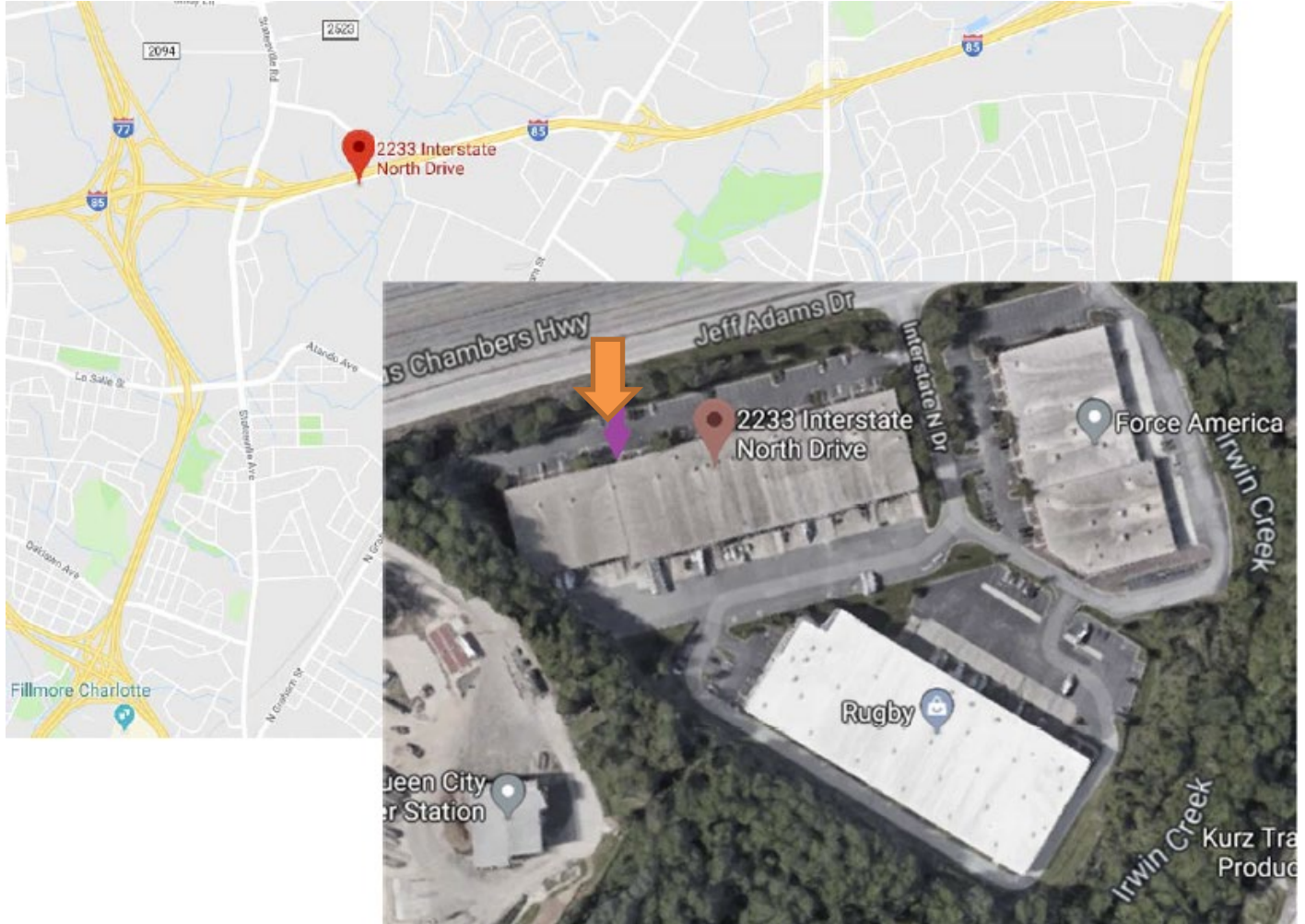
Location: Central Campus, Facilities Services Building Room 218.



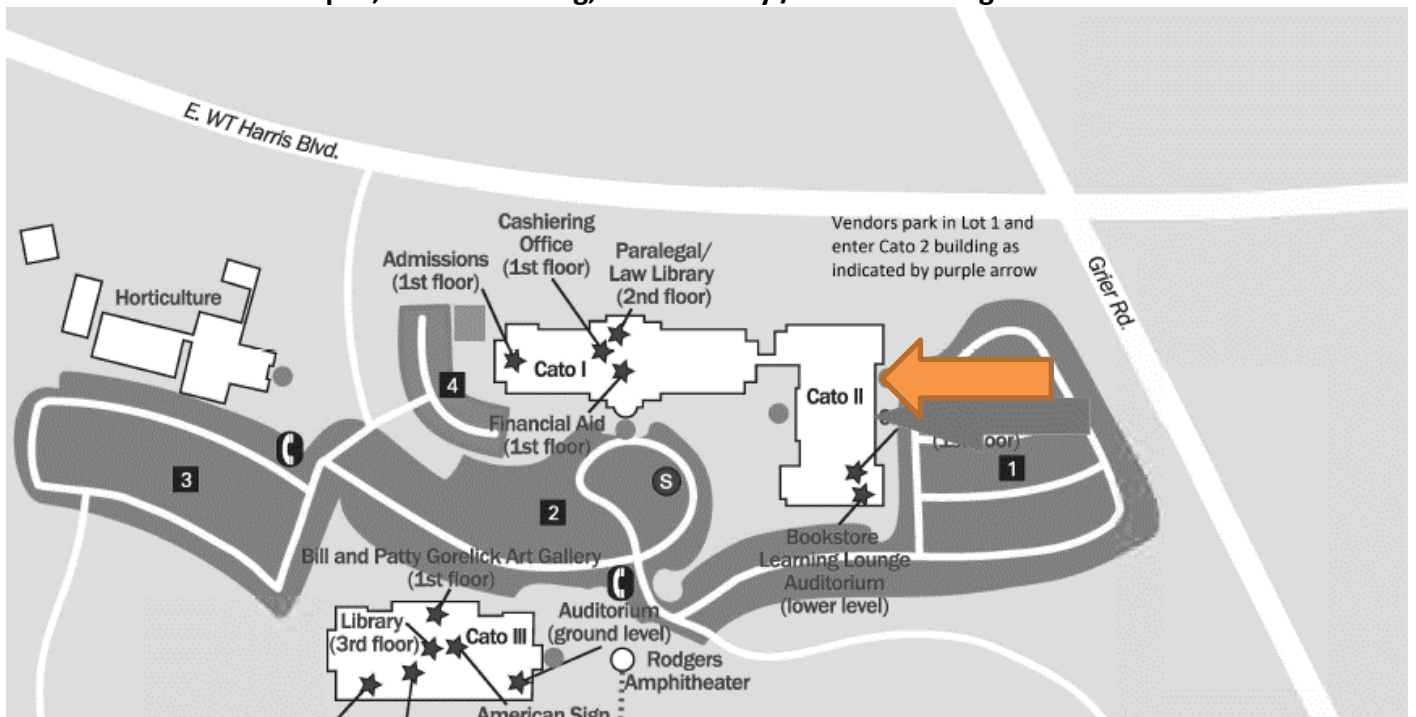
Location: Merancas Campus, Belk Center for Justice Building Room 126.



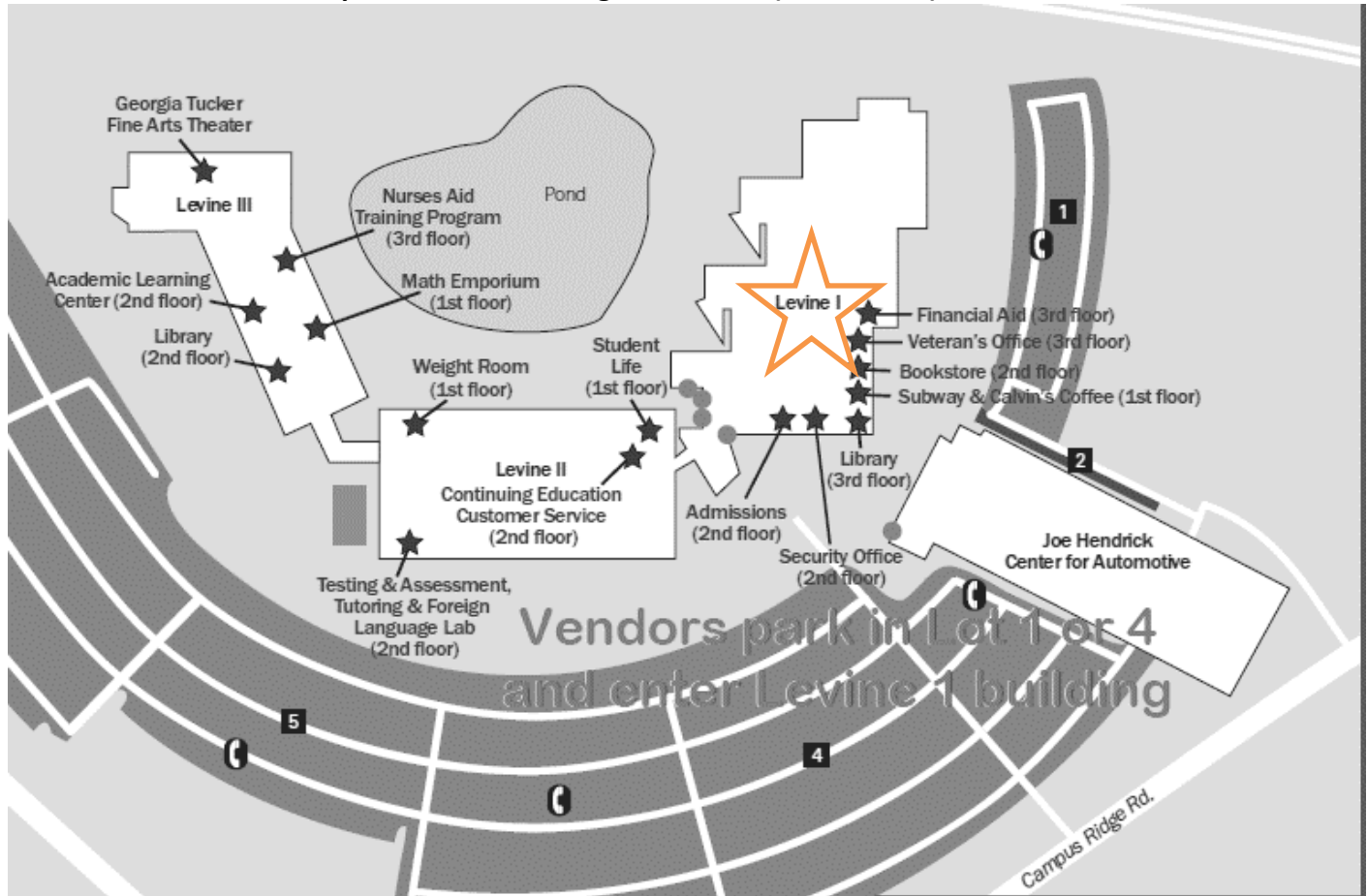
Location: GLS Interstate North Storage Annex, Front Lobby.



Location: Cato Campus, Cato II Building, Lower Lobby / Student Lounge



Location: Levine Campus, Levine I Building Room 2150 (Auditorium).



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