



**NOTICE AND INSTRUCTIONS TO BIDDERS
FOR
JANITORIAL SERVICES
AT
CHAPEL HILL POLICE DEPARTMENT
TOWN OF CHAPEL HILL, NORTH CAROLINA**

BID: Q26-113
TO: ALL PROSPECTIVE BIDDERS
FROM: LENORE BISHOP, PURCHASING & CONTRACTS MANAGER
SUBJECT: JANITORIAL SERVICES at the CHAPEL HILL POLICE DEPARTMENT
DATE: MAY 18, 2026

The Town of Chapel Hill is soliciting bids for Janitorial Services at a Town of Chapel Hill building housing the Chapel Hill Police Department, and the Technology Services and Emergency Management offices. Each space should be itemized separately to indicate the cost for each department's space in the building.

If you are interested in bidding on this project, you must attend the **Mandatory Pre-bid Meeting** held on May 26, 2026, at 2:00 P.M. in the Training Room at the Chapel Hill Police Department, 7300 Millhouse Rd, Suite 150, Chapel Hill, NC 27516, to review the bid package and specifications. A mandatory site visit of the facility will follow the pre-bid meeting. All potential bidders are hereby notified that attendance at the pre-bid conference is required for bids to be considered by the Town of Chapel Hill; failure to attend will disqualify the bid.

Bids are due by 2:00 P.M. on June 10, 2026. Please email bids to Lenore Bishop, Purchasing and Contracts Manager, at lbishop@chapelhillnc.gov.

Questions concerning this Bid Notice must be submitted in writing no later than 9:00 A.M. on June 1, 2026, to Brittany Johnson via email at bjohnson2@chapelhillnc.gov. Responses to questions received will be emailed to the pre-bid meeting attendees as an addendum by close of business on June 3, 2026.

If you have any questions concerning the bidding procedures, please contact the Purchasing Division at (919) 969-5022.

The Town of Chapel Hill reserves the right to reject any and all bids for any reason or no reason and to accept the bid most favorable to the Town of Chapel Hill.

I. DETAILS OF BID SUBMISSION.

1. Schedule.

A tentative timeline is provided below:

DATE	EVENT
05/18/2026	Bid Notice posted
05/26/2026	Mandatory Pre-bid Meeting at 2:00 P.M. EST in the Training Room at Chapel Hill Police Department.
06/01/2026	Questions due in writing by 9:00 A.M. EST to Brittany Johnson at bjohnson2@chapelhillnc.gov .
06/03/2026	Answers to questions received by the deadline will be emailed to the pre-bid meeting attendees as an addendum.
06/10/2026	Bids due by 2:00 P.M. EST
06/18/2026	Selection and Notification

2. Pre-Bid Conference.

A **mandatory** pre-bid conference will be held on **Tuesday, May 26, 2026, at 2:00 P.M.** in the Training Room at the Chapel Hill Police Department, 7300 Millhouse Rd, Suite 150, Chapel Hill, NC 27516, to review the bid package and specifications

A **mandatory** site visit will follow the meeting. A floor plan for the building with general labels will be provided at the end of the meeting. The site visit is expected to last until 3:30 P.M.

3. Questions about the Bid.

Any questions regarding this Request for Bids (RFB) should be sent in writing via email to Brittany Johnson at bjohnson2@chapelhillnc.gov with **“RFB # Q26-113 - Janitorial Services at Police Department”** in the subject line. Questions should be sent no later than 4:00 P.M. on June 1, 2026.

Answers will be published in the form of an addendum by June 3, 2026. The addendum will be emailed to the pre-bid meeting attendees.

No personal contact with Town of Chapel Hill employees or Town Council, except for the designated project contacts, is allowed during the RFB process. Any vendors contacting Town department(s) or representatives directly may subject the bid to being rejected.

4. Bid Submission.

Bids must be submitted as a pdf file attached to an email message and sent to lbishop@chapelhillnc.gov with the following inserted in the "subject" line of the email: **"RFB # Q26-113 - Janitorial Services at Police Department."** All bids must be received **by 2:00 P.M. EST on June 10, 2026**. Please note that emailed bids must be received by the specified deadline according to the internal clock of the Town of Chapel Hill’s server. Bids received after the deadline will not be considered. Please do not submit paper copies.

5. Bid Documents.

All Forms must be submitted for the Bid to be considered responsive.

All information submitted on the bid form will ultimately be considered an integral part of the Contract executed with the successful bidder.

The submission of a bid from any interested Contractor is in and of itself evidence that the Contractor has (a) examined the Contract for Janitorial Services and Bid Letting Documents thoroughly, and (b) visited the site (s) where the work is to be performed and familiarized himself with all conditions affecting his bid and the possible performance of the work.

Any bid may be withdrawn up until the due date and time set for bids. Any bid not so withdrawn shall constitute an irrevocable offer to provide the services set forth in the Contract for Janitorial Services until one or more of the bids have been duly accepted.

6. Bid Award.

The bid of the lowest responsive/responsible bidder(s) will be accepted. The lowest responsive/responsible bidder(s) shall mean the bidder(s) who make(s) the lowest bid, to provide the services set forth in the agreement and who is known to be fit and capable to perform the services bid upon.

7. Responsiveness.

A bid will be considered responsive if all required documents are submitted by the deadline, including the completed Price Schedule, all required certifications, and at least three references. Non-responsive bids will not be evaluated further.

8. Responsibility.

The Town reserves the right to verify bidder qualifications including reference checks, prior project performance, and regulatory compliance. Bidders must demonstrate the capability to perform the work in a timely and professional manner.

9. Reservation of Rights.

The Town specifically reserves the right to reject any and all bids, to accept any or all parts of a bid, to increase or decrease the quantity for required services to meet additional or reduced requirements, or to re-solicit bids on the required services, or to reject any and all bids and formally advertise for bids on the required services or portions thereof.

Bids must remain valid for 60 days after the bid opening date.

10. Contact Term.

The initial contract term will be for a period of twelve (12) months, running from July 1, 2026 - June 30, 2027. Upon mutual agreement between the Town and the Contractor, the contract may be extended for an additional period of up to two (2) one-year renewal options.

II. GENERAL TERMS AND CONDITIONS.

1. Preparation Costs.

The Town of Chapel Hill will not pay any cost associated with the preparation, submittal, or evaluation of any bid.

2. Insurance.

The successful bidder shall procure and maintain during the life of the contract the following insurance coverages:

Worker's Compensation: Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.

Commercial General Liability: Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.

Business Auto Policy: Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles, and employee non-ownership.

Professional Liability Insurance: The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.

2.1 Special Requirements.

The Town of Chapel Hill is to be named as an additional insured on the Commercial General Liability policy.

Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the contract. Renewal certificates shall be sent to the Town of Chapel Hill thirty (30) days prior to any expiration date. There shall also be a 30-day notification to the Town in the event of cancellation or modification of any stipulated insurance coverage. Certificates of Insurance on an Accord 25 (8/84) or similar form meeting the required insurance provisions shall be forwarded to the Town of Chapel Hill. Wording on the Certificate of Insurance which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable. Original policies or certified copies of policies may be required by the Town at any time.

3. Hold Harmless.

The Contractor agrees to indemnify and hold harmless the Town of Chapel Hill from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons proximately caused in whole or in part by the negligence

or willful misconduct of the Contractor except to the extent same are caused by the negligence or misconduct of the Town.

4. Non-Discrimination.

The Company contractually agrees to administer all functions pursuant to this agreement without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.

5. E-Verify.

The Company shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. If any sub's are used, they also must comply with these requirements. Pursuant to North Carolina General Statute § 143-133.3 (c)(2), contracts solely for the purchase of apparatus, supplies, materials, and equipment are exempt from this E-Verify provision.

6. Federal and State Legal Compliance.

The Company must be in full compliance with all applicable federal and state laws, including those on immigration.

7. Prohibited Contract Terms.

In no event shall there be any of the following unless Town's express written agreement is obtained: (1) any limitation on, or disclaimer of, implied or express warranties or the liability of the Company; (2) any limitation on damages, including a limitation of consequential damages; (3) any requirement for arbitration or for mandatory mediation; (4) any requirement that Town officials or employees keep information confidential or any requirement that records be kept confidential by the Town unless the requirement for confidentiality meets the requirements of the Public Records Law.

8. Registered with Secretary of State.

Company must be registered with the Office of the North Carolina Secretary of State in order to contract with the Town.

9. Open Records.

Information submitted to the Town of Chapel Hill is public information and is available upon request in accordance with the North Carolina Public Information Act. As provided by North Carolina statute and rule, the Town will consider keeping confidential the trade secrets, which the Company does not wish to be disclosed. For such information, the Company must mark each page in boldface at the top and bottom as "CONFIDENTIAL." In spite of what is labeled as a trade secret, the determination of whether it is or not will be determined by North Carolina General Statutes 132-1.2(1). Once a final price is negotiated, the cost information will not remain confidential.

III. SCOPE OF WORK.

1. Overview Of Required Services.

The Chapel Hill Police Department is a heavily used, 40,000-square-foot 24-hour facility that serves town employees and community members. The building contains a prisoner processing area with a single-occupancy restroom (we do not keep prisoners on site), shared conference rooms, a large break room with a sink, microwave, and stove, two (2) briefing areas on either end of the building, two (2) large classroom spaces that may be used daily or may not be used for many days in a row, two (2) multi-stall restrooms, numerous single-occupancy restrooms, and a variety of work rooms and offices.

Town of Chapel Hill Technology Solutions is a daily Information Technology (IT) operation housed in approximately 6,500 square feet of office space that includes a large conference room, open space housing workstations, staff offices, a break room, and single-occupancy restrooms. This space is co-located with the Town’s Office of Emergency Management and Risk Management. The Town of Chapel Hill Office of Emergency Preparedness and Risk Management house the Town’s emergency preparedness and response operations. This space consists of two (2) offices and a large Emergency Operations Center. During emergencies, this space may be occupied 24 hours per day.

The Contractor will be required to properly manage the waste collection process (trash and mixed recycling). The Contractor’s full array of cleaning products must be certified by Green Seal or the Environmental Protection Agency’s (EPA) Safer Choice program (unless other products are specifically allowed by the Contract Coordinator).

The Town is seeking a Janitorial Service Vendor to provide cleaning services five (5) days per week between the hours of 6:15 P.M. and 2:00 A.M., excluding holidays. Work shall be coordinated so as not to interfere with evening meetings scheduled in the facility.

Locations to be Serviced.

A. Police Department Location: 7300 Millhouse Rd Ste. 150.

Typical public operational schedule: Monday through Friday; 8:30 A.M. - 5:00 P.M.

Please note: Emergency operation schedules (24-hour operation) possible.

Police Department	Gross Square Feet: approximately 40,000
Conference Rooms	5 (2 large, 2 medium, 1 small)
Lounge/Break Room	1 large space
Single-occupancy restrooms	8 (single commode and sink in each)
Men’s restroom (locker room restroom)	2 urinals/2 commodes/3 sinks
Women’s restroom (locker room restroom)	4 commodes/3 sinks
Women’s locker room	5 standard shower stalls/1 handicap shower
Men’s locker room	7 standard shower stalls/1 handicap shower
Gym	Fitness area with equipment and mat space
Typical daily staffing (employees)	70

B. Technology Solutions/Emergency Management: 7300 Millhouse Rd Ste. 110.

Typical public operational schedule: Monday through Friday; 8:30 A.M. - 5:00 P.M.

Please note: Emergency operation schedules (24-hour operation) possible.

Technology Solutions	Gross Square Feet: approximately 6,500
Conference Rooms	1 (large)
Emergency Operations Center (not used daily)	1 (large space approx. 1200 sq ft)
Lounge/Break Room	1
Single-occupancy restrooms	2 (single commode and sink in each)
Typical daily staffing (employees)	10

2. Scope of Services.

The Town is seeking a Janitorial Service Vendor to provide cleaning services five (5) days per week between the hours of 6:15 P.M. and 2:00 A.M. The exact times to be worked will be negotiated with the selected bidder. Work shall be coordinated so as not to interfere with evening meetings or emergency activities at the facility.

The Contractor will be required to properly manage the site’s waste collection process (trash and mixed recycling). The Contractor must use cleaning chemicals that are certified by Green Seal or the EPA’s Safer Choice program (unless other products are specifically allowed by the Contract Coordinator). The Contractor must use paper products that have at least 50% post-consumer recycled content, and the paper towels shall be bleach-less.

3. Changes In Scope of Work.

The Town may at any time change the scope of work in the contract by providing written notice to the Contractor with a date upon which the change shall become effective. On such effective date, the Contractor shall make the required changes in operations. Upon receipt of a change notice, the Contractor shall submit to the Contract Coordinator an estimate of the change in working hours or change in cost resulting from the said change. The Town shall then provide notice to the Contractor that it consents to the change in scope and increase in costs or that it has determined not to change the scope of work whereby the contract price would remain the same or the parties may negotiate any such changes.

4. Schedule Of Performance.

The Contractor shall provide comprehensive cleaning service five days per week between the time of 6:15 P.M. and 2:00 A.M.

Public Hours (subject to change)

- Monday: 8:30 am-5:00 pm
- Tuesday: 8:30 am-5:00 pm
- Wednesday: 8:30 am-5:00 pm
- Thursday: 8:30 am-5:00 pm

- Friday: 8:30 am-5:00 pm
- Saturday: closed
- Sunday: closed

The offices are closed to the public and administrative staff on the following holidays (subject to change):

- New Year’s Day (January 1)
- Dr. Martin Luther King Jr.’s Birthday
- Good Friday
- Memorial Day
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day
- Veteran’s Day
- Thanksgiving (Thursday and Friday)
- Christmas (December 24, 25, and 26)

On occasion, events are held outside of normal hours of operation. When necessary, the Contract Coordinator will notify the Contractor about after-hours events with as much advance notice as possible so the Contractor can arrange for cleaning impacted areas of the facility *after* the event is finished.

In the event of severe weather, power outages, or other short-term disruptions to the Town’s normal hours of operations, the Contract Coordinator will notify the contractor in advance or as soon as possible.

5. Subcontracting.

Subcontracting any part or the entire contract is **not** permitted.

6. Accountability.

Contractor agrees to conduct themselves in a professional manner that promotes a safe, healthful, inclusive, sustainable, and productive work environment that aligns with the Town’s core values of Responsibility, Equity, Safety, Professionalism, Ethics, Communication, and Teamwork and upholds the mission and values of the Town of Chapel Hill.

Contractor is expected to exhibit a high degree of personal integrity, civility, and professionalism at all times while using Town Facilities. This expectation applies to all interactions with staff, management, patrons, clients, and other contractors. Interactions may be verbal, nonverbal, physical, written, through imagery, electronic or digital means. Disrespectful, unprofessional, and/or uncivil behavior is unacceptable and may result in the cancellation of the contract.

7. Contract Coordination and Inspection.

The overall primary Contract Coordinator for this contract is Brittany Johnson, Management Analyst, Chapel Hill Police Department. An additional contact list of necessary staff will be shared with the Contractor upon award of the contract.

The Contractor will maintain a 24-hour telephone number and provide contact within one hour by a responsible management official of the firm on a 24-hour-a-day, seven-day-a-week basis for emergencies. Contractor shall be available by cell phone and have a functioning email address during all times of this contract, where the Contract Coordinator, or designee, can communicate with the Contractor. During times when the Contractor is unavailable, the Contractor shall designate a responsible management official and provide the Contract Coordinator with such contact information.

The Contractor shall email the Contract Coordinator a minimum of once weekly to coordinate any service concerns and shall be available for building inspections with the Contract Coordinator at any time during the Town's normal operating hours.

8. Complaints And Responses.

The Contractor shall correct all complaints and respond to requests for services within 24 hours or less, as deemed necessary by the Contract Coordinator. All complaints shall be investigated by the Contractor during the same working day, when possible. Any complaint that cannot be corrected during the same working day for reasons beyond the Contractor's control shall be communicated to the Contract Coordinator.

The Town reserves the right to deduct fees from Contractor's monthly payment for deficient work, work not performed, and work that is not satisfactorily corrected within a reasonable period. Should the Town choose to deduct part of the monthly fee, the Contractor will be notified of the reason for and the amount of the deduction in writing within three business days of the incident.

Deductions for poor service or omitted services will be calculated by the Contract Coordinator based on the impact that the service failure has on the facility. If service failures require the Contract Coordinator to obtain the services from within its own staff or from another source, costs for these services will be charged to the Contractor and deducted from its next pay request.

9. General Requirements.

- A. This agreement embodies all representatives, rights, duties, and obligations of the parties. Any prior oral or written agreements not embodied herein shall not be binding upon or endure to the benefit of any of the parties.
- B. The Contractor shall have been established in the commercial janitorial service contracting business for a minimum of three (3) years in North Carolina.
- C. The Contractor shall furnish all supplies and equipment necessary to perform the services required by this contract.
- D. The Contractor agrees not to use any cleaning materials or equipment for the work under this agreement that does not meet the necessary requirements for public safety and the safety of the Town of Chapel Hill employees. The Contractor must use cleaning chemicals that are certified by Green Seal or the EPA's Safer Choice program (unless other products are specifically allowed by the Contract Coordinator).

- E. The work shall be performed so as to minimize inconvenience to the Town. Throughout the duration of the agreement, the Contractor shall maintain access to the buildings as required by the Town unless prior written approval is otherwise obtained in advance. The Contractor shall provide signs, barricades, and warning devices to ensure safe passage for pedestrian traffic at all times.
- F. The Contractor shall make necessary provisions to protect all work areas and shall be responsible for full restoration of any damages and costs of restoration to the work areas. All damages to the work areas incidental to the performance of the work described in the entire documents shall be repaired or replaced by the Contractor.
- G. The Contractor shall make necessary provisions to protect structures and property from any and all damage arising out of, relating to, or resulting from this work.
- H. The Town will supply the Contractor with light, heat, power, and water as may be required for the cleaning of the building premises.
- I. The Contractor shall at all times, keep the premises free from accumulations of waste materials or rubbish caused by his/her employees at work, and at the completion of the Agreement. Contractor shall remove all supplies and/or materials belonging to Contractor from and about the building and all tools, leaving the premises clean.

10. Security.

The Contract Coordinator will provide keys and/or key cards to the Contractor, and the Contractor will be required to sign upon receipt for the keys and/or key cards. The Contractor will not be allowed to duplicate any keys for any reason. The Contractor will immediately report any lost, stolen, or misused keys and access control badges. If the contract is terminated, the Contractor is to return all keys and access control badges immediately.

- A. The Contractor will be responsible for securing the facility as he/she enters or leaves the premise.
- B. If the facility cannot be locked and secured (for example, broken door, broken window) the Contract Coordinator will be immediately notified. Contractor will remain on site until a Police Department or Town Maintenance staff person can arrive to secure the building.
- C. Any problems occurring on the premises, which are reported to the police by the Contractor, are also to be reported to the Contract Coordinator.
- D. Only the Contractor's employees (no friends, children, family members, etc.) are permitted on site when services are performed for liability and safety reasons.

11. Contractor's Personnel.

The Contractor must maintain and provide to the Contract Coordinator an up-to-date list of employees who are working at the Police Department and other listed sites, updated as necessary. All employees are subject to background checks as described in the section Contractor's Supervision of Employees, Item I.

The Contractor shall be responsible for instructing its employees as to the rules and regulations governing the buildings, including all emergency equipment and phone numbers of emergency personnel.

12. Contractor's Supervision of Employees.

The Contractor agrees to be responsible for and shall provide general supervision of all its employees working under this contract. The Contractor shall ascertain that all its employees abide by the following rules:

- A. They shall be of good integrity and character.
- B. They will not be employees of the Town of Chapel Hill or former employees of the Town of Chapel Hill who were terminated for cause.
- C. They shall not disturb any papers, boxes, or other materials except those in the trash and recycling receptacles or unless such material is properly identified as trash or recycling.
- D. They shall report any property loss or damage to their Supervisor immediately. The Supervisor shall report, in writing, such damage to the Contract Coordinator within 24 hours. Written notice of the incident will be faxed, emailed, or provided in hardcopy, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
- E. They shall not open drawers, file cabinets, turn on any computers or use other office equipment or Town property.
- F. They shall not leave keys in doors or admit anyone into the building or office who is not a designated employee of the Contractor. Authorized Town employees will have their own keys and Town ID card to show. All doors, which were locked upon entry, will be immediately relocked for safety reasons.
- G. They shall not remove any article or materials from the premises, regardless of its value or regardless of any employee's permission.
- H. Upon written request of the Contract Coordinator to the Contractor, any Contractor's employees who fail to abide by these or other rules established by the Contract Coordinator will be immediately pulled off the job and replaced.
- I. All employees of the Contractor who are assigned to work at the site must complete fingerprint-based criminal background checks and the North Carolina Division of Criminal Information (DCI) Security Awareness Training prior to beginning work. DCI Security Awareness Training and a full criminal background check (including a ten-year criminal records search) must be completed annually for each employee assigned to this contract. Fingerprinting is required upon the signing of any new contract, but is not required at each contract renewal. Documentation of completed background checks and training must be provided to the Contract Coordinator and kept up to date as a condition of ongoing access to the facility prior to the start of any contract and before any new employee begins work at the contracted facility.

13. Equipment And Supplies.

The Contractor shall provide all equipment, paper products compatible with existing fixtures or new fixtures, hand liquid or foam soap compatible with currently installed dispensers or new dispensers, hand liquid or foam sanitizer, and cleaning supplies for professionally performing these services in a manner that is satisfactory to the Town's Contract Coordinator.

- A. The Contractor will use cleaning chemicals that are certified by Green Seal or the EPA's Safer Choice program (unless other products are specifically allowed by the Contract Coordinator).
- B. The Contractor shall use paper products that have at least 50% post-consumer recycled content, and the paper towels shall be bleach-less. In addition, the Town requires that all toilet tissue that is used be two-ply.
- C. The Contractor and Contract Coordinator will agree upon a location within the facility designated for extra supplies, usually located on each floor in the main custodial closet.
- D. The Contractor will provide the Contract Coordinator with a detailed list of all products used, their proposed use, and two copies of each product SDS *before* the commencement of work. One copy will be for the Contract Coordinator and for the janitorial storage area. All products must be approved by the Contract Coordinator, and the Contractor must use only the approved products for their designated uses and per the manufacturer's application methods and time of product on the surface per label. Specific products may be required to clean specific surfaces.
- E. All products (chemicals) shall be kept in a properly labeled container, and a Safety Data Sheet (SDS) kept on each item. There will be a clearly marked SDS notebook in the janitorial closet. Any changes/deletions/additions to the product list will require Contract Coordinator notification and one copy of the SDS for new products provided to the Contract Coordinator.
- F. The Contractor shall keep all janitor closets, storage rooms, and other spaces assigned to their use clean, mopped dry, orderly, and locked at all times. Storage areas may not be used to store non-janitorial items. Exceptions for alternative storage locations shall be made only with prior written permission from the Contract Coordinator. If the janitorial closet is not kept clean and orderly, the Contractor will receive one written warning from the Contract Coordinator and be given three days to remedy the situation. If the closet is not clean and orderly by that date, a deduction of \$25 per day will be taken.
- G. All mop heads must be kept in a condition that is clean and odor-free or be replaced. Janitorial cleaning mops, brooms, and buckets shall be marked and separate from general-purpose equipment at each facility.
- H. Contractor will maintain working paper and soap dispensing hardware, including replacement of batteries in automated dispensers. If hardware is broken and unable to be repaired, Contractor will provide the hardware to be installed by the Town maintenance staff, which will become the property of the Town of Chapel Hill.

14. Facility Closure.

If some or all of the facility is closed for more than 24 hours for maintenance, repair, or emergency operations and a reduction in janitorial services is needed, the Contract Coordinator and Contractor will confirm in writing the dates and exact reduction of services that is to occur, and the agreed upon reduction in service fees. All efforts will be made to complete this confirmation prior to the reduction in services. And/or the Contractor and Contract Coordinator can have a discussion on the trade out of services.

15. Service Specifications.

The Contractor will furnish all labor, supervision, cleaning supplies, materials, and equipment to perform these services in a manner that is satisfactory to the Contract Coordinator per the contract specifications. The Contractor is expected to conduct the contract operations in a professional manner and to supply generally accepted janitorial services.

A. Efficient Use of Chemicals:

The Custodial Contractor shall:

1. Provide easily understood directions to cleaning staff in appropriate written languages or graphic representation for the dilution of chemical cleaning products.
2. Track the quantities of chemicals consumed over time by cleaning operations on at least a quarterly basis.
3. Train workers in the safe and effective use of all relevant chemical cleaning products.
4. Use the appropriate technology (coarse spray bottles, automatic chemical dispensers on powered equipment, etc.) for applying the chemical product in a manner that does not result in overuse and waste of the product.
5. Provide directions for the proper rinsing and disposal of used or expended chemical solutions or empty chemical containers.
6. Prevent other building areas from being adversely affected.
7. Reduce, minimize, or eliminate the need for using cleaning chemicals whenever possible.

B. Reducing Solid Waste.

The Custodial Contractor shall:

1. Purchase chemical products and supplies in quantities that minimize the amount of packaging and container waste generated.
2. Whenever practicable, use reusable cleaning cloths or microfiber technology in lieu of paper products. Reusable cleaning cloths or microfiber must be cleaned or laundered prior to reuse.
3. Segregate and recycle all waste items from cleaning operations, including paper, glass, plastics, cardboard, other packaging materials, empty chemical containers, and worn equipment that are acceptable for recycling in the community.

C. Vacuum Use/Maintenance.

The Custodial Contractor shall ensure that:

1. Vacuums are equipped with the proper filter or bag; the filters shall be changed or cleaned consistent with the manufacturer's recommendations.
2. Vacuum bags or canisters are changed or replaced when half full or when indicated by a bag sensor if the vacuum is so equipped.
3. Precautions are taken to limit worker exposure to dust and particulate matter when cleaning and replacing bags and filters.

D. Trash Collection.

The Custodial Contractor shall support Zero Waste efforts by minimizing the use of plastic garbage bags and keeping recyclable materials out of the trash dumpster whenever possible.

1. Replace waste bin liners only when they are soiled from wet trash, become broken, or as required.
2. Dispose of trash in the outside trash dumpster daily and keep lids and sliding doors closed when not in use.
3. Inspect trash containers daily and clean and disinfect as necessary.

E. Recycling.

The Custodial Contractor shall support Zero Waste efforts by keeping recyclable materials out of the trash dumpster whenever possible.

1. Inspect recycling collection containers regularly. Clean and disinfect as needed.
2. Dispose of recycling in the outside recycling dumpster daily and keep lids and sliding doors closed when not in use.
3. Flatten all corrugated cardboard and place it in the appropriate recycling bin outside.

F. Hard Floor Maintenance.

For routine hard floor maintenance, the Custodial Contractor shall vacuum to remove and contain particulate matter from flooring surfaces, or alternatively, use mops equipped with reuseable/cleanable collection heads or equivalent. Hard floors shall be cleaned on a predetermined schedule of frequency, and as needed, to restore them to a clean appearance.

At a minimum, the schedule for cleaning shall be:

1. Daily: heavy traffic areas, including entrances, corridors, breakrooms, congested areas, hallways, meeting rooms, kitchen, and primary staff workrooms or service areas.
2. Scheduled as appropriate to maintain cleanliness: light traffic areas, including administrative offices, limited access areas, and other areas or spaces with limited or periodic use.

For periodic maintenance of polished concrete floors, the Custodial Contractor shall:

1. Provide reasonable notice to building management prior to the commencement of non-routine floor maintenance, including scrubbing or burnishing. The timing and method of notice shall be established by building management in consultation with the Custodial Contractor.
2. Perform periodic deep cleaning using an auto-scrubber with a pH-neutral cleaner approved for polished concrete surfaces. Acidic or high-alkaline cleaners shall not be used.
3. Burnish floors as needed (typically quarterly, depending on traffic) using high-speed burnishers equipped with appropriate low-grit diamond-impregnated or non-abrasive pads designed for satin finished polished concrete.
4. Do not apply any sealants, waxes, or finishes to the polished concrete floor unless expressly requested in writing by building management.
5. Capture and control dust and particulates during burnishing or other mechanical floor processes by using equipment with integrated dust containment features.

G. Carpet Maintenance.

Routine carpet maintenance criteria include the following:

Carpets shall be vacuumed on a predetermined schedule of frequency and as needed to restore them to a clean appearance. At a minimum, the schedule for vacuuming shall be:

1. Vacuum daily: heavy traffic areas, including entrances, corridors, break areas, congested areas, main passageways, and primary work or service areas.
2. Vacuum to maintain cleanliness: light traffic areas including administrative offices, limited access areas, and other areas or spaces with limited or periodic use.

Periodic light carpet cleaning is necessary to maintain carpeted floors. Restorative deep carpet cleaning operations are appropriate when light carpet cleaning is insufficient to clean carpeted areas in heavy use areas. For periodic and restorative cleaning, the Custodial Contractor shall:

1. Provide reasonable notice to building management prior to the commencement of non-routine carpet cleaning operations. The timing and method of the notice shall be established by building management in consultation with the Custodial Contractor.
2. Perform carpet extraction on an as-needed basis to restore carpets to a clean appearance, at least twice per year.
3. Remove sufficient water from the carpet and provide sufficient airflow (e.g., use of blowers, increased outdoor air exchange) so that the carpet will dry in less than 12-hours when cleaning carpets or performing carpet extraction.
4. Schedule carpet extraction to coincide with a period of minimum building occupancy.

H. Disinfection.

For cleaning operations that involve disinfection, the Custodial Contractor shall:

1. Perform disinfection in areas or on surfaces where pathogens can collect and breed, such as in restrooms or on door handles, bathroom faucets, and other fomites.
2. Use disinfectants only where required.
3. The Contractor will use cleaning chemicals that are certified by Green Seal or EPA's Safer Choice program (unless other products are specifically allowed by the Contract Coordinator).
4. When using chemical disinfectants or cleaner/disinfectants, follow product label directions for preparation of disinfecting solutions (e.g., dilution rate), and the appropriate disinfecting and cleaning method for the area to be cleaned (e.g., dwell time and whether pre-cleaning is required).
5. Use restroom cleaning equipment specifically for restroom cleaning only. Restroom cleaning equipment, excepting powered equipment, shall not be used to clean any other areas of the building.

I. Graffiti.

The Contractor shall notify the Contract Coordinator if graffiti is found on the premises. Because certain types of graffiti require a police report and must be documented before removal, the Custodial Contractor should consult with the Contract Coordinator on how to proceed. In general, graffiti should be removed as quickly as possible after notifying the Contract Coordinator. If graffiti will not come off, the Contract Coordinator shall be notified immediately.

16. Performance of Extra Services.

The Contractor shall, upon written request from the Contract Coordinator, perform extra services. These services include:

Item:
Shampoo, steam clean, or chemical clean carpets (Police Department)
Shampoo, steam clean, or chemical clean carpets (Technology Solutions)
Shampoo, steam clean, or chemical clean carpets (Emergency Management)

A. Emergency Cleaning Service.

Available seven days a week, with a person able to respond to calls within two (2) hours.

B. On-call Service.

Cleaning services outside the general daily cleaning hours may be needed on occasion for special events.

The Contractor shall be entitled to charge for such services at an hourly rate, per employee. Requests for payment for extra services shall be submitted no later than the next regular monthly invoice and should be specifically identified as services rendered over and above contract provisions.

17. Cleaning Schedule.

The Contractor must provide the following services, as the schedule specifies.

General Cleaning	Frequency
Dust ceiling vents, fans & light fixtures (up to 10 feet)	1 x monthly
High dust partition tops, vents & moldings (customer provides lift, if required)	1 x monthly
Dust all picture frames, charts, graphs & similar wall hangings	1 x weekly
Dust all window sills; damp wipe if necessary	5 x weekly
Damp wipe all telephones using a germicidal cleaner	5 x weekly
Empty & re-line trash receptacles (customer-provided)	5 x weekly
Damp wipe exterior of all waste receptacles	1 x monthly
Place all trash & rubbish in a designated area of the building for removal	5 x weekly
Hand-dust all office furniture & other surfaces up to 78" high	1 x weekly
Remove all finger marks & smudges from doors, door jams & light switches	5 x weekly
Clean all entry glass doors (inside/outside)	5 x weekly
Clean all glass partitions (records windows, conference room glass)	1 x weekly
Clean & sanitize all water fountains	5 x weekly

Floor Maintenance	Frequency
Vacuum carpeted areas	5 x weekly
Vacuum hard-floor areas to remove dust & debris	5 x weekly
Damp mop hard-flooring with a neutral disinfectant cleaner	5 x weekly

Lounge/Eating Areas	Frequency
Clean walls behind trash receptacles	5 x weekly
Restock kitchen paper & soap products	5 x weekly
Clean & disinfect kitchen counters, tables, chairs & sinks	5 x weekly
Scour & polish sink & bright work	5 x weekly
Clean exterior surfaces of refrigerators	5 x weekly
Clean exterior and interior surfaces of microwaves	5 x weekly

Locker Rooms and Restrooms	Frequency
Damp wipe & disinfect exterior of all lockers	1 x weekly
Clean toilet partitions with disinfectant cleaner	1 x weekly
Clean around urinals & toilets with disinfectant cleaner	5 x weekly
Clean & disinfect sinks, toilets & urinals	5 x weekly
Clean & polish metal dispensers, fixtures & mirrors	5 x weekly
Restock restroom paper & soap products	5 x weekly
Empty & disinfect sanitary napkin dispensers	1 x weekly
Clean & disinfect showers	5 x weekly

Fitness Room	Frequency
Vacuum or mop hard-floor areas to remove dust & debris	5 x weekly
Dust mop mat areas to remove dust & debris	5 x weekly

Damp mop hard-flooring with a neutral disinfectant cleaner	5 x weekly
Clean all mirrors	1 x weekly

Closing Instructions	Frequency
Turn off lights as instructed	5 x weekly
Lock doors as instructed	5 x weekly
Report all irregularities to management & the proper authorities	As required

Regular Service Add-Ons	Frequency
Paper & soap supplies (paid by customer, ordered by vendor)	Monthly

Special Services	Frequency
**Emergency Call Back	As needed
Exterior cleaning of exterior windows	As needed
Inside cleaning of exterior windows	As needed

Floor Care & Bathroom Restoration	Frequency
Deep cleaning of tile & grout lines & grout sealing	As needed
Shampoo carpets	As needed
Auto-scrub high-traffic concrete areas with neutral pH cleaner	As needed
Restore floor appearance in entryways/lobbies (concrete or tile)	As needed
Machine scrub and burnish polished concrete floors	As needed

If any type of normal janitorial duties have been inadvertently omitted from the list above, the contract is to be interpreted to include same.

18. Monthly, Quarterly and Semi-Annual Services Notification.

The Contractor will work with the Contract Coordinator in advance to make arrangements for semi-annual and yearly services schedule.

IV. BID SUBMISSION REQUIREMENTS

Bidders must prepare and submit their bids in the following format to ensure consistency and ease of evaluation. All required documents must be submitted by the deadline. Non-responsive bids will not be evaluated further.

All certifications must be completed, signed, and submitted with the bid by the deadline. Incomplete certification submissions will render the bid non-responsive.

1. **Cover Letter** — Company name, address, contact information, and statement of interest. Include history of firm, proposed sales representative, and company capacity to provide required services.
2. **Completed Bid Proposal Form** — Itemized pricing for all services specified.
3. **Bidder Information and Compliance Form** — Provide service point of contact details and indicate compliance to all terms and conditions.
4. **Addenda Acknowledgement**— All addenda must be acknowledged for a bid to be considered responsive.
5. **Non-Collusive Affidavit** — Bidder shall certify that the bid has prepared independently and without any secret agreement, price-fixing, or fraudulent coordination with competitors.
6. **References** — At least three (3) references from similar projects, including contact details and brief description of work performed. References may be checked to confirm the responsibility of the Bidder. If a Bidder is determined to not be responsible, the Town reserves the right to consider the next lowest, responsive, responsible Bidder

V. REQUIRED FORMS.

**JANITORIAL SERVICES AT CHAPEL HILL POLICE DEPARTMENT
 BID PROPOSAL FORM
 BID # Q26-113**

A. CHAPEL HILL POLICE DEPARTMENT.

1. TOTAL MONTHLY BID FOR THE JANITORIAL SERVICES.

_____ Dollars (\$_____)

Proposed number of equivalent staff hours _____

2. HOURLY RATES FOR SPECIAL SERVICES.

Emergency Cleaning Service (one custodian responding within two (2) hours of call): \$_____ per hour

On-call Service (with a minimum of 24-hour notice and provision of two custodians): \$_____ per hour

3. EXTRA SERVICES.

The Contractor shall, upon written request from the Contract Coordinator, perform extra services.

The Contractor shall be entitled to charge for such services at the hourly rate, per employee. Requests for payment for extra services shall be submitted no later than the next regular monthly invoice and should be specifically identified as services rendered over and above contract provisions.

These services include:

Item:	Amount:
Shampoo, steam clean, or chemical clean carpets (Police Department)	
Deep cleaning of tile & grout lines and grout sealing	
Auto-scrub high-traffic concrete areas with neutral pH cleaner	
Restore floor appearance in entryways/lobbies (concrete or tile)	
Machine scrub and burnish polished concrete floors	

B. CHAPEL HILL TECHNOLOGY SERVICES/EMERGENCY MANAGEMENT.

1. TOTAL MONTHLY BID FOR THE JANITORIAL SERVICES.

_____ Dollars (\$_____)

Proposed number of equivalent staff hours _____

2. HOURLY RATES FOR SPECIAL SERVICES.

Emergency Cleaning Service (one custodian responding within two (2) hours of call):

\$_____ per hour

On-call Service (with a minimum of 24-hour notice and provision of two custodians):

\$_____ per hour

3. EXTRA SERVICES.

The Contractor shall, upon written request from the Contract Coordinator, perform extra services.

The Contractor shall be entitled to charge for such services at the hourly rate, per employee. Requests for payment for extra services shall be submitted no later than the next regular monthly invoice and should be specifically identified as services rendered over and above contract provisions.

These services include:

Item:	Amount:
Shampoo, steam clean, or chemical clean carpets (Technology Solutions)	
Shampoo, steam clean, or chemical clean carpets (Emergency Management)	
Deep cleaning of tile & grout lines and grout sealing	
Auto-scrub high-traffic concrete areas with neutral pH cleaner	
Restore floor appearance in entryways/lobbies (concrete or tile)	
Machine scrub and burnish polished concrete floors	

C. Additional Proposed Services.

Company should list out any additional services not defined in the scope that is offered or should be considered for an Extra Service. Departments may decide to include these services in the awarded contract.

Item:	Amount:
Additional Proposed Service:	
Additional Proposed Service:	
Additional Proposed Service:	
Additional Proposed Service:	
Additional Proposed Service:	
Additional Proposed Service:	
Additional Proposed Service:	

Respectfully submitted the ____ day of _____ 2026.

**JANITORIAL SERVICES AT CHAPEL HILL POLICE DEPARTMENT
BID # Q26-113**

BIDDER INFORMATION FORM

BIDDER COMPANY NAME (and type, i.e., INC., LLC., Sole Prop., etc.):

BIDDER COMPLETE ADDRESS:

BIDDER POINT OF CONTACT NAME, TELEPHONE NUMBER, EMAIL ADDRESS:

BIDDER TO INITIAL BY EACH STATEMENT TO CONFIRM COMPLIANCE WITH BID AND CONTRACT TERMS:

- A. The Bidder proposes and agrees hereby that the work shall commence July 1, 2026, as the beginning time. _____
- B. The Bidder hereby agrees that the Town of Chapel Hill reserves the right to reject any and all bids when such rejection is in the best interest of the Town of Chapel Hill, taking into consideration the past performance of the Bidder, the ability to perform to work specified, the starting date and completion time, and all other pertinent facts. _____
- C. The Bidder has read, understands, and has signed all required forms and submitted them as part of this offer. _____
- D. The Bidder or authorized representative has read, understands, and accepts all terms and conditions as outlined herein. _____
- E. The bid is valid for a period of at least 60 days from date of submission. _____

**JANITORIAL SERVICES AT CHAPEL HILL POLICE DEPARTMENT
BID # Q26-113**

ADDENDA ACKNOWLEDGEMENT FORM

The Offeror acknowledges they have read and received all published addendum. (If no addendum were issued, you are not required to initial receipt below).

Addendum 1 _____

Addendum 2 _____

Addendum 3 _____

**JANITORIAL SERVICES AT CHAPEL HILL POLICE DEPARTMENT
BID # Q26-113**

NON-COLLUSIVE AFFIDAVIT

The undersigned as Bidder, hereby declares that the only person(s) interested in this proposal as principal(s) are named herein and that no other person than herein mentioned has interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other persons, company or parties making a bid or proposal and that it is in all respects fair and in good faith without collusion or fraud.

1. The Bidder further declares that he has examined the site of the work and informed himself fully regarding all conditions pertaining to the place where the work is to be done; that he has examined the specifications of the work and contract documents relative hereto, and has read all special provisions furnished prior to the openings of the bids, that he has satisfied himself relative to the work to be performed.
2. The Bidder further declares that he has received and examined the Janitorial Services Instructions, Bid Letting Documents, and General Specifications, and will abide by these requirements in performing the work.
3. The Bidder proposes and agrees, if this proposal is accepted, to contract with the Town of Chapel Hill, in the form of contract provided, to furnish all necessary materials, equipment, and machinery, means of transportation, and labor necessary to complete the janitorial services in full and to complete in accordance with the general specifications, and contract documents, to the full and entire satisfaction of the Town of Chapel Hill with a definite understanding that no money will be allowed for extra work except as set forth in the Contract documents. In return for the services accomplished pursuant to the Contract, the Bidder will receive the sum of:

Company Name: _____

Company Representative Name: _____

Company Representative Signature: _____

Date: _____

**JANITORIAL SERVICES AT CHAPEL HILL POLICE DEPARTMENT
BID # Q26-113**

REFERENCES FORM

References for: _____ (Company name)

Please provide contact information for 3 current clients:

Name _____

Company _____

Contact Number _____

Contact e-mail _____

Name _____

Company _____

Contact Number _____

Contact e-mail _____

Name _____

Company _____

Contact Number _____

Contact e-mail _____

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

CONTRACT FOR
{DESCRIPTION OF SERVICES TO BE
PROVIDED UNDER THIS CONTRACT}

This Contract is made and entered into by and between the “Town of Chapel Hill,” herein “Town,” and “{Contractor’s Full Legal Name},” herein “Contractor,” for the services as described in this agreement.

WITNESSETH

That for and in consideration of the mutual promises and conditions set forth below, the Town and Contractor agree:

1. Duties of the Contractor: The Contractor agrees to perform those duties described in Exhibit A, attached hereto and incorporated herein by reference.
2. Duties of the Town: The Town will pay for the Contractor’s services as set forth in Exhibit A.
3. Maximum Sum: Contract amount is not to exceed {insert a not to exceed amount} plus applicable sales tax.
4. Billing and Payment: The Contractor shall submit an invoice to the Town for work performed under the terms of this Contract. The Town will make payment within thirty (30) days of receipt of an accurate invoice, approved by the department which contracted for these services.
5. Indemnification and Hold Harmless: The Contractor agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys’ fees) arising from bodily injury, including death or property damage to any person or persons proximately caused in whole or in part by the negligence or willful misconduct of the Contractor, except to the extent same are caused by the negligence or misconduct of the Town. Contrary to any provision that may be contained in any exhibits, attachments, or subsequent purchase orders, the Town shall not consent to limitations of Contractor liability for amounts less than the amount of insurance coverage under this agreement. Any provision that may be contained in any exhibits, attachments, or subsequent purchase orders that calls for the Town to indemnify the Contractor shall be only to the extent allowed by law.
6. Insurance Provisions: The Contractor shall provide evidence of current valid insurance (if applicable) for the duration of this agreement, with the Town named as an additional insured under the Contractor’s Commercial General Liability and Business Automobile policies. The required coverage limits are: 1) Commercial General Liability and Business Automobile - \$1,000,000 per occurrence and 2) Workers’ Compensation - \$100,000 for both employer’s liability and bodily injury by disease for each employee and \$500,000 for the disease policy limit. Cyber Liability Coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate is required for Contractors having access to personal identifying information and/or computer networks. The Town may also require evidence of supplementary insurance coverages depending on the services provided under this agreement.
7. Non-Discrimination: The Contractor contractually agrees to administer all functions pursuant to this agreement without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.
8. Federal and State Legal Compliance: The Contractor must be in full compliance with all applicable federal and state laws, including those on immigration.
9. E-Verify: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. If any subcontractors are used, they also must comply with these requirements. Pursuant to North Carolina General Statute § 143-133.3 (c)(2), contracts solely for the purchase of apparatus, supplies, materials, and equipment are exempt from this E-Verify provision.
10. Amendment: This Contract may be amended in writing by mutual agreement of the Town and Contractor.

11. Termination: Either party may terminate this Contract at any time by giving the other party thirty (30) days written notice of termination prior to the end of the term.
12. Interpretation/Venue: This Contract shall be construed and enforced under the laws of North Carolina. The courts and the authorities of the State of North Carolina shall have exclusive jurisdiction over all controversies between the parties which may arise under or in relation to this Contract. In the event of any dispute between the parties, venue is properly laid in Orange County, North Carolina for any state court action and in the Middle District of North Carolina for any federal court action. Contrary to any provision that may be contained in any exhibits, attachments, or subsequent purchase orders, the Town shall not consent to 1) resolving any dispute by means of arbitration and/or 2) waiver of a trial by jury.
13. Preference: If the terms of any exhibits, attachments, or subsequent purchase orders are not consistent with the terms of this Contract, this document shall have preference; provided that where either any exhibit attached hereto or this document establishes higher standards for performance by either party, the higher standard, wherever located, shall apply.
14. Severability: The parties intend and agree that if any provision of this Contract or any portion thereof shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.
15. Assignment: This Contract shall not be assigned without the prior written consent of the parties.
16. Entire Agreement: This Contract shall constitute the entire agreement of the parties and no other warranties, inducements, considerations, promises, or interpretations shall be implied or impressed upon this Contract that are not expressly addressed herein. All prior agreements, understandings and discussions are hereby superseded by this Contract.
17. Construction Project Related Sales Tax: If applicable, the Contractor must provide certified statements regarding the cost of materials purchased and the amount of North Carolina sales and use taxes paid by Contractor and any subcontractors. Contractor further agrees to provide the Town with any additional information and documentation the Town might request in the event the Commissioner of Revenue of the State of North Carolina requires more information to substantiate a refund claim by the Town for sales or use tax. The Town will not make payment until these statements are submitted. Any tax refunds received by the Town will remain with the Town.
18. Term: This Contract, unless amended as provided herein, shall be in effect until _____, 20____. Any renewal provisions that may be contained in any exhibits, attachments, or subsequent purchase orders are void and without effect.

[SIGNATURES ON FOLLOWING PAGE.]

IN WITNESS WHEREOF, the parties hereto cause this Contract to be executed in their respective names.

{CONTRACTOR'S FULL LEGAL NAME}

SIGNATURE

PRINTED NAME & TITLE

TOWN OF CHAPEL HILL

DEPARTMENT HEAD/EXECUTIVE DIRECTOR OR DEPUTY/TOWN MANAGER

PRINTED NAME & DEPARTMENT

ATTEST BY TOWN CLERK:

TOWN CLERK/DEPUTY TOWN CLERK TOWN SEAL

Town Clerk attests this the _____ day of _____ 20 _____ .

Approved as to Form and Authorization

ATTORNEY FOR TOWN

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

FINANCE OFFICER

DATE