



STATE OF NORTH CAROLINA

University of North Carolina at Pembroke

Request for Proposal #: 71-Q2024-14

Campus Laundry Services

Date of Issue: 02/14/2025

Proposal Opening Date: 03/13/2025

At 2:00 PM ET

Direct all inquiries concerning this RFP to:

Beatrice Williams

Purchasing Williams

Email: Beatrice.Williams@uncp.edu



STATE OF NORTH CAROLINA

Request for Proposal

71-Q2024-14

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

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

Vendor Name

Vendor eVP#

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

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA
University of North Carolina at Pembroke (UNC Pembroke)

Refer <u>ALL</u> Inquiries regarding this RFP to: Beatrice Williams Beatrice.Williams@uncp.edu	Request for Proposal #: 71-Q2024-14
	Proposals opened eVP: Thursday, March 13, 2025
Using Agency: UNC Pembroke	Commodity No. and Description: Campus Laundry Services
Requisition No.: N/A	

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

VALIDITY PERIOD

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

ACCEPTANCE OF PROPOSAL

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

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

The attached certification, by _____.

(Authorized Representative of [Enter Agency Title])

[Use Microsoft Office Table of Contents functionality to update this Table of Contents (TOC), once the body of the RFP has been finalized and approved. Edits may be needed to correct flaws in the TOC generation process.]

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1.0 PURPOSE AND BACKGROUND

University of North Carolina at Pembroke (UNC Pembroke, UNCP) was founded in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke now serves a distinctly diverse student body and encourages inclusion and appreciation for the values of all people. UNC Pembroke exists to promote excellence in teaching and learning, in bachelor’s, master’s and professional doctoral degrees, in an environment of free inquiry, interdisciplinary collaboration, and rigorous intellectual standards.

The University of North Carolina at Pembroke Business Services Office is seeking proposals from qualified vendors to provide open laundry services within university owned and operated facilities. Approximately 1600 residential students use laundry services currently. Laundry services shall include the of equipment, maintenance of equipment, general upkeep, and requirements by inspections. Laundry machines must have a notification system accessible by wireless devices and be Ada compliant.

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

1.1 CONTRACT TERM

The Contract shall have an initial term of six (6) years, beginning on the date of contract award (July 1, 2025).

At the end of the Contract’s current term, UNC-Pembroke shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of a four (4)-year term renewal. UNC-Pembroke will give the Vendor written notice of its

intent whether to exercise each option no later than ninety (90) days before the end of the Contract's then-current term. In addition, UNC-Pembroke reserves the right to extend a contract term for a period of up to two (2) one-year additional renewals for a total of a twelve-year contract; with the vendors understanding they shall replace the existing laundry equipment with new machines at the start of the four- year renewal (July 2032). Installation will take place the week of July 7, 2025.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee 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 RFP TERMS AND CONDITIONS

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

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

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

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

2.4 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP (eVP)	State	Friday, February 14, 2025,
Email notification required to Mandatory Site Visit	Vendor	Monday, February 17, 2025, by 5:00 pm (EST) -(only 2 reps are allowed attend)
Mandatory Site-Visit	State	Wednesday, February 19, 2025, at 10:00 am (EST)

Submit Written Questions	Vendor	Tuesday, February 25, 2025, by 12:00 pm (EST)
Provide Response to Questions	State	Wednesday, March 5, 2025, by 5:00 pm (EST)
Submit Proposals (eVP only)	Vendor	Thursday, March 13, 2025, by 2:00 pm (EST)
Contract Award (eVP)	State	Wednesday April 2, 2025,

2.5 SITE VISIT or PRE-PROPOSAL CONFERENCE

Mandatory

REQUIRED: Please send Beatrice Williams an email with the name of who will be attending the site visit no later than 5:00 p.m., Monday, February 17th

Date: Wednesday, February 19, 2025
Time: 10:00 a.m.
Auxiliary Building
Business Services Conference Room, Rm 30
One University Drive
Pembroke, NC 28372
Map: <https://www.uncp.edu/about/campus-map>

Instructions: It shall be **MANDATORY** that a representative from each Vendor be present for a site visit. **Only two (2) representatives will be allowed to attend the site visit.** All questions should be submitted during the questions period stated on the RFP schedule. Attendees must arrive promptly. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE SITE VISIT, NOR SHALL THEIR PROPOSAL BE CONSIDERED.

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

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

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

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

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

2.6 PROPOSAL QUESTIONS

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

Written questions shall be emailed to beatrice.williams@uncp.edu by the date and time specified above. Vendors should enter “RFP # 71-2024-14 Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

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

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

2.7 PROPOSAL SUBMITTAL

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

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

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

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

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

2.8 PROPOSAL CONTENTS

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

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

- Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor’s agreement to comply with all instructions, terms and conditions, and attachments.
- Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.

- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor's Proposal addressing all Specifications of this RFP. *[Indicate relative section references as a guide to responding to sections requiring additional responses outside of the solicitation document. If not required, delete.]*
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT B: INSTRUCTIONS TO VENDORS
- h) Completed version of ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS
- i) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- j) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- k) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- l) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.9 ALTERNATE PROPOSALS

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

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

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

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

3.1 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.2 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

Proposals will be received according to the method stated in the Proposal Submittal Section above.

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

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

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

If negotiation is anticipated under 01 NCAC 05B.0503, pricing may not be public until award.

At their sole option, the evaluators may request oral presentations or discussions with any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not.

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 RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.3 EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the State:

- A. **Qualifications** (Maximum points=30): Proposal shall contain Vendor's experience and qualifications in providing laundry services

similar in nature and scope to those outlined herein. Points will be awarded based on Vendor's indicated abilities of providing items above and how Vendor has demonstrated these qualifications in university environments by university knowledge, reference responses, and University follow up to information provided in References: Attachment B.

- B. **Plan**, including response times. (Maximum points=30): Proposal shall contain Vendor's plan to assist the University in meeting/exceeding its needs for laundry services. Points will be awarded based on Vendor's demonstrated ability to provide assistance in short- and long-range planning of facilities and services. The proposing supplier's maintenance capabilities and guaranteed maintenance response times as well as historical data verifying response times. Plan may also include additional products or services that Vendor may offer to further enhance the University mission and goals.
- C. **Price** (Maximum points=20): Proposal shall contain total cost to University (Attachment A) over life of contract. UNC Pembroke will determine low cost by normalizing the scores.
- D. **Proposed equipment** (Maximum points=20): Proposal shall describe how Vendor's proposed equipment and software meets/exceeds specifications and requirements in this RFP.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.5 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Proposal Questions Section above.

4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.2 INVOICES

Vendor shall invoice the Purchasing Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Purchasing Agency with an invoice for each order. Invoices shall include detailed information to allow Purchasing Agency to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

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

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS 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 RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 VENDOR EXPERIENCE

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

4.6 REFERENCES

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

4.7 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a

4.8 PERSONNEL

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

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

4.9 VENDOR'S REPRESENTATIONS

If Vendor's Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

To provide washer and dryer units to UNC Pembroke as specified in this Request for Proposals. The awarded Vendor shall manage and operate the University's open laundry equipment and services program. Responses to this Request for Proposals must address each of the following tasks and requirements. Incomplete proposals will not be eligible for award of the laundry services contract.

5.1 SPECIFICATIONS

- A. Vendor shall install and maintain the number of washers and dryers in each location to satisfy usage requirements, making adjustments as needed. UNC Pembroke will stipulate the number of washers and dryers to be located in each housing

unit. ([Attachment H](#)).

- B. **Vendor shall provide all new and undamaged equipment at the start of the contract.** The laundry equipment shall be Speed Queen Quantum washers and dryers, or comparable equivalent, and be of the same color throughout all laundry rooms. The laundry equipment shall be modular design and be the same height to give uniformity of appearance, except as otherwise mutually agreed by the University and the selected Vendor. Equipment shall adhere to ADA requirements where applicable. Proposal response shall include cut sheets and specifications that include model number, extract RPM, card option, capacity, average water usage, tumble speed and CFM and shall include pictures of equipment proposed. The University reserves the right to determine suitability of unit and the awarded Vendor shall immediately replace any unit that the University deems unfit for service. Details of number and location of each type of machine provided. Vendor shall provide a per-machine cost for each year, (note: University will split payment into two equal payments billed in fall and spring semester), as the University engages in all-inclusive laundry services in our residence facilities. Therefore, all machines are set up on a non-vended setting. [Attachment A](#).
- C. Vendor shall obtain all required permits, licenses, and employee bonding to comply with applicable municipal, county, state, city and federal laws, and assume liability for all applicable taxes including, but not limited to, sales and property taxes.
- D. Vendor shall furnish all supplies, material, equipment, management and labor necessary to run the laundry program.
- E. Vendor shall provide one contract coordinator to review and inspect operations every three months and fill staff vacancies if necessary. Contract coordinator shall update University on current and future service programs offered. Contract coordinator shall have full authority to act on behalf of the awarded Vendor in all matters pertaining to the specifications of any resulting contract.
- F. Vendor shall comply with all applicable government regulations related to the employment, compensation, and payment of personnel. All employees of the selected firm at the University shall be bonded and will meet University HR background check requirements, a list of said employees and copies of all background check results shall be furnished to the University at least two weeks prior to any Vendor employee receiving independent access to university facilities.
- G. UNC Pembroke shall supply utilities to the laundry rooms. The awarded Vendor shall provide the connection from the receptacle to Vendor equipment. If utility services (water, gas, electricity or heat) are interrupted, the University will take immediate action to restore service. The University shall not be liable for any loss that may result from the interruptions or failure of any utility service.
- H. University will issue Vendor representatives with building access cards as necessary to complete work. Vendor shall be responsible maintaining security of access card and for immediate notification to university of any lost access card. Vendor will be responsible for replacement of lost cards. The University shall conduct a periodic review of access card usage and control.
- I. Equipment shall be maintained in a condition satisfactory to the University. The selected Vendor shall adhere to the highest standards of cleanliness and sanitary practices to ensure continual sanitation in all functions and matters related to the execution of the terms of any resulting contract. The awarded Vendor shall assure maximum venting and drying for each dryer. Venting may be to the outside or into existing building ventilation system. Rigid ventilation lines should be installed at all locations. The Vendor shall use the appropriate UL listed tape to seal and secure ductwork. No screws of any kind should be used to secure ductwork. Any changes to existing ventilation system after contract award shall be mutually approved. The Vendor shall provide routine maintenance of laundry equipment, cleaning of vents and fans, and repairs due to vandalism of equipment. The awarded Vendor representative shall visit each residence hall laundry facility a minimum of one time per week (checking in at the Housing Office in Governors Hall and/or with university contact).

J. The Vendor shall provide for routine vent cleaning.

At a minimum:

- Four-inch or larger diameter rigid ventilation lines will be cleaned annually. Exterior grills and louvers will be cleaned semi-annually (twice per year). Exception to this cleaning is Ponder Hall 4th floor room (437) which University will be responsible for.
- Areas behind equipment and under equipment will be cleaned semi-annually (twice per year). This will involve moving equipment to access areas behind and under.

K. Dryer efficiency and inspections of the vent lines will occur as needed to always ensure adequate ventilation, but at minimum once per year. The cleaning requirements outlined are a minimum requirement. The Vendor will determine site- specific cleaning requirements and whether a more frequent vent line cleaning is necessary. The Vendor will work

Vendor shall provide a per-machine cost for each year, (note: University will split payment into two equal payments billed in fall and spring semester), as the University engages in all-inclusive laundry services in our residence facilities. Therefore, all machines are set up on a non-vended setting. Attachment A.

- L. Vendor shall obtain all required permits, licenses, and employee bonding to comply with applicable municipal, county, state, city and federal laws, and assume liability for all applicable taxes including, but not limited to, sales and property taxes.
- M. Vendor shall furnish all supplies, material, equipment, management and labor necessary to run the laundry program.
- N. Vendor shall provide one contract coordinator to review and inspect operations every three months and fill staff vacancies if necessary. Contract coordinator shall update University on current and future service programs offered. Contract coordinator shall have full authority to act on behalf of the awarded Vendor in all matters pertaining to the specifications of any resulting contract.
- O. Vendor shall comply with all applicable government regulations related to the employment, compensation, and payment of personnel. All employees of the selected firm at the University shall be bonded and will meet University HR background check requirements, a list of said employees and copies of all background check results shall be furnished to the University at least two weeks prior to any Vendor employee receiving independent access to university facilities.
- P. UNC Pembroke shall supply utilities to the laundry rooms. The awarded Vendor shall provide the connection from the receptacle to Vendor equipment. If utility services (water, gas, electricity or heat) are interrupted, the University will take immediate action to restore service. The University shall not be liable for any loss that may result from the interruptions or failure of any utility service.
- Q. University will issue Vendor representatives with building access cards as necessary to complete work. Vendor shall be responsible maintaining security of access card and for immediate notification to university of any lost access card. Vendor will be responsible for replacement of lost cards. The University shall conduct a periodic review of access card usage and control.
- R. Equipment shall be maintained in a condition satisfactory to the University. The selected Vendor shall adhere to the highest standards of cleanliness and sanitary practices to ensure continual sanitation in all functions and matters related to the execution of the terms of any resulting contract. The awarded Vendor shall assure maximum venting and drying for each dryer. Venting may be to the outside or into existing building ventilation system. Rigid ventilation lines should be installed at all locations. The Vendor shall use the appropriate UL listed tape to seal and secure ductwork. No screws of any kind should be used to secure ductwork. Any changes to existing ventilation system after contract award shall be mutually approved. The Vendor shall provide routine maintenance of laundry equipment, cleaning of vents and fans, and repairs due to vandalism of equipment. The awarded Vendor representative shall visit each residence hall laundry facility a minimum of one time per week (checking in at the Housing Office in Governors Hall and/or with university contact).
- S. The Vendor shall provide for routine vent cleaning.
At a minimum:
 - Four-inch or larger diameter rigid ventilation lines will be cleaned annually. Exterior grills and louvers will be cleaned semi-annually (twice per year). Exception to this cleaning is Ponder Hall 4th floor room (437) which University will be responsible for.
 - Areas behind equipment and under equipment will be cleaned semi-annually (twice per year). This will involve moving equipment to access areas behind and under.

Dryer efficiency and inspections of the vent lines will occur as needed to always ensure adequate ventilation, but at minimum once per year. The cleaning requirements outlined are a minimum requirement. The Vendor will determine site- specific cleaning requirements and whether a more frequent vent line cleaning is necessary. The Vendor will work

with the University but will direct the vent cleaning in a manner that minimizes disruption of service. The Vendor shall clean all vents from each machine outlet to the exterior of the building. The Vendor will notify the Housing Office and/or University Contact upon completion of vent cleaning. Verification of this work will occur by trained facilities staff members.

- T. Demonstrate Vendor capacity for preventive maintenance and creativity in preventing and minimizing breaks in service on individual machines. Provide examples of previous successful endeavors in this regard. Specifically, please provide examples of service logs or record keeping for maintenance that have been used within the past 2 years at comparable Universities.
- U. The University shall periodically, and without advance notification, inspect the laundry equipment. A management Vendor representative shall conduct equipment and facilities maintenance and sanitation inspections on an ongoing basis. The awarded Vendor's contract coordinator shall conduct inspections of the laundry equipment with a University representative a minimum annually (June/July) and provide an electronic report of the inspection to the University.
- V. Provide laundry equipment maintenance and repair service five days per week, Monday-Friday other than state or federally recognized holidays. Vendor representative will respond to campus and correct reported problems within 48 hours from notice by University to Vendor representative. Equipment that cannot be returned to full service within 48 hours of initial notification shall be replaced until the original equipment is returned to service or permanently replaced. In the event of critical issue with equipment causing further damage to laundry room, building, or building systems a minimum 4-hour response time is required.
- O. Vendor shall provide a mobile app monitoring system to enable students to notify and communicate with students on the status of equipment cycles and availability of equipment. This system is password protected for users of the University only and not available for public access so that laundry information is secure. The system should also enable students and University staff to report malfunctioning equipment to the Vendor as well. System will generate automated service reports that are directly sent to vendor technicians. Chat support is available via mobile app for students who need troubleshooting or guidance. System must be fully compatible with existing University network. If there are any initial implementation costs for this system those would be responsibility of the Vendor.
- P. Vendor is responsible for all damage done to any University property during the installation, operation, maintenance and/or removal of equipment. Vendor is responsible for damage to university facilities by equipment that does not perform as intended or malfunctions even if exact cause of malfunction cannot be determined. Clean up and repair of all damage shall be accomplished at Vendors expense in a manner satisfactory to the University.
- Q. Vendor is responsible for providing all appropriate signage related to the appropriate operation of the laundry service equipment as well as instructions for maintenance and damage claim reporting. The University shall approve all signage and signage location. Signage shall be attractive, durable, and easy to read and understand. The University reserves the right to require new signage, at the Vendor's expense, at any time during the life of the contract.
- R. Vendor is responsible for creating a marketing and informational campaign to students focused on laundry equipment, systems, and processes. This campaign will be coordinated with the University each August and January for the duration of the contract.
- S. The University shall provide pest control in all laundry rooms and equipment areas.
- T. A damage reimbursement process shall be provided to disperse funds through the Vendor. The process shall include a form that has been approved by the University to be filled out by the person making a damage claim. A Damage Claim Form shall include the machine number, amount of refund, when, what happened, date, building, and who suffered the loss. The Vendor shall expedite review of claims submitted and be liable for the supply and maintenance of funds for such claims to the satisfaction of the University. The Vendor shall reimburse customers as necessary for damage to their personal property due to equipment malfunction.

U. The University will allow use of the laundry equipment areas identified in each facility (see Attachments!!!) as necessary to carry this service. The University must approve any request for change or new space. The University shall provide heat, electricity, gas, and water to these spaces in the same ratio as presently utilized and to new spaces as mutually agreed.

5.2 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.3 TECHNICAL APPROACH

Provide an outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.- if applicable

5.4 CERTIFICATION AND SAFETY LABELS

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

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues (define roles and responsibilities).

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

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically *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 the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.4 PERIODIC STATUS REPORTS

The Vendor shall be required to provide maintenance and usage management Reports to the designated Contract Lead on a quarterly, basis. This report shall include, at a minimum, information concerning to be determined by the director of purchasing and business services and IT analyst. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the Purchasing Agency. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within 30 business days of the award of the Contract the Vendor shall submit a final work plan and a sample report, both to the designated Contract Lead for approval.

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. – Purchasing & Business Services Director

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.

6.6 FAITHFUL PERFORMANCE

Any Contract may include terms ensuring a Vendor's performance such as: (1) a bond, or similar assurance; (2) liquidated damages; (3) a percentage of the Contract value held as a retainage; (4) withholding final payment contingent on acceptance of the final

deliverable; and (5) any other provision that assures performance of the Vendor. The parties agree that the Vendor shall be subject to the following faithful performance requirements:

6.7 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 three months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.8 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.

6.9 CONTRACT CHANGES

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

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE

FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this RFP, which can be found at the following link *OR* in the table below: (*Modify* Vendor should provide a cost sheet detailing the complete breakdown of all costs associated to complete this project. Price to provide equipment and service described in this RFP. Please refer to the list campus location with the washers and dryers.

A. Please indicate the total cost per SPEED QUEEN QUANTUM washer and dryer for the contract term:

Category	Cost -Washer per year
New Equipment	\$
Maintaining Laundry Monitoring System	\$

Machine Information	WASHER	DRYER
Manufacturer		
Make		
Model #		
Year		
ADA compliant		

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>

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

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

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

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

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

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>

ATTACHMENT H: LIST OF LOCATIONS

INSTALLATION OF NEW MACHINES MUST TAKE PLACE THE WEEK OF JULY 7, 2025

VENDOR AGREES TO THIS TIMEFRAME: PLEASE CHECK BOX AND INITIAL

☐

Building	#-Dryer	#-Washer
Belk	6	6
Cypress	12	12
North Hall	6	6
Oak Hall	10	9
Pine Hall	7	7

Total number of dryers= 42

Total number of washers= 41

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