



**Orange County Government
Request for Proposal RFP#: 367-OC 5444**

**Request for Proposals to Custodial Services for the Drakeford library
Complex**

Date of Issue: December 6, 2024

**Proposal Opening Date: January 21, 2025
At 2:00 P.M. ET**

**Direct all inquiries concerning this RFP to:
Jovana Amaro
Purchasing Agent
Email: jamaro@orangecountync.gov**

Electronic responses ONLY will be accepted for this solicitation.



ORANGE COUNTY

Request for Proposal #:367-OC5444

For internal processing, including tabulation of proposals, please provide your company's Federal Employer Identification 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 is to be filled out and returned with your proposal. Failure to do so may subject your proposal to rejection.

ID Number:

Federal ID Number

Vendor Name

1. PURPOSE AND BACKGROUND

Orange County, North Carolina is releasing this Request for Proposal (hereafter 'RFP') seeking responses from qualified cleaning Vendors to provide custodial services for the Drakeford library Complex, a 50,269-square-foot building located in downtown Carrboro that will house the Carrboro Rec and Parks Department, Orange County Department of Social Services, Durham Tech, and the Orange County Library. It will also include a 59,069-square-foot parking deck.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

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

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 2.4 PROPOSAL QUESTIONS. If the Orange County determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum.

2.3 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	OC	December 6, 2024
Submit Written Questions	Vendor	December 20, 2024
Provide Response to Questions	OC	January 6, 2025
Submit Proposals	Vendor	January 21, 2025 at 2:00 pm
Contract Award	OC	TBD
Contract Effective Date	OC	TBD

2.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to jamaro@orangecountync.gov and finance-purchasing@orangecountync.gov by the date and time specified above. Vendors should enter “**RFP#: 367-OC 5444: Questions**” as the subject for the email. Questions submittals should include a reference to the applicable RFP section.

Questions received by the deadline date, Orange County’s response, and any additional terms deemed necessary by the Orange County will be posted in the form of an addendum to Orange County website <https://www.orangecountync.gov/Bids.aspx> and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any Orange County personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

2.5 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk for late submission due to unintended or unanticipated delay. Any proposal–submitted after the proposal deadline will be rejected.

Vendors should enter “**RFP#: 367-OC5444: Company’s name, Custodial Services for the Drakeford library Complex**” as the subject for the email. **Electronic (PDF Format) submittals** should be less than 15MB in size and submitted by 2:00 p.m. EST on **January 21, 2025**. Electronic submittals shall be emailed to jamaro@orangecountync.gov and finance-purchasing@orangecountync.gov by the date specified above.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors proposing on this RFP periodically check the Orange County’s website <https://www.orangecountync.gov/Bids.aspx> for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.6 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter (Identify Project Manager)
- b) Title Page: Include the company name and Federal ID number.
- c) A written narrative response to address the Project Organization
- d) A written narrative response to address the Technical Approach
- e) Vendor Experience and Qualifications
- f) Vendors shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein.
- g) Total cost for the proposed services per month and per year as well as fees for any additional emergency response
- h) Acknowledgement of receipt of any addenda.
- i) Completed Living Wage Vendor Policy form.
- j) Completed and notarized E-Verify form.
- k) Completed and signed Orange County Non-Discrimination Certification form

l) Completed Supplemental Vendor Information: Historically Underutilized Businesses form.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the RFP requirements and achieving the highest and best final evaluation, based on the criteria described below.

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

Orange County reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal (including its representatives, sub-Vendors and/or suppliers) 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, department secretary, agency head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the contents of another Vendor's proposal, another Vendor's qualifications or ability to perform the 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 and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in Orange County's discretion that the communication was harmless, that it was made without intent to influence and that the best interest of Orange County would not be served by the disqualification. A Vendor's proposal may be disqualified if its sub-Vendor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Orange County shall review all Vendor responses to this RFP to confirm that they meet the specifications and requirements of the RFP.

Proposals will be received from each responsive Vendor according to the method of submission specified in Section 2.5 of this RFP.

All proposals must be received by Orange County not later than the date and time specified on the cover sheet of this RFP.

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

not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Proposals will generally be evaluated according to completeness, content, and experience with similar projects, ability of the Vendor and its staff, and cost. Specific evaluation criteria are listed in 3.4 EVALUATION CRITERIA, below.

Vendors are cautioned that this is a request for offers, not an offer or request to contract, and Orange County 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 County.

Upon completion of the evaluation process, the County will make Award(s) based on the evaluation criteria.

3.4 EVALUATION CRITERIA

All qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to Orange County:

Criteria	Maximum Point Value
1. Vendor experience as it relates to the scope of services of the RFP.	25
2. Strength of references for the provision of similar services	25
3. Total cost of proposed services (Section 4.2)	50
Total	100

4.0 REQUIREMENTS

4.1 CONTRACT TERM

The contract's initial term will run from March 1st, 2025, through June 30th, 2025, but subsequent terms will last a full 12 months. The Vendor will be required to use the County standard service contract and must agree to the language without change. A sample contract is included.

4.2 INSURANCE

Insurance requirements, including minimum requirements, are detailed in this bid package.

4.3 PRICING

Proposal price shall constitute the total cost to Orange County for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this RFP.

4.4 INVOICES

Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor and the original signature of the Vendor's project manager.

Invoices shall be sent to:

Orange County
AMS
306 Revere Road

Hillsborough, NC 27278

4.5 VENDOR EXPERIENCE

In its Proposal, the Vendor shall demonstrate experience with public and/or private sector clients of similar or greater size and complexity to Orange County. The vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Professional cleaning certifications, such as the International Sanitary Supply Association (ISSA) and Cleaning Industry Management Standard (CIMS) certification, are preferred.

4.6 REFERENCES

Vendors shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein. Orange County may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER

4.7 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. Orange County will approve or disapprove the requested substitution in a timely manner. Orange County may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination,

Orange County may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.8 VENDOR'S REPRESENTATIONS

- a) 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 agrees that it will not enter any agreement with a third party that may abridge any rights of Orange County under this Contract. Vendor will serve as the prime Vendor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the County. 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).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this 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 Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue 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.
- d) A sample of the Services Contract – RFP/RFQ that will be executed with the selected vendor is included.

5.0 SCOPE OF WORK

5.1 TASKS/DELIVERABLES

See Appendix No 1

5.1 PROJECT ORGANIZATION

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

5.2 TECHNICAL APPROACH

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

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

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

6.2 POST AWARD MANAGEMENT REVIEW MEETINGS

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

LIVING WAGE & E-VERIFY

Living Wage

Orange County is committed to providing its employees with a living wage and encourages agencies it funds to pursue the same goal. A copy of Orange County's Living Wage Vendor Policy is included at the end of this RFP.

E-Verify

HB789 imposes E-Verify requirements on Vendors who enter into certain contracts with state agencies and local governments. The legislation specifically prohibits governmental units from entering into certain contracts "unless the Vendor and the Vendor's subcontractors comply with the requirements of Article 2 of Chapter 65 of the General Statutes." (Article 2 of Chapter 65 establishes North Carolina's E-Verify requirements for private employers.) It is important to note that the verification requirement applies to subcontractors as well as Vendors. The new laws specifically prohibit governmental units from entering into contracts with Vendors who have not (or their subcontractors have not) complied with E-Verify.

Appendix No 1 – Tasks and Deliverables

The County is seeking a custodial service Vendor to provide daily cleaning services to Drakeford Library Complex, a 50,269-square-foot building in downtown Carrboro that will house the Carrboro Rec and Parks Department, Orange County Department of Social Services, Durham Tech, and the Orange County Library. The facility also includes a 59,069-square-foot parking deck.

The facility will be used seven days a week, and after-hours programs will be offered in its two large multi-purpose rooms, two (2) activity rooms and the terrace.

Service Areas:

In the attached floor plans (Attachment 4) and detailed in the table below, the areas shaded in green require 5 day-a-week custodial services, the areas shaded in purple will require 7 day-a-week custodial services,

5 Day-a-week cleaning	
1st Floor	2,021
2nd Floor	6,546
3rd Floor	6,579
Total	15,146
7 Day-a-week cleaning	
1st Floor (includes Multi-purpose rooms)	19,707
2nd Floor (Activity Rooms, Bathrooms, Lobby)	5,819
3rd Floor (Bathrooms, Lobby, Terrace)	4,484
Total	30,010

Hours of Service Delivery

Daily custodial service must be provided in the early morning hours before the building opens at 8:00 am, with a substantial portion of that service provided between 4:00 a.m. and 8:00 a.m.

Day Porter:

A day porter will provide service seven days a week, including from 10:00 a.m. to 2:00 p.m. Monday through Friday and 2:00 p.m. to 4:00 p.m. Saturday and Sunday.

Emergency Cleaning Services

Within one hour of notice, the custodial Vendor will be able to provide a cleaning service to bathrooms or other areas outside the day porter's hours as needed. The emergency cleaning will include any custodial services needed to return the space back to a sanitary condition.

Parking Deck

The day porter should walk the parking deck once a day to ensure that it remains clean of remove any trash not in the trash cans. Trash cans should be emptied every other day and cleaned once a week.

Contract Administration:

The Facilities Environment and Support Manager or designee, an Orange County employee, will administer the contract and be the main point of contact between the vendor and the facility occupants.

An additional contact list of necessary staff will be shared with the Vendor after the contract is awarded.

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

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

During normal business hours, the Library’s Manager or designee will communicate day-to-day concerns and assign tasks to the day porter.

Building Hours:

Large Multi-Purpose Rooms, Theater, Activity Rooms, and the Terrace: Use of the will vary substantially, with the expectation that they would be cleaned for afterhours events on an as-needed basis.

Monday	8:00 am – 11:00 pm
Tuesday	8:00 am – 11:00 pm
Wednesday	8:00 am – 11:00 pm
Thursday	8:00 am – 11:00 pm
Friday	8:00 am – 12:00 pm
Saturday	8:00 am – 12:00 pm
Sunday	8:00 am – 11:00 pm

Orange County Library:

Monday	10:00 am – 7:00 pm
Tuesday	10:00 am – 7:00 pm
Wednesday	10:00 am – 7:00 pm
Thursday	10:00 am – 7:00 pm
Friday	10:00 am – 6:00 pm
Saturday	10:00 am – 6:00 pm
Sunday	12:00 pm – 6:00 pm

Carrboro Recreation, Parks, and Cultural Resources:

Monday 8:30 am - 5:00 pm
 Tuesday 8:30 am - 5:00 pm
 Wednesday 8:30 am - 5:00 pm
 Thursday 8:30 am - 5:00 pm
 Friday 8:30 am - 5:00 pm
 Saturday: closed
 Sunday: closed

Durham Tech:

Monday 8:30 am - 8:00 pm
 Tuesday 8:30 am - 8:00 pm
 Wednesday 8:30 am - 8:00 pm
 Thursday 8:30 am - 8:00 pm
 Friday 8:30 am - 8:00 pm
 Saturday: closed
 Sunday: closed

Orange County Department of Social Services:

Monday 8:00 am – 5:00 pm
 Tuesday 8:00 am – 5:00 pm
 Wednesday 8:00 am – 5:00 pm
 Thursday 8:00 am – 5:00 pm
 Friday 8:00 am – 5:00 pm
 Saturday Closed
 Sunday Closed

Floor Finishes and Restroom Counts

203 Greensboro	Gross Square Feet: 59,069
Concrete (Polished/Stained)	20,550 sf
Wood Flooring	2,100 sf
Carpet	22,775 sf
Resilient	1,700 Sq. Ft
Ground Floor	
Men's Restroom	1 urinal/2 commodes/2 sinks
Women's Restroom	3 commode/2 sinks
Family Restroom	1 commode/1 sink
Shower	1 shower
Public Restroom	1 commode/1 sink
1st Floor	

Men's Restroom	1 urinal/2 commodes/2 sinks
Women's Restroom	3 commode/2 sinks
Family Restroom	1 commode/1 sink
CNA Lab	2 sinks
2nd floor	
Men's Restroom	1 urinal/1 commode/2 sinks
Women's Restroom	2 commode/2 sinks
Family Restroom	1 commode/1 sink
Staff Restroom	1 commode/1 sink
Wellness Room	1 sink

203 Greensboro is closed on the following holidays (subject to change):

- New Year's Day (January 1)
- Dr. Martin Luther King Jr.'s Birthday
- Good Friday
- Memorial Day
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas (December 24, 25, and 26) (actual days vary based on the day of the week Christmas falls on)

Security

The Contract Coordinator will provide keys and badges to the Vendor, and the Vendor will be required to sign upon receipt for the keys and badges. The County will duplicate keys at the Vendor's expense, and the Vendor will not be allowed to duplicate any keys for any reason. The Vendor will immediately report any lost, stolen, or misused keys or badges. If the contract is terminated, the Vendor is to return all keys and access control badges immediately.

Supplies

The County will issue all cleaning chemicals to use with the current chemical dispensing system. The contract coordinator should be contacted if there is any additional request for cleaning supplies outside of the dispensing system. The County will also provide all paper products and trash liners. Reasonable efforts should be made to inform the county within 10 business days of when a chemical or paper product is projected to run out.

Accountability

Vendor agrees to conduct themselves in a professional manner that promotes a safe, healthful, inclusive, sustainable, and productive work environment that aligns with the County's and Town's core values of Responsibility, Equity, Safety, Professionalism, Ethics, Communication, and Teamwork, and upholds the

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

Complaints and Responses

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

Vendor's Personnel

The Vendor must maintain and provide to the Contract Coordinator an up-to-date list of employees who are working at the Drakeford Library Complex and update it as necessary.

The Vendor shall be responsible for instructing its employees on the rules and regulations governing the buildings, including all emergency equipment and emergency personnel's phone numbers.

Vendor's Supervision of Employees

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

- A. They shall be of good integrity and character.
- B. They shall not disturb any papers, boxes, or other materials except those in the trash and recycling receptacles or unless such material is properly identified as trash or recycling.
- C. They shall report any property loss or damage to their Supervisor immediately. The Supervisor shall report, in writing such damage to the Contract Coordinator within 24 hours. Written notice of the incident will be emailed, or provided in hardcopy, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
- D. They shall not open drawers, file cabinets, turn on any computers or use other office equipment or property.
- E. They shall not leave keys in doors or admit anyone into the building or office who is not a designated employee of the Vendor. All doors, which were locked upon entry, will be immediately relocked for safety reasons.
- F. They shall not remove any article or materials from the premises, regardless of its value or regardless of any employee's permission.
- G. Upon written request of the Contract Coordinator to the Vendor, any Vendor's employees who fail to abide by these or other rules established by the Contract Coordinator will be immediately removed from the facility and then replaced.

Equipment and Supplies

All mop heads must be kept in a condition that is clean and odor free or be replaced. Janitorial cleaning mops, brooms, and buckets shall be marked and separate from general purpose equipment at each facility.

The Vendor will be responsible for providing all custodial equipment needed, including personal protective equipment, vacuums, mops & buckets, dusters, etc.

Vendor will maintain working paper and soap dispensing hardware. Damaged paper and soap dispensers should be immediately reported to the Contract Coordinator.

Facility Closure

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

Specifications (Work Profile):

Catering Area & Staff Breakroom

- Daily Services Rendered:
 - Sweep and damp mop all uncarpeted tile flooring surfaces.
 - Vacuum all rugs.
 - Remove all trash; clean/disinfect all waste containers and replace liner as necessary.
 - Damp wipe countertops.
 - Damp wipe stovetop/range.

- Weekly Services Rendered;
 - Mop and machine/spray buff all uncarpeted, tile flooring surfaces.
 - Spot-clean dust and spot-clean ledges, moldings, and window frames.
 - Damp wipe thresholds and door jams.
Add- use stainless steel wipes to wipe down stainless steel appliances.

- Monthly Services Rendered;
 - Clean, walls, floor air registers, and light fixture lenses.
 - Perform dusting on higher shelves and cabinets near the ceiling.
 - Clean interior/exterior of refrigerators in staff breakroom.
 - Damp wipe interior glass windows
 - Spot clean walls

Office/Meeting Rooms

- Daily Services Rendered:
 - Vacuum all carpeted flooring areas.
 - Spot clean all carpeted, flooring areas.
 - Remove all trash; clean/disinfect all waste containers and replace liner.
 - Damp wipe metal on doors and doorknobs.
 - Damp wipe finger marks, splashes, smudges and similar marks from all vinyl and painted surfaces.
 - Damp wipe tables and chairs.
 - Report any unusual facility problems (electrical, plumbing, vandalism, equipment problems etc.) Insert appropriate person.

- Weekly Services Rendered:
 - Vacuum upholstered furniture, or damp wipe vinyl and plastic furniture.
 - Damp wipe all glass top furniture and partitions.
 - Dust low bookcases, tables, chairs, desktops, office furniture, etc.
 - Dust and spot clean ledges, moldings, and window frames.
 - Damp wipe thresholds and door jams.

- Monthly Services Rendered:
 - Clean, wall, and floor air registers and light fixture lenses.
 - Perform dusting on higher shelves and cabinets near the ceiling.
 - Clean interior glass windows and partitions
 - Spot clean walls
 - Dust and spot clean, lamps, vertical wall spaces, directional signs, picture frames, and directories.

Entryway /Hallway /Stairway /Lobby

- Daily Services Rendered:
 - Sweep and damp mop all uncarpeted areas and tile flooring surfaces, including steps.
 - Damp wipe internal metal doors and brass work, including entry floor grids.
 - Clean glass windows and glass doors on both sides in all entrance and lobby areas.
 - Spot clean finger marks, splashes, smudges and similar marks from all vinyl and painted surfaces.
 - Damp wipe and polish water fountains.
 - Clean debris and sweep all entrances .

- Weekly Services Rendered:
 - Mop and machine/spray buff all uncarpeted tile flooring surfaces.
 - Damp wipe baseboards, perforated covers and railings in stairwells.
 - Damp wipe ledges, moldings, and window frames.
 - Dust all tables, furniture, and piano.
 - Empty recycled containers and place items in designated area.

- Spot dean walls.
- Monthly Services Rendered;
 - Damp wipe thresholds and door jams
 - Damp wipe, wall and floor air registers and light fixture lenses.
 - Thoroughly clean, scrub baseboards by agitation (with hand brush or mechanical machine)

Bathrooms

- Daily Service Rendered:
 - Sweep and damp mop tile floor area.
 - Clean and disinfect sinks, urinals partitions and walls.
 - Clean, disinfect and polish all restroom fixtures.
 - Damp wipe and polish all mirrors.
 - Refill all dispensers (toilet tissue, paper towels, hand soap, and air fresheners).
 - Remove all trash; clean/disinfect all waste containers and replace liner.
 - Report any unusual problems and bumed out lights insert appropriate person
Add clean staff shower
- Weekly Services Rendered:
 - Machine scrub/disinfect bathroom floors.
 - Clean and disinfect floor drains.
 - Clean/disinfect all ledges, toilet stalls and doors.
 - Wash/disinfect all baseboards.
 - Dust all ceiling vents and light fixtures.
 - Mop and machine/spray buff all uncarpeled, tile flooring surfaces.
- Monthly Services Rendered:
 - Clean/disinfect all wall areas.
 - Clean toilet exhaust fan grills.
 - Clean all, wall and floor air registers and light fixture lenses.

Elevator

- Daily service rendered:
 - Sweep and damp mop elevator floors.
 - Clean and disinfect elevator wall and door areas.
 - Clean elevator door tracks.
 - Vacuum carpet
- Monthly Services Rendered
 - Clean and polish all bright metal located in or around elevators

Custodial Closet

- Daily Services Rendered:
 - Keep neat and orderly at all times.
 - Ensure all containers are properly labeled. Clean all pills immediately.
 - Ensure that all cleaning utensils (i.e. dust mops, wet mops, and cleaning cloths) are cleaned regularly.
Empty mop buckets after each use & hang mops to dry

Performance Hall

- Daily Services Rendered:
 - Clean floor using method specified by the Contract Coordinator
 - Remove all trash; clean/disinfect all waste containers and replace liners.
 - Spot clean fingermarks, splashes, smudges and similar marks from vinyl and painted surfaces.
- Weekly Services Rendered
 - Clean curtains using methods specified by the Contract Coordinator
 - Dust and spot clean ledges, molding and window frames.
Clean interior windows
 - Clean baseboards and railings.
- Monthly Services Rendered:
 - Clean thresholds and door jambs
 - Clean all walls and thresholds.
 - Thoroughly clean, and scrub baseboards by agitation (with band brush or mechanical machine).

DAY PORTER DUTIES

Work will be performed daily, Monday through Friday, from 10:00 am until 2:00 pm. And 2:00 pm ot 4:00 pm on weekends.

- Daily Services Rendered:
 - Sweep and damp mop tile floor area in all bathrooms.
 - Clean and disinfect sinks, urinals partitions and walls in bathrooms.
 - Clean and disinfect restroom fixtures.
 - Remove all trash from bathrooms and meeting rooms(if available) and replace liners.

Specifications (Task Definitions)

The following definitions outline minimum acceptable standards for the activity to be performed.

Vacuum Carpet

The Vendor will thoroughly vacuum all carpeted areas. The Vendor will move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). After vacuuming, the Vendor will leave all rugs clean, free from dust balls, dirt, and other debris.

Dust Mop

The Vendor will thoroughly dust mop all non-carpeted areas. The Vendor will move and dust mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). The Vendor will place dust and dirt into a plastic trash bag, tie it off, and remove it to the Dumpster.

Damp Mop

The Vendor will thoroughly damp-mop all non-carpeted floors. The Vendor will move a damp mop around all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). The Vendor will replace all items after the floor has dried completely. The Vendor will use a clean cotton mop head that is in good condition. The Vendor will use clean water at all times (change water often). Approved proper chemicals at proper dilution will be used at all times. Finished floor will be clean and streak free.

Sweeping and Damp Mopping

All floors will be clean and free from strings, bristles, and dirt streaks. No dirt will be in corners, under furniture, behind doors, on stairs, or on landings. No dirt will be where sweepings were picked up. No dirt, trash, or foreign matter will be under desks, tables or chairs.

Wet Mopping and Scrubbing

The Vendor will properly prepare and thoroughly sweep to remove visible dirt and debris, wads of gum, tar, and foreign substances from the floor surfaces. Upon completion of the wet mopping or scrubbing, the floor will be clean and free of dirt, water streaks, mop marks, and strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces will be dry, and comers and cracks cleaned after the wet mopping or scrubbing. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or window sills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.

Wet Mopping and Buffing

The Vendor will at the stated frequencies, damp mop and buff the floor. The floor will be prepared by sweeping to remove all visible dirt and debris. The floor area will then be damp mopped and machine buffed to a polished appearance with a high-speed buffer.

Damp Wiping

The Vendor will use a clean, damp cloth or sponge to remove all dirt spots and streaks from walls, glass, and other specified surfaces and then dry to provide a polished appearance. The wetting solution must contain an appropriate cleaning agent. When damp wiping in toilet areas, the Vendor will use a multi-purpose disinfectant/deodorizer.

Empty Waste Receptacles

The Vendor will empty all containers that are provided for the disposal of waste, i.e., waste baskets, torpedo-type containers, sanitary napkin disposal bins, boxes, etc., into plastic bags, tie them off, and remove them to the dumpster. Liners must be used in all waste receptacles and will be changed as needed. Waste containers in all rooms must be inspected daily and changed as needed.

Restroom Cleaning

- Fill Dispensers
- Dusting
- Disinfect
- Clean and Disinfect Sinks
- Clean Glass and Mirrors
- Clean and Disinfect Toilets and Urinals
- Clean and Disinfect Walls, Doors, Partitions and Handrails b.. Damp Mop - *Disinfectant

Remove Carpet Runners (as applicable)

Remove carpet runners from the floor to allow for proper cleaning, as needed. Once the floor has dried, put the carpet runners back in place.

Clean and Disinfect Drinking Fountains

The Vendor will thoroughly clean the entire exterior surface with an approved cleanser and wipe it with an approved disinfectant solution.

Wall Spot Cleaning

The Vendor will thoroughly clean all spots, smudges, stains, etc., from walls, partitions, and modular partitions using approved chemicals at approved dilutions. The Vendor will wipe dry with clean, soft cloth or magic eraser

Dusting

The Vendor will thoroughly dust all vertical and horizontal surfaces in all cleanable areas with an approved dust cloth or tool treated with an approved water-based dust control chemical. The contract will also remove all cobwebs throughout the facility while cleaning.

Emergency cleanup/additional services

The contract coordinator will assign, as needed, cleanup duties to the Vendor when construction or remodeling has been completed or when an emergency occurs. Cleaning tasks would include dusting, vacuuming, mopping, carpet extraction, window washing, etc. Payment will be at an agreed-upon rate.

NOTE: Services requested by the contract coordinator and performed by the Vendor, which are beyond the scope of this service contract, shall be billed separately at an agreed upon rate.

All hazardous conditions, such as burned out liglits, loose railings, etc., will be reported by janitorial staff to contract supervisor, who must then notify insert appropriate name/title.verbally or in writing.

SUBMIT WITH PROPOSAL

ADDENDUM ACKNOWLEDGEMENT FORM

Consultants must acknowledge receipt of addendums posted by Orange County before the RFP/RFQ deadline. Please initial for Addendums received.

Addendum No 1 _____

Addendum No 2 _____

Addendum No 3 _____

SUBMIT WITH PROPOSAL

Section I:	General Government and Administration
Policy 10.0:	Living Wage Contractor Policy
Reviewed by:	County Attorney/County Manager
Approved by:	County Manager
Original Effective Date:	April 21, 2016
Revisions:	August 1, 2016

Policy Statement

It is the policy of Orange County to ensure its employees, and all individuals who provide services for Orange County, are paid a living wage.

Purpose

To encourage all vendors and contractors to pay a living wage to all employees who perform work pursuant to a contract with Orange County.

Applicability

Applies to all Orange County contracts and purchases.

Policy

10.1 Living Wage

10.1.1 Orange County is committed to providing its employees with a living wage and encourages all contractors and vendors doing business with Orange County to pursue the same goal. Orange County's living wage is as reflected in the adopted Orange County Budget and as that budget document is amended from time to time. To the extent possible, Orange County recommends that contractors and vendors seeking to do business with Orange County provide a living wage to their employees.

10.1.2 Prior to final execution of a contract with Orange County all contractors and vendors seeking to do business with Orange County shall submit to the County's representative a statement indicating whether those employees who will perform work on the Orange County contract are paid at least the living wage amount set out above. If such employees do not make at least the living wage amount set out above the contractor or vendor shall indicate in the statement, the actual amount paid to such employees. For bid projects this statement should be submitted as part of the bid packet.

This policy may be reviewed annually and updated as needed by the Manager's Office

Acknowledged Receipt by: _____

Company Name: _____

Date: _____

SUBMIT WITH PROPOSAL

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 20__.

Signature of Affiant
Print or Type Name: _____

State of North Carolina, _____ County

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 20__.

My Commission Expires:

Notary Public

||
||
(Affix Official/Notarial Seal)

SUBMIT WITH PROPOSAL

ORANGE COUNTY NONDISCRIMINATION CERTIFICATION

The undersigned bidder or proposer hereby certifies and agrees that the following information is correct:

1. In preparing its enclosed bid or proposal, the undersigned bidder or proposer has considered all bids and proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in discrimination as defined in Section 12-52 of the Orange County Non-discrimination Ordinance.
2. Without limiting any other remedies that Orange County may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for Orange County to reject the bid or proposal submitted with this certification, and terminate any contract awarded based on such bid or proposal. It shall also subject the bidder or proposer to disqualification from participating in county contracts or bid processes for up to two years.
3. As a condition of contracting with Orange County, the undersigned bidder or proposer agrees to promptly provide to Orange County all information and documentation that may be requested by Orange County from time to time regarding the solicitation and selection of suppliers and subcontractors in connection with this solicitation process. Failure to maintain or failure to provide such information constitutes grounds for Orange County to reject the bid or proposal and to terminate, without penalty to Orange County, any contract awarded on such bid or proposal. All such information and documentation shall be maintained for a period of three years after the expiration of the contract.
4. As part of its bid or proposal, the undersigned bidder or proposer shall provide to Orange County a list of all instances within the past ten years where a complaint was filed or pending against bidder or proposer in a legal or administrative proceeding alleging that bidder or proposer discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
5. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees to comply with the Orange County Non-discrimination Ordinance. Falsification of this certification shall constitute a violation of the Orange

County Non-Discrimination Ordinance and shall be grounds for rejection of the bid or proposal or termination of an existing contract, without fault or further obligation to Orange County.

6. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees that Orange County may consider the information submitted as part of this certification in its determination of the responsibility of the undersigned bidder or proposer. The undersigned bidder or proposer, as the case may be, waives the right to challenge the rejection of a bid or proposal when such rejection is based, in its entirety, on information submitted as part of this certification.

The bidder or proposer certifies the undersigned has full authority to sign on its behalf.

By: _____

Printed Name and Title

On behalf of _____

Company or Corporate name

SUBMIT WITH PROPOSAL

Supplemental Vendor Information: HISTORICALLY UNDERUTILIZED BUSINESSES

Vendor Name: _____ **Date:** _____

Per G.S. 143-128.4, Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent (51%) owned and operated by an individual(s) who are members of the following groups: Black, Hispanic, Asian American, American Indian, Female, Disabled, Disadvantaged.

The Vendor shall respond to question No 1 and No 2 below.

1) Is Vendor a Historically Underutilized Business? **Yes** **No**

If yes, please select from the following:

Ethnicity:

Black

Hispanic

Asian American

American Indian

Gender

Male

Female

Disabled

Yes

No

2) Is Vendor Certified with North Carolina as a Historically Underutilized Business? **Yes** **No**

If so, state HUB classification: _____

Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330.

[Departmental Use Only]
TITLE
FY

NORTH CAROLINA

SERVICES AGREEMENT RFP/RFQ

ORANGE COUNTY

This Services Agreement (hereinafter "Agreement"), made and entered into this _____ day of _____, 20____, ("Effective Date") by and between Orange County, North Carolina a political subdivision of the State of North Carolina (hereinafter, the "County") and _____, (hereinafter, the "Provider").

WITNESSETH:

That the County and Provider, for the consideration herein named, do hereby agree as follows:

1. Services

a. Scope of Work.

- i) This Services Agreement ("Agreement") is for services to be rendered by Provider to County with respect to (*insert type of project*):
- ii) By executing this Agreement, the Provider represents and agrees that Provider is qualified to perform and fully capable of performing and providing the services required or necessary under this Agreement in a fully competent, professional and timely manner.
- iii) Time is of the essence with respect to this Agreement.
- iv) The services to be performed under this Agreement consist of Basic Services, as described and designated in Section 3 hereof. Compensation to the Provider for Basic Services under this Agreement shall be as set forth herein.

2. Responsibilities of the Provider

- a. Services to be provided. The Provider shall provide the County with all services required in Section 3 to satisfactorily complete the Project within the time limitations set forth herein and in accordance with the highest professional standards.
- b. Standard of Care.
 - i) The Provider shall exercise reasonable care and diligence in performing services under this Agreement in accordance with the highest generally accepted standards of this type of Provider practice throughout the United States and in accordance with applicable federal, state and local laws and regulations applicable to the performance of these services. Provider is solely responsible for the professional

quality, accuracy and timely completion and submission of all work related to the Basic Services.

- ii) Provider shall be responsible for all errors or omissions of its agents, contractors, employees, or assigns in the performance of the Agreement. Provider shall correct any and all errors, omissions, discrepancies, ambiguities, mistakes or conflicts at no additional cost to the County.
- iii) The Provider shall not, except as otherwise provided for in this Agreement, subcontract the performance of any work under this Agreement without prior written permission of the County. No permission for subcontracting shall create, between the County and the subcontractor, any contract or any other relationship.
- iv) Provider is an independent contractor of County. Any and all employees of the Provider engaged by the Provider in the performance of any work or services required of the Provider under this Agreement, shall be considered employees or agents of the Provider only and not of the County, and any and all claims that may or might arise under any workers compensation or other law or contract on behalf of said employees while so engaged shall be the sole obligation and responsibility of the Provider.
- v) If activities related to the performance of this Agreement require specific licenses, certifications, or related credentials Provider represents that it or its employees, agents and subcontractors engaged in such activities possess such licenses, certifications, or credentials and that such licenses certifications, or credentials are current, active, and not in a state of suspension or revocation.
- vi) Should this Agreement involve project designs, the construction or creation of which is to be bid out or fulfilled by other contractors, and bidding or negotiation with contractors produce prices which, when added to the other elements of the approved total project cost, produce a cost that is in excess of the approved total project cost, the Provider shall participate with the County in negotiation and design adjustments to the extent such are necessary to obtain prices within the approved total project cost. All activity of the Provider with respect to these matters shall constitute Basic Services and shall be performed by the Provider without additional compensation. If negotiation and design adjustments fail to bring costs within the total project cost the County may reject all bids and Provider will redesign or reduce portions of the project in an effort to reduce the bid prices to within the total project cost and rebid the project. One such redesign is included within Basic Services. If this second letting for bids does not produce bids that are within the approved total project cost initially or after negotiations with the contractor the cost is not reduced to an amount within the total project cost, the Provider is not obligated to engage in further redesign.

3. Basic Services

a. Basic Services.

- i) The Provider shall perform as Basic Services the work and services described herein and as specified in the County’s Request for Proposals or Request for Qualifications (the “RFP”) “RFP Number _____ for “_____” issued _____, 20_____, and the Provider’s proposal, which are fully incorporated and integrated herein by reference together with Attachments _____ (designate all attachments). In the event a term or condition in any referenced document or attachment conflicts with a term or condition of this Agreement the term or condition in this Agreement shall control. Should such conflict arise the priority of documents shall be as follows: This Agreement, the County’s RFP together with attachments, Provider’s Proposal together with attachments.
- ii) The Basic Services will be performed by the Provider in accordance with the following schedule: (Insert milestones task list, dates and fees. If milestones are not established mark N/A under Milestone Task 1.)

<u>Milestone Task</u>	<u>Milestone Date</u>	<u>Milestone Fee</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

- iii) Should County reasonably determine that Provider has not met the Milestone Dates established in Section 3(a)(ii), County shall notify Provider of the failure to meet the Milestone Date. The County, at its discretion may provide the Provider seven (7) days to cure the breach. County may withhold the accompanying payment without penalty until such time as Provider cures the breach. In the alternative, upon Provider’s failure to meet any Milestone Date the County may modify the Milestone Date schedule. Should Provider or its representatives fail to cure the breach within seven (7) days, or fail to reasonably agree to such modified schedule, County may immediately terminate this Agreement in writing, without penalty or incurring further obligation to Provider. This section shall not be interpreted to limit the definition of breach to the failure to meet Milestone Dates.

4. Duration of Services

- a. Term. The term of this Agreement shall be from _____ to _____.
- b. Scheduling of Services
 - i) The Provider shall schedule and perform its activities in a timely manner so as to meet the Milestone Dates listed in Section 3.

- ii) Should the County determine that the Provider is behind schedule, it may require the Provider to expedite and accelerate its efforts, including providing additional resources and working overtime, as necessary, to perform its services in accordance with the approved project schedule at no additional cost to the County.
- iii) The Commencement Date for the Provider's Basic Services shall be _____.

5. Compensation

- a. Compensation for Basic Services. Compensation for Basic Services shall include all compensation due the Provider from the County for all services satisfactorily (as determined by the County) performed pursuant to this Agreement. The maximum amount payable for Basic Services is _____ Dollars (\$ _____). In the event the amount stated on an invoice is disputed by the County, the County may withhold payment of all or a portion of the amount stated on an invoice until the parties resolve the dispute. Payment for Basic Services shall become due and payable in direct proportion to satisfactory services performed and work accomplished. Payments will be made as Project milestones as set out in Section 3(a)(ii) are achieved up to the corresponding milestone fee. *(For example, Provider may invoice for the amount listed as the milestone fee corresponding to the first milestone task upon County's acknowledgement of the satisfactory completion of Task one. Upon the County's acknowledgement that the second Task has been satisfactorily completed Provider may invoice for that corresponding milestone fee.)* Milestone fees shall be the maximum amount payable for its corresponding milestone task which shall not be altered except by written amendment.
- b. Additional Services. County shall not be responsible for costs related to any services in addition to the Basic Services performed by Provider unless County requests such additional services in writing and such additional services are evidenced by a written amendment to this Agreement.

6. Responsibilities of the County

- a. Cooperation and Coordination. The County has designated (_____) to act as the County's representative with respect to the Project who shall have the authority to render decisions within guidelines established by the County Manager or the County Board of Commissioners and who shall be available during working hours as often as may be reasonably required to render decisions and to furnish information.

7. Insurance

- a. General Requirements. Provider shall obtain, at its sole expense, Commercial General Liability Insurance, Automobile Insurance, Workers' Compensation Insurance, and any additional insurance as may be required by County's Risk Manager as such insurance requirements are described in the Orange County Risk Transfer Policy and Orange County Minimum Insurance Coverage Requirements (each document is incorporated herein by reference and may be viewed at http://www.orangecountync.gov/departments/purchasing_division/contracts.php.) If

County's Risk Manager determines additional insurance coverage is required such additional insurance shall consist of _____ (if no additional insurance required mark N/A as being not applicable). Provider shall not commence work until such insurance is in effect and certification thereof has been received by the County's Risk Manager.

8. Indemnity

- a. Indemnity. To the extent authorized by North Carolina law the Provider agrees, without limitation, to defend, indemnify and hold harmless the County from all loss, liability, claims or expense, including attorney's fees, arising out of or related to the Project and arising from property damage or bodily injury including death to any person or persons caused in whole or in part by the negligence or misconduct of the Provider except to the extent same are caused by the negligence or willful misconduct of the County. It is the intent of this provision to require the Provider to indemnify the County to the fullest extent permitted under North Carolina law.

9. Amendments to the Agreement

- a. Changes in Basic Services. Changes in the Basic Services and entitlement to additional compensation or a change in duration of this Agreement shall be made by a written Amendment to this Agreement executed by the County and the Provider. The Provider shall proceed to perform the Services required by the Amendment only after receiving a fully executed Amendment from the County.

10. Termination

- a. Termination for Convenience of the County. This Agreement may be terminated without cause by the County and for its convenience upon seven (7) days prior written notice to the Provider.
- b. Other Termination. The Provider may terminate this Agreement based upon the County's material breach of this Agreement; provided, the County has not taken all reasonable actions to remedy the breach. The Provider shall give the County seven (7) days' prior written notice of its intent to terminate this Agreement for cause. Either party may terminate this Agreement upon notice to the other party that obligations pursuant to this Agreement are made impractical due to declarations of emergency by Orange County or by North Carolina due to events directly impacting Orange County. Both parties shall remain responsible for all payment and performance due up to the receipt of such notice, but shall have no further obligation or responsibility beyond that date provided the terminating party has taken all reasonable steps to complete the performance of its obligations.
- c. Compensation After Termination.
 - i) In the event of termination, the Provider shall be paid that portion of the fees and expenses that it has earned to the date of termination, less any costs or expenses incurred or anticipated to be incurred by the County due to errors or omissions of the Provider. Upon request of the County, the Provider shall submit to County all

relevant documentation, including but not limited to, job cost records, to support its claims for final compensation.

- ii) Should this Agreement be terminated, the Provider shall deliver to the County within seven (7) days, at no additional cost, all deliverables including any electronic data or files relating to the Project.
- d. Waiver. The payment of any sums by the County under this Agreement or the failure of the County to require compliance by the Provider with any provisions of this Agreement or the waiver by the County of any breach of this Agreement shall not constitute a waiver of any claim for damages by the County for any breach of this Agreement or a waiver of any other required compliance with this Agreement.
- e. Suspension. County may suspend the Basic Services and this Agreement at any time for County's convenience and without penalty to County upon three (3) days' notice to Provider. Upon any suspension by County, Provider shall discontinue the Basic Services and shall not resume the Basic Services until notified to proceed by County.

11. Additional Provisions

- a. Limitation and Assignment. The County and the Provider each bind themselves, their successors, assigns and legal representatives to the terms of this Agreement. Neither the County nor the Provider shall assign or transfer its interest in this Agreement without the written consent of the other.
- b. Governing Law. This Agreement and the duties, responsibilities, obligations and rights of respective parties hereunder shall be governed by the laws of the State of North Carolina.
- c. Compliance with Laws. Provider shall at all times remain in compliance with all applicable local, state, and federal laws, rules, and regulations including but not limited to all state and federal anti-discrimination laws, policies, rules, and regulations and the Orange County Non-Discrimination Policy and Orange County Living Wage Policy (each Orange County policy is incorporated herein by reference and may be viewed at http://www.orangecountync.gov/departments/purchasing_division/contracts.php.) Any violation of this requirement is a breach of this Agreement and County may immediately terminate this Agreement without further obligation on the part of the County. This paragraph is not intended to limit and does not limit the definition of breach to discrimination. By executing this Agreement Provider affirms that Provider and any subcontractors of Provider are and shall remain in compliance with Article 2 of Chapter 64 of the North Carolina General Statutes. By executing this Agreement Provider certifies that Provider has not been identified, and has not utilized the services of any agent or subcontractor identified, on the list created by the State Treasurer pursuant to G.S. 147-86.58. By executing this Agreement Provider certifies that Provider has not been identified, and has not utilized the services of any agent or subcontractor identified, on the list created by the State Treasurer pursuant to G.S. 147-86.81.
- d. Dispute Resolution. Any and all suits or actions to enforce, interpret or seek damages with respect to any provision of, or the performance or non-performance of, this

Agreement shall be brought in the General Court of Justice of North Carolina sitting in Orange County, North Carolina. It is agreed by the parties that no other court shall have jurisdiction or venue with respect to such suits or actions. Binding arbitration may not be initiated by either Party, however, the Parties may agree to nonbinding mediation of any dispute prior to the bringing of a suit or action.

- e. Entire Agreement. This Agreement, together with the RFP and its attachments and the Proposal and its attachments, represents the entire and integrated agreement between the County and the Provider and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties. Modifications may be evidenced by facsimile signatures.
- f. Severability. If any provision of this Agreement is held as a matter of law to be unenforceable, the remainder of this Agreement shall be valid and binding upon the Parties.
- g. Ownership of Work Product. Should Provider's performance of this Agreement generate documents, items or things that are specific to this Project such documents, items or things shall become the property of the County and may be used on any other project without additional compensation to the Provider. The use of the documents, items or things by the County or by any person or entity for any purpose other than the Project as set forth in this Agreement shall be at the full risk of the County.
- h. Non-Appropriation and Government Action. Provider acknowledges that County is a governmental entity, and the validity of this Agreement is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable or not appropriated for the performance of County's obligations under this Agreement, then this Agreement shall automatically expire without penalty to County immediately upon written notice to Provider of the unavailability or non-appropriation of public funds. It is expressly agreed that County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement.

In the event of a change in the County's statutory authority, mandate or mandated functions, by state or federal legislative or regulatory action, which adversely affects County's authority to continue its obligations under this Agreement, then this Agreement shall automatically terminate without penalty to County upon written notice to Provider of such limitation or change in County's legal authority.

- i. Signatures. This Agreement together with any amendments or modifications may be executed electronically. All electronic signatures affixed hereto evidence the consent of the Parties to utilize electronic signatures and the intent of the Parties to comply with Article 11A and Article 40 of North Carolina General Statute Chapter 66.
- j. Notices. Any notice required by this Agreement shall be in writing and delivered by certified or registered mail, return receipt requested to the following:

Orange County
Attention:
P.O. Box 8181
Hillsborough, NC 27278

Provider's Name & Address

IN WITNESS WHEREOF, the Parties, by and through their authorized agents, have hereunder set their hands and seal, all as of the day and year first above written.

ORANGE COUNTY:

PROVIDER:

By: _____

By: _____

Printed Name and Title

ORANGE COUNTY—INTERNAL USE ONLY

Finance Information

Vendor Name: _____ Vendor Contact Person: _____ Phone: _____ Address: _____ City _____ State: _____
Zip: _____ Department: _____ Amount: _____ Purpose: _____ Budget Code(s): _____ Vendor # _____
Vendor Status with NCSOS: _____ Vendor is a BOCC consultant: Yes No

Contract Details

Contract Type: New Amendment (Original Contract: _____) (Most Recent Amendment _____)
Effective Date _____ End Date _____ Notice Date _____ (Notice Purpose _____)

Award

Approved by Board (Agenda Date: _____); Made or Administered by _____

Signature Authority

- BOCC Express Delegation (Agenda Date: _____)
- Policy 9.4: Under \$5,000; Service Under \$90,000; Construction Under \$250,000
- Budget Policy Section XV (Capital Improvement Project: _____)

Bidding

Informal Bidding (\$30k-\$90k); Formal RFP (\$90k+); Other (<\$30k); Exception(# _____)

Department Affirmation

- This agreement is approved as to technical form and content and I as Department Director affirmatively state work on this project has not been initiated prior to execution of the agreement.
- This agreement is approved as to technical form and content. Services related to this agreement have already begun or been completed. Description of the nature of the emergency condition that was addressed:

Department Director's Signature _____ Date: _____

Information Technologies

This agreement has been reviewed and is approved as to information technology content and specifications:

Office of the Chief Information Officer _____ Date: _____

Inapplicable because no hardware/software purchases or related services

Risk Management

This agreement is approved for sufficiency of insurance standards, specifications, and requirements:

Office of the Risk Management Officer _____ Date: _____

Financial Services

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

Office of the Chief Financial Officer _____ Date: _____

Legal Services

This agreement is approved as to legal form and sufficiency:

Office of the County Attorney _____ Date: _____

Clerk to the Board

All DocuSign contracts must be copied to the Clerk upon completion: occlerkdocs@orangecountync.gov
The following signature block is for hard copies only and is not required for DocuSign contracts:

Received for record retention:

Office of the Clerk to the Board _____ Date: _____

Orange County Minimum Insurance Coverage Requirements

Note: An Exception or Waiver of Minimum Coverage may only be granted at the discretion and approval of Risk Management based on assessment of risk posed to the county.

Coverage	Low Risk Profile	Standard Risk Profile	High Risk Profile	Specialty	Encroachment	Premises Lease
Commercial General Liability Products/Completed Operation Explosion, Collapse & Underground (XCU)	\$1,000,000/\$2,000,000 Per accident As above	\$1,000,000/\$2,000,000 As Above If any, Limit to be determined.	\$1,000,000/\$2,000,000 As above If any, TBD.	\$1,000,000* As Above If any, TBD.	\$1,000,000	\$1,000,000
Automobile Liability	\$1,000,000 (CSL) Per occurrence	\$1,000,000*	\$1,000,000*	\$1,000,000*	N/A	N/A
**Workers' Compensation	Statutory	Statutory	Statutory	Statutory	N/A	Statutory
**Employer's Liability	100/500/100	500/500/500*	500/500/500	500/500/500*	N/A	100/500/100
** Waiver of Subrogation on WC	Required if available	Required if available	Required	Required	N/A	N/A
Umbrella Liability	\$1,000,000	\$2,000,000	\$2,000,000+	\$9,000,000+	N/A	N/A
Professional Liability <i>may</i> be required on a risk profile depending on nature of services provided by contract. Coverage required for professional service such as accountant, attorney, architect, design, engineering, health care and most consultants.	\$1,000,000 per occurrence	\$1,000,000	TBD	TBD	N/A	N/A
Sexual Misconduct (Sexual Abuse/Molestation) <i>may</i> be required for contractors working directly one-on-one with children and elderly or in overnight sheltering capacities.	\$1,000,000/\$2,000,000	\$1,000,000/\$2,000,000	TBD	TBD	N/A	TBD
Cyber Liability <i>may</i> be required for contractors having access to personal identifying information, and/or computer networks.	\$1,000,000/\$2,000,000	TBD	TBD	TBD	N/A	
Environmental/Pollution Liability required if demolition, use of	N/A	\$1,000,000	\$1,000,000+*	\$1,000,000+*	N/A	N/A

Orange County Minimum Insurance Coverage Requirements

Note: An Exception or Waiver of Minimum Coverage may only be granted at the discretion and approval of Risk Management based on assessment of risk posed to the county.

hazardous material or environmentally sensitive						
Fidelity Bond (loss of money or other property due to dishonest acts). Only for contracts such as Banking, Janitorial, Fundraising, TPA's and similar, ETA	TBD	Amount depends on exposure to loss	TBD	TBD	N/A	N/A
Other Coverage As required	TBD	TBD	TBD	TBD	N/A	N/A
Bid, Performance & Payment Bonds	TBD	TBD	TBD	TBD	N/A	N/A

*A combination of Umbrella/Excess and primary limit may be used to provide coverage for the amount shown.

** Workers' Compensation is required if the contractor/vendor has employees. Owner Waiver is acceptable for a Sole Proprietor.

CONSULTANTS

LANDSCAPE ARCHITECTURE

Perkins & Will
411 West Chapel Hill, Suite 200,
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CML

STRUCTURAL

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MEPPP

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Engineered Design Inc.
1151 SE Cary Parkway, Suite 200,
Cary, NC 27518

THEATER DESIGN

Theater Consultant Collaborative
6325 Old NC 86
Chapel Hill, NC 27516

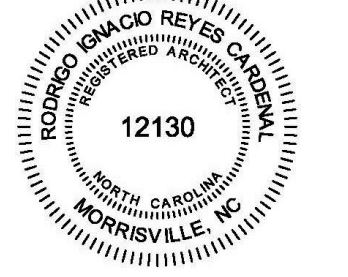
AUDIO VISUAL AND ACOUSTICS DESIGN

The Sextant Group/INV5
3300 Regency Parkway
Cary, NC 27518

PROJECT



203 South Greensboro Street,
Carrboro, NC 27510



KEYPLAN

ISSUE CHART

CONFORMED SET 04.25.2022

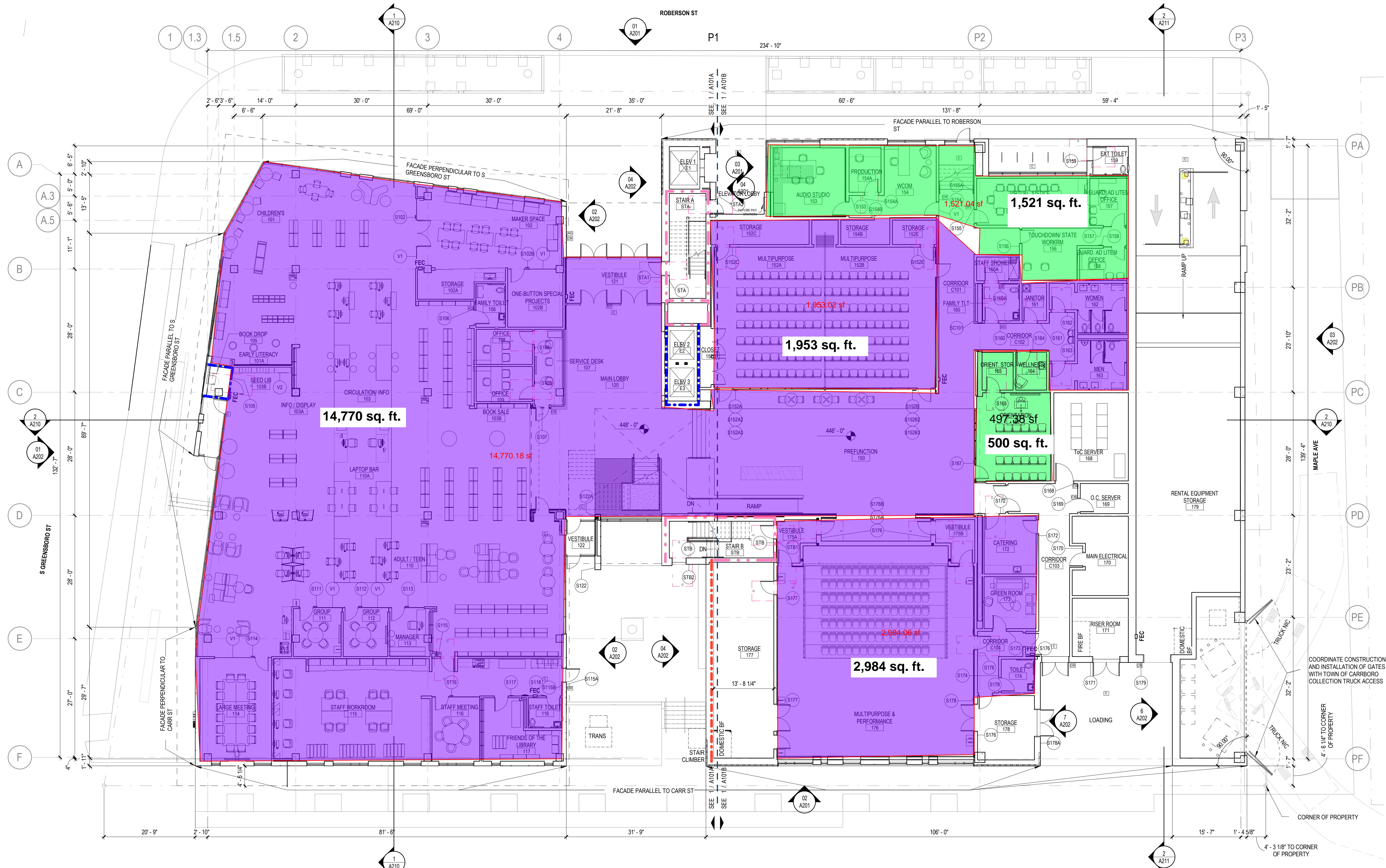
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Job Number		830608.000

TITLE

**OVERALL FLOOR
PLAN - LEVEL 01**

SHEET NUMBER

A101



1 LEVEL 01 FLOOR PLAN
3/32" = 1'-0"

4/29/2022 9:08:35 AM BIM 360/203 South Greensboro Street/ARCT_203 South Greensboro Street.rvt

CONSULTANTS

LANDSCAPE ARCHITECTURE

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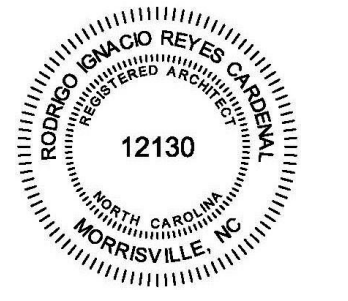
Theater Consultant Collaborative
6325 Old NC 86
Chapel Hill, NC 27516

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The Sextant Group/NV5
3300 Regency Parkway
Cary, NC 27518

PROJECT



203 South Greensboro Street,
Carrboro, NC 27510



KEYPLAN

ISSUE CHART

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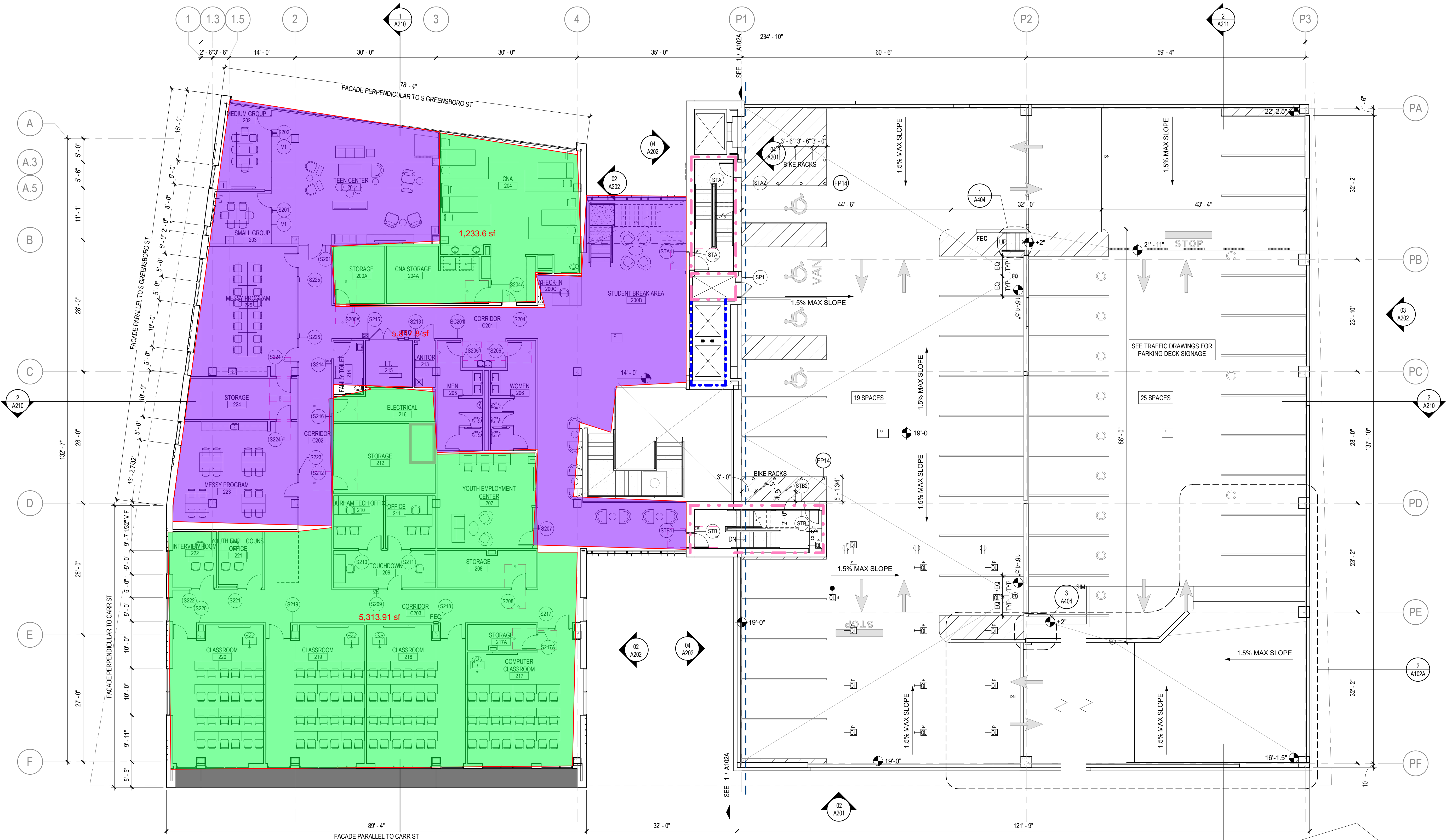
MARK	ISSUE	DATE
Job Number		830608.000

TITLE

**OVERALL FLOOR
PLAN - LEVEL 02/P1**

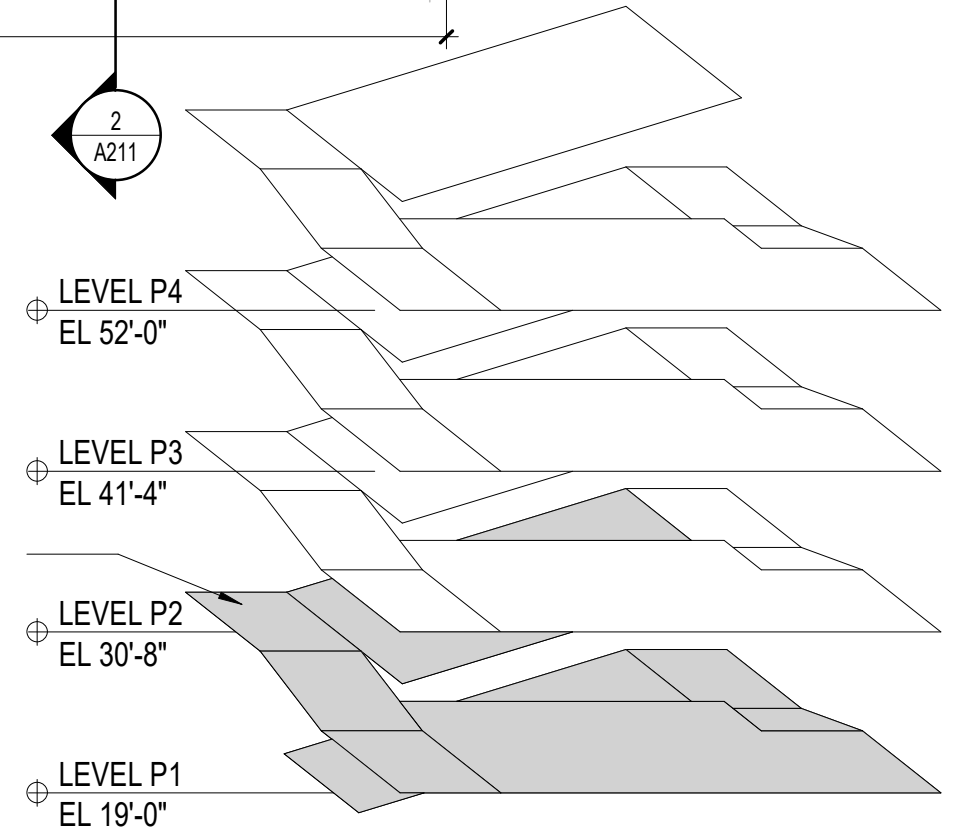
SHEET NUMBER

A102



1 LEVEL 02/P1 FLOOR PLAN
3/32" = 1'-0"

- FLOOR PLAN NOTES**
- FPXX <<< Indicates Sheet Keynote on Plan
 - FP14 BOLLARDS AROUND BIKE RACKS OR WHERE INDICATED, 5'-0" OC MAX, AT PARKING GARAGE PROVIDE EMBED PLATES TO WELD BOLLARDS



LEVEL KEY

CONSULTANTS

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THEATER CONSULTANT COLLABORATIVE

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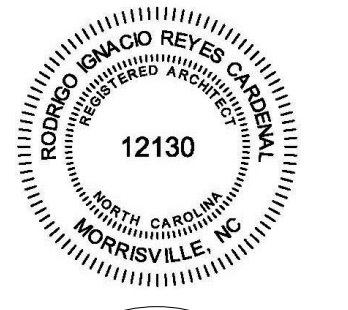
AUDIO VISUAL AND ACOUSTICS DESIGN

The Sextant Group/NV5
3300 Regency Parkway
Cary, NC 27518

PROJECT



203 South Greensboro Street,
Carrboro, NC 27510



KEYPLAN

ISSUE CHART

CONFORMED SET 04.25.2022

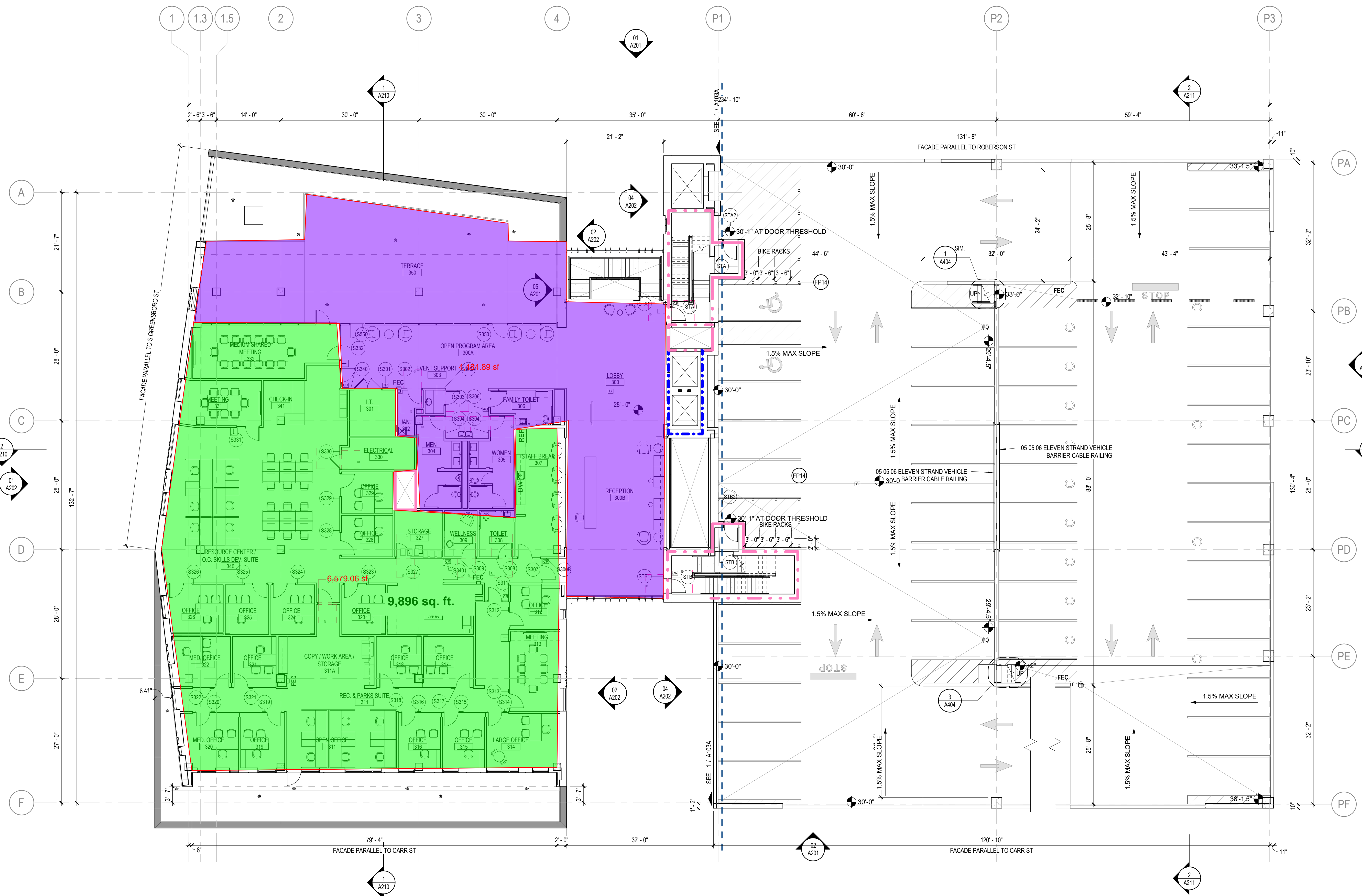
MARK	ISSUE	DATE
Job Number		830608.000

TITLE

**OVERALL FLOOR
PLAN - LEVEL 03/P2**

SHEET NUMBER

A103



1 LEVEL 03/P2 FLOOR PLAN
3/32" = 1'-0"

- FLOOR PLAN NOTES**
- (FPXX) <<< Indicates Sheet Keynote on Plan
 - FP14 BOLLARDS AROUND BIKE RACKS OR WHERE INDICATED, 5'-0" OC MAX, AT PARKING GARAGE PROVIDE EMBED PLATES TO WELD BOLLARDS