

STATE OF NORTH CAROLINA

South Piedmont Community College

Request for Proposal #: 76-20260512

Janitorial Services

Date of Issue: June 16, 2026

Proposal Opening Date: July 9, 2026

At 2:00 PM ET

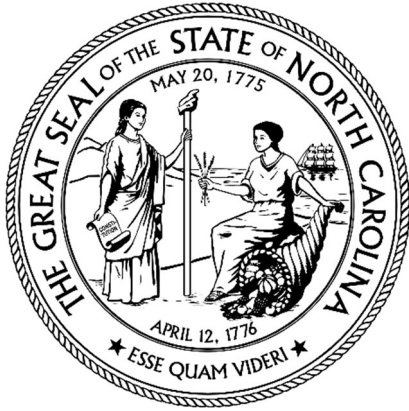
Direct all inquiries concerning this RFP to:

Anthony Barbour

Director of Purchasing

Email: abarbour@spcc.edu

Phone: 704-272-5383



STATE OF NORTH CAROLINA

Request for Proposal #

76-20260512

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

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

Vendor Name

Vendor eVP#

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

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA
South Piedmont Community College

Refer <u>ALL</u> Inquiries regarding this RFP to: <i>Anthony Barbour, Director of Purchasing</i> Email: abarbour@spcc.edu Phone: 704-272-5383	Request for Proposal #: 76-20260512 Proposals will be publicly opened: July 9 , 2026 @ 2:00PM ET
Using Agency: South Piedmont CC	Commodity No. and Description: 761115 Janitorial Services
Requisition No.:	

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

VALIDITY PERIOD

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

ACCEPTANCE OF PROPOSAL

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

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

Chartered in 1999, South Piedmont Community College is the youngest of the 58 NC Public Community Colleges. South Piedmont offers degree and non-degree programs, certification courses, and Work force development to the citizens of Anson and Union Counties. Our current Janitorial contract expires on July 1, 2026. As a result, South Piedmont Community College (SPCC) is seeking a vendor(s) to provide janitorial services for our campus locations in Union and Anson Counties. Awarded vendor(s) will provide labor, uniforms, equipment, and approved cleaning chemicals to provide these services. Locations are as follows:

Anson County:

LLP Campus, 680 US Hwy. 74W, Polkton, NC 28135

Lockhart Taylor Center, 514 N. Washington St., Wadesboro, NC 28170

Union County:

Old Charlotte Hwy. Campus (OCH), 4209 Old Charlotte Hwy, Monroe, NC 28110

Tyson Family Center for Technology, 3509 Old Charlotte Hwy., Monroe, NC 28110

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"). The Vendor shall begin work under the Contract within *thirty (30)* business days of the Effective Date.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee 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	State	June 16, 2026
Hold Pre-Proposal Meeting/Site Visit	State	June 29, 2026 @ 10:00AM ET
Submit Written Questions	Vendor	June 30, 2026 by 11:00AM ET
Provide Response to Questions	State	July 2, 2026 by COB
Submit Proposals	Vendor	July 9, 2026 by 2:00PM ET
Contract Award	State	TBD

There will be a public bid opening on July 9, 2026, at 2:00PM ET in the Garibaldi Conference room located on the LLP campus at 680 US Hwy. 74W, Polkton, NC 28135.

2.5 SITE VISIT

Mandatory Site Visit:

Date: June 29, 2026
 Time: 10:00 AM Eastern Time
 Location: 1851 South Piedmont St.
 Main Building Lobby (3 story building at end of campus drive)
 Monroe, NC 28110
 Contact #: 704-272-5383

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

FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR'S 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.

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 abarbour@spcc.edu by the date and time specified above. Vendors should enter "RFP # 76-20260512 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.

eVP

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

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:

- a) 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.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) 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.
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.9 ALTERNATE PROPOSALS

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

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

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.

The College will use the point system to evaluate the overall proposal from each responsive bidder as outlined in Section 3.4.

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

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

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

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.

3.4 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:

Total Available Points: 100 Points

- 1. Section 4.4 Vendor Experience-Maximum 20 points**
 - A. Minimum of three (3) years experience (5 points)
 - B. Projects of similar scope and size-Maximum of 10 points
 - C. Project Manager and supervisory experience-Maximum of 5 points
- 2. Section 4.5 References-Maximum of 10 points**
- 3. Section 5.4 Project Organization-Maximum of 20 points**
- 4. Section 5.5 Technical Approach-Maximum of 20 points**
- 5. Price: Attachment A-Maximum of 30 points**

Example: The State will determine low cost by normalizing the scores as follows:

The proposal with the lowest cost will receive a score of 30. All other competing proposals will be assigned a portion of the maximum score using the formula:

$$30 \times \frac{\text{the cost of the lowest cost proposal}}{\text{the cost of the cost proposal being evaluated}}$$

3.5 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

3.6 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.

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

4.2 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially

unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.3 HUB PARTICIPATION

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

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to South Piedmont Community College. 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. Additionally, Vendor shall demonstrate the following:

- A minimum of three (3) years of experience in the janitorial business.
- Project manager and supervisory personnel for this work effort must have a minimum of three (3) years of experience with projects of similar size and scope to those described herein.

4.5 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting State entity. The State *shall* contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained *shall* be considered in the evaluation of the Proposal.

4.6 BACKGROUND CHECKS

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

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

- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceedings, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein or a statement that there are none.

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

4.6.1 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 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.

4.6.2 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, proceedings, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein, or provide a statement that there are none.

4.6.3 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.

4.6.4 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.

4.6.5 VENDOR BACKGROUND CHECK AGREEMENT

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

YES NO

4.7 PERSONNEL

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

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

4.8 VENDOR’S REPRESENTATIONS

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

necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

4.10 SUBCONTRACTORS

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

4.11 SECRETARY OF STATE REGISTRATION

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

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

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

GENERAL

Janitorial services shall be provided for South Piedmont Community College at the following locations:

Anson County:

LLP Campus, 680 US Hwy. 74W, Polkton, NC 28135

Lockhart Taylor Center, 514 N. Washington St., Wadesboro, NC28170

Union County:

OCH Campus, 1851 South Piedmont St., Monroe, NC 28110

Tyson Family Center for Technology, 3509 Old Charlotte Hwy., Monroe, NC 28110

Services provided will include daily cleaning, including labor, supervision, materials, and equipment in order to keep the contracted area clean and supplied. The vendor must provide all services as scheduled. The vendor shall provide sufficient

labor hours, equipment, materials and cleaning supplies to complete all requirements. South Piedmont Community College requires cleaning standards detailed in this scope of work to be done daily, weekly, monthly, quarterly, and bi-annually. All areas of the contract will be cleaned and then inspected by the crew supervisor daily to ensure that the work performed meets the vendor’s standards and meets or exceeds the standards of South Piedmont Community College.

5.1 SPECIFICATIONS

In addition to providing the necessary utilities, trash receptacles, and dumpsters, South Piedmont Community College will provide the following supplies during scope of this contract. These items will be stocked in supply closets, which will be identified to the vendor upon contract award, and made available to Vendor’s employees. Vendor’s employees will be responsible for keeping South Piedmont Community College facilities stocked with these supplies during daily cleaning routines. South Piedmont Community College Contract Manager will be responsible for maintaining the inventory of these supplies. Vendor personnel shall communicate to the SPCC contract manager when additional supplies are needed.:

- Paper Towels
- Toilet Tissue
- Soap for dispensers
- Trash Can Liners
- Toilet seat covers

Vendor shall be responsible for providing cleaning chemicals, which are OSHA approved. All chemicals which have been transferred to secondary containers or spray bottles must be properly identified per OSHA standards. All MSDS sheets must be maintained in storage areas, and copies provided to the Director of Safety & Security for South Piedmont Community College. Only commercial quality cleaning supplies shall be used. Sanitizers, sterilizers, and disinfectants shall be EPA registered and approved for effective use against blood borne pathogens, including hepatitis and HIV, as well air borne pathogens, such as Covid-19. All floor cleaning agents shall be on the Flooring Manufacturer’s approved cleaning list and be low PH. Vendor shall also provide cleaning cloths, dusters, brooms, mops, mop buckets, dustpans, etc. South Piedmont Community College will provide supply closets throughout both campus locations for storage of cleaning supplies and equipment. **Vendor must provide commercial vacuum cleaners for all campus locations.**

Cleaning shall take place after operational hours, Sunday-Thursday, with a mutually agreed upon schedule between vendor and SPCC Contract Manager. Bi-annual cleaning tasks shall take place during summer and holiday schedules. A yearly operating schedule, which identifies summer hours and holidays, will be provided to the vendor upon award of contract. In addition to the daily cleaning tasks identified in the scope of work, vendor shall also be responsible for providing personnel for special events that are scheduled at the Lockhart Taylor Center and OCH Conference Center. Vendor employees will be responsible for set-up and breakdown of events, as well as clean-up after events. In some cases, Vendor shall be responsible for providing a House Manager during these special events. Vendor shall bill South Piedmont Community College in a separate invoice for these events at a mutually agreed upon hourly rate, which is included in the Attachment A: Pricing.

5.2 TASKS/DELIVERABLES

A. Offices, Library, Lounges, and Common Areas

DUTIES	FREQUENCY
<i>Waste containers – empty and wipe clean</i>	<i>Daily</i>
<i>Glass Doors – clean and disinfect</i>	<i>Daily</i>

<i>Furniture, fixtures, sills, molding, and ledges – dust and spot clean</i>	<i>Weekly</i>
<i>Doors, door frames and light switches – disinfect</i>	<i>Daily</i>
<i>Ceiling, ceiling vents and lights – dust and remove cobwebs</i>	<i>Weekly</i>
<i>Upholstered furniture – vacuum</i>	<i>Weekly</i>
<i>Paneled walls, baseboards and bookshelves – dust</i>	<i>Weekly</i>
<i>Floors – dust mop and damp mop</i>	<i>Daily</i>
<i>Floors (Carpet) – Vacuum and spot clean</i>	<i>Daily</i>
<i>Floors (Tile) – spray buff</i>	<i>Weekly</i>
<i>Floors (tile) – recondition (VCT-Strip & Wax, Ceramic Tile-Scrub, LVT)</i>	<i>Quarterly</i>
<i>Office Floors (Carpet) shampooed</i>	<i>Bi-Annually</i>
<i>Library, Lounge, and Common Area Floors (Carpet) shampooed</i>	<i>Bi-Annually</i>
<i>Blinds or shades – adjust to standard height</i>	<i>Daily</i>
<i>Water Fountains – sanitize/disinfect</i>	<i>Daily</i>

B. Restrooms

DUTIES	FREQUENCY
<i>Toilet bowls and urinals – clean, sanitize and disinfect</i>	<i>Daily</i>
<i>Sinks – clean and sanitize/disinfect and polish fixtures</i>	<i>Daily</i>
<i>Mirrors – clean</i>	<i>Daily</i>
<i>Hand soap, hand sanitizer, towels, and tissue containers – refilled</i>	<i>Daily</i>
<i>Waste containers – empty and wipe clean or replace liner</i>	<i>Daily</i>
<i>Doors, partitions, walls – clean and disinfect</i>	<i>Daily</i>
<i>Fixtures, sills, molding, and ledges – dust and spot clean</i>	<i>Daily</i>
<i>Floors – sweep and damp mop</i>	<i>Daily</i>
<i>Light switches – clean and disinfect</i>	<i>Daily</i>
<i>Floors (tile) – recondition (VCT-Strip & Wax, Ceramic Tile-Scrub, LVT)</i>	<i>Quarterly</i>
<i>Walls – spot clean and remove graffiti</i>	<i>Daily</i>
<i>Countertops – clean and disinfect</i>	<i>Daily</i>
<i>Floors – scrub</i>	<i>Quarterly</i>
<i>Ceiling, vents, and lights – remove cobwebs and dust</i>	<i>Weekly</i>

C. Corridors, Lobbies, Entrances and Stairways

DUTIES	FREQUENCY
<i>Drinking fountains – clean and sanitize/disinfect</i>	<i>Daily</i>
<i>Waste containers – empty and wipe clean or replace liner, including outdoor receptacles</i>	<i>Daily</i>
<i>Furniture, fixtures, sills, molding, and ledges – dust and spot clean</i>	<i>Weekly</i>

<i>Floors (tile) – sweep/dust mop</i>	<i>Daily</i>
<i>Floors (tile) – spot damp mop</i>	<i>Daily</i>
<i>Floors(tile) – recondition (VCT-strip & Wax, Ceramic Tile-Scrub, LVT)</i>	<i>Quarterly</i>
<i>Walk-off mats – vacuum</i>	<i>Daily</i>
<i>Doors and light switches – clean/disinfect</i>	<i>Daily</i>
<i>Glass Walls – clean both sides</i>	<i>Weekly</i>
<i>Ceiling, vents and lights – remove cobwebs and dust</i>	<i>Weekly</i>
<i>Stairways – sweep and spot mop</i>	<i>Daily</i>
<i>Stairways, railings, landing and baseboards – dust</i>	<i>Weekly</i>
<i>Stairways – complete damp mop</i>	<i>Weekly</i>
<i>Floors (carpet) – shampoo/clean</i>	<i>Biannually</i>
<i>Blinds or shades – adjust to standard height</i>	<i>Daily</i>
<i>Exterior Entryways (all buildings) and ADA Ramps (Main Building)-Make sure debris/leaves And trash are removed and there are no obstacles to entranceway.</i>	<i>Daily</i>

D. Classrooms, Lecture Rooms, Office Areas, Etc.

DUTIES	FREQUENCY
<i>Instructors' furniture, ledges and sills –dust/damp wipe</i>	<i>Weekly</i>
<i>Waste Containers – empty and wipe clean if necessary</i>	<i>Daily</i>
<i>Dry erase boards – damp wipe</i>	<i>Weekly or upon request</i>
<i>Chairs and classroom furniture – dust and spot clean</i>	<i>Weekly</i>
<i>Chairs and desks – realign</i>	<i>Daily</i>
<i>Fixtures, sills, molding, and ledges – dust and spot clean</i>	<i>Weekly</i>
<i>Floors (tile) – dust mop</i>	<i>2 x weekly</i>
<i>Floors (tile) –damp mop</i>	<i>weekly</i>
<i>Floors (tile) – recondition (VCT-Strip & Wax, Ceramic Tile-Scrub, LVT)</i>	<i>Quarterly</i>
<i>Ceiling, vents, and lights – remove cobwebs and dust (damp wipe annually)</i>	<i>Weekly</i>
<i>Doors, door frames and light switches – clean and disinfect</i>	<i>Daily</i>
<i>Floors (carpet) – vacuum and spot clean</i>	<i>weekly</i>
<i>Floors (carpet) – shampoo/deep clean</i>	<i>Biannually</i>
<i>Blinds and shades – adjust to standard height</i>	<i>Daily</i>
<i>Clean vents, windows, blinds up to reachable height from floor without Using ladder</i>	<i>Weekly</i>

E. Science and Vocational Labs (with exception of Aseptic Lab and Cleanroom)

Same as classrooms plus the following:

DUTIES	FREQUENCY
<i>Sinks – clean and disinfect</i>	<i>Daily</i>
<i>Horizontal working areas – damp wipe and disinfect</i>	<i>Daily</i>
<i>Floors (tile) – spot damp mop</i>	<i>Daily</i>
<i>Floors (tile) – recondition (VCT-Strip & Wax, Ceramic Tile-Scrub, LVT)</i>	<i>Quarterly</i>

F. Auditorium and Stage

DUTIES	FREQUENCY
<i>Fixtures, sills, molding, and ledges – dust and spot clean</i>	<i>Weekly</i>
<i>Doors, door frames and light switches – clean/disinfect</i>	<i>Daily</i>
<i>Furniture – dust and spot clean</i>	<i>Weekly</i>
<i>Floors (tile or concrete) – dust mop and spot mop (remove gum)</i>	<i>Weekly or as needed</i>
<i>Floors (carpet) – traffic vacuum and spot clean</i>	<i>Daily</i>
<i>Waste containers – empty, wipe clean and/or replace liners</i>	<i>Daily</i>
<i>Floors (carpet) – shampoo/deep clean</i>	<i>Biannually</i>
<i>Blinds and shades – adjust to standard height</i>	<i>Daily</i>
<i>Floors (tile) – recondition (VCT-Strip & Wax, Ceramic Tile-Scrub, LVT)</i>	<i>Quarterly</i>

G. Other

The chapel, located on the LLP campus, shall be cleaned quarterly to include vacuuming, dusting, deodorizing carpet, and removing any spots on carpet.

Vending machines on all campuses shall be dusted and cleaned weekly. During the bi-annual strip and waxing of floors, vending machines shall be pulled out to allow for stripping and waxing of floors beneath the machines. SPCC contracted vending company will be responsible for moving all machines both before and after floor cleaning. Janitorial vendor shall schedule vending machine moves with the appropriate SPCC Contract Administrator prior to stripping and waxing floors.

Vendor shall be responsible for cleaning exterior walkways within twenty (20) feet of each building, insuring the removal of any gum or trash. This task shall be completed daily during the course of this contract.

All interior/exterior window surfaces that can be reached without the use of a ladder shall be cleaned monthly and shall be part of the vendor's cleaning checklist.

Day Porter:

Vendor shall include pricing for Day Porters in its proposal, for the following locations:

Two (2) Porters for OCH Campus

One (1) Porter for Tyson Family Center of Technology

One (1) Porter for LLP Campus

The Day Porter will work weekdays, Monday-Thursday, 9:00am-5:00pm. Duties will include, but not limited to, the following:

- *Police restrooms throughout the day*
- *Refill all paper and soap dispensers throughout the day*
- *Room set-ups as needed*
- *Clean up spills*
- *Mop floors to prevent slipping during wet weather*
- *Sweep entranceways and maintain sidewalk cleanliness, within 20' of entranceways*
- *Vacuum entrance mats*
- *Keep custodial closet clean*
- *Pick up trash around campus buildings*
- *Clean and disinfect water fountains*
- *Dust mop halls*
- *Other duties as needed*

5.2A Building Information

The following table provides a breakdown of campus buildings which require janitorial services:

County	Campus	Building	Cleaning Sq. Footage
Anson	LLP	Chapel	530
		Garibaldi Building	13,838
		Horne Library	10,000
		Martin Technology Complex	21,773

		Martin Student Center	4,316
		Whitaker Applied Technologies Building	650
Anson	LTC	Lockhart Taylor Center	31,499
		Total Anson County Square Footage:	82,606
Union	OCH	Class & Administration Building (Main building, 3 stories)	74,889
		Building A	56,379
		Braswell	28,921
		Fine Arts	3,200
		Aseptic	13,993
		Mobile Unit #6	1,440
Union	TFCT	Tyson Family Center for Technology	18,187
		Total Union County Square Footage:	197,009

5.3 VENDOR RESPONSIBILITIES

Vendor shall insure its employees adhere to the following policies:

1. **Appearance** – Vendor shall provide its employees with fluorescent vests bearing the company name or logo, along with an SPCC provided ID tag bearing the employee’s photo. Lost or damaged name ID tags will be replaced at a cost of \$10.00 to the vendor.
2. **Supervision** – The vendor agrees to be responsible for and shall provide general supervision of all its employees working under this agreement. The Vendor’s employees shall abide by rules and regulations set forth by the State of North Carolina which affect the performance of work, including the following rules for the property outlined in this RFP. Upon written request by SPCC to the Vendor, any personnel who fails to abide by the following rules may be immediately removed from SPCC property and replaced by another employee.
3. **New Employees**—The vendor shall introduce any new employees to the Contract Administrator, personally tour the facilities with the new employee and provide training to the new employee concerning contract requirements.
4. **Office Equipment**—Vendor’s employees shall not use copy machines or other office machines without permission of the Contract Administrator. Telephone use is restricted as well, unless approval has been granted by Contract Administrator.
5. **Copy Equipment**—Vendor’s employees shall not clean, unplug, or move copy machines or other office machines without the permission of the Contract Administrator or Director of Purchasing & Equipment.
6. **Privacy**—Vendor employees shall not open drawers, cabinet doors, or file cabinets. Vendor’s employees shall not disturb any papers, boxes, or other materials except those in trash receptacles or other designated areas for trash or unless such material is properly identified as “trash.”
7. **Incident/Damage** – Vendor and its employees shall report any occurrences of property loss, damage, false alarms, or visits from police or fire personnel to the Contract Administrator. The Vendor shall report any such

incidents or damage within twenty-four (24) hours to the Contract Administrator in writing, specifying the location, the extent of the damage and detailing the event.

8. **Damages** – The Vendor shall assume liability and be financially responsible for the cost of any damages or fines which are caused by the Vendor, any representative, its employees and/or any unauthorized person(s) that the Vendor or its employees allowed into the building. The Vendor shall be responsible for the repair/replacement of any item damaged/stolen by the Vendor or its employees to the satisfaction of South Piedmont Community College. Failure to reimburse the college within thirty (30) days will result in the amount of loss being deducted from Vendor’s outstanding payments.
9. **Unauthorized Entry** – Only Vendor employees who have been approved by SPCC and issued SPCC ID badges are to be in buildings. Vendor employees shall not allow anyone to accompany them or admit anyone into any building without prior approval from Contract Administrator. At no time shall non-personnel assist with job duties or be allowed into buildings. Leaving exterior doors or lockable windows unsecured may be grounds for default of contract and cancellation of contract.
10. **Professionalism** – Vendor’s employees shall conduct themselves in a professional manner and observe proper business ethics while on SPCC premises. Vendor’s employees shall not bring any illegal drugs, alcohol, guns, knives, explosives, or incendiary devices onto SPCC property for any reason.
11. **Training** – The Vendor shall be responsible for training its employees at no additional cost to SPCC. Training shall incorporate the following procedures:
 - Vendor shall instruct employees which door to enter and exit at the beginning and end of each shift.
 - All employees shall receive training on proper handling/cleaning of blood borne pathogens/air borne pathogens in accordance to OSHA standards.
 - All employees shall be trained on proper use of cleaning equipment, such as buffers, vacuums, etc.
 - All electrical equipment used by the vendor and its employees shall meet local and national OSHA standards.
12. **Keys** – SPCC will issue keys to Vendor’s supervisor. Vendor shall be responsible for issuing and taking up keys from its employees. Vendor shall be responsible for cost associated from missing or lost keys. No master keys shall leave the buildings. After each shift, the master key will be locked in Security Office by Vendor’s employees.
13. **Tobacco Use** – All of the facilities of South Piedmont Community College are tobacco free. Tobacco use of any type, including vaping, is strictly prohibited.

5.4 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.

5.5 TECHNICAL APPROACH

Vendor’s proposal shall include, in narrative, 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, deliverable, and the schedule for accomplishing each shall be included.

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.

SPCC Contract Administrator: Tommy Suggs, tsuggs@spcc.edu, 704-272-5381.

SPCC Contract Manager-Anson County: Cory Edwards, cedwards@spcc.edu, 704-272-5307

SPCC Contract Manager-Union County: Mark Cory, mcory@spcc.edu, 704-290-5897

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

6.2 INVOICES

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

Vendor’s Billing Address, Customer Account Number, Denote each building by campus on the invoice. Separate invoices will be needed for Anson and Union Counties.

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

Invoices shall be emailed to accountspayable@spcc.edu.

6.3 POST AWARD BUSINESS REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet monthly, as requested by the College, for Business 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.

6.4 CONTINUOUS IMPROVEMENT

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

6.5 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 Manager.

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 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to six (6) 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.

6.7 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.

6.8 CONTRACT CHANGES

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

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7.0 ATTACHMENTS

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

ATTACHMENT A: PRICING

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

Campus	Monthly Cost	Yearly Cost
LLP Campus, Polkton, NC (Anson County)	\$	\$
LLP Porter		
Lockhart Taylor Center, Wadesboro, NC (Anson County)	\$	\$
OCH Campus, Monroe, NC (Union County)	\$	\$
OCH Porters (2)	\$	\$
Tyson Family Center for Tech. Monroe, NC (Union County)	\$	\$
Tyson Family Center for Tech. Porter	\$	\$
Grand Totals:	\$	\$
Hourly Rate for Special Events @ LTC and OCH	\$ _____ Per Hour	Do not include in monthly or yearly cost
Hourly Rate for On-Call/Emergency Services	\$ _____ Per Hour	Do not include in monthly or yearly cost

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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

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

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

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

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

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

<https://www.doa.nc.gov/pandc/onlineforms/pc-worker-location-92021-pdf/open>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

<https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open>

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