

STATE OF NORTH CAROLINA
UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Invitation for Bid #: LK241001
KITCHEN EXHAUST SYSTEMS CLEANING & SERVICES - 24

Date of Issue: October 22, 2024

Mandatory Pre-Bid Site Visit: October 30, 2024 @ 2:00 PM ET

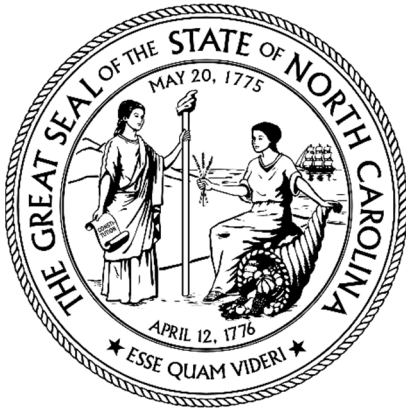
Written Questions Submission Deadline: November 6, 2024 @ noon ET

Bid Responses Deadline: November 13, 2024 at 2:00 PM ET

Virtual Bid Opening: November 13, 2024 at 3:00 PM ET

Direct all inquiries concerning this IFB to:

Lori Krise
Procurement Specialist
Email: lwkrise@uncg.edu



STATE OF NORTH CAROLINA

Invitation for Bid # LK241001

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>

Electronic responses ONLY will be accepted for this solicitation.

**STATE OF NORTH CAROLINA
UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

Refer <u>ALL</u> Inquiries regarding this IFB to: Lori Krise, lwkrise@uncg.edu	Invitation for Bid #: LK241001 Kitchen Exhaust System Cleaning & Services - 24
	Bids deadline in eVP: November 13, 2024 before 2:00 PM ET
Using Agency: UNC Greensboro	Bids will be publicly opened: (Virtual) November 13, 2024 at 3:00 PM ET
Requisition No.: TBD	Commodity No. and Description: 76111605 Exhaust Hood or Fan Cleaning

EXECUTION

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

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

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

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

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

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

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

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

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

Failure to execute/sign bid prior to submittal 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:

Bid Number: **LK241001 Kitchen Exhaust System Cleaning & Services – 24** Vendor: _____

VALIDITY PERIOD

Offer shall be valid for at least sixty (60) 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 **University of North Carolina at Greensboro**)

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1.0 PURPOSE AND BACKGROUND

The University of North Carolina at Greensboro (UNCG) Facilities Operations department is actively seeking a Vendor to furnish, deliver and provide all necessary labor, equipment, and materials to perform kitchen exhaust system cleaning and services, as well as maintenance and repairs that may be required for UNCG dining facilities.

The intent of this solicitation is to award an Agency 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”) or award notification date, whichever is later.

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 – NOT APPLICABLE

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	UNCG	October 22, 2024
Mandatory Pre-Bid Meeting/Site Visit	UNCG	October 30, 2024 at 2:00 PM ET at 1209 North Drive, Rm 122
Submit Written Questions	Vendor	November 6, 2024 by noon ET
Provide Response to Questions	UNCG	November 8, 2024
Submit Bids via eVP	Vendor	November 13, 2024 before 2:00 PM ET
Virtual Bid Opening via Teams	UNCG	<p>November 13, 2024 at 3:00 PM ET</p> <p><u>Microsoft Teams Virtual Opening</u></p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDA3NjMxYTktZGZkNy00ZjQ2LTNmMTctYTI mNmEyY2U4ZjM2%40thread.v2/0?context=%7b%22Tid%22%3a%2273e15cf5-5dbb-46af-a862-753916269d73%22%2c%22Oid%22%3a%22ffad7729-9b2e-495d-b84e-14ce5f0489ad%22%7d</p> <p>Meeting ID: 250 640 535 496, Passcode: 6NZSq9</p> <p><u>Dial in by Phone</u></p> <p>+1 336-790-7381,,499944530#</p>
Contract Award	UNCG	November 15, 2024

2.5 MANDATORY PRE-BID MEETING/SITE VISIT

Date: October 30, 2024
 Time: 2:00 PM Eastern Time
 Location: 1209 North Drive (Moran Commons)
 Room 122 (Conference Room)
 Greensboro, NC 27412
 Contact #: Dallas Barker (336-314-6280)

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

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

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

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this 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.

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Written questions shall be emailed to lwkris@uncg.edu by the date and time specified above. Vendors should enter "IFB # LK241001: Questions" as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

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

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

2.7 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. The time and date of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid deadline will be rejected.

All proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP) which will close at exactly 2:00 PM ET on the scheduled bid opening date. The actual opening of each response will take place virtually at 3:00 PM ET on the same date via Microsoft Teams (access per 2.4 IFB Schedule above).

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

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

2.8 BID CONTENTS

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

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

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

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. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid #LK241001 for '*name of Vendor*.'" Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

ADDENDUM: A document issued to supplement or modify the original Solicitation document. Addenda may be issued following a pre-bid meeting or as a result of a specification or work scope changes to the Solicitation.

BAFO: Best and Final Offer, submitted by a Vendor to alter its initial bid, made in response to a request by the issuing agency.

BUYER: The UNCG employee that places an order with the Vendor.

CLARIFICATION: Communications between the State and a Vendor that occur after receipt of a Vendor's Offer made for the purpose of eliminating irregularities, informalities, or apparent clerical mistakes in an Offer. A Clarification may also be used in order for the State to interpret an Offer or Offers or to facilitate the State's evaluation of all Offers. A Clarification shall not be used to cure material deficiencies in an Offer, alter the scope of an Offer, or to negotiate.

CONTRACT: A contract resulting from or arising out of Vendor responses to this Solicitation.

eVP: Electronic Vendor Portal for vendors to do business with the State of North Carolina, including registering to do business, responding to bid opportunities, and certifying as a HUB and/or NCSBE.

EXTENSION: An additional Contract Term not provided for in the Contract that is mutually agreed to by the State and all Vendor parties in a Contract amendment.

HUB: Historically Underutilized Business <https://ncadmin.nc.gov/businesses/hub>

IFB: Invitation for Bids (a type of Solicitation document)

INITIAL CONTRACT TERM: The initial period for performance under a Contract after which the Contract with either terminate or be extended pursuant to a Renewal or Extension.

OFFER: The bid or proposal submitted in response to this Solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.

OFFEROR: The single legal entity submitting the Offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled "Signing Your Offer" and "Bid/Proposal As Offer To Contract."

PROCUREMENT: The process of acquiring Goods or Services.

PROCUREMENT LEAD: A UNCG representative identified on title page of this IFB who will correspond with potential Vendors concerning solicitation issues and will contract with Vendor providing the best offer to the State and is the individual who will administer the contract for the State.

QUALIFIED BID/PROPOSAL: A responsive bid submitted by a responsible Vendor.

RENEWAL: An options term provided for in the Contract that can be exercised as of right by the State.

RESPONSIBLE: Refers to a Vendor who demonstrates in its Offer that it has the capability to perform the requirements of the Solicitation.

RESPONSIVE: Refers to an Offer that conforms to the Requirements of the Solicitation in all respects to be considered by the State for award.

STATE: The State of North Carolina, including any of its sub-units recognized under North Carolina law.

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STATE AGENCY: Any of the more than 400 sub-units within the executive branch of the State, including its departments, institutions, boards, commissions, universities, and units of the State.

VENDOR: The supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Solicitation document. Following award of a contract, the term refers to an entity receiving such an award.

WORK: All labor, materials, equipment, services, or property of any type provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.

YOU and YOUR: Offeror

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, financial documents, valid certifications, local presence, and guaranteed delivery schedule.

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 status of a Vendor's E-Procurement Services account(s) shall be considered a relevant factor in determining whether to approve the award of a contract under this IFB. Any Vendor with an E-Procurement Services account that is in arrears by 91 days or more at the time of bid opening may, at the State's discretion, be disqualified from further evaluation or consideration.

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. Cost and price shall 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 State's eVP website under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the State.

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

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

Bid price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s response.

4.2 INVOICES

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

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

Invoices shall be sent to the address stated on the Purchase Order under Billing Address or emailed to: acctpay@uncg.edu.

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 REFERENCES

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

4.6 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this IFB may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

4.7 PERSONNEL

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

Should the Vendor's 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.

4.8 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.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation is contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00.

4.10 VENDOR REQUIREMENTS

At a minimum, the Vendor must:

- Hold a valid license for the performance of specified services within the State of North Carolina
- Have a minimum of five (5) years experience in the field of work
- Have a local presence (office or shop) within a 50 mile radius of UNCG
- **Include the following information in Bid response in order to be considered for Contract Award:**
 - **Listing of Vendor's Qualifications to include how long you've been in business; and**

- **Detailed, comprehensive report of the Vendor's Safety Program**

5.0 SPECIFICATIONS AND SCOPE OF WORK

UNCG's Facilities Operations department is actively seeking a Vendor to furnish, deliver and provide all necessary labor, equipment, and materials to perform kitchen exhaust system cleaning and services, as well as maintenance and repairs that are required for UNCG dining facilities. The successful Vendor will be responsible for certified repairs to any kitchen exhaust system.

At the discretion of the UNCG Facilities Operations department, the cleaning schedule for each facility may be revised at any point during this contract term to account for periodic closures of the respective facilities. Vendor will be asked to submit a quote on any new areas, and if agreed upon between the Vendor and Facilities Operations department, an addendum will be issued to add areas to the Contract. For any areas that are removed, whether permanently or temporarily, invoices will be adjusted based on the pricing submitted on your proposal.

All work shall be performed in full compliance with OSHA standards meeting all National, State, and local codes. All work shall be performed in full compliance with current edition 2024 NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Any waste debris generated as a result of the Vendor's work must be removed by the Vendor and be properly disposed of in full compliance with all EPA, Federal, State, and local guidelines. All work will be scheduled and performed under the direction of UNCG Facilities representative(s).

5.1 EQUIPMENT REQUIREMENTS

Due to the length of hose runs and height of various serviceable locations, equipment shall be Hot water pressure, with a minimum of 6500 PSI. Hoses shall be 6500 PSI 2-wire high pressure hoses, changed out Quarterly to prevent breakage in finished areas of the building.

5.2 STANDARD SCOPE OF SERVICE

For all UNCG Dining locations:

- Cleaning of roof and adjacent equipment in an area extending from Roof Exhaust Fans to the nearest roof drain opening when roof type allows.
- Follow-up Quality Control calls the morning after service.
- Quarterly phone calls and Semi-Annual visits to Area Managers for feedback.
- No Customer property (i.e. paper towels, plastic, cloth rags, soap, etc.) is to be used during the exhaust cleaning procedure or removed from Customer's premises by service personnel.

During the next scheduled service, existing conditions of certain concern, if any, as addressed below will be communicated with photographs (if required) and service reports to UNCG Facilities representative.

- Grease buildup on roofs
- Damage to fans/roofs
- Grease spout damaged/missing
- Grease containers damaged/missing
- Roof drain present/usable/properly positioned for fans
- Hinges on Roof Exhaust Fans
- Condition of Ductwork
- Electrical Issues: loose, exposed wiring, exposed or broke flex conduit, or hard conduit

5.3 UPON ARRIVAL AT UNCG

Lead technician to establish contact with the UNCG Facilities representative, UNCG Police or Area Manager on Duty to access locations, especially access to any residential areas. Schedule when and where the work can begin, and ask if there are any

exceptions, special requirements or extraordinary precautions to be considered during performance of the scheduled work with UNCG Facilities representative.

Perform a pre-service inspection using a check list with primary attention to:

- Complete Fan, Duct and Hood Inspection to include but not limited to:
 - Overall Physical Condition
 - Overall Functionality
 - Electrical Wiring
 - Grease Buildup
 - Accessibility
- Roof Inspection to include but not limited to:
 - Overall Physical Condition
 - Grease Buildup
 - Drainage
- Other comments or pertinent facts discovered

Discuss the aforementioned items with the UNCG Facilities representative or Area Manager on Duty and request his/her initials in the appropriate space provided.

5.4 DOWNSTAIRS WORK

- Remove any applicable kitchen equipment, utensils, etc. from the work area.
- Ensure that affected individual equipment gas shut-off valves (not main gas shut-off) and pilots have been extinguished.
- Remove the Hood Grease Filters and clean as necessary with degreaser and high-pressure spraying. The filters are to be replaced by service team when all work is completed.
- A plastic curtain will be installed around the Hood Canopy to contain the water residues during the cleaning process. Equipment inside/underneath the Hood that cannot be removed is to be double wrapped with plastic.
- Clean the hood interior, including filter tracks, connected ducts and plenums down to bare metal. This includes scraping as necessary and the use of degreasers and high -pressure spraying. Grease- laden wash water will be funneled to a large plastic-lined trash can and discharged into a sink or floor drain which proceeds or drains into the store's grease trap/interceptor.
- Areas of floors in the traffic aisle and under equipment are to be mopped with a degreaser and clean hot water. Do not damage electrical outlets, connections, and equipment.
- Inspection of adjacent areas and equipment is to be performed by the Service Team and cleaned of any overspray residues as necessary which resulted from the exhaust cleaning procedure.
- In accordance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2024 Edition, Chapter 12, Procedures for the Use and Maintenance of Equipment, Section 12.6, Cleaning of Exhaust Systems, Sub-Section 12.6.13: "After an exhaust system is inspected or cleaned, an adhesive label shall be securely attached to the hood."
- A copy of the Exhaust Check List will be emailed by the Service Team to UNCG Facilities representative as a communication tool for any current or potential future system, equipment, or situational problems.
- The Hood interior will receive a final rinse and wipe-down to remove water spots.
- The Hood exterior is to be cleaned and receive a shine as the final step in the exhaust cleaning procedure.
- All remnants of cleaning in and around the Hood area will be removed. All plastic and other disposable materials are to be removed and disposed of properly.
- All gas appliance pilot lights are to be re-lighted and electrical equipment is to be reconnected.

5.5 UPSTAIRS/ROOF WORK

- Clean the Roof Exhaust Fan(s) inside bowl area, blades, and entire exterior down to bare metal. This includes scraping as necessary and the use of degreasers and high-pressure spraying. Special attention will be given to the fan blades to assure optimum fan performance and proper spin balance.
- Clean the exhaust duct down to bare metal. This includes scraping as necessary and the use of degreasers and high-pressure spraying.
- Replace the DRIPLOC Tray System and/or the High-Volume Pale System Grease Containment filter(s), if present, and inspect the exhaust fan grease discharge chute(s) for proper operation.
- Clean the roof in an area of fifteen (15) feet in diameter (minimum) of each roof exhaust fan(s) with a pressure washer. Push the wash water and grease-laden debris to the nearest drain. If the roof drain dispenses material inside the building interior, the area is to be cleaned if necessary. Any debris having come to rest on the building or in the parking lot as a result of the exhaust cleaning is to be removed to areas which do not affect the outer appearance of the customer's establishment in any way.
- All customer rooftop equipment (i.e., Air Conditioning units, Microwave Dishes, etc.) in nearby proximity to the Roof Exhaust Fan(s) is to be cleaned as necessary of any overspray residues which resulted from the exhaust cleaning procedure.
- All roof exhaust fans are to be energized upon job completion and remain in operation to confirm satisfactory operating performance as determined by a final roof inspection and visual observation.
- The customer's internal roof access ladder is to be cleaned of any grease which may have been deposited during the exhaust cleaning procedure.

5.6 JOBSITE DEPARTURE

- After the exhaust system cleaning is completed and immediately prior to departure, the Lead Technician is to perform a post-service inspection using a check list (service report), which will be emailed or mailed with the invoice(s) to the UNCG Facilities representative with primary attention directed to the AFTER-JOB CHECK LIST section including:
 - Hood Systems
 - Are all components of the hood system working properly?
 - Equipment
 - Is all equipment back in place and working properly?
 - Roof Conditions
 - Are all roof areas cleaned that have been affected by the hood systems and the cleaning of the Systems?
 - Clean Up
 - Are all interior areas clean to the management's satisfaction?
 - Are all outside areas clean to the management's satisfaction?
 - Has all debris and grease laden water been removed from interior and exterior of location?
 - Other comments or pertinent facts discovered.
 - Any inaccessible areas not cleaned are to be noted in the COMMENTS space provided.
 - Other information important to a proper business transaction and service as per NFPA 96.
- Discuss the aforementioned items with the UNCG Facilities representative and request his/her initials in the appropriate space provided.
- All exterior doors are to be inspected to ensure that they are secure and properly locked with security alarm set if available.

5.7 CONTRACT PERFORMANCE REQUIREMENTS

- Upon arrival to campus, the Contractor must report to UNCG Facilities representative or Campus Police; all work performed will be under the direction of UNCG Facilities representative.
- The Contractor shall examine the work site, taking the necessary precautions to ensure the work site is properly secured, and designated as such with proper signage.

- The Contractor’s technicians will communicate to the UNCG Facilities Representative any safety concerns in reference to the work site conditions.
- Contractor must notify UNCG Facilities representative at the first sign of any abnormality, excessive wear, or safety concerns in regard to equipment and parts.
- The Contractor’s technicians must be capable of working in extreme temperatures (indoor and outdoor).
- The Contractor must provide a written quote to the UNCG Facilities Representative for review prior to beginning any repair work. The Contractor must not perform any repairs without the receipt of UNCG Purchase Order.
- Contractor will exercise diligence in promptly addressing equipment failure to minimize equipment down time and inconvenience to building occupants.
- Contractor must notify the UNCG Facilities Representative in advance of an equipment outage.
- All work must be performed in a safe and professional manner.
- The Contractor’s technicians will report to work at the University with all proper PPE and commercial grade equipment required to perform work related tasks.
- Contractor’s technicians will not be allowed to use University owned equipment in the performance of contracted services.
- Contractor must be able to service and clean Kitchen Exhaust Systems and associated equipment during hours of 9:00 PM to 6:00 AM Monday thru Thursday.
- The bulk of service will take place during overnight hours, but work on weekends, holidays, or on an emergency basis may also be required under this contract.
- Technicians must be specifically trained in safety and first aid pertaining to the hazards of the work performed.
- The Contractor must provide emergency call-back response within one-half (1/2) hour of a University service request and be on site within one (1) hour of notification by the University.
- Standard non-emergency on-site response time for repairs and service calls must be within twenty- four (24) hours.
- The Contractor must carry commercial liability, workmen’s compensation, and full automotive insurance coverage. The Contractor shall ensure that a current Certificate of Insurance is on file at the University throughout the duration of the contract.
- Contractor must use only new parts in regard to the services performed under this contract. In the event that a new part is not available for an equipment item, the Contractor must seek the approval of the UNCG Facilities Representative prior to the installation of a remanufactured part.
- In the event of damage occurring to University equipment or property as a result of the negligence of the Contractor’s employees, the Contractor shall be responsible for the repair and/or replacement of University property or equipment, as well as any damaged private property.

The State has a zero-tolerance policy for sexual harassment. Such harassment includes, but is not limited to, the use of verbal or visual innuendos which may be interpreted as offensive to the campus community. The Contractor’s employees must adhere to this policy and any failure to exhibit proper and professional behavior may render an individual as unsuitable; that individual may subsequently be prohibited from further work on the campus. Continued violations of this policy by other individuals may result in the termination of the contract.

The State reserves the right to secure this and similar work by other means and from other sources as deemed to be in the State’s best interest. Any contract resulting from award of this solicitation will be a convenience contract and the State makes no guarantee as to any minimum level of spending under the contract. The State also reserves the right to make multiple contract awards if deemed by the State to be in its best interest.

5.8 EMERGENCY CALL SERVICE GUARANTEES

Emergency Service Calls required by UNCG will be handled within one hour of the emergency call. Emergency calls may consist of:

- Fire suppression system discharge and clean up – requires on campus response within 4 hours of notification.
- Kitchen Exhaust Cleaning
- Equipment Cleaning

- Fire Extinguisher Recharging
- Any “out of service” calls

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

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

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

6.2 POST AWARD PROJECT REVIEW MEETINGS

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

6.3 CONTINUOUS IMPROVEMENT

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

6.4 PERIODIC MONTHLY STATUS REPORTS

The Vendor shall be required to provide Management Reports to the designated UNCG Facilities representatives on a monthly basis. This report shall include, at a minimum, information concerning the work accomplished during the reporting period; work to be accomplished during the subsequent scheduled reporting period; problems, real or anticipated, and notification of any significant deviation from previously agreed upon work plans and schedules. These reports shall be well organized and easy to

read. The Vendor shall submit these reports electronically using the format required by the Purchasing Agency. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within five (5) business days of the award of the Contract the Vendor shall submit a final work plan and a sample report, both to the designated Contract Lead for approval.

6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.6 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to maximum of six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.7 DISPUTE RESOLUTION

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

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

6.8 CONTRACT CHANGES

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

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE

FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this IFB, which can be found on the following pages.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

<https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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

link: <https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

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

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

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

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

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

<https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

ATTACHMENT H: TAXPAYER INFORMATION FORM

Complete, sign, and return the Taxpayer Information Form that can be found at the following link:

<https://accountspayable.uncg.edu/wp-content/uploads/UNCG-Taxpayer-Information-Form-Revision-03.22.2023.pdf>

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

ATTACHMENT A: PRICING

FURNISH AND DELIVER: Kitchen Exhaust Systems Cleaning & Services Costs

Material: A detailed list of materials and the cost of the material must be included in the estimate. This should include the make model and spec sheets for the respective units. A copy of all invoices for materials purchased by the Vendor for the project must be attached to the UNCG invoice for partial or final project payment.

Labor Rates: Labor hours will only be billed for actual time at the job site on UNCG's campus. Rates should cover all Contractor expenses except for material and specialty equipment. Transportation for employees and equipment (for example truck(s) and trailer), travel time, millage, vehicle fees, all hand tools and hand power tools will be included in the labor rate at no extra cost to the State.

Invoices: Invoices associated with this contract and associated purchase order(s) must include detailed material, labor, and equipment, and sub-contract costs in accordance with the rate schedules above including number of hours for each labor classification and copies of material and equipment, and sub-contract invoices.

Note: At the discretion of the UNCG Facilities Representative, the cleaning schedule for each facility may be revised at any point during this contract period to account for periodic closures of the respective facilities. Vendor will be asked to submit a quote on any new areas, and if agreed upon between the Vendor and the UNCG Facilities Representative, an addendum will be issued to add areas to the contract. For any areas that are removed, whether permanently or temporarily, invoices will be adjusted based on the pricing submitted on your proposal.

Pricing Charts for Attachment A: Pricing begin on the next page.

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ATTACHMENT A: PRICING

Hood Location	Hood Details	Inspection Frequency	Per Cleaning Price	Total Annual (Base Year)	Option Year #1	Option Year #2
<u>Moran Commons</u>				% increase-->		
Salad Bar	7x5 ft grill hood, ANSUL in hood	Semi-annual				
Bakery	5x5 ft broiler hood, no ANSUL	Semi-annual				
Rooted	15x5 ft broiler hood, ANSUL in hood	Quarterly				
Pizza	8x8 ft broiler hood, ANSUL in box	Quarterly				
Pasta	5x5 ft grill hood, ANSUL in hood	Semi-annual				
	12x5 ft broiler hood, ANSUL in box	Semi-annual				
Homestyle	17x5 ft grill hood, ANSUL in hood	Quarterly				
Delicious Without	5x5 ft grill hood, ANSUL in hood	Semi-annual				
	5x5 ft broiler hood, ANSUL in box	Semi-annual				
Deli	5x5 ft, ANSUL in box	Semi-annual				
Burger 336	16x5 fryer hood, ANSUL in box	Monthly				
	5x5 ft boiler hood, ANSUL in box	Monthly				
	5x5 ft boiler hood, ANSUL in box	Semi-Annual				
Mongolian	16x5 broiler hood, ANSUL in box	Quarterly				
	8 ft round, ANSUL in box	Monthly				
Breakfast	16x5 ft, ANSUL in box	Quarterly				
	16x5 ft, ANSUL in box	Quarterly				
Main Kitchen	23x5 ft fryer hood, ANSUL in hood	Quarterly				
	23x5 ft steam hood, ANSUL in hood	Semi-annual				
Kitchen Bakery	13x5 ft, ANSUL in hood	Semi-annual				
Panda Express	16x5 ft fryer hood, ANSUL in box	Quarterly				
<u>Elliott University Center</u>						
Salsaritas	11x5 ft, ANSUL in box	Semi-annual				
Buffalo Wild Wings	12x5 ft, ANSUL in box	Quarterly				
	5x5 ft, ANSUL in box	Semi-annual				
Pita Delite	5x5 ft, ANSUL in box	Quarterly				
	6x5 ft fryer hood, ANSUL in box	Quarterly				
Crave	5x5 ft, ANSUL in box	Semi-annual				
Service Kitchen	12x5 ft, ANSUL in box	Bi-monthly				
	12x5 ft, ANSUL in box	Bi-monthly				
Catering Kitchen	12x5 ft, ANSUL in box	Quarterly				
Chick-Fil-A	12x5 ft, ANSUL in box	Bi-monthly				
	5x5 ft fryer hood, ANSUL in box	Bi-monthly				

Hood Location	Hood Details	Inspection Frequency	Per Cleaning Price	Total Annual (Base Year)	Option Year #1	Option Year #2
<u>Jefferson Residence</u>						
Bojangles	9x5 ft fryer hood, ANSUL in hood	Quarterly				
	8x5 ft, ANSUL in hood	Quarterly				
	7x5 ft vent hood, no ANSUL	Quarterly				
<u>Lexington Residence</u>						
Suite 115 Soul Food	14x5 ft, ANSUL in hood	Semi-annual				
Suite 117 Soul Food	12x5 ft, ANSUL in hood	Quarterly				
Suite 201 Don Gala	16x5 ft, ANSUL in hood	Quarterly				
<u>McCormick Residence</u>						
Suite 101 BestWay	11x5 ft, ANSUL in hood (<i>rarely used</i>)	Annual				
Suite 102 Happy Bowl	12x5 ft, ANSUL in box	Quarterly				
Hood Cleaning Grand Total						

Fire Service Inspection			Total Annual (Base Year)	Option Year #1	Option Year #2
Semi-Annual Kitchen Suppression System Inspection	\$_____ each	x 32 systems			
Semi-Annual Fire Suppression System Inspection	\$_____ each	x 32 systems			
Semi-Annual Fusible Links (service as needed: link line adjustment, internal cylinder adjustment)	\$_____ each	x 99 links			
Service Call Fee	\$_____ each				
Estimated cost for other parts not included, yet needed in the performance of Semi-Annual service:					
Nozzle Caps	\$_____ each				
101-30 Cartridge	\$_____ each				
Double Tank Cartridge	\$_____ each				
Link Line Crimp Change	\$_____ each				
Burst Disk Replacement	\$_____ each				
Remote Pull Break Rod Replacement	\$_____ each				
Fire Service Inspection Grand Total					

Additional Items/Services

Hinge Installation (including materials and labor)	\$_____ each	per hood
Hold-open Retainer (including materials and labor)	\$_____ each	per hood
Handle(s) Installation (including materials and labor)	\$_____ each	per hood
Emergency Service Call (Fire Emergency Only)	\$_____ each	as needed
DRIPLC Tray System	\$_____ each	per hood
DRIPLC Replacement Filter (Tray System)		
-- Broiler Fan - Quarterly	\$_____ each	per hood
-- Fryer Fan – Semi-Annual @ Regular Scheduled Quarterly Service	\$_____ each	per hood
DRIPLC High-Volume Drip Pale System (including materials and labor)	\$_____ each	per hood
DRIPLC PVC Drain Adaptor (including materials and labor)	\$_____ each	per hood
DRIPLC Original Adaptor (including materials and labor)	\$_____ each	per hood
DRIPLC Flat Plate Adaptor (including materials and labor)	\$_____ each	per hood