



# **STATE OF NORTH CAROLINA**

**Department of Transportation**

**Invitation for Bid #: 54-SH-12069260**

**Rocky Mount DMV Office Recycling Collection Services**

**Date of Issue: September 30, 2024**

**Bid Opening Date: October 23, 2024**

**At 2:00 PM ET**

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

**Steve Hussey**

**Procurement Specialist III**

**Email: [sthussey@ncdot.gov](mailto:sthussey@ncdot.gov)**

**Phone: 919-707-2638**



## STATE OF NORTH CAROLINA

### Invitation for Bid #

**54-SH-12069260**

---

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

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

---

Vendor Name

---

Vendor eVP#

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

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

|   |   |
|---|---|
| <b>STATE OF NORTH CAROLINA<br/>Department of Transportation</b>   |   |
| <b>Refer <u>ALL</u> Inquiries regarding this IFB to:</b><br>Steve Hussey <a href="mailto:sthussey@ncdot.gov">sthussey@ncdot.gov</a><br>919-707-2638 | <b>Invitation for Bid #: 54-SH-12069260</b>   |
| <b>Using Agency: NC Department of Transportation</b>  | <b>Bids will be publicly opened: October 23, 2024 @ 2:00PM ET</b>                               |
| <b>Requisition No.: 12069260</b>  | <b>Commodity No. and Description: 761223 Refuse Disposal &amp; Treatment-Recycling Services</b> |

**EXECUTION**

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

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

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

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

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

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

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

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

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

**Failure to execute/sign bid prior to submittal Shall render bid invalid and it Will 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: 54-SH-12069260

Vendor: \_\_\_\_\_

**VALIDITY PERIOD**

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

**ACCEPTANCE OF BIDS**

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

**FOR STATE USE ONLY:** Offer accepted and Contract awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2024, as indicated,  
by \_\_\_\_\_.  
**(Authorized Representative of the Department of Transportation)**

# Contents

- 1.0 PURPOSE AND BACKGROUND .....5**
- 1.1 CONTRACT TERM.....5**
- 2.0 GENERAL INFORMATION.....5**
- 2.1 INVITATION FOR BID DOCUMENT.....5**
- 2.2 E-PROCUREMENT FEE .....5**
- 2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS.....5**
- 2.4 IFB SCHEDULE .....6**
- 2.5 BID QUESTIONS.....6**
- 2.6 BID SUBMITTAL .....6**
- 2.7 BID CONTENTS .....7**
- 2.8 ALTERNATE BIDS.....8**
- 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....8**
- 3.0 METHOD OF AWARD AND BID EVALUATION PROCESS .....9**
- 3.1 METHOD OF AWARD.....9**
- 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....9**
- 3.3 BID EVALUATION PROCESS .....9**
- 3.4 PERFORMANCE OUTSIDE THE UNITED STATES .....10**
- 3.5 INTERPRETATION OF TERMS AND PHRASES.....10**
- 4.0 REQUIREMENTS .....10**
- 4.1 PRICING.....11**
- 4.2 FINANCIAL STABILITY .....11**
- 4.3 HUB PARTICIPATION .....11**
- 4.4 REFERENCES .....11**
- 4.5 BACKGROUND CHECKS.....11**
- 4.6 PERSONNEL.....13**
- 4.7 VENDOR’S REPRESENTATIONS .....13**
- 4.8 AGENCY INSURANCE REQUIREMENTS MODIFICATION .....14**
- 4.9 EDUCATION AND TRAINING .....14**
- 4.10 FAITHFUL PERFORMANCE.....14**
- 5.0 SPECIFICATIONS AND SCOPE OF WORK .....15**
- 5.1 SPECIFICATIONS.....15**
- 5.2 VENDOR EQUIPMENT AND SUPPLIES .....15**
- 5.2.1 EQUIPMENT.....15**

**5.2.2 CONTAINERS .....15**

**5.3 MATERIALS TO BE COLLECTED AND MARKETED .....15**

**6.0 CONTRACT ADMINISTRATION.....16**

**6.1 CONTRACT MANAGER AND CUSTOMER SERVICE .....16**

**6.2 POST AWARD PROJECT REVIEW MEETINGS .....17**

**6.3 CONTINUOUS IMPROVEMENT .....17**

**6.4 PERIODIC STATUS REPORTING .....17**

**6.5 ACCEPTANCE OF WORK.....17**

**6.6 DISPUTE RESOLUTION.....17**

**6.7 CONTRACT CHANGES .....18**

**6.8 INVOICES .....18**

**6.9 ESTIMATED QUANTITIES.....18**

**7.0 ATTACHMENTS .....19**

**ATTACHMENT A: PRICING FORM .....19**

**ATTACHMENT B: INSTRUCTIONS TO VENDORS .....20**

**ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS .....20**

**ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.....20**

**ATTACHMENT H: FAITHFUL PERFORMANCE .....21**

**ATTACHMENT I: ROCKY MOUNT DMV HEADQUARTERS.....22**

## 1.0 PURPOSE AND BACKGROUND

---

The intent of this Invitation for Bid (IFB) is to obtain pricing from experienced, qualified Vendor(s) to provide recycling collection services for the North Carolina Department of Transportation (NCDOT), Division of Motor Vehicles (DMV), Rocky Mount, North Carolina 27804. NCDOT seeks the services of a qualified Vendor(s) to provide recycling containers, collect materials such as mixed office paper, newspapers, shredded paper, magazines/glossy materials, chip board and hardback books, aluminum cans, plastic bottles, glass bottles and tin/steel cans, and recycle specific materials from NCDOT locations, providing efficient and professional manpower with minimal interruption in service.

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

### 1.1 CONTRACT TERM

The Contract shall have an initial term of three (3) years, beginning on the date of final Contract execution (the "Effective Date"). In addition, 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://eprocmnt.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          | September 30, 2024            |
| Submit Written Questions      | Vendor         | October 9, 2024 at 10:00AM ET |
| Provide Response to Questions | State          | October 14, 2024              |
| Submit Bids                   | Vendor         | October 23, 2024 at 2:00PM ET |
| 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 [sthussey@ncdot.gov](mailto:sthussey@ncdot.gov) by the date and time specified above. Vendors should enter “IFB # 54-SH-12069260: 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.

| Mailing address for delivery of bid via US Postal Service   | Office Address of delivery by any other method (special delivery, overnight, or any other carrier).   |
|---|---|
| BID NUMBER: <b>54-SH-12069260</b><br>Attn: Steve Hussey<br>North Carolina Department of Transportation<br>Purchasing Unit, Room 334<br>1510 Mail Service Center<br>Raleigh, NC 27699-1510 | BID NUMBER: <b>54-SH-12069260</b><br>Attn: Steve Hussey<br>North Carolina Department of Transportation<br>Purchasing Section, Room 334<br>1 South Wilmington St.<br>Raleigh, NC 27601 |

**CAUTION:** For bids submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State’s Mail Service Center. Vendors are cautioned that bids sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’s purchasing office on the due date in time to meet the bid deadline. All Vendors are urged to take the possibility of delay into account when submitting bids by U.S. Postal Service, courier, or other

delivery service. **Attempts to submit a bid via facsimile (FAX) machine, telephone, or email in response to this IFB shall NOT be accepted.**

- a) Submit a **signed, original executed** bid response, to the address identified in the table above.
- b) Submit your bid in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the IFB number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Bids are subject to rejection unless submitted with the information above included on the outside of the sealed bid package.
- c) If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

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

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) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- b) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- c) Completed version of ATTACHMENT A: PRICING FORM
- d) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- e) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- f) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- g) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- h) Completed and signed version of ATTACHMENT H: FAITHFUL PERFORMANCE

## 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 # 54-SH-12069260 [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) **ALUMINUM CANS:** all non-aerosol food and beverage containers consisting of only 100% aluminum metal.
- b) **COMMINGLED DUAL STREAM:** the system in which all plastics, metals, paper, and other recyclables are mixed into a single collection truck.
- c) **CONTRACTING AGENCY:** North Carolina Department of Transportation (NCDOT), Support Services Unit.
- d) **CONTRACT LEAD:** Michael Conner, [mwconner@ncdot.gov](mailto:mwconner@ncdot.gov), 919-615-7415
- e) **HIGH DENSITY POLYETHYLENE PLASTIC (HDPE):** A sturdy, dense plastic used in various types of milk jugs, detergent bottles, and grocery bags.
- f) **LOW DENSITY POLYETHYLENE PLASTIC (LDPE):** A lightweight clear and durable plastic used in various types of juice containers, cling wrap, wash bottles, six-pack rings for soda cans.
- g) **MIXED OFFICE PAPER:** Printed or un-printed sheets, shavings, and cuttings of colored or white paper with colored or black ins, including, ledger, copy paper, computer paper, letterhead, white envelopes with or without windows, non-thermal fax paper, post it notes, notebook paper, non-glossy pamphlets/brochures, manuals, greeting card, non-glossy posters, manila file folders, and paper ream wrappers. This is a broad category that often includes items such as discarded mail, telephone books, paper board, magazines, and catalogs. Mills use mixed paper to produce paperboard and tissue, as a secondary fiber in the production of new paper, or as a raw material in non-paper products such as gypsum wall board, chip board, roofing felt, cellulose insulation, and molded pulp products such as egg cartons.
- h) **PLASTIC BOTTLES:** All containers 2 liters or less in size with a neck smaller in diameter than the body made up of any one of the following plastics: #1 (PETE), #2 (HDPE), #3 (PVC), #4 (LDPE), #5 (PP), #6 (PS), #7 (OTHER).
- i) **POLYETHYLENE TEREPHTHALATE (PETE):** A clear, strong, and lightweight plastic ideal for various types of beverage bottles and food containers.
- j) **POLYPROPYLENE PLASTIC (PP):** A lightweight strong, rigid plastic for various types of bottles and food containers.
- k) **POLYSTYRENE PLASTIC (PS):** A lightweight clear and durable plastic used in various types of bottles, consumer product applications and commercial packaging.
- l) **POLYVINYL PLASTIC (PVC):** A sturdy and flexible plastic used in various types of bottles, consumer product applications.
- m) **PROFESSIONAL MANNER:** The personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry.
- n) **RECYCLABLE(S):** Those materials identified by NCDOT for collection, processing, recovery, or reuse as part of the NCDOT's Recycling Program.
- o) **RECYCLING SITE(S):** Any point within four (4) feet of a Vendor serviced indoor container, or within the confines of any physical barrier (e.g., wall, fence) specifically a NCDOT indoor recycling area.
- p) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.

### **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 be 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.

**Note: The cost for this contract will be provided based on the services of commingled dual stream.**

#### **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 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.

#### **4.4 REFERENCES**

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

#### **4.5 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.

##### **4.5.1 GENERAL INFORMATION**

It is the policy of the State to provide a safe environment for State Government employees to work. Due to the Contract requirements, the State requires criminal background checks of awarded Vendors, including but not limited to owners, employees, agents, representatives, subcontractors, and all personnel of their respective companies. All costs and expenses associated with criminal background checks are the responsibility of the Vendor.

The following requirements must be met:

- a) Criminal background checks shall be current and completed within ninety (90) days of the Contract effective date.
- b) The criminal background check shall include a social security verification/check, felonies, misdemeanors, and traffic records covering a minimum of the last seven (7) years for all states and countries where the individual has resided. The criminal background check information shall be first thoroughly reviewed by the Vendor and then sent to the Contract Administrator

for review and approval. Out of state searches shall be required for persons living in the state of NC for fewer than seven (7) years. Fingerprint background checks may be required in some instances depending on the facility requirements.

- c) A criminal background check on the awarded Vendor and its employees shall be provided by the Vendor prior to Contract effective date. Copies of the original criminal background check shall be sent to the Contract Administrator for evaluation. In some cases, badging cannot take place until after the evaluation and approval of the Vendor's criminal checks.
- d) When a new employee or individual is identified to perform Services on this Contract, the Vendor shall provide the Contract Administrator with a criminal background check before the individual can be approved for work. Persons without approved criminal background checks shall not be allowed to work in the relevant buildings until proper documentation is submitted and approved.
- e) The State may require the Vendor to exclude the Vendor's employees, agents, representatives, or subcontractors based on the background check results. Discovery that one or more employees have convictions does not disqualify the Vendor from award.
- f) Additionally, the State may use The North Carolina Department of Public Safety Offender Public Information or similar Services to conduct additional background checks on the Vendor's proposed employees.

#### 4.5.2 BACKGROUND CHECK REQUIREMENTS

As part of Vendor's criminal background checks, the details below 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, of 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 provide 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 provide a statement that there are none.

#### 4.5.3 BACKGROUND CHECK LIMITATIONS

Any individual representing the Vendor, who:

- a) In his/her lifetime, has been adjudicated as a habitual felon as defined by GS 14-7.1 or a violent habitual felon as defined by GS 14-7.7, shall not be allowed to work in buildings occupied by State Government employees.
- b) During the last seven (7) years has been convicted of any criminal felony or misdemeanor sexual offense or a crime of violence shall not be allowed to work in buildings occupied by State Government employees.
- c) At any time has an outstanding warrant or a criminal charge for a crime described in (b) above shall not be allowed to work on State property.
- d) The Vendor must ensure that all employees have a responsibility to self-report to the Vendor within twenty-four (24) hours any arrest for any disqualifying offense. The Vendor must notify the Contract Administrator within twenty-four (24) hours of all details concerning any reported arrest.
- e) Upon the request of the Contract Administrator, the Vendor will re-screen any of its employees, agents, representatives, and subcontractors during the term of the Contract.

- f) Vendor's responses to these background check requests shall be considered a continuing representation, and Vendor's failure to notify the State within thirty (30) days of any criminal charge, 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.
- g) If there are problems or delays with performance associated with the completion and compliance with this background check requirements, any Vendor's performance bond could be used to complete these Services.

#### **4.5.4 DOCUMENT REQUIREMENTS**

Required documentation to be submitted prior to date Contract is effective and for performing any Services on State property shall include:

- a) A cover letter by the Vendor on company letterhead with a list of the full names matching a required government issued photo ID, addresses, and birth dates of each person representing the contracting company.
- b) Vendor shall also provide a photocopy of the required State or Federal government issued picture ID or Driver License.
- c) A letter on company letterhead is not acceptable proof in itself but can be used to further clarify information on the criminal background check submitted. All documentation shall be submitted at the same time. Submit documents which are clear and legible.
- d) Background checks consisting of:
  - 1. Original unaltered criminal background check from the organization providing the background check.
  - 2. The background check provider's company name, company mailing address, and contact phone numbers.
  - 3. The full name of the individual, which matches the government issued photo ID.
  - 4. The current address of individual being checked.
  - 5. The date the criminal background check search was conducted.

#### **4.6 PERSONNEL**

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. 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 within seven (7) consecutive business day(s). 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.

#### **4.7 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.

**4.8 AGENCY INSURANCE REQUIREMENTS MODIFICATION**

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

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

**4.9 EDUCATION AND TRAINING**

- a) The Vendor shall assist NCDOT in educating employees (Posters, Flyers, Labels, Decals and Brochures with Images) about proper recycling procedures.
- b) The Vendor shall designate one or more contact persons to answer questions from NCDOT. The Vendor will work with representatives identified by NCDOT to coordinate collections, resolve problems, and develop improvements to the program.

**4.10 FAITHFUL PERFORMANCE**

A faithful performance or other suitable performance guarantee will be required from the successful Vendor as provided by law and without expense to NCDOT. In case of default by the Vendor, NCDOT may procure the services from other sources and hold the Vendor responsible for excess cost occasioned through the default. ATTACHMENT H must be returned with your bid response.

*The Remainder of This Page Is Intentionally Left Blank*

## 5.0 SPECIFICATIONS AND SCOPE OF WORK

The North Carolina Department of Transportation (NCDOT) seeks the services of a qualified vendor to provide containers, collect materials, and recycle specific materials from State Agency locations. The materials are commingled dual stream as described below:

### 5.1 SPECIFICATIONS

Paper Recycling: Mixed office paper, newspapers, shredded paper, magazines/glossy materials, and hardback books

Commodity Recycling: Aluminum cans, plastic bottles (PETE, HDPE, PVC, LDPE, PP, PS, and OTHER), glass bottles (clear, brown, and green), and tin/steel cans.

### 5.2 VENDOR EQUIPMENT AND SUPPLIES

Vendor shall furnish all materials, equipment, and supplies necessary to perform work on this contract. All equipment shall be in good working order, capable of being used as originally intended. NCDOT may request replacement of faulty recycling equipment and such equipment shall be removed from the space by the Vendor.

#### 5.2.1 EQUIPMENT

- a) The Vendor must provide all tolls, materials, containers, and trucks such as hand trucks to perform services required in this contract.
- b) Trucks used for the collection of Recyclables shall be equipped so that Recyclables shall not escape there from. In addition, the name of the Vendor and his/her telephone number shall be posted on each side of the truck in letters of legible size.

#### 5.2.2 CONTAINERS

- a) The Vendor shall be responsible for the purchase/acquisition, supply, distribution, maintenance, and replacement of all containers used to service Recyclables covered under this contract. This cost shall be included in the overall bid cost.
- b) The Vendor shall provide recycling containers, in quantity; size, design and location of which shall be subject to approval by NCDOT. Containers for the interior of buildings listed within this contract shall have a capacity of no less than thirty (30) gallons and no more than ninety-five (95) gallons. All containers shall have a uniform design, durable, rust resistant and have wheels.
- c) The Vendor shall be responsible for picking up recyclable paper stored in boxes and bags placed by paper recycling containers.
- d) The Vendor shall ensure that all recycling containers are clearly labeled.
- e) The Vendor shall replace plastic liners it removes from containers when it collects aluminum cans, plastic bottles and glass bottles with plastic liners it provides.
- f) The Vendor shall be responsible for keeping containers clean and for cleaning up any spills that may result from its collection activities.
- g) The Vendor shall place containers or relocate existing containers at NCDOT locations when requested by NCDOT.
- h) All containers broken or destroyed as a result of improper or careless handling by the Vendor or persons in his/her employ shall be replaced by the Vendor at his/her own expense.

### 5.3 MATERIALS TO BE COLLECTED AND MARKETED

- a) The Vendor will collect the following recyclables:
  - a. Mixed Office Papers (Blend Paper, Computer Print Out, Office Fiber Paper, Shredded Paper, etc.) Note: Some shredded paper may be in plastic bags or in barrels. Other paper may be stacked in barrels or boxes.
  - b. Newspapers
  - c. Aluminum Cans
  - d. Clear, Green and Brown Glass Bottles
  - e. Plastic Bottles
  - f. Magazines/Glossy Materials

- g. Hardback Books
- b) The Vendor shall specify which recyclables can be commingled together in the recycling bins at the source of collection (i.e., all paper, etc.).
- c) The Vendor shall have at a minimum, the capability to provide recycling collection services for a range of 160 tons of recyclable material a month.
- d) The Vendor shall have recycling market for all recyclable items collected from NCDOT and shall share detailed information about those markets within this bid and upon request. The Vendor must notify NCDOT if it changes markets.
- e) The Vendor shall collect, process, prepare, and sell all specified recyclable materials to market brokers, ensuring that the materials are actually recycled.
- f) The Vendor shall provide a statement of assurance indicating that all material collected as part of this contract is recycled by the end of the contract period.
- g) The Vendor shall take ownership of all Recyclables removed by the Vendor from NCDOT.
- h) The Vendor shall be solely responsible for any disposal costs associated with the collection of the Recyclables.

**Note:** Locations may be added or deleted as a result of relocations or moves. NCDOT’s goals are to reduce the amount of these materials entering the waste stream and to increase employee participation in the NCDOT recycling program.

## 6.0 CONTRACT ADMINISTRATION

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

### 6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State’s point of contact for customer service-related issues concerning invoicing, availability, and delivery.

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

The Vendor’s Contract Manager shall be available by phone or e-mail and shall respond within one (1) State Business Day.

The Vendor hereby agrees to work with the NCDOT Support Services Unit and the designated Contract Administrator, in connection with carrying out and conducting all of the duties and responsibilities during the term of this contract as stated in sections 6.1, 6.2 and 6.4.

NCDOT Contract Administrator will be Leslie Hill, 919-615-5152, [lwhill@ncdot.gov](mailto:lwhill@ncdot.gov).

## 6.2 POST AWARD PROJECT REVIEW MEETINGS

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

## 6.3 CONTINUOUS IMPROVEMENT

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

## 6.4 PERIODIC STATUS REPORTING

- a) The Vendor shall furnish the Contract Administrator reports, in an electric spreadsheet format, quarterly throughout the contract period, which include details about:
  - a. The amount by weight, in units of pounds and tons, of all recyclables by type collected from each location.
  - b. The number of contaminants/residues or non-recyclable materials collected including descriptions of the materials and means of disposal used.
  - c. Documentation of all work orders completed in the prior month.
- b) The electronic spreadsheet shall include the amount/cost at each location for this contract.
- c) NCDOT, Support Services Unit may, on unannounced occasions, audit the collection, conveyance, and weighing procedures of the Vendor to assure that efficient operational practices are being maintained.

## 6.5 ACCEPTANCE OF WORK

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

## 6.6 DISPUTE RESOLUTION

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

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

**6.7 CONTRACT CHANGES**

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

**6.8 INVOICES**

Vendor must submit one (1) monthly invoice for the materials that are picked up and billed accordingly. Invoices must be submitted to the Contract Administrator. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Support Services Unit with an invoice for each order. Invoices shall include detailed information to allow Support Services Unit 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, Service Date, Purchase Order Number, Item Descriptions, Price, Quantity, and Unit of Measure.

**ATTN: LESLIE HILL  
1530 Mail Service Center  
RALEIGH, NC 27699-1530**

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

**6.9 ESTIMATED QUANTITIES**

The quantities indicated herein are annual estimates only and are provided for informational purposes based on the anticipated usage during the previous one (1) year period. No maximum or minimum quantities are guaranteed. It shall be understood and agreed that the State may purchase more or less than the estimated quantities during the contract period. The State reserves the right to increase or decrease the quantities as needed. The State shall not be obligated to purchase more than its normal requirements. The State will be responsible only for items requested and received.

The following is the estimated Weight in Pounds by Region.

- a) **Paper Recycling** - Mixed office paper (See Section 2.9), newspapers, shredded paper, magazines/glossy materials, chip board and hardback books.

|               |                                     |
|---------------|-------------------------------------|
|               | <b>Rocky Mount DMV Headquarters</b> |
| <b>TOTALS</b> | <b>75,300 lbs.</b>                  |

- b) **Container Recycling** - Aluminum cans, plastic bottles (PETE, HDPE, PVC, LDPE, PP, PS, and OTHER), glass bottles (clear, brown, and green), and tin/steel cans.

|               |                                     |
|---------------|-------------------------------------|
|               | <b>Rocky Mount DMV Headquarters</b> |
| <b>TOTALS</b> | <b>2,600 lbs.</b>                   |

**7.0 ATTACHMENTS**

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

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

**ATTACHMENT A: PRICING FORM**

| <b>TABLE 1: Rocky Mount DMV Headquarters (See ATTACHMENT I)</b> |                      |            |   |                             |                           |
|---|----------------------|------------|---|-----------------------------|---------------------------|
| <b>ITEM #</b>   | <b>ESTIMATED QTY</b> | <b>UOM</b> | <b>DESCRIPTION</b>  | <b>UNIT PRICE PER POUND</b> | <b>TOTAL EXTEND PRICE</b> |
| 1   | 75,300               | Per Pound  | Paper Recycling - Commingled Dual Stream                  | \$ _____                    | \$ _____                  |
| 2   | 2,600                | Per Pound  | Container Recycling - Bottles/Cans Commingled Dual Stream | \$ _____                    | \$ _____                  |
| <b>Total Extended Price \$</b>                                  |                      |            |   |                             | _____                     |
| <b>Three (3) Year Extended Total \$</b>                         |                      |            |   |                             | _____                     |

**The Remainder Of This Page Is Intentionally Left Blank**

**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://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/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/form-hub-supplemental-vendor-information-9-2021/download>

**MUST RETURN COMPLETED FORM WITH BID**

**ATTACHMENT E: CUSTOMER REFERENCE FORM**

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

<https://www.doa.nc.gov/pc-formcustomerreferencetemplate092021-attachment-epdf/open>

**MUST RETURN COMPLETED FORM WITH BID**

**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/form-location-workers-09-2021/download>

**MUST RETURN COMPLETED FORM WITH BID**

**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/form-certification-financial-condition-09-2021/download>

**MUST RETURN COMPLETED SIGNED FORM WITH BID**

**The Remainder Of This Page Is Intentionally Left Blank**

**ATTACHMENT H: FAITHFUL PERFORMANCE**

**(Vendor Must select one below)**

- The face amount of the faithful performance bond shall equal one-third of the Vendor’s annual contract cost and will remain in force for the duration of the contract, including extensions. The bond must be delivered to the Support Services Unit-Purchasing Section within fifteen (15) days after written notification of award. Failure to deliver a bona fide bond within the above-specified time will be cause for immediate cancellation of contract award. In lieu of the above, the Vendor may elect to provide one of the following as a performance guarantee.
- For the first three months of the contract, the Vendor agrees to invoice NCDOT ten (10) percent less than the amount of the monthly invoice, and for the next nine (9) months of the contract, the Vendor agrees to invoice NCDOT five (5) percent less than the amount of the monthly invoice. **This amount will be refunded by NCDOT along with final payment at the end of this agreement. However, in case of default, this amount will be used to obtain these services from another source.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**(This Certification must be signed by an individual authorized to speak for Vendor)**

**MUST RETURN COMPLETED SIGNED FORM WITH BID.**

**The Remainder Of This Page Is Intentionally Left Blank**

**ATTACHMENT I: ROCKY MOUNT DMV HEADQUARTERS**

| <b>Building Name/Agency Occupant</b>   | <b>Address</b>                                    | <b>No. of Floors</b> | <b>Elevator</b> | <b>Loading Dock</b> | <b>Collection Frequency</b> |
|--|---|----------------------|-----------------|---------------------|-----------------------------|
| Division of Motor Vehicles Office<br>Building #1                             | 1417 North Church Street<br>Rocky Mount, NC 27804 | 6                    | <b>YES</b>      | <b>NO</b>           | Weekly                      |
| Division of Motor Vehicles Office<br>Building #2                             | 1405 North Church Street<br>Rocky Mount, NC 27804 | 1                    | <b>No</b>       | <b>NO</b>           | Weekly                      |
| Division of Motor Vehicles Mail Room,<br>Storage Room, Warehouse-Building #3 | 1515 North Church Street<br>Rocky Mount, NC 27804 | 1                    | <b>NO</b>       | <b>YES</b>          | Weekly                      |
| Division of Motor Vehicles Office<br>Building #5                             | 1613 North Church Street<br>Rocky Mount, NC 27804 | 1                    | <b>NO</b>       | <b>NO</b>           | Weekly                      |
| Division of Motor Vehicles Office<br>Building #6                             | 1625 North Church Street<br>Rocky Mount, NC 27804 | 1                    | <b>NO</b>       | <b>NO</b>           | Weekly                      |

**The Remainder Of This Page Is Intentionally Left Blank**