

STATE OF NORTH CAROLINA

Department of Public Safety

Invitation for Bid #: 19-IFB-2028985484-RMT

McLeansville Regional Readiness Center Lawn Care

Date of Issue: March 3, 2026

Bid Opening Date: March 24, 2026

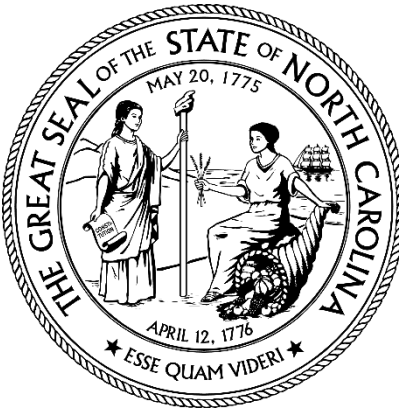
At 2:00 PM ET

Direct all inquiries concerning this IFB to:

Morgan Rilling

Contract Specialist

Email: morgan.rilling@ncdps.gov



STATE OF NORTH CAROLINA

Invitation for Bid

19-IFB-2028985484-RMT

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

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

Vendor Name

Vendor eVP#

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

| STATE OF NORTH CAROLINA Department of Public Safety | |
|---|--|
| Refer <u>ALL</u> Inquiries regarding this IFB to the procurement lead through the Message Board in the Sourcing Tool. See section 2.6 for details: Morgan Rilling morgan.rilling@ncdps.gov | Invitation for Bid No.: 19-IFB-2028985484-RMT |
| | Bids will be publicly opened: March 24, 2026 at 2pm ET Meeting ID: 215 880 403 388 40 Passcode: RX7TD6c3 |
| Using Agency: NCDPS North Carolina National Guard | Commodity No. and Description: 701117 - Parks and gardens and orchards |
| Requisition No.: RQ257588 | |

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

| | | |
|---------------------------------|-------|--------|
| 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: ninety (90) days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

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

| |
|---|
| <p><u>FOR STATE USE ONLY:</u> 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 Department of Public Safety)</p> |
|---|

Contents

| | | |
|------|---|----|
| 1.0 | PURPOSE AND BACKGROUND | 5 |
| 1.1 | CONTRACT TERM..... | 5 |
| 2.0 | GENERAL INFORMATION | 5 |
| 2.1 | INVITATION FOR BID DOCUMENT | 5 |
| 2.2 | E-PROCUREMENT FEE | 5 |
| 2.3 | NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS..... | 5 |
| 2.4 | IFB SCHEDULE | 6 |
| 2.5 | MANDATORY SITE VISIT..... | 6 |
| 2.6 | BID QUESTIONS..... | 7 |
| 2.7 | BID SUBMITTAL | 7 |
| 2.8 | BID CONTENTS | 8 |
| 2.9 | ALTERNATE BIDS..... | 9 |
| 2.10 | DEFINITIONS, ACRONYMS, AND ABBREVIATIONS..... | 9 |
| 3.0 | METHOD OF AWARD AND BID EVALUATION PROCESS | 9 |
| 3.1 | METHOD OF AWARD..... | 9 |
| 3.2 | CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION | 9 |
| 3.3 | BID EVALUATION PROCESS..... | 10 |
| 3.4 | PERFORMANCE OUTSIDE THE UNITED STATES | 11 |
| 3.5 | INTERPRETATION OF TERMS AND PHRASES..... | 11 |
| 4.0 | REQUIREMENTS..... | 11 |
| 4.1 | PRICING | 11 |
| 4.2 | FINANCIAL STABILITY | 12 |
| 4.3 | HUB PARTICIPATION | 12 |
| 4.4 | REFERENCES | 12 |
| 4.5 | BACKGROUND CHECKS | 12 |
| 4.6 | PERSONNEL | 13 |
| 4.7 | VENDOR’S REPRESENTATIONS..... | 13 |
| 4.8 | AGENCY INSURANCE REQUIREMENTS MODIFICATION | 13 |
| 4.9 | LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS | 14 |
| 4.10 | SUBCONTRACTORS | 14 |
| 4.11 | SECRETARY OF STATE REGISTRATION..... | 14 |

5.0 SPECIFICATIONS AND SCOPE OF WORK 14

5.1 SPECIFICATIONS..... 14

5.2 TASKS/DELIVERABLES 3

5.3 CERTIFICATION AND SAFETY LABELS..... 3

5.4 DEVIATIONS 3

6.0 CONTRACT ADMINISTRATION..... 3

6.2 CONTRACT MANAGER AND CUSTOMER SERVICE 4

6.2 INVOICES..... 4

6.3 CONTINUOUS IMPROVEMENT 4

6.4 ACCEPTANCE OF WORK..... 4

6.5 FAITHFUL PERFORMANCE 5

6.6 TRANSITION ASSISTANCE..... 5

6.7 DISPUTE RESOLUTION..... 5

6.8 CONTRACT CHANGES..... 5

6.9 ATTACHMENTS..... 5

ATTACHMENT A: PRICING FORM..... 6

ATTACHMENT B: INSTRUCTIONS TO VENDORS..... 7

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS 7

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION 8

ATTACHMENT E: CUSTOMER REFERENCE FORM 11

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR..... 12

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION..... 13

ATTACHMENT H: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, & COOPERATIVE AGREEMENTS..... 14

ATTACHMENT I: SITE MAPS 15

ATTACHMENT J: PESTICIDE/HERBICIDE APPLICATION REPORT FOR CONTRACTORS 16

ATTACHMENT K: FMS SHOPS 17

ATTACHMENT L: SCMs/RETENTION PONDS 18

ATTACHMENT M: LAWN CARE CHECKLIST 19

1.0 PURPOSE AND BACKGROUND

The purpose of this Invitation for Bids (IFB) is to seek competitive bids from qualified vendors to establish an Agency Contract to provide The North Carolina Department of Public Safety with lawn care and additional services including mowing, debris removal, pruning, seeding, mulching, leaf removal, and bush hogging at the McLeansville Regional Readiness Center located at 4250 Camp Burton Rd. McLeansville, NC 27301. The property area is a total of sixty-eight (68.17) acres with a lawn service area of forty-three (43.13) acres.

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

1.1 CONTRACT TERM

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

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

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

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: This is an NC eProcurement solicitation facilitated by the Ariba Network. The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprourement.nc.gov/>.

What is the Ariba Network?

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

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

<http://eprourement.nc.gov/training/Vendor-training>.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

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

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the

possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

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

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

2.4 IFB SCHEDULE

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

| Event | Responsibility | Date and Time |
|-------------------------------|----------------|--|
| Issue IFB | State | March 3, 2026 |
| Mandatory Site Visit | State | March 10, 2026 |
| Submit Written Questions | Vendor | March 14, 2026 |
| Provide Response to Questions | State | March 18,2026 |
| Submit Bids | Vendor | March 24, 2026 by 2pm ET Microsoft Teams meeting Join: https://teams.microsoft.com/meet/21588040338840?p=zA8LcDrNucAGvRNfCZ Meeting ID: 215 880 403 388 40 Passcode: RX7TD6c3 Dial in by phone +1 984-204-1487,,304711987# United States, Raleigh Find a local number Phone conference ID: 304 711 987# Join on a video conferencing device Tenant key: ncgov@m.webex.com Video ID: 118 462 266 1 More info |
| Contract Award | State | To Be Determined |

2.5 MANDATORY SITE VISIT

Mandatory Site Visit

Date: 10/03/2026
 Time: 10:00 AM Eastern Time

Location: McLeansville Regional Readiness Center
 4250 Camp Burton Rd
 McLeansville, NC 27301

Contact #: 19-IFB-2028985484-RMT

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

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

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

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

2.6 BID QUESTIONS

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

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter “19-IFB-2028985484-RMT– Questions” as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

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

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the Sourcing Tool in the form of an addendum and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and an addendum to this IFB.

2.7 BID SUBMITTAL

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

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

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

Tips for Using the Sourcing Tool

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

If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

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

2.8 BID CONTENTS

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

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

- a) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- b) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- c) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- d) Vendor's Response. 4.11 Secretary of State Registration (fill-in); 6.1 Customer Service(fill-in)
- e) Completed version of ATTACHMENT A: PRICING
- f) Completed and signed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- j) Completed and signed version of ATTACHMENT H: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

2.9 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid #19-IFB-2028985484-RMT [for 'name of Vendor']". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, Vendor shall follow the specific instructions for uploading Alternate Bids in the Sourcing Tool.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

FMS: Field Maintenance Shop

NCNG: North Carolina National Guard

NCARNG: North Carolina Army Regulation National Guard

POC: Point of Contact

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government

agency office or body (including the 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 bid or qualifications, the content of another Vendor’s proposal, another Vendor’s qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

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

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

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

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

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

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

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

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

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

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

4.1.1 Import Tariff Temporary Surcharge

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in ATTACHMENT A: PRICING SUBMITTAL WORKBOOK as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended to be temporary and based on current tariff implications specific to related commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any

temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The state is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

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. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor’s financial stability.

4.3 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 IFB will serve to identify those Vendors that are minority owned or have a strategic plan to support the State’s Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.4 REFERENCES

Vendor shall upload to the Sourcing Tool at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope to those proposed herein. The State may contact these users to determine whether the services provided are substantially similar in scope to those proposed herein and whether Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.5 BACKGROUND CHECKS

Vendor and its personnel are required to provide or undergo background checks at Vendor’s expense prior to beginning work with the State. As part of Vendor background, the following details must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;

- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its bid herein or a statement that there are none.

Vendor’s response to these requests shall be considered a continuing representation, and Vendor’s failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

4.6 PERSONNEL

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

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

4.7 VENDOR’S REPRESENTATIONS

If Vendor’s bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.8 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

4.9 LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

Federal law prohibits recipients of federal funds, whether through grants, contracts, or cooperative agreements, from using those funds to influence or attempt to influence (lobby) a federal official in connection with obtaining, extending, or modifying any federal contract, grant, loan, or cooperative agreement. Further, federal law requires that applicants for federal funds certify:

- that they abide by the above restriction;
- that they disclose any permissible (non-federal) paid lobbying on the Federal Awards being applied for; and
- that such certification requirements will also be included in any subawards meeting the applicable thresholds.

Vendors must complete and submit the CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and the OMB STANDARD FORM LLL when responding to this solicitation.

4.10 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the State. In the event that the Vendor desires to subcontract some part of the work specified herein, the Vendor shall furnish with their bid the names, qualifications, and experience of their proposed subcontractors. The Vendor shall, however, remain solely and fully liable and responsible for the work done by its subcontractor(s) and shall assure compliance with all the requirements and specifications of the contract.

4.11 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award.

A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute “transacting business” in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: <https://www.sosnc.gov/> to register.

.Vendor has registered with the North Carolina Secretary of State: Yes No

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 SPECIFICATIONS

Lawn and Grounds Maintenance Services shall include year-round mowing, edging, trimming, debris and leaf removal, and related services for weed and grass control on the grounds and fences owned by the National Guard and the adjoining highway right of ways. All work shall be completed in a manner to present a well-maintained, landscaped, professional-type appearance. Work is not guaranteed without prior approval by the facility point of contact (POC). The facility POC (or their designee) may determine when services are not required for a period. If services are not determined necessary for a period, then the contractor cannot invoice the National Guard for that period. Contractor provides all equipment, supplies, materials, transportation and labor to complete the services in accordance with contract specifications and all applicable federal, state and local laws and regulations. **The contractor will contact site POC upon completion of work and get a completed copy of Attachment D (Post Lawn Care Checklist). All invoices will be sent to the State POC for payment.**

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

- Lawns will be mowed to a presentable height (i.e. 2-3 inches). Presentable height is location based and will be determined by the facility POC (or designee) or State POC listed under contractor requirements.
- Contractors must inspect the work site prior to mowing to identify trash or any hazards, such as, water covers, electrical covers, etc. and provide notification to the facility point of contact (or designee) if assistance is needed with the removal of the trash and/or hazard. If equipment (to include water covers, drain covers/pipes, or electrical covers, or any other equipment) is damaged, the contractor is required to notify the site POC or the CFMO office immediately. The contractor is responsible for repairs and all costs associated with the repairs.
- Contractors will remove/dispose of any debris covering building downspouts and storm water drains throughout the property during every visit. If the drain is blocked or damaged, the contractor will notify the facility POC or the CFMO office immediately.
- Contractors must remove grass clippings and other debris from sidewalks, patios, plant beds, roads, fences, parking areas and similar paved areas throughout the facility grounds.
- Pick up and remove miscellaneous trash/tree limbs/debris during the service visit (year-round) and dispose of properly.
- Where an excessive number of clippings are present, the contractor will collect and dispose of the excess clippings as part of the mowing visit. The contractor is responsible for all costs associated with the disposal.
- The contractor shall be responsible for obtaining all necessary permits, licenses (such as Pesticide, Right-of-Way and Turf licenses), zoning and other federal, state or local authorizations required to perform the services herein and upon the request of the National Guard. The contractor shall provide copies thereof to National Guard. The contractor shall keep and retain adequate books and records and other documentation including personnel records, correspondence, instructions, plans, receipts, vouchers, copies of all tickets and tracking records and any other records or reports or memoranda consistent with and for the periods required by applicable regulatory requirements and guidelines pertaining to the performance of the services required by this contract.
- Contractor will provide the site POC with documentation (see attachment A) of all Pesticides/Herbicides used at that facility. The form in Attachment A will be completed and given to the site POC (or their representative) before leaving the area for the day.
- Pruning/trimming - Contractor will trim bushes/trees throughout the facility grounds to a height up to 10 feet from ground level. Trim bushes and trees as needed to control overgrowth (a minimum of twice per year, usually spring and fall).
- Contractor will remove trees in the motor pool area and/ or in fence lines that are below 6 inches in diameter. If trees are present that exceed 6 inches in diameter, the contractor will provide a quote for removal to the site POC.
- The contractor will collect and dispose of all trimmings/bushes/limbs and debris. The contractor is responsible for all costs associated with the disposal.
- Contractors will place mulch around shrubbery and trees once per year (usually but not limited to the spring). Mulch will be triple shredded hard wood mulch (not shredded pallets). The dyed color is site dependent. Mulch beds should be no less 2 inches in thickness.
- Only fertilize and seed areas where grass is needed to be uniform with the remainder of lawn (twice a year maximum-spring and fall). The contractor is responsible for the cost associated spot seeding.
- Contractors will remove all trees/bushes/vines/grass/weeds from all fences (internal and external to include the 10ft. clear zone along the fences), walking paths and bridges, and properly dispose of them. Contractors will maintain all fences and the clear zone (that includes a minimum 10ft. area on both sides of the fence or the established clearing limits) and remove any trees below 6 inches in diameter/bushes/vines/grass/weeds from all fences and clear zones during mow schedule. If clearing can't be completed during the normal mowing cycle, the contractor will coordinate an alternate date with the site POC to complete the work. This process will be conducted at any time of the year if it is needed to ensure a clean professional appearance.
- The contractor will collect and dispose of all trimmings/bushes/limbs and debris. The contractor is responsible for all costs associated with the disposal.

Mowing:

- Contractors will maintain all motor-pool areas. Contractors will spray all gravel areas. Care for non-gravel areas; cut grass, weed-eat, remove debris/limbs/trash as needed (need is determined by the Site POC). The FMS POC will determine mowing/trimming needs for the FMS area. Facility POC (or their designee) determines if service is not required for areas. The contractor is responsible for coordinating with the facility point of contact (or their designee) for entry into the motor-pool area prior to each service visit. The contractor is responsible for coordinating with the FMS POC (or their designee) for entry into the FMS area prior to each service visit.
- Perform as specified for a maximum of one year from date of notice to proceed, or upon 30 days written notice of cancellation.
- Maintain specified areas. (See Attachment I: Site Map).
- Mow grass every **10 days (March-September)** and every **15 days (October-November)**.
- When unable to mow due to drought/rain/or POC determines the service is not needed, the contractor will only invoice for services provided. (Note: If a drought condition exists or if the grounds are too wet, the site POC will determine whether services are required).

Lawn Trimming and Weed control:

- Trim (Weed Eat) where grass abuts pavement, curb, sidewalk, trees, shrubs, plant beds, fences, buildings steps/utilities, motor pools, memorial areas, or any other fixed object. Trimming or edging shall be used to remove grass or other vegetation completely from curbing, fence footings, and pavement. Finished work must have a clean edge. The contractor will collect and dispose of all trimmings/bushes/trees/limbs and debris. The contractor is responsible for all costs associated with the disposal.
- Spray grass/weeds growing around buildings and between the cracks in parking lots, access roads, sidewalks, pavement, walkways, in gravel areas (to include Motor Pools), fences, mulch beds, areas identified by site POC and steps using 41% Phosphate (round up) and a pre-emergent every two months or as needed.
- In areas where 41% Phosphate (round up) and a pre-emergent cannot be utilized, alternate means of weed/grass control will be used.

Seasonal Leaf Removal:

- Contractor will schedule one visit per month during off season months (**December through February**) to remove leaves, debris, trash, and limbs that have fallen since the last visit. The decision whether the service is required will be made by the site POC.
- Blow leaves and debris off pavement/parking lots/sidewalks/walkway/steps. Pick- up and remove miscellaneous trash/tree limbs/debris on visit schedule and dispose of properly.
- The contractor will remove small branches/tree limbs which have fallen to the ground since last visit.
- Contractor will trim bushes/trees throughout the facility grounds to a height up to 10 feet from ground level.
- Contractors will remove/dispose of any debris covering building downspouts and storm water drains throughout the property during every visit. If the drain is blocked or damaged, the contractor will notify the facility POC or the CFMO office immediately.

Over-seeding and care for areas with recent construction:

- Areas with new construction/recent landscaping projects completed will be over- seeded annually for a minimum of 3 years following the work completion unless specified otherwise by the CFMO office.
- Locations East of I-85 will be over-seeded in May and will be seeded with Bermuda grass seeds.
- Locations West of I-85 will be over-seeded in September and will be seeded with Fescue grass seed.

Maintenance of Stormwater Control Measures (SCM) /Retention Ponds:

- *****See Attachment L for a list of locations with SCMs/Retention Ponds*****
- Areas where mowing with a riding mower is NOT permitted are:
 - SCMs with steep banks
 - Dry ponds where exposed cleanouts can be damaged.
- To maintain areas where a riding mower is NOT permitted a push mower and/or weed eater must be used.
- Chemicals are not to be used within 5 feet of the SCM. Riprap will be maintained by weed eating.
- Remove all trash and debris prior to mowing.
- Blow clippings away from SCM when mowing, not into SCM.
- Bag clippings while mowing inside of SCM dry ponds.
- Remove all the vegetation from drainpipes and cleanouts.
- The contractor will report any damage to drainage pipes, rip rap etc. to the site POC.

Security/Force Protection (Site Specific):

- A clear zone (a minimum of 10’ or the established clearing limits) on either side of the facility fences must be maintained. These areas will be clear of vegetation to mitigate potential security breaches (Exceptions to this will be identified by the site POC or the State representative). Contractors will ensure these clear zones are mowed and/or trimmed a minimum of 10’ on either side if the external clear zone is not on an adjoining property. If the external, clear zone has woods or trees within 10’ of the fence on either side these will be cut/trimmed regularly (a minimum of twice per year (example...spring and fall) throughout the year to maintain an adequate clear zone.
- Contractors will ensure all employees have photo identification and proof of employment (i.e driving a company vehicle or wearing company uniform).

Additional Requirements:

- Contractor coordinates a schedule of special activities (spraying, trimming) with the site POC. Notification of any changes will be provided to the site POC.
- Contractor provides a record of all herbicides utilized to the site POC after every application.
- Contractor provides all labor, supervision, equipment, mulch, and fertilizer (if required) needed to perform work.
- Invoices will be billed by season dependent mowing cycle (i.e. every 10 days, 15 days, or 30 days by region) dependent upon the month.
- The contractor provides invoices for services rendered by visit to the Armory POC for verification (completion of Post Lawn Care Checklist (Attachment M) of work provided. Invoices and the Post Lawn Care checklist with a description of work performed will then be emailed to the State POC. Invoices will be emailed to the NCNG CFMO Office to Mr. Shane Potts at shane.m.potts2.nfg@army.mil.
- Contractor is responsible for coordinating services with POC’s at each location and ensuring work performed is validated (Post Lawn Care checklist completed by POC or their designee).
- Services at Readiness Centers are to be started and completed during the duty day (8AM- 4:30PM weekdays minus Federal and State holidays and scheduled closed dates) and not on the weekends.
- Services at the FMS Shop are to be started and completed during the day of duty (7am-3pm). It is the contractor’s responsibility to plan work so services will be completed during the established times. Questions and coordination for work will be the responsibility of the contractor and the site POC.
- If service is deemed unsatisfactory, a written notice will be given stating specific problems. The Contractor has 30 days to make improvements. If service is still unsatisfactory at the end of the thirty (30) day period, the contract agreement may be terminated. If the contractor must return to complete or correct unsatisfactory work, the contractor will not invoice the National Guard for multiple visits. If work is deemed unsatisfactory, the return visits to correct the unsatisfactory service will be considered a continuation of the original visit.

5.2 TASKS/DELIVERABLES

There shall be a total of twenty-eight (28) Lawn and Grounds Maintenance Service visits scheduled from April 1, 2026, through March 31, 2027. Changes in the schedule may be made when determined to be necessary by the facility point of contact or the State administrator. An example of a service schedule is below.

Required Monthly Schedule

| | | |
|--------------------|---------------------|----------------------|
| April – 3 visits | May – 3 visits | June – 3 visits |
| July – 3 visits | August – 3 visits | September – 3 visits |
| October – 2 visits | November – 2 visits | December – 1 visit |
| January - 1 visit | February – 1 visit | March – 3 visits |

Unless prior coordination has been made with the site POC (and the POC agrees), all Lawn and Grounds Maintenance Services must be started and completed between the hours of 8:00 am and 4:30 p.m. for Readiness Centers, and 7a.m to 3 p.m. for Field Maintenance Shop (FMS) locations, except for State and Federal Holidays, and facility closings. The Holiday schedule will be provided once published. If multiple days are required to complete the services within the timeframe of one (1) week, each day shall not be counted as a separate visit.

5.3 CERTIFICATION AND SAFETY LABELS

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

5.4 DEVIATIONS

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

6.0 CONTRACT ADMINISTRATION

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

| DPS Point of Contact | |
|-----------------------------|--------------|
| Name: | Shane Potts |
| Office Phone #: | 910-322-9365 |

| | |
|--------|-----------------------|
| Email: | shane.potts@ncdps.gov |
|--------|-----------------------|

6.1 CUSTOMER SERVICE

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

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

6.2 INVOICES

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

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

6.3 CONTINUOUS IMPROVEMENT

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

6.4 ACCEPTANCE OF WORK

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

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

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

6.5 FAITHFUL PERFORMANCE

Any Contract may include terms ensuring a Vendor's performance such as: (1) a bond, or similar assurance; (2) liquidated damages; (3) a percentage of the Contract value held as a retainage; (4) withholding final payment contingent on acceptance of the final deliverable; and (5) any other provision that assures performance of the Vendor. The parties agree that the Vendor shall be subject to the following faithful performance requirements:

6.6 TRANSITION ASSISTANCE

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

6.7 DISPUTE RESOLUTION

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

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

6.8 CONTRACT CHANGES

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

6.9 ATTACHMENTS

All attachments to this IFB are incorporated herein and shall be submitted by responding in the Sourcing Tool. These attachments can be found at the following Vendor Forms link for reference purposes only:

<https://ncadmin.nc.gov/documents/vendor-forms>

The remainder of this page is intentionally left blank

ATTACHMENT A: PRICING FORM

Vendor shall furnish all necessary parts, labor, transportation, equipment, tools, materials, and supplies as may be required to provide Lawncare Services in accordance with the terms and conditions and specifications fully incorporated herein.

| ITEM # | Estimated Number of Services | DESCRIPTION | PRICE PER SERVICE | EXTENDED PRICE |
|--------|------------------------------|--|-------------------|----------------|
| 1 | 28 | Lawn and Ground Maintenance Services | \$ _____ | \$ _____ |
| 2 | 1 | Mulch once per year at the base of 16 trees | \$ _____ | \$ _____ |
| 3 | 3 | Leaf and Debris Removal once per month December -February | \$ _____ | \$ _____ |

TOTAL EXTENDED ANNUAL PRICE: \$ _____

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

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

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

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

The remainder of this page is intentionally left blank.

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Solicitation #: _____

Vendor Name: _____

Historically Underutilized Businesses (HUBs) consist of minority, women, and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) from one of these categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, the disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing individual(s) from these categories as subcontractors to perform the functions required in this Solicitation.

The Vendor shall respond to questions below, as applicable.

PART I: HUB CERTIFICATION

Is Vendor a NC-certified HUB entity? Yes No

If yes, provide Vendor #: _____

If no, does Vendor qualify for certification as HUB? Yes No

Vendors that check "yes" will be referred to the HUB Office for assistance in acquiring certification.

PART II: PROCUREMENT OF GOODS - SUPPLIERS

For Goods procurements, are you using Tier 2 suppliers? Yes No

If yes, then provide the following information:

| Company Name | Company Address | Website Address | Contact Name | Contact Email | Contact Phone | NC HUB certified? | Percent of total bid price |
|--------------|-----------------|-----------------|--------------|---------------|---------------|-------------------|----------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

PART III: PROCUREMENT OF SERVICES - SUBCONTRACTORS

For *Services* procurements, are you using Subcontractors to perform any of the services being procured under this solicitation? Yes No

If yes, then provide the following information:

| Company Name | Company Address | Website Address | Contact Name | Contact Email | Contact Phone | NC HUB certified? | Percent of total bid price |
|--------------|-----------------|-----------------|--------------|---------------|---------------|-------------------|----------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Need more information?

Questions concerning the completion of this form should be presented during the Q&A period through the process defined in the Solicitation document.

Questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at 984-236-0130 or huboffice.doa@doa.nc.gov

ATTACHMENT E: CUSTOMER REFERENCE FORM

Solicitation #: _____

Vendor Name: _____

Instructions: Vendor shall use this template to submit three (3) customer references with its offer.

| | |
|--|--|
| Name of Customer Organization: | |
| Customer Reference Name: | |
| Customer Reference Address: | |
| Customer Reference Email: | |
| Start Date: | |
| End Date: | |
| Explanation of contract, service agreement, or type of products and quantity provided to the organization: | |

| | |
|--|--|
| Name of Customer Organization: | |
| Customer Reference Name: | |
| Customer Reference Address: | |
| Customer Reference Email: | |
| Start Date: | |
| End Date: | |
| Explanation of contract, service agreement, or type of products and quantity provided to the organization: | |

| | |
|--|--|
| Name of Customer Organization: | |
| Customer Reference Name: | |
| Customer Reference Address: | |
| Customer Reference Email: | |
| Start Date: | |
| End Date: | |
| Explanation of contract, service agreement, or type of products and quantity provided to the organization: | |

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Solicitation #: _____

Vendor Name: _____

In accordance with NC General Statute G.S. 143-59.4, Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of The Contract.

Vendor shall complete items 1 and 2 below.

1. Will any work under this Contract be performed outside of the United States? YES NO

If "YES":

- a) List the location(s) outside of the United States where work under the Contract will be performed by the Vendor, any subcontractors, employees, or any other persons performing work under the Contract.
- b) Specify the manner in which the resources or workers will be utilized:

2. Where within the United States will work be performed?

NOTES:

- 1. The State will evaluate the additional risks, costs, and other factors associated with the utilization of workers outside of the United States prior to making an award.
- 2. Vendor shall provide notice in writing to the State of the relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons performing services under the Contract to a location outside of the United States.
- 3. All Vendor or subcontractor personnel providing call or contact center services to the State of North Carolina under the Contract shall disclose to inbound callers the location from which the call or contact center services are being provided.

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Solicitation #: _____

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____ (If no audit within past 18 months, explain reason below)

The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

The Vendor is current on all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of The Contract.

He or she is authorized to make the foregoing statements on behalf of the Vendor.

Note: This shall constitute a continuing certification and Vendor shall notify the Contract Lead within 30 days of any material change to any of the representations made herein.

— If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason(s) in the space below. Failure to include an explanation may result in Vendor being deemed non-responsive and its submission rejected in its entirety.



Signature Date

Printed Name Title

[This Certification must be signed by an individual authorized to speak for the Vendor]

ATTACHMENT H: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, & COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LL L, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subContracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

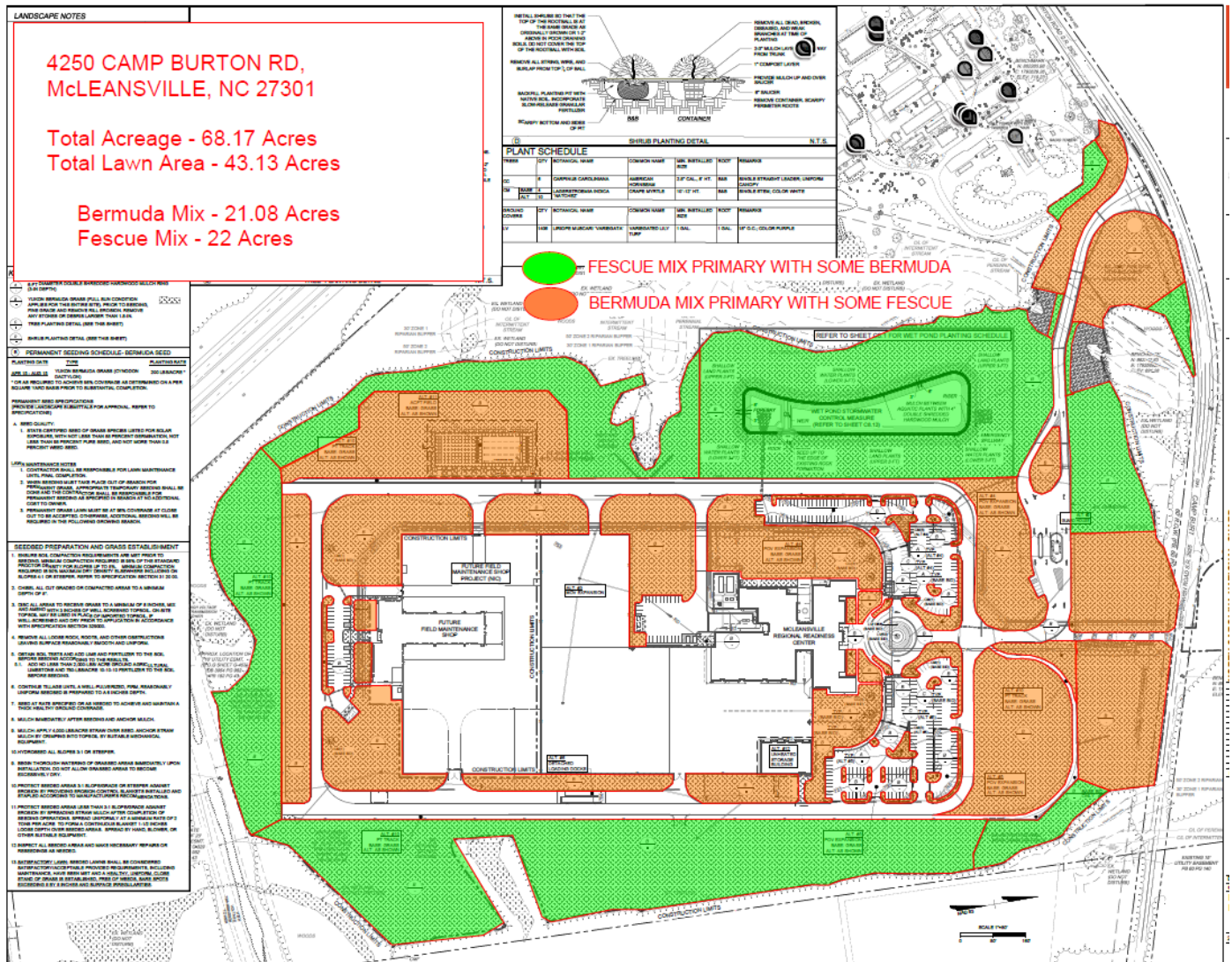
The Vendor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Vendor's Authorized Official

Name and Title of Vendor's Authorized Official

Date

ATTACHMENT I: SITE MAP



ATTACHMENT J: PESTICIDE/HERBICIDE APPLICATION REPORT FOR CONTRACTORS

NORTH CAROLINA ARMY NATIONAL GUARD

PESTICIDE/HERBICIDE APPLICATION REPORT FOR CONTRACTORS

The applicant must provide the below information each time pesticide/herbicide application is performed. This information is required by Army Regulation 200-1.

NCARNG PERSONNEL MAY APPLY ONLY PRE-MIXED, READY TO USE, NON-RESTRICTED USE PESTICIDES. RESTRICTED USE PESTICIDES & HERBICIDES MAY BE APPLIED ONLY BY A PROPERLY LICENSED CONTRACTOR.

DATE APPLIED: _____

ARMORY or INSTALLATION: _____

APPLICATOR'S NAME: _____

TARGET PEST/WEED: _____

| Name of Product* | E.P.A. Reg. I.D.#* | % Active Ingredient* | % Inert Ingredient* | Amount Used (Oz.) |
|------------------|--------------------|----------------------|---------------------|--|
| | | | | <u>Concentrate:</u> <u>Pre-mixed:</u> |

*Information available on product label

| | | | |
|------------|----------|-------|-------------|
| 1 gallon = | 4 qt | 8 pt | 128 fl. Oz. |
| 1 quart = | .25 gal | 2 pt | 32 fl. Oz. |
| 1 pint = | .125 gal | .5 qt | 16 fl. Oz. |

When completed email to:

monica.k.calhoun.nfg@army.mil

Or Mail to:

Monica Calhoun
 CFMO-DEM
 1636 Gold Star
 Drive Raleigh, NC
 27607
 (919) 664-6283

For Further information call:

ATTACHMENT K: FMS SHOPS

| FMS SHOP | STREET ADDRESS | CITY | ZIP |
|----------------------|-----------------------------|---------------------|--------------|
| ASHEVILLE FMS #1 | 141 MINUTEMAN DRIVE | ASHEVILLE | 28806 |
| BUTNER | 200 WEST A STREET | BUTNER | 27509 |
| CHARLOTTE | 4140 WEST BLVD | CHARLOTTE | 28208 |
| CONCORD | 1501 OLD CHARLOTTE ROAD SW | CONCORD | 28027 |
| FAYETTEVILLE FMS #11 | 3555 OWEN DRIVE | FAYETTEVILLE | 28306 |
| GOLDSBORO | 700 US HWY 117 S | GOLDSBORO | 27530 |
| GREENSBORO | 110 FRANKLIN BLVD | GREENSBORO | 27401 |
| HIGH POINT | 3515 ARMORY DRIVE | HIGH POINT | 27260 |
| KINSTON FMS #18 | 2875 DOBBS FARM ROAD | KINSTON | 28504 |
| LENOIR | 1535 BEECHER ANDERSON RD | LENOIR | 28645 |
| MCLEANSVILLE | 4250 CAMP BURTON RD. | MCLEANSVILLE | 27301 |
| MORRISVILLE AASF1 | 2051 NATIONAL GUARD DR. | MORRISVILLE | 27560 |
| RED SPRINGS | 215 ROBERTS STREET | RED SPRINGS | 28377 |
| SALISBURY AASF2 | 1195 NATIONAL GUARD RD | SALISBURY | 28147 |
| WILMINGTON FMS #17 | 2412 INFANTRY ROAD | WILMINGTON | 28405 |
| WINDSOR FMS # 19 | 103 COUNTY FARM ROAD | WINDSOR | 27983 |
| WINSTON-SALEM | 2000 SILAS CREEK PKWY | WINSTON-SALEM | 27103 |

ATTACHMENT L: SCMs/RETENTION PONDS

Below is the list of Readiness Centers with SCMs/Retention Ponds. Fort Bragg maintains NCARNG SCMs/Retention Ponds on Ft Bragg. Wet Ponds are maintained on a separate contract and are not included on this contract.

Asheville *
Benson
Burlington **
Concord *
Greensboro **
Goldsboro
High Point **
Jacksonville *
McLeansville*
Nashville *
Wilmington

Legend:

Wet Ponds identified with *

Dry Ponds identified with **

ATTACHMENT M: LAWN CARE CHECKLIST



McLeansville RCC NCNG Lawn Care Checklist

1. The following checklist is to be completed by the site POC (or their representative) at the completion of all lawn care services.
2. This form must be presented with the invoice before payment is processed.
3. Complete the areas identified below:

a. Mowing was completed on schedule; Mow grass every **10 days (March-September)** or every **15 days (October-November)**. (See note 3.j for Dec-Feb) YES NO

Remarks: _____

b. Were all areas around Readiness Center and outside of the motor pool mowed satisfactorily? YES NO

Remarks: _____

c. Was the motor pool mowed/sprayed satisfactorily? YES NO

Remarks: _____

d. Was curbing and/or pavement trimmed or edged to remove grass or other vegetation completely? YES NO

Remarks: _____

e. Did contractor remove leaves/excess clippings/debris from sidewalks, patios, plant beds, roads, parking areas and similar paved areas? YES NO

Remarks: _____

f. Were areas around buildings and between the cracks in parking lots, sidewalks, pavement, walkways, gravel areas, and fences sprayed for grass/weed control? YES NO

Remarks: _____

g. Were bushes and trees around Readiness Center, motor pool, and parking lot trimmed to control overgrowth? YES NO

Remarks: _____

h. Did the contractor place mulch around shrubbery? YES NO

Remarks: _____

i. Were small branches/tree limbs which have fallen to the ground since last visit removed? YES NO

Remarks: _____

j. Were leaves and branches removed from the premises and disposed of by the vendor (particularly Dec-Feb during leaf removal period)? YES NO

Remarks: _____

4. The site POC should complete the information below.

Printed Name and Rank: _____

Signature: _____

Date: _____