



STATE OF NORTH CAROLINA

Department of Natural and Cultural Resources

Invitation for Bid #: 46-DNCR-24-2006

HVAC Technician for the North Carolina Zoo

Date of Issue: May 21, 2024

Bid Opening Date: June 3, 2024

At 2:00 PM ET

Direct all inquiries concerning this IFB to:

Dennis Jimenez

Assistant Director of Procurement

Email: dennis.jimenez@dn-cr.nc.gov

Phone: 919-814-6724



STATE OF NORTH CAROLINA

Invitation for Bid

46-DNCR-24-2006

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

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

Vendor Name

Vendor eVP#

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

STATE OF NORTH CAROLINA Department of Natural and Cultural Resources

Refer <u>ALL</u> Inquiries regarding this IFB to the procurement lead through the Message Board in the Sourcing Tool. See section 2.6 for details.	Invitation for Bid #: 46-DNCR-24-2006
	Bids will be publicly opened: June 3, 2024, at 2:00 PM ET
Using Agency: DNCR / NC Zoo	Commodity No. and Description: 721512 - Heating and cooling and air conditioning HVAC construction and maintenance services
Requisition No.: RQ115747	

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

VALIDITY PERIOD

Offer shall be valid for at least 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 IFB.

ACCEPTANCE OF BIDS

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

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

The attached certification, by _____
(Authorized Representative of the Department of Natural and Cultural Resources)

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1.0 PURPOSE AND BACKGROUND

The North Carolina Department of Natural and Cultural Resources (hereafter, "Department"), on behalf of North Carolina Zoo (hereinafter "NC Zoo"), requires a qualified Vendor to provide an HVAC Technician(s) onsite, three (3) days per week at the NC Zoo to provide maintenance, evaluations, recommendations, diagnostics, repairs, and replacements of HVAC and related equipment. Also to provide remote telephone support and on-call services.

NC Zoo is located at 4401 Zoo Pkwy, Asheboro, NC 27205. The purpose is to have an HVAC technician onsite three (3) days per week to work on all NC Zoo's HVAC equipment.

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

1.1 CONTRACT TERM

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

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

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

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: This is an NC eProcurement solicitation facilitated by the Ariba Network. 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/>.

What is the Ariba Network?

The Ariba Network is a web-based platform that serves as a connection point for buyers and vendors. Vendors can log in to the Ariba Network to view purchase orders, respond to electronic requests for quotes, participate in Sourcing Events, and collaborate with buyers on contract documents.

For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site:

<http://eprocurement.nc.gov/training/vendor-training>.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

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

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

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

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

2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	State	May 21, 2024
Hold Urged and Cautioned Site Visit	State	May 28, 2024, at 10:00 AM ET
Submit Written Questions	Vendor	May 29, 2024
Provide Response to Questions	State	May 30, 2024
Submit Bids	Vendor	June 3, 2024, at 2:00 PM ET Call-in telephone number: 1-984-204-1487 Phone Conference ID number: 683 208 80#
Contract Award	State	TBD

The Department of Natural and Cultural Resources will be conducting live bid openings over conference call. Below is the call-in information for this procurement's bid opening scheduled for Tuesday, June 3, 2024, at 2:00 PM ET.

Call-in telephone number: 1-984-204-1487

Phone Conference ID number: 683 208 80#

2.5 URGED AND CAUTIONED SITE VISIT

Urged and Cautioned Site Visit

Date: May 28, 2024
 Time: 10:00 AM ET
 Location: Stedman Education Building located to the left (North) of the North America Entrance
 NC Zoo
 4401 Zoo Pkwy,
 Asheboro, NC 27205
 Contact #: Martin Kearns, 336-879-7517, martin.kearns@nczoo.org

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

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

2.6 BID QUESTIONS

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

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter "IFB # 46-DNCR-24-2006 – Questions" as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

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 Sourcing Tool in the form of an addendum and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and an addendum to this IFB.

2.7 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. Failure to submit a bid in strict accordance with instructions provided shall constitute sufficient cause to reject a Vendor's bids(s). Solicitation responses are subject to Sealed Bidding requirements.

Vendor's bids for this procurement must be submitted through the Sourcing Tool. For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site: <https://eprocurement.nc.gov/training/vendor-training>

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM EST to 5:00 PM EST.

Tips for Using the Sourcing Tool

1. Vendors should review available training and confirm that they are able to access the Sourcing Event, enter responses, and upload files well in advance of the date and time response are due to allow sufficient time to seek assistance from the North Carolina eProcurement Help Desk.
2. Vendors may submit their responses early to make sure there are no issues, and then submit a revised response any time prior to the response due date and time. The State will only review the most recent response.
3. Vendors should respond to all relevant sections of the Sourcing Event. Certain questions or items are required in order to submit a response and are denoted with an asterisk. The Sourcing Tool will not allow a response to be submitted unless all required items are completed. The Sourcing Tool will provide error messages to help identify any required information that is missing when response is submitted.
4. Simply saving your response in the Sourcing Tool is not the same as submitting your response to the State. Vendors should make sure they complete the submission process and receive a message that their response was successfully submitted.
5. **Only Bids submitted through the Content Section of the Ariba Sourcing Event will be considered. Bids submitted through the Message Board will not be accepted or considered for award.**

If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate

portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

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

2.8 BID CONTENTS

Vendors shall provide responses to all questions and complete all attachments for this IFB that require the Vendor to provide information and upload them to the Sourcing Event in the Sourcing Tool. Vendor may not be able to submit its response in the Sourcing Tool unless all required items are addressed. Vendors shall provide authorized signatures where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion.

Vendors shall upload the following items and attachments in the Sourcing Tool:

- a) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- b) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- c) Vendor's Response (Sections 4.5, 4.6, 4.7, 4.8, 4.10, 5.1, 6.1)
- d) Completed version of ATTACHMENT A: PRICING
- e) Completed and signed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- f) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- g) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- h) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.9 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, Vendor shall follow the specific instructions for uploading Alternate Bids in the Sourcing Tool.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

- A. Contract Lead: Representative of the Department of Natural and Cultural Resources identified on the first page of this IFB who will correspond with potential Vendors concerning solicitation issues and will contract with the Vendor providing the best offer to the State and is the individual who will administer the Contract for the State.
- B. Contract Manager: Representative of the Department of Natural and Cultural Resources or awarded Vendor who ensures compliance with the contract terms and conditions while giving attention to the achievement of the stated output and outcome of the contract.
- C. HVAC: Heating, Ventilation, and Air Conditioning.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered

shall be tabulated at the time of opening. Cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

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

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

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to the *electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the State.

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

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better bid, the

Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Bid Questions Section above.

4.1 PRICING

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

4.2 INVOICES

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

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Purchase Order Number, Service(s) Descriptions, and Price.

Invoices must be submitted to the following address:

NCDNCR Accounts Payable
Department of Natural and Cultural Resources
PO# _____
4605 Mail Service Center
Raleigh, NC 27699-4605

Digital copies of invoices can be emailed to:

DNCRaccounts payable@ncdcr.gov

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

4.3 FINANCIAL STABILITY

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

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

4.4 HUB PARTICIPATION

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

4.5 VENDOR EXPERIENCE

Vendor shall submit with their bid an outline or narrative of the expertise, qualifications and experience of the firm (10-years minimum experience requirement). Vendor shall also submit the name and contact information of the primary contact person representing the vendor and at least two additional persons that will be knowledgeable of the contract and have decision making authority.

Vendors shall also submit with their bid documentation an outline or narrative with the proposed Technician(s) to be assigned to the NC Zoo with their years of experience (5-years minimum requirement), qualifications, expertise, education, work history, skillsets, individual licenses, certifications, and trainings.

Proposed Technician(s) shall possess Master Level competency. Technician(s) is not required to have Master HVAC Technician certification but the same level of knowledge, skills, and abilities is required.

Failure to provide the following shall disqualify the Offeror.

4.6 MANDATORY LICENSES AND CERTIFICATIONS

Vendor shall submit all of the following mandatory certifications with bid. **Failure to provide the following shall disqualify the Offeror.**

- A. Vendor shall have, maintain, and provide with their bid the following North Carolina licenses:
 1. H1-I (Heating Group 1-Class I) Contractor: "Wet" or "water-based" comfort heating systems in any building (residential, commercial, industrial).
 2. H2 (Heating Group 2) Contractor: Forced air heating/cooling system with cooling capacity in excess of fifteen (15) tons in any building (residential, commercial, industrial).
 3. H3-I (Heating Group 3-Class I) Contractor: Forced air heating/cooling system with cooling capacity of fifteen (15) tons or less in any building (residential, commercial, industrial).
- B. Vendor shall have or obtain within 90 days of the initiation of the contract the following North Carolina Licenses. Vendor shall indicate below whether license is current or will be obtained:
 1. FP (Fuel Piping) Contractor

☐ Current ☐ Will obtain within 90 days
 2. SP-PH (Special Plumbing & Heating)

☐ Current ☐ Will obtain within 90 days
- C. Universal certification of EPA regulations 40 CFR part 82, Subpart F under Section 608 of the Clean Air Act.

4.7 REMOTE TELEPHONE SUPPORT

Vendor shall provide remote support at a billable rate per occurrence, 24 hours a day, 7 days a week, 365 days a year (24/7/365) per occurrence.

4.8 ONSITE SUPPORT

Vendor shall provide 24 hours per day, 7 days per week, 365 days out of the year (24/7/365) onsite on-call services at a billable rate per occurrence.

4.9 REFERENCES

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

4.10 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, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its bid 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.

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

4.11 PERSONNEL

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

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

4.12 VENDOR’S REPRESENTATIONS

If Vendor’s bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this

solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.13 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

5.0 SPECIFICATIONS AND SCOPE OF WORK

The NC Zoo requires an HVAC technician or rotating technicians to work three (3) days per week performing HVAC and HVAC related problem diagnostics, equipment testing, equipment inspection and component integrity, preventative maintenance, equipment and component cleaning, equipment alignment, lubrication, adjustments, tightening, repairs, and replacements per the specifications in Section 5.1.

NC Zoo Maintenance/Service Work Hours:

Monday – Friday normal business hours: 7:00 am – 4:00 pm

Monday - Friday after hours: 4:00 pm – 7:00 am

Saturday, Sunday, and Holidays daytime hours: 8:00 am – 5:00 pm

Saturday, Sunday, and Holidays after hours: 5:00 pm – 8:00 am

5.1 SPECIFICATIONS

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

VENDOR'S RESPONSE		
Item #	Specifications	Product/Service Offered Meets Specification
1	<p>The Vendor shall provide a highly qualified commercial HVAC technician(s) to the NC Zoo:</p> <ul style="list-style-type: none"> A. 3 days per week from Monday through Friday. Selection of which days per week will be mutually agreed upon by the vendor and the NC Zoo. B. 8 working hours per day; 7:00 am to 4:00 pm with a 1-hour meal break. C. 7 working hours per day minimum onsite with up to 1 hour per day travel. D. 50 weeks per year which excludes the week of the 4th of July and the week of Christmas from the 52-week year. E. Scheduled days onsite will not include State of North Carolina Government observed holidays. F. More than one technician may be assigned to the NC Zoo; however, no more than three technicians will be allowed in rotation to assure familiarity of the campus, policies and procedures, and equipment served. G. During any technician's absence (due to sickness, time off, or for other reasons), a replacement technician must be provided to ensure that service to the NC Zoo 	<input type="checkbox"/> YES <input type="checkbox"/> NO

	<p>remains uninterrupted. Notice shall be provided as soon as reasonably possible, depending on the cause of the absence. Notice shall be made by telephone to NC Zoo Plumbing, Mechanical, & Electrical (PM&E) supervisor and followed by e-mail to the PM&E supervisor and the Facilities Administrative Assistant.</p> <p>H. If the scheduled technician does not possess the specialized skills of an issue in need, vendor will substitute the regular technician for a specialized technician as needed. Notice shall be made by telephone to NC Zoo Plumbing, Mechanical, & Electrical supervisor and followed by e-mail to the PM&E supervisor and the Facilities Administrative Assistant.</p>	
2	<p>The Vendor shall:</p> <ul style="list-style-type: none"> A. Provide all tools and incidental supplies necessary to perform assigned tasks. B. Provide an outfitted work vehicle, properly registered (current inspection and license), necessary to perform assigned tasks. This shall include confined space entry harnesses and lanyards for the assigned technician(s). C. Provide extended work hours as necessary for the technician to complete a task, especially an urgent need or an emergency, at a billable rate. D. Provide a Journey Level Technician(s) to assist with work requiring more than one person if the NC Zoo is unable to provide an assistant. All expenditures shall be preapproved by the NC Zoo. E. Dispatcher or on-call technician shall be reachable on first attempt. F. Remote 24/7/365 Support Technician shall return the call within 30 minutes of contacting Vendor's dispatcher. G. Onsite on-call service Technician shall arrive onsite within two (2) hours of being called. H. Provide ongoing safety training to the assigned Technician(s) pertaining to the work being performed. I. Return vehicle hang tags, gate passes, or other such items to the NC Zoo at the expiration of the contract or at termination of assignment of a Technician(s). J. Be responsible for repair or replacement of damages beyond reasonable wear and tear resulting from the performance of this contract, at vendor's expense, to the satisfaction of the NC Zoo. K. Be responsible for all damage to persons or property that occur as a result of the assigned technician's(s') fault or negligence. L. Remove any technician that displays inappropriate behavior or disobeys NC Zoo policies and/or procedures which have been made available to them. M. Provide ongoing technical training to the technician(s) for the type of systems and equipment to be worked on at the NC Zoo. N. Not require the NC Zoo to sign any separate service/repair/installation agreements for work performed under this contract. O. Provide services to include problem diagnostics, equipment testing, equipment inspection & component integrity, equipment and component cleaning, equipment alignment, lubrication, adjustments, and tightening. P. Provide proof of negative Tuberculosis (Tb) testing for assigned Technician(s) to cover the contract period due to exposure to animal containment areas. Email confirmation of negative Tb test shall be sent 48 hours before HVAC Technician start date and annually to the NC Zoo PM&E supervisor and the NC Zoo Human Resources Department. 	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	<p>Technician(s) shall:</p> <ul style="list-style-type: none"> A. Possess and maintain a valid NC Driver's License. B. Be capable of working independently. 	<input type="checkbox"/> YES <input type="checkbox"/> NO

	<p>C. Technician(s) shall have the agility and physical ability to regularly and safely: lift up to 25 lbs. frequently and up to 100 lbs. occasionally; bend, stoop, and work in tight spaces; enter confined spaces; climb stairs and ladders; work on rooftops and other elevated surfaces; move over and about all types of equipment to inspect, analyze, and perform repairs; stand for the majority of the day; endure extended outdoor field conditions at any time of the year; negotiate uneven outdoor terrain on foot; hear and respond to radio communication; and operate motor vehicles.</p> <p>D. Technicians shall possess qualifications and experience to replace and/or perform new installation of equipment and systems of lessor complexity such as PTAC's, forced air and radiant space heaters, duct heaters, mini-split systems, VRF's, heat pumps, gas packs, split systems, package units, and RTU's with assistance if needed.</p> <p>E. Technician(s) shall be able to perform limited electrical work within the limitations of the Vendor's SP-PH license.</p> <p>F. Technician shall be able to analyze, diagnose, and repair or replace electronics associated with HVAC and associated equipment.</p> <p>G. Technician shall be familiar with and use Building Automation Systems, in particular at least a basic understanding of Siemens Apogee and Siemens Desigo platforms, to analyze, troubleshoot, control, and manipulate the program.</p> <p>H. Leave issued keys onsite in a designated place, to be identified by NC Zoo staff</p> <p>I. Be diligent and use reasonable care to protect all surface areas, equipment, utilities, fixtures, hardware, and similar items in proximity to their work.</p> <p>J. Not leave tools, ladders, and equipment unattended and shall keep their work areas clean.</p> <p>K. Comply with all State, Federal, and local laws, ordinances, rules, regulations, and codes including OSHA requirements and the current version of the North Carolina State Construction Electrical Guidelines.</p> <p>L. Not perform work that adversely affects the integrity of a building's structural, mechanical, electrical, fire protection, or life safety systems or any other building or grounds features that will overload or render useless any portion of the facility or disrupt operations.</p> <p>M. Take and successfully complete additional assigned safety training provided by the NC Zoo through a third-party vendor, if assigned.</p> <p>N. Timely report all injuries and accidents in writing to the Contract Administrator.</p> <p>O. Have full access to vendor resources including being able to contact other vendor technicians and managers for problem solving issues less familiar to the technician onsite.</p> <p>P. Perform work in a workmanlike manner, following industry standards, of good quality acceptable to the NC Zoo.</p> <p>Q. Instruct NC Zoo staff on tasks they are qualified to perform in order to allow the technician to concentrate on higher level and/or more complex issues, or work in combination with NC Zoo staff for the efficiency of time.</p> <p>R. Abide by all NC Zoo policies and procedures, including access requirements to animal areas, and participate in safety drills.</p> <p>S. Submit to drug testing if requested.</p> <p>T. Use the Department and the NC Zoo's procurement processes to order needed equipment, materials, and supplies at the NC Zoo's expense. Vendor or technician shall not obligate nor bind the Department or the NC Zoo for purchases outside of the Department and NC Zoo procurement processes.</p> <p>U. Complete work order documentation in a timely manner recording time, materials, and a description of the work performed using the NC Zoo's work order system.</p> <p>V. Share knowledge with the NC Zoo Maintenance staff by allowing them to interact, observe, and ask questions as an opportunity to broaden their knowledge.</p>	
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4	<p>At a minimum, Technician(s) assigned shall have successful completion of the following safety trainings.</p> <ul style="list-style-type: none"> A. Asbestos Awareness B. Compressed Gas C. Confined Space D. Electrical Arc Flash E. Fall Protection F. Forklift Certification G. Hot Works H. Ladder Safety I. Lock out/Tag-out J. PPE K. Scissor Lift Training <p>Documentations shall be required prior to beginning work onsite.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	<p>Technician(s) shall possess qualifications and experience to perform preventative & predictive maintenance, analyze and diagnose issues, requisition parts needed, and make repairs to the following systems, sub-systems, and equipment. This list may not be all-inclusive of systems, sub-systems, and equipment assigned to the technician:</p> <ul style="list-style-type: none"> A. PTAC's B. Electric and gas forced air space heaters C. Electric and gas radiant heaters D. Duct Heaters E. Reheat coils F. Fan coil systems G. Mini-Split Systems H. Variable Refrigerant Flow Systems I. Variable Air Volume Systems (VAV's) J. Heat Pumps K. Split Systems; gas/electric & electric/electric L. Package Units; gas/electric & electric/electric M. Rooftop Units; gas/electric & electric/electric N. Air Handling Systems (AHU's) O. Economizers P. Energy Recovery Systems Q. Exhaust and Make-up Air Systems R. Ventilation Systems S. Chilled water systems T. Hot water systems U. Pumps V. Chillers W. Centrifugal, Reciprocating, Scroll, and Screw Compressors X. Boilers (all types and fuel sources) Y. Comfort Heating & Cooling Z. Process Heating & Cooling AA. Commercial Refrigeration to the extent qualified. BB. Pneumatic and Electronic Control Systems 	<input type="checkbox"/> YES <input type="checkbox"/> NO

5.2 CERTIFICATION AND SAFETY LABELS

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

5.3 DEVIATIONS

The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that items offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming goods and/or services. Deviations shall be explained in detail on an attached sheet. However, no implication is made or intended by the State that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

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

Customer Service Point of Contact	
Name:	
Office Phone #:	

Mobile Phone #:	
Email:	

6.2 DISPATCHER CONTACT INFORMATION

The Vendor shall be required to designate and make available to the State the Vendor's dispatcher contact information. The dispatcher shall be the State's point of contact for additional/after hour related issues and issues concerning maintenance and service.

24/7/365 Dispatcher Contact Information	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.3 CONTINUOUS IMPROVEMENT

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

6.4 ACCEPTANCE OF WORK

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

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

Work is completed to the satisfaction of the Department 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.

6.5 FAITHFUL PERFORMANCE

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

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

6.6 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 **3 months** to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.7 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 done through the contract administrator.

6.9 ATTACHMENTS

All attachments to this IFB are the copies found within the Ariba Sourcing Tool, and are incorporated herein, and shall be submitted by responding in the Sourcing Tool.

ATTACHMENT A: PRICING FORM begins on the next page.

ATTACHMENT A: PRICING FORM

FURNISH AND DELIVER: HVAC TECHNICIAN FOR NORTH CAROLINA ZOO

YEAR 1				
ITEM #	QTY.	UOM	DESCRIPTION	TOTAL PRICE
1	NA	NA	Total Turn-key Price per specifications in 5.1 for a HVAC Technician assigned to the NC Zoo.	\$ _____

YEAR 1 - HVAC TECHNICIAN EXTENDED HOURS				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
2	1	hour	HVAC Technician M-F after hours rate	\$ _____
3	1	hour	HVAC Technician Saturday daytime hours rate	\$ _____
4	1	hour	HVAC Technician Saturday after hours rate	\$ _____
5	1	hour	HVAC Technician Sunday daytime hours rate	\$ _____
6	1	hour	HVAC Technician Sunday after hours rate	\$ _____
7	1	hour	HVAC Technician Holiday daytime hours rate	\$ _____
8	1	hour	HVAC Technician Holiday after hours rate	\$ _____

YEAR 1 - JOURNEY LEVEL ASSISTANT (ADDITIONAL EMPLOYEE)				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
9	1	hour	Journey Level Assistant M-F normal business hours rate	\$ _____
10	1	hour	Journey Level Assistant M-F after hours rate	\$ _____
11	1	hour	Journey Level Assistant Saturday daytime hours rate	\$ _____
12	1	hour	Journey Level Assistant Saturday after hours rate	\$ _____
13	1	hour	Journey Level Assistant Sunday daytime hours rate	\$ _____
14	1	hour	Journey Level Assistant Sunday after hours rate	\$ _____
15	1	hour	Journey Level Assistant Holiday daytime hours rate	\$ _____
16	1	hour	Journey Level Assistant Holiday after hours rate	\$ _____

YEAR 1 - 24/7/365 REMOTE SUPPORT				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)S
17	1	hour	24/7/365 remote support M-F normal business hours rate	\$ _____
18	1	hour	24/7/365 remote support M-F after hours rate	\$ _____
19	1	hour	24/7/365 remote support Saturday daytime hours rate	\$ _____

20	1	hour	24/7/365 remote support Saturday after hours rate	\$ _____
21	1	hour	24/7/365 remote support Sunday daytime hours rate	\$ _____
22	1	hour	24/7/365 remote support Sunday after hours rate	\$ _____
23	1	hour	24/7/365 remote support Holiday daytime hours rate	\$ _____
24	1	hour	24/7/365 remote support Holiday after hours rate	\$ _____

YEAR 1 - 24/7/365 ONSITE ON-CALL SERVICES				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
25	1	hour	24/7/365 onsite on-call services M-F normal business hours rate	\$ _____
26	1	hour	24/7/365 onsite on-call services M-F after hours rate	\$ _____
27	1	hour	24/7/365 onsite on-call services Saturday daytime hours rate	\$ _____
28	1	hour	24/7/365 onsite on-call services Saturday after hours rate	\$ _____
29	1	hour	24/7/365 onsite on-call services Sunday daytime hours rate	\$ _____
30	1	hour	24/7/365 onsite on-call services Sunday after hours rate	\$ _____
31	1	hour	24/7/365 onsite on-call services Holiday daytime hours rate	\$ _____

32	1	hour	24/7/365 onsite on-call services Holiday after hours rate	\$ _____
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OPTIONAL COST – May or may not be purchased by the state.

YEAR 2				
ITEM #	QTY.	UOM	DESCRIPTION	TOTAL PRICE
33	NA	NA	Year 2 - Total Turn-key Price per specifications in 5.1 for a HVAC Technician assigned to the NC Zoo.	\$ _____

YEAR 2 HVAC TECHNICIAN EXTENDED HOURS				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
34	1	hour	HVAC Technician M-F after hours rate	\$ _____
35	1	hour	HVAC Technician Saturday daytime hours rate	\$ _____
36	1	hour	HVAC Technician Saturday after hours rate	\$ _____
37	1	hour	HVAC Technician Sunday daytime hours rate	\$ _____
38	1	hour	HVAC Technician Sunday after hours rate	\$ _____
39	1	hour	HVAC Technician Holiday daytime hours rate	\$ _____
40	1	hour	HVAC Technician Holiday after hours rate	\$ _____

YEAR 2 - JOURNEY LEVEL ASSISTANT (ADDITIONAL EMPLOYEE)				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
41	1	Hour	Journey Level Assistant M-F normal business hours rate	\$ _____
42	1	Hour	Journey Level Assistant M-F after hours rate	\$ _____
43	1	Hour	Journey Level Assistant Saturday daytime hours rate	\$ _____
44	1	Hour	Journey Level Assistant Saturday after hours rate	\$ _____
45	1	Hour	Journey Level Assistant Sunday daytime hours rate	\$ _____
46	1	Hour	Journey Level Assistant Sunday after hours rate	\$ _____
47	1	Hour	Journey Level Assistant Holiday daytime hours rate	\$ _____
48	1	Hour	Journey Level Assistant Holiday after hours rate	\$ _____

YEAR 2 - 24/7/365 REMOTE SUPPORT				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
49	1	Hour	24/7/365 remote support M-F normal business hours rate	\$ _____
50	1	Hour	24/7/365 remote support M-F after hours rate	\$ _____
51	1	Hour	24/7/365 remote support Saturday daytime hours rate	\$ _____

52	1	Hour	24/7/365 remote support Saturday after hours rate	\$ _____
53	1	Hour	24/7/365 remote support Sunday daytime hours rate	\$ _____
54	1	Hour	24/7/365 remote support Sunday after hours rate	\$ _____
55	1	Hour	24/7/365 remote support Holiday daytime hours rate	\$ _____
56	1	Hour	24/7/365 remote support Holiday after hours rate	\$ _____

YEAR 2 - 24/7/365 ONSITE ON-CALL SERVICES				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
57	1	Hour	24/7/365 onsite on-call services M-F normal business hours rate	\$ _____
58	1	Hour	24/7/365 onsite on-call services M-F after hours rate	\$ _____
59	1	Hour	24/7/365 onsite on-call services Saturday daytime hours rate	\$ _____
60	1	Hour	24/7/365 onsite on-call services Saturday after hours rate	\$ _____
61	1	Hour	24/7/365 onsite on-call services Sunday daytime hours rate	\$ _____
62	1	Hour	24/7/365 onsite on-call services Sunday after hours rate	\$ _____
63	1	Hour	24/7/365 onsite on-call services Holiday daytime hours rate	\$ _____

64	1	Hour	24/7/365 onsite on-call services Holiday after hours rate	\$ _____
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YEAR 3				
ITEM #	QTY.	UOM	DESCRIPTION	TOTAL PRICE
65	NA	NA	Year 3 - Total Turn-key Price per specifications in 5.1 for a HVAC Technician assigned to the NC Zoo.	\$ _____

YEAR 3 - HVAC TECHNICIAN EXTENDED HOURS				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
66	1	Hour	HVAC Technician M-F after hours rate	\$ _____
67	1	Hour	HVAC Technician Saturday daytime hours rate	\$ _____
68	1	Hour	HVAC Technician Saturday after hours rate	\$ _____
69	1	Hour	HVAC Technician Sunday daytime hours rate	\$ _____
70	1	Hour	HVAC Technician Sunday after hours rate	\$ _____
71	1	Hour	HVAC Technician Holiday daytime hours rate	\$ _____
72	1	Hour	HVAC Technician Holiday after hours rate	\$ _____

YEAR 3 - JOURNEY LEVEL ASSISTANT (ADDITIONAL EMPLOYEE)				
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ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
73	1	Hour	Journey Level Assistant M-F normal business hours rate	\$ _____
74	1	Hour	Journey Level Assistant M-F after hours rate	\$ _____
75	1	Hour	Journey Level Assistant Saturday daytime hours rate	\$ _____
76	1	Hour	Journey Level Assistant Saturday after hours rate	\$ _____
77	1	Hour	Journey Level Assistant Sunday daytime hours rate	\$ _____
78	1	Hour	Journey Level Assistant Sunday after hours rate	\$ _____
79	1	Hour	Journey Level Assistant Holiday daytime hours rate	\$ _____
80	1	Hour	Journey Level Assistant Holiday after hours rate	\$ _____

YEAR 3 - 24/7/365 REMOTE SUPPORT				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
81	1	Hour	24/7/365 remote support M-F normal business hours rate	\$ _____
82	1	Hour	24/7/365 remote support M-F after hours rate	\$ _____
83	1	Hour	24/7/365 remote support Saturday daytime hours rate	\$ _____

84	1	Hour	24/7/365 remote support Saturday after hours rate	\$ _____
85	1	Hour	24/7/365 remote support Sunday daytime hours rate	\$ _____
86	1	Hour	24/7/365 remote support Sunday after hours rate	\$ _____
87	1	Hour	24/7/365 remote support Holiday daytime hours rate	\$ _____
88	1	Hour	24/7/365 remote support Holiday after hours rate	\$ _____

YEAR 3 - 24/7/365 ONSITE ON-CALL SERVICES				
ITEM #	QTY.	UOM	DESCRIPTION	PRICE (Per Hour)
89	1	Hour	24/7/365 onsite on-call services M-F normal business hours rate	\$ _____
90	1	Hour	24/7/365 onsite on-call services M-F after hours rate	\$ _____
91	1	Hour	24/7/365 onsite on-call services Saturday daytime hours rate	\$ _____
92	1	Hour	24/7/365 onsite on-call services Saturday after hours rate	\$ _____
93	1	Hour	24/7/365 onsite on-call services Sunday daytime hours rate	\$ _____
94	1	Hour	24/7/365 onsite on-call services Sunday after hours rate	\$ _____
95	1	Hour	24/7/365 onsite on-call services Holiday daytime hours rate	\$ _____

96	1	Hour	24/7/365 onsite on-call services Holiday after hours rate	\$ _____
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