



STATE OF NORTH CAROLINA

Vance-Granville Community College

Request for Proposal #: 129-06172026

Janitorial Services

Date of Issue: June 17, 2026

Proposal Opening Date: July 16, 2026

At 2:00 PM ET

Direct all inquiries concerning this RFP to:

Ashley Roberson

Director of Plant Operations

Email: robersona@vgcc.edu

Phone: 919-495-7497



STATE OF NORTH CAROLINA

Request for Proposal #

129-06172026

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

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

Vendor Name

Vendor eVP#

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

Sealed, mailed responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA Vance-Granville Community College	
Refer <u>ALL</u> Inquiries regarding this RFP to: Ashley Roberson, Director of Plant Operations robersona@vgcc.edu 919-495-7497	Request for Proposal #: 129-06172026
	Proposals will be opened: July 16, 2026 at 2:00 PM ET
Using Agency: Vance-Granville Community College	Commodity No. and Description: 761115- General Building and Office Cleaning and Maintenance Services
Requisition No.:	

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

VALIDITY PERIOD

Offer shall be valid for at least 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 RFP.

ACCEPTANCE OF PROPOSAL

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

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

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified vendors to provide janitorial services for the Main Campus of Vance-Granville Community College (VGCC) located at 200 Community College Road, Henderson, NC 27537. VGCC is one of the 58 Community colleges within North Carolina, and serves the communities of Vance, Granville, Franklin, and Warren counties with continuing education classes, college transfer, two-year associate degrees, and general education.

The awarded vendor will furnish all labor, supervision, equipment, tools, materials, and supplies necessary to maintain College facilities in a clean, sanitary, safe, and professional condition. The work shall be performed in strict and complete compliance with the scope of work, specifications, tasks, and deliverables, based on industry standards for janitorial products and services, and subject to the terms and conditions herein specified.

VGCC is seeking proposals from qualified vendors to provide janitorial services for the Main Campus on Monday through Friday during non-business hours, with exceptions of holidays or otherwise requested. The work shall be performed between the hours starting no sooner than 7:00 PM and ending no later than 7:00 AM the next day. The Main Campus is comprised of ten (10) buildings that will require daily cleaning of restrooms and offices; with the exception of Building 1, which will require daily cleaning of the entire interior. The awarded vendor shall be willing to negotiate adjustments in service costs during the term of the contract for foreseeable and unforeseeable situations such as extended building shutdown, renovations, and/or other building operating functions that would create a significant change to the janitorial service requirements.

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 August 1, 2026 or the date of final Contract execution (the "Effective Date"), whichever is later.

At the end of the Contract's initial term, VGCC 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. VGCC will give the Vendor written notice of its intent to exercise each option no later than ninety (90) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, VGCC reserves the right to extend the Contract after the last active term.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

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

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If VGCC 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.

VGCC 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, VGCC rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

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

2.3 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	VGCC	June 17, 2026
Mandatory Site Visit	VGCC	June 22 through June 29, 2026
Submit Written Questions	Vendor	July 6, 2026
Provide Response to Questions	VGCC	July 9, 2026
Submit Proposals	Vendor	July 16, 2026 by 2:00 PM
Contract Award	VGCC	TBD (estimated to be August 1, 2026)

2.4 SITE VISIT

MANDATORY Site Visit

- Date: June 22 through June 29, 2026- Site visits must be scheduled with the Director of Plant Operations
- Time: 8:00 AM through 4:00 PM
- Location: 200 Community College Road
Building 3 Plant Operations
Henderson, NC 27537
- Contact #: 919-495-7497 and/or robersona@vgcc.edu

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-proposal site visit. Attendees must arrive promptly. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet.

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

The purpose of this visit is for all prospective Vendors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. Vendors must stay for the duration of the site visit.

No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this RFP. It is the sole responsibility of the Vendor, if desired, to make note of fixture, restroom, and office quantities and/or square footage.

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

2.5 PROPOSAL QUESTIONS

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

Written questions shall be emailed to robersona@vgcc.edu by the date and time specified above. Vendors should enter “RFP # 129-06172026: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

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

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

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (special delivery, overnight, or any other carrier).
PROPOSAL NUMBER: 129-06172026 Vance-Granville Community College Attn: Ashley Roberson, Director of Plant Operations P.O. Box 917 Henderson, NC 27536	PROPOSAL NUMBER: 129-06172026 Vance-Granville Community College Attn: Ashley Roberson, Director of Plant Operations 200 Community College Road Henderson, NC 27537

CAUTION: For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’s purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via facsimile (FAX) machine, telephone, or email in response to this RFP shall NOT be accepted.**

- a) Submit one (1) **signed, original executed** proposal response to the address identified in the table above.

b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.

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

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

2.7 PROPOSAL CONTENTS

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

Vendor RFP responses shall include the following items and attachments, which shall be arranged and identified by sections as follows:

- **SECTION A- Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.**
- **SECTION B- Include the company name, address, phone number and authorized representative along with the Proposal Number.**
- **SECTION C- Cost Proposal** (Section 4.1 & ATTACHMENT A)
- **SECTION D- Customer Reference Form** (Section 4.5 & ATTACHMENT E)
- **SECTION E- Required Responses:**
 1. Technical Approach and Resources Plan- Before Contract Execution Date (Section 5.5)
- 2. **SECTION F- Required Forms and Documents:**
 1. Signed receipt pages of any addenda released in conjunction with this RFP.
 2. ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
 3. ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
 4. ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
 5. Example of Vendor’s Facility Evaluation Sheet (ATTACHMENT H)
 6. Certificate of Liability Insurance (Section 4.10)
 7. Janitorial Bond, Bonding Certificate or other form of document showing Vendor’s insurability, covering VGCC in the event of theft or damages by Vendor’s employees or sub-contractors while working at VGCC. (Section 4.10)

2.8 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking

described above, must be clearly marked with the legend: “Alternate Proposal #___ [for ‘name of Vendor’]”. Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in VGCC’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications 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 a single Vendor, VGCC 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 VGCC to do so.

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

VGCC will conduct a One-Step evaluation of Proposals:

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

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and VGCC 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 VGCC.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened on July 16, 2026 at 2:00 PM and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids are authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

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

Upon completion of the evaluation process, VGCC will make award(s) based on the evaluation and post the award(s) to the State's eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to VGCC.

VGCC 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 VGCC.

3.4 EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to VGCC:

BEST VALUE: "Best Value" procurement methods are authorized by N.C.G.S. §§143-135.9 and 143B-1350(h). The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance. The intent of "Best Value" procurement is to enable Vendors to offer and the Agency to select the most appropriate solution to meet the business objectives defined in the solicitation and to keep all parties focused on the desired outcome of a procurement.

A ranking method of source selection will be utilized in this procurement using evaluation criteria listed in order of importance in the Evaluation Criteria section below to allow VGCC to award this RFP to the Vendor(s) providing the

Best Value and recognizing that Best Value may result in award other than the lowest price or highest technically qualified offer. By using this method, the overall ranking may be adjusted up or down when considered with, or traded-off against, other non-price factors.

EVALUATION METHOD: Narrative and by consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to VGCC.

All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to VGCC:

1. Vendor Technical Approach
2. Vendor Qualifications
3. Vendor Experience
4. Cost

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, VGCC 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 VGCC:

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

3.6 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 COST

Proposal price shall constitute the total cost to VGCC 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: COST PROPOSAL FORM and include it in the RFP response (see **Section 2.8 PROPOSAL CONTENTS- Section C**). The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.2 FINANCIAL STABILITY

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

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. VGCC 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 VGCC within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor’s financial stability.

4.3 HUB PARTICIPATION

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

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall provide corporate history, including the number of years under the current organizational name. Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to VGCC. Vendor shall provide information as to the qualifications and experience of all key personnel who will be responsible for working with VGCC. This shall include their name, title, length of service with the company and present work location.

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, within the past six (6) years. VGCC 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 Proposal.

4.6 BACKGROUND CHECKS

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

4.7 PERSONNEL

Vendor warrants 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 VGCC. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

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

4.8 VENDOR’S REPRESENTATIONS

If Vendor’s Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of VGCC 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 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 the ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. VGCC is requiring this certification to minimize potential performance issues from Contracting with a Vendor that is financially unstable. This Certification shall be deemed continuing, and from the date of the Certification to the expiration of the Contract, the Vendor shall notify VGCC within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

4.10 AGENCY INSURANCE REQUIREMENTS

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

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

B. Vendor shall procure and maintain, at its own expense, the following insurance coverages with insurers licensed to do business in the State of North Carolina:

1. Employee Dishonesty / Janitorial Bond

In the minimum amount of \$100,000, covering all employees of the Vendor against loss due to theft, whether actual or alleged.

2. Commercial General Liability Insurance

With limits of not less than:

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

Coverage shall include bodily injury, property damage, and contractual liability.

Vance-Granville Community College shall be named as an Additional Insured on the Commercial General liability policy.

The apparent awardee shall provide certificates of insurance evidencing the required coverage within five (5) business days of notification of award. VGCC reserves the right to withhold contract execution until acceptable certificates are received. Renewal certificates shall be provided annually thereafter and upon policy renewal during the term of the contract.

5.0 SPECIFICATIONS AND SCOPE OF WORK

The Vendor shall provide all management, supervision, labor, materials, supplies, tools and equipment, and shall plan, schedule, coordinate and ensure the effective and economic performance of janitorial operations as specified in this RFP. The Vendor is responsible to secure all licenses, certifications, and/or permits required to complete the scope of work, as described herein, and to conduct business in Henderson (Vance County) and the State of North Carolina. The Vendor is responsible for cleaning the facilities as outlined in this RFP.

5.1 BUILDING LISTING /SPACE

Janitorial services shall be provided for the following VGCC facilities:

Main Campus

200 Community College Road, Henderson, NC 27537

The VGCC Main Campus is comprised of ten (10) buildings located side by side, with the exception of Building 10, which is located directly across the street from the main entrance to the campus.

It is the sole responsibility of the Vendor, if desired, to make note of fixture, restroom, and office quantities and/or square footage. A detailed building and square footage breakdown is provided below for Vendor resource planning only:

Building #	Accessible Square Footage Area	Number of Floors
1	15,578	3
2	17,831	3
3	8,607	2
4	12,501	2
5	22,201	2
6	15,181	1
7	29,025	3
8	12,677	2
9	19,063	2
10	8,798	1
Total	161,462	

5.2 SPECIFICATIONS

5.2.1 MATERIALS, SUPPLIES, TOOLS AND EQUIPMENT

1. Equipment provided by VGCC: VGCC will not provide any equipment required for the performance of this work.
2. The Vendor shall provide all equipment necessary/required to fulfill the terms and conditions specified, in adequate quantity and of commercial quality, for professionally performing the work in this contract. This would include, but not limited to, floor vacuums, shop vacuums, brushes, buckets, mops, brooms, clothes/rags, carts, and so forth. All equipment must meet industry and OSHA standards. Equipment not meeting said standards shall be removed from campus immediately and replaced with equipment in good working condition and used as originally intended.
3. Floor vacuum cleaners are required to have HEPA filters and the filter shall be sealed at both (all) ends to prevent leakage. Filter replacement dates shall be written on the filter bag.
4. VGCC **will** provide paper products (paper towels, sanitary napkin bags, toilet tissue), feminine products, hand soap, hand sanitizer, and waste basket liners for facilities.
5. Materials and Supplies provided by the Vendor: The Vendor shall provide all materials, supplies, and incidentals required during the term of the contract and to accomplish the work described herein.
6. Materials specified for the work shall be acceptable for the intended application. Only commercial quality cleaning supplies are to be used. Sanitizers, sterilizers, and disinfectants shall be EPA registered and approved for, and effective against, blood borne pathogens, including hepatitis B, SARS, and HIV. All containers, applicators and bottles shall be labeled with the products they contain. Two up-to-date SDS binder shall be on campus at all times-one with Plant Operations and one with Vendor. Household bleach shall not be used for cleaning.
7. The Vendor shall maintain one week's supply of all products on site at all times.
8. The Vendor shall provide their employees with uniforms (at a minimum, employees shall have shirts with Vendor logo) and picture badges and both must be worn at all times when working at VGCC.

5.2.2 VGCC PROVIDED WORKSPACE

1. VGCC will provide designated custodial closets in each building for use by Vendor.
2. VGCC will provide external storage room 4108 to store equipment and supplies during the contract.

5.2.3 MANPOWER

1. Supervision: The Vendor shall provide sufficient on-site supervision as is essential to carry out all the terms and conditions of this contract. The Vendor shall provide the Director of Plant Operations (or other assigned VGCC personnel) with a name, cellular phone number, and email address of the supervisor(s) specifically designated for this contract. The supervisor(s) shall be available at all times while contract work is in progress to receive notices, reports, and /or request from the Director of Plant Operations. The supervisor(s) must be able to read, write, and speak English.
2. Standards of Conduct: The Vendor shall be responsible for maintaining exceptional standards of employee work performance, conduct, appearance and integrity, and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. The Vendor is also responsible for ensuring that employees do not disturb papers on desks, open desk drawers or cabinets, use VGCC telephones, computers, televisions, or other media type equipment. Each employee is expected to adhere to standards of behavior that reflect favorably on the Vendor and VGCC. VGCC reserves the

right to request removal of employees the Director of Plant Operations deems to have demonstrated unsatisfactory performance, behavior, or conduct.

3. VGCC must be notified immediately in changes in Vendor supervisor(s)/lead person working under this contract.

5.2.4 SECURITY

1. The Vendor shall comply with all security requirements in the building(s) where work is being performed or in a space which must be accessed in the performance of the work.
2. Vendor's employees shall not remove any articles from the facilities regardless of its value, and regardless of any employee's permission. This includes any item found in the trash.
3. Vendor employees shall not leave keys in doors or admit anyone into any building or office that is not a designated employee of the Vendor. All doors, which are locked upon entry, will be immediately relocked. All lights will be turned on as the space is cleaned and turned off when leaving.

5.2.5 VENDOR'S PERFORMANCE

Should the Director of Plant Operations (or other designated employee) discover cleaning standards are not being maintained, the Vendor will be given four hours to clean the area in question to the required level. Failure to clean the area to the required level will subject the Vendor to deductions as outlined in the scope of work. Multiple instances of substandard performance may be grounds for termination of the contract by reason of default, at the option of VGCC, as outlined in this RFP.

5.2.6 NON-PERFORMANCE OF WORK

The Director of Plant Operations and/or designee will conduct random inspection of the facilities for compliance with contract documents. Noncompliance may result in a reduction in the Vendor's payment for routine work. VGCC may also elect to seek outside services for completion of the work and deduct the cost from the Vendor's monthly invoice. After being notified of non-performance and the Vendor does not correct the situation within the designated timeframe, VGCC will deduct the Vendor's monthly invoice for any cost of correcting the substandard performance from other sources.

5.2.7 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Vendor agrees themselves, it's agents, subcontractors, and employees will comply with all municipal, county, state, and federal laws, rules, regulations, and ordinances applicable to the work to be performed under any resulting contract, and it shall obtain all necessary permits, pay all license fees and taxes to comply therewith. Further, Vendor agrees themselves, it's agents, subcontractors and employees will abide by all VGCC rules, regulations, and policies during the term of this contract, including any renewal periods. Vendor shall not be entitled to payment during the period or during the time of war, acts of God or natural disaster in which routine or non-routine work cannot be performed. Payment is only provided for worked performed.

Firearms/weapons are not permitted on campus property per State and Federal Law. Violators will be arrested and could be punished to the full extent of the law.

5.2.8 SUBCONTRACTING OR ASSIGNMENT OF CONTRACT

This contract and all rights and responsibilities under the contract documents may not be assigned by the Vendor. All regular supervisory and custodial personnel involved in the performance of this contract shall be directly employed by and supervised by the Vendor. Subcontracting of any work under this contract must have specific, prior written approval by VGCC.

5.2.9 DRUG FREE AND SMOKE/VAPE FREE WORK PLACE

The Vendor acknowledges the following acts by the Vendor, it's employees and/or agents performing services on campus property are prohibited:

- a. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs.
- b. Any impairment or incapacitation from the use of alcohol or other drugs.
- c. The Vendor further acknowledges it understands a violation of these prohibitions constitutes a breach of contract and may result in default action taken by VGCC in addition to any criminal penalties resulting from such conduct.

5.2.10 ACCESS: KEY/LOCK/KEY CARD

Keys or cards, for building access, will be provided by VGCC to the Vendor. The Vendor's supervisor/lead person will issue keys/cards daily and check the keys back in prior to the end of the shift. The Director of Plant Operations/Campus Police may conduct periodic key inventories. At the end of the contract, all keys and cards shall be returned to the Director of Plant Operations on the last effective date of the contract.

Employees shall not leave keys in doors or unsecure places, allow anyone to accompany them or admit anyone into any building without prior approval of the Director of Plant Operations. All doors which are locked upon entry shall be immediately relocked. Under no circumstance shall any door be opened and the space left unattended. Vendor employees are not to be accompanied in their work areas on the premises by acquaintances, family members or any other person unless person is an authorized Vendor employee. Breach of security shall be grounds for default of contract.

5.2.11 OSHA GUIDELINES

The Vendor will comply with all applicable Occupational Safety and Health Act regulations.

5.2.12 OTHER CONTRACTS

In the event VGCC should undertake, or award, other contracts for additional work, the Vendor shall fully cooperate with other Vendors and VGCC employees and shall not commit or permit any act, which will interfere with the performance of work by another Vendor, or by VGCC employees. VGCC reserves the right to utilize the services of any Vendor to provide any type of custodial services in the facilities covered in this RFP.

5.2.13 SAFETY AND HEALTH

The Vendor shall maintain or establish a complete safety program to assure safety of Vendor employees, and VGCC students and staff. This program will include such items as employee training, conduct, personal protective equipment, hazardous materials and equipment, blood borne pathogens, safe equipment operation, policies and procedures. All serious accidents including but not limited to treatment shall be reported to Campus Police immediately.

5.2.14 QUALITY ASSURANCE

A representative of the Vendor's organization shall inspect all spaces bi-weekly (every two weeks) at a minimum. The Vendor shall be responsible for corrections of any deficiencies within the four-hour period described in this RFP or, depending on the situation, as noted by the Director of Plant Operations (or designated employee).

VGCC has the right to inspect all areas for compliance during the contract. VGCC shall perform inspections and test in a manner which will not unduly delay the Vendor from completing work required by these specifications.

5.2.15 VGCC OBLIGATIONS

VGCC will provide Vendor with all normal utilities necessary for the performance of the contract. The Director of Plant Operations (or designated employee) with other VGCC departments and tenants will work to keep work areas clear, accessible and free of obstruction.

5.3 SCOPE OF WORK

1. Janitorial services shall be performed in accordance with this RFP and by established cleaning methods and standards. The Task and Frequency of janitorial services shall be performed as needed to maintain the facilities to the level specified. A description of the task and the expected performance is included.
2. The Vendor shall perform the work after 7:00 PM daily and before 7:00 AM the next day Monday through Thursday. The Vendor shall perform the work after 5:00 PM on Friday and before 1:00 AM the next day. The cleaning shall occur five days per week, unless otherwise requested (exception for holiday schedules).
3. Building 1- Vendor is to clean the entire interior of the building- all restrooms, hallways, lobbies, offices, conference rooms, and breakrooms. Snack Bar, IT Server Room, and stripping and waxing of VCT flooring are excluded from this requirement pertaining to Building 1.
4. Employees shall not clean, unplug or move copy machines or other office machines without the permission of the Director of Plant Operations (or designated employee).
5. VGCC is normally closed on the following holidays. Except as outlined otherwise, cleaning of facilities is not required on these days: New Year's Day, Martin Luther King's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Christmas (7 days). Vendor will be provided with a current holiday schedule during the term of the contract.

5.4 TASKS

The Task descriptions are included as a basis for defining the desired level of service, a basis for establishing quality of service, to ensure all work is performed in the same manner, and to provide a basis for evaluating the Vendor's work performance.

1. Daily-Empty all restroom and office trash receptacles, clean trash receptacles as needed, change liners weekly or as needed to maintain cleanliness and odor elimination. Liners must always be replaced when soiled by food or any liquid.
2. Daily- Recycle items in their appropriate containers. Trash is to be placed in the dumpsters and cardboard is to be placed in the cardboard dumpster. Empty cardboard boxes placed in destined locations in each building are to be discarded.
3. Daily- Clean and sanitize all water fountains with a stainless-steel cleaner and polish. Clean and sanitize all sinks, countertops, and backsplashes in breakrooms, lounges, and/or kitchenette areas.
4. Detailed carpet vacuuming is to be done weekly and as needed, thereafter. Daily -Remove spots, embedded debris, loose paper, pins, clips and other trash including under mats. All non-carpeted floors are to be mopped. Detailed mopping shall be done weekly and as needed and spot mopping daily in general areas.
5. Daily- Remove dust, dead insects, and trash from window sills.
6. Clean windows and door glass weekly at all building entrances-inside and out. Spot clean as needed.
7. Weekly- Clean entrance door and framing and disinfect handles daily.
8. Daily- Restrooms: sweep and mop or wet scrub with soap and water using a disinfectant cleaner in order to keep the floors and walls clean and sanitary. Deodorize, wash, disinfect all traps, drains, toilets, toilet seats, urinals, sinks, partitions, countertops, dispensers and chrome or stainless-steel

surfaces including but not limited to door knobs, handles, levers, push pull plates, shelving, cabinets, mirrors, escutcheons, and exposed sink drains. Polish those items that have luster. Floor drains shall be filled weekly with a sanitizer to be clearly seen.

- 9. Biannual- Deep scrub all restrooms including fixtures, partitions, commodes, urinals, tile floor and tile walls.
- 10. Weekly -Clean and polish door hardware, to include kick plates, knobs, levers, plates, and plaques.
- 11. Dust mop LVT/LVP floors daily and damp mop weekly and spot mop as needed.
- 12. Weekly- Clean, disinfect and polish all exterior doors, door knobs, and push plates.
- 13. Daily- Spot clean all walls measured seven feet high from the floor in offices and restrooms and Building 1 hallways.

5.5 TECHNICAL APPROACH AND RESOURCE PLAN

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 and how the vendor will have all resources (material and personnel) ready and/or in place before the execution date.

5.5.1 CERTIFICATION AND SAFETY LABELS

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

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 VGCC a contract manager. The contract manager shall be VGCC’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 VGCC a point of contact for customer service. The customer service point of contact shall be VGCC'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 VGCC, shall be required to meet quarterly with VGCC for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and VGCC 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

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

6.4 PERFORMANCE EVALUATION MEETINGS

Weekly meetings between the Vendor and the Director of Plant Operations are mandatory for the first four weeks of the start of the contract, and monthly thereafter. The meetings shall occur during the Director of Plant Operation's normal working hours. The Vendor or its authorized representative can represent the company at the meeting. Cleaning personnel cannot represent the company. The meeting shall include an inspection of the buildings and evaluation. The purpose of these meetings will be to review project progress reports, discuss Vendor and VGCC performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics. The Director of Plant Operations may waive the monthly meetings and move them quarterly as long as there are no issues with the services provided. All issues found or discussed during the inspection or meeting shall be corrected within five (5) working days.

6.5 ACCEPTANCE OF WORK

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

Acceptance of Vendor's work product shall be based on the following criteria: Satisfactory performance of work identified on ATTACHMENT H: FACILITY EVALUATION SHEET.

VGCC 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 VGCC 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, VGCC 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 INVOICES

Vendor shall submit monthly invoices for services rendered to the attention of the VGCC Director of Plant Operations on the last day of the month for services provided. Invoices shall include detailed information to allow the Director of Plant Operations to confirm pricing against contract terms. VGCC shall pay the Vendor under Net 30 payment terms upon approval of the invoice.

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

6.7 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 VGCC, at the option of VGCC, for up to six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to VGCC or its designees. If VGCC 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. VGCC 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.

6.8 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 VGCC Director of Plant Operations for resolution. Any claims by VGCC 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.

6.9 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by VGCC and Vendor. Amendments to the contract can only be made through the VGCC Director of Plant Operations or the VGCC Vice President of Finance and Operations.

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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: COST PROPOSAL

Complete and return the Pricing associated with this RFP, which can be found at the end of this solicitation document.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

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

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

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

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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

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

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

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

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

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

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

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

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

ATTACHMENT H: EXAMPLE FACILITY EVALUATION SHEET

An example Facility Evaluation Sheet can be found at the end of this solicitation document.

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

ATTACHMENT A: COST PROPOSAL

****RETURN THIS ATTACHMENT WITH YOUR RESPONSE****

COST PROPOSAL FORM

**Vance-Granville Community College
Main Campus Janitorial Services**

The undersigned, proposes and agrees if this proposal is accepted to contract with Vance-Granville Community College for the furnishing of all materials, equipment, and labor necessary to complete the services requested in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of Vance-Granville Community College for the sum of:

Total Cost Per Month \$: _____

Respectively submitted this _____ day of _____ 20__

(Contractor/Company Name)

Federal ID#: _____

By: _____

Witness: _____

Title: _____

Address: _____

Email Address: _____

ATTACHMENT H: EXAMPLE OF FACILITY EVALUATION SHEET

Vance-Granville Community College

FACILITY EVALUATION: JANITORIAL SERVICES

Building: _____

- Grade: 1- Satisfactory
 2- Needs Attention
 3- Needs Immediate Attention
 4- Unsatisfactory

A- Offices

- 1. Carpet Cleaned or Spotted as needed
- 2. Glass in Windows and Doors Cleaned
- 3. Available Furniture Dusted and Polished
- 4. Walls Free of Dust and Marks
- 5. Trash Emptied and Trash Receptacles Clean-Recycling

Comments:

B-Breakrooms/Kitchenettes

- 1. Floors Properly Cleaned
- 2. Windows, Ledges Cleaned-Furnishing Clean and Organized
- 3. Trash Emptied and Trash Receptacles Clean-Recycling
- 4. Tables and Chairs Cleaned and Properly Arranged

Comments:

C- Entrances/Lobbies

- 1. Floors Cleaned
- 2. Furniture Clean and Properly Arranged
- 3. Trashed Emptied and Trash Receptacles Cleaned
- 3. Door and Window Glass Cleaned and Window Ledge Dusted

Comments:

D- Restrooms

- 1. Floors Cleaned and Dry
- 2. Mirrors Cleaned
- 3. Fixtures Properly Cleaned and Disinfected
- 4. Trash Emptied and Receptacles Cleaned
- 5. Shelving Cleaned
- 6. Tissue, Paper Towels, Soap, Sanitary Napkins, and Feminine Products Stocked for use

Comments:

E-Hallways

- 1. Floors Cleaned
- 2. Trashed Emptied and Trash Receptacles Cleaned
- 3. Entrance Mats Vacuumed
- 4. Water Coolers Cleaned
- 5. Glass Cleaned on Windows and Door Frames Dusted

Comments: