STATE OF NORTH CAROLINA

Central Carolina Community College

Invitation for Bid #: 86-2027-003

Lawn & Grounds Maintenance Services

Date of Issue:

August 13, 2026

Bid Opening Date:

September 11, 2026 at 2:00 PM EST

Direct all inquiries concerning this IFB to:

Brandi Hernandez

Director of Purchasing

Email: bhernandez@cccc.edu

Phone: 919-718-7419

STATE OF NORTH CAROLINA

Invitation for Bid #

86-2027-003

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

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA
Central Carolina Community College

Refer ALL Inquiries regarding this IFB to: Brandi Hernandez bhernandez@cccc.edu 919-718-7419	**Request for Bid #:** 86-2027-003 **Bids will be publicly opened:** September 11, 2026 at 2:15 PM ET
Using Agency: CCCC - Facilities	**Commodity No. and Description:** 701117 Parks and gardens and orchards

EXECUTION

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

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

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

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

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

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

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

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

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

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

<table>
<tr><td colspan="4">COMPLETE/FORMAL NAME OF VENDOR:</td></tr>
<tr><td colspan="2">STREET ADDRESS:</td><td>P.O. BOX:</td><td>ZIP:</td></tr>
<tr><td colspan="2">CITY & STATE & ZIP:</td><td>TELEPHONE NUMBER:</td><td>TOLL FREE TEL. NO:</td></tr>
<tr><td colspan="4">PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):</td></tr>
<tr><td colspan="2">PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:</td><td colspan="2">FAX NUMBER:</td></tr>
<tr><td>VENDOR'S AUTHORIZED SIGNATURE*:</td><td>DATE:</td><td colspan="2">EMAIL:</td></tr>
</table>

VALIDITY PERIOD

Offer shall be valid for at least sixty (60) days from date of bid opening, unless otherwise stated here: _______ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

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

FOR STATE USE ONLY: Offer accepted and Contract awarded on _____________________, 2026, as indicated on the attached certification,

by ____.

(Authorized Representative of Central Carolina Community College)

Contents

1.0 PURPOSE AND BACKGROUND

The purpose of this Invitation for Bid (IFB) is to establish a contract for routine, professional lawn maintenance services to support the upkeep and enhance the overall appearance of Central Carolina Community College's Chatham County campuses. These services are essential to maintaining a safe, clean, and accessible outdoor environment for students, faculty, staff, and visitors throughout the year.

The College maintains a range of landscaped and turf areas, including pedestrian walkways, parking lots, open lawns, and ornamental beds. Certain locations on campus have specialized maintenance requirements, including a protected buffer zone around the College's organic farm, which must remain undisturbed in order to preserve its organic certification.

This contract is intended to supplement the College's internal groundskeeping resources, allowing for consistent and responsive care of campus grounds while addressing seasonal workload fluctuations and supporting long-term operational planning within budgetary constraints.

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 October 1, 2026. The Vendor shall begin work under this Contract within five (5) business days of the Effective Date.

At the end of the Contract's initial term, the College 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 College 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 College 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 REQUEST 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: The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

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

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 College 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 College 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 College 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 College will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	College	August 13, 2026
Hold Site Visit	College	August 20 & 21, 2026
Submit Written Questions	Vendor	August 27, 2026
Provide Response to Questions	College	September 2, 2026
Submit Bids	Vendor	September 11, 2026 at 2:00 PM EST
Bid Opening	Google Meet Link Join by phone: +1 219-627-1359 PIN: 424 301 038#	September 11, 2026 at 2:15 PM EST
Contract Award	College	September 18, 2026

2.5 MANDATORY SITE VISIT

Date	Time	Campus	Address	Meeting Location
Thursday, August 20, 2026	9:00 AM – 10:30 AM	Chatham Main Campus	764 West St, Pittsboro, NC 27312	Main Entrance at Flag Poles
	11:00 AM – 11:30 AM	Chatham Health Sciences Center	75 Ballentrae Ct, Pittsboro, NC 27312	Front Entrance at Flag Poles
Friday, August 21, 2026	9:00 AM – 9:30 AM	Siler City Center	400 Progress Blvd, Siler City, NC 27344	Front Entrance

SITE VISIT CONTACT: Josh Hurley, (919) 935-4324

Instructions: It shall be MANDATORY that each Vendor representative be present for a pre-bid site visit. Attendees must meet 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, 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.

The purpose of this visit is for all prospective Vendors to apprise themselves with the conditions and requirements which will affect the performance of the work called for by this IFB. Vendors shall 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.

Written questions shall be emailed to bhernandez@cccc.edu by the date and time specified above. Vendors should enter **"IFB# 86-2027-003: Questions"** as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

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

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

2.7 BID SUBMITTAL

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

All proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: https://eprocurement.nc.gov/news-events/evp-updates-vendors.

If confidential and proprietary information is included in the proposal, 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 proposal with its proposal submission, the College may release an unredacted version if a record request is received.

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

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

2.8 BID CONTENTS

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

Vendor IFB responses shall be submitted as **one (1) document** and shall include the following items and attachments arranged in the following order:

a) Cover Letter, which must include all of the following: (i) a statement that confirms that the Vendor has read the IFB in its entirety, including all links, and all Addenda released in conjunction with the IFB; (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.

b) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.

c) Completed and signed version of EXECUTION PAGES, along with the body of the IFB.

d) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.

e) Vendor's Response, including **Sections 4.4.1, 4.9, and 6.1.**

f) Completed version of ATTACHMENT A: PRICING

g) Completed version of ATTACHMENT D: CUSTOMER REFERENCE FORM

h) Completed version of ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR

i) Completed and signed version of ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION

j) Complete and signed version of ATTACHMENT G: VENDOR EQUIPMENT & CAPACITY FORM

2.9 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid #___ for *'name of Vendor'*". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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 College shall use to award contracts, as supplemented by the additional criteria herein. The Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the College'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 herein such as, but not limited to, past performance, references, financial documents, and **ATTACHMENT G: VENDOR EQUIPMENT AND CAPACITY FORM**.

To be determined responsible and eligible for award, the Vendor must demonstrate in ATTACHMENT G that it possesses adequate commercial-grade equipment, dedicated workforce, and contingency resources necessary to complete Services as specified in Section 5.1 SPECIFICATIONS. Bids indicating non-commercial equipment, or failing to meet the baseline capacity standards set in Section 5.1 without an acceptable justification in ATTACHMENT G (Section 4), will be determined non-responsive/non-responsible and will not be considered for award.

While the intent of this IFB is to award a Contract to a single Vendor, the College 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 College to do so.

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

The College 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 College.

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 College 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 College:

a) Total cost to the College
b) Level of quality provided by the Vendor
c) Process and performance capability across multiple jurisdictions
d) Protection of the College's information and intellectual property
e) Availability of pertinent skills

f) Ability to understand the College's business requirements and internal operational culture
g) Particular risk factors such as the security of the College'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 College; 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 College will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the College'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 College 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 College 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 College for complete performance in accordance with the requirements and specifications herein, including all labor, equipment, fuel, materials, administrative, and transportation charges. Vendor shall complete **ATTACHMENT A: PRICING FORM** and submit it with its bid response. The pricing provided in ATTACHMENT A will serve as the basis for the bid evaluation.

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 F: CERTIFICATION OF FINANCIAL CONDITION**. The College 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 College 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 REFERENCES

Vendor shall provide at least three (3) references using **ATTACHMENT D: CUSTOMER REFERENCE FORM** for which it currently provides or has provided commercial lawn and grounds maintenance services of similar size and scope (specifically multi-building campuses or grounds exceeding 15 acres). References shall not be from the same company or from the soliciting College. In addition, Vendor shall identify any other government or higher education contracts it has held for similar scope within the past three (3) years. The College 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.

4.4 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.

f) Any **sex offender registration** as found using the North Carolina Department of Public Safety Offender Public Information or similar Services.

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.

4.4.1 VENDOR BACKGROUND CHECK AGREEMENT

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the State in order to perform Services under this Contract:

☐ **YES** ☐ **NO**

4.5 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.

- All vendor personnel working on College property shall wear clean, matching, and easily identifiable company uniforms (such as branded shirts or high-visibility safety vests clearly displaying the company name or logo) at all times while performing services under this Contract.
- Vendor staff must conduct themselves professionally while on campus. Smoking, tobacco use, vaping, alcohol, illegal drugs, firearms, and profane or offensive language are strictly prohibited on all College grounds.
- The Vendor is solely responsible for ensuring its personnel wear all appropriate OSHA-compliant personal protective equipment (including eye protection, hearing protection, and sturdy footwear) during equipment operation.

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 College. 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 College will approve or disapprove the requested substitution in a timely manner. The College may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the College may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.6 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 College 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.

4.7 AGENCY INSURANCE REQUIREMENTS

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

4.8 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the College. 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.

4.9 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the College, 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. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

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 registered with the North Carolina Secretary of State: ☐ YES ☐ NO

5.0 SPECIFICATIONS AND SCOPE OF WORK

Central Carolina Community College is seeking a qualified commercial vendor to provide reliable, professional lawn and grounds maintenance services for the College's Chatham County locations.

Primary Location (Routine Service)
Chatham Main Campus, 764 West Street, Pittsboro, NC 27312 (~17 acres)
See EXHIBIT 1: CHATHAM MAIN CAMPUS BOUNDARY MAP

Ad-Hoc Locations (As-Needed Only)
Chatham Health Sciences Center (CHSC), 75 Ballentrae Ct, Pittsboro, NC 27312 (~2.25 acres)
See EXHIBIT 2: CHATHAM HEALTH SCIENCES CENTER BOUNDARY MAP

Siler City Center, 400 Progress Blvd, Siler City, NC 27344 (~2.75 acres)
See EXHIBIT 3: SILER CITY CENTER BOUNDARY MAP

Any ad-hoc services requested at the Siler City Center or Chatham Health Sciences Center shall adhere to the exact same general scope of work, quality standards, equipment rules, and cleanup requirements defined for the Chatham Main Campus. Services at these locations will occur strictly on an as-needed basis upon written request by the Grounds Supervisor, and the College will provide reasonable advance notice prior to required service dates.

No minimum or maximum quantity of services is guaranteed, and the College reserves the right to adjust service frequency, area scope, or schedule due to weather, campus construction, or budgetary needs.

5.1 SPECIFICATIONS

The Vendor shall furnish all labor, supervision, materials, and equipment to perform comprehensive lawn maintenance services in accordance with the following specifications.

General Service Requirements

- Primary services include weekly full-service visits during the growing season and periodic off-season visits as scheduled by the College. Off-season visits occur on an as-needed basis from late fall through early spring and include leaf/debris cleanup, hard-surface edging, and string trimming or light mowing to control winter weed growth.
- Vendors must deploy a crew and commercial equipment sufficient to complete 100% of the 17-acre Chatham Main Campus in a single business day (typically Fridays), without splitting the campus across multiple days or leaving areas unfinished.
    - If bad weather, drought, or unforeseen circumstances prevent 100% completion during the scheduled service day, the contractor must notify the Grounds Supervisor before leaving the site. Any areas missed due to weather or unexpected delays must be completed as soon as possible (and no later than the next business day) at no additional charge to the College.
- Mowers must have sharp blades to prevent tearing grass, and equipment must not leak fuel or oil onto turf or concrete.

Minimum Fleet and Workforce Capacity Requirements

To ensure the vendor can safely and successfully complete 100% of the 17-acre Chatham Main Campus in a single business day, the College has established the following baseline resource standards:

- Commercial Wide-Area Mowing: At least two (2) commercial-grade mowers (including at least one wide-deck riding or stand-on mower with a 60”+ cutting deck)
- Slope and Pond Bank Maintenance: At least one (1) commercial walk-behind mower (or specialized slope mower)
- Minimum On-Site Staffing: A dedicated crew of no fewer than four (4) technicians (including an on-site supervisor/crew leader) present during the entire service visit

The College recognizes that specialized equipment or optimized crew configurations may achieve equivalent production rates. If a vendor proposes a fleet or crew size below the baseline standards above, the Vendor MUST provide a detailed written justification in ATTACHMENT G (SECTION 4). The justification must explain how their proposed fleet/crew configuration will achieve full single-day campus completion without compromising service quality, site safety, or adherence to the Scope of Work. The College reserves sole discretion to determine operational equivalence.

Special Service Areas

- A protected buffer zone exists between the curb and the fence line surrounding the Organic Farm. Vendors shall not mow, trim, or drive equipment in this area under any circumstances to preserve the College's organic certification. Mowing near this area begins strictly at the entryway wood line past the organic farm.
- Maintenance along the paved nature trail through the woods consists strictly of string trimming/mowing along the immediate trail borders and blowing leaves, grass clippings, and debris off the paved pathway during every scheduled visit.

Exclusions & Restrictions

- Vendors shall not apply fertilizers, herbicides, or pesticides, as the College handles all chemical weed control in-house.
- Shrub pruning, bush trimming, tree maintenance, and irrigation management are excluded from this contract.
- Clearing fallen timber, overhead tree limbs, or deep forest brush clearing beyond the immediate nature trail border is excluded from this contract.

5.2 TASKS/DELIVERABLES

The Vendor shall execute routine lawn maintenance services as detailed below. These tasks represent the minimum service expectations and may be adjusted as necessary by the College based on budget, construction, or seasonal needs.

- Every turf and maintenance area on the campus map must be serviced, including the courtyard behind Building 41, open field areas, and the borders along the paved nature trail.
- Grass height must be maintained between 2.5 and 3.5 inches (or 3.5 to 4.0 inches for Fescue turf) and must never exceed 6 inches at any time.
- String trimming around all obstacles, signs, trees, fence lines, bed edges, and along the entire length of the nature trail must occur during every scheduled service visit.
- Sidewalks, curbs, and parking lots must be neatly edged at least twice per month.
- All sidewalks, parking lots, curbs, drainage areas, and the paved nature trail must be blown clean of grass clippings, leaves, and debris after every visit.
- All collected leaves and debris must be hauled off-site, and blowing debris into campus ponds, woods, or drainage basins is strictly prohibited.

5.3 DEVIATIONS

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

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

The Vendor shall be required to designate and make available to the College for customer service. The customer service point of contact shall be the College'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 submit invoices to:

Central Carolina Community College
Attn: Accounts Payable
1105 Kelly Drive
Sanford, NC 27330

Or via email to: accountspayable@cccc.edu

Invoices must be submitted monthly in arrears for verified completed visits; advanced or prospective billing is strictly prohibited.

Charges must be calculated strictly on a per-service unit rate as quoted in ATTACHMENT A, and flat-rate monthly billing is strictly prohibited.

Each invoice must itemize the vendor details, College Purchase Order/Contract number, exact service dates, specific location serviced, and unit price per visit to allow work verification prior to payment approval.

Payment terms are strictly NET 30 from the receipt of a correct invoice following post-service inspection and formal acceptance by College staff, and non-conforming terms (such as NET 21) will be rejected.

The College reserves the right to request additional documentation if necessary to validate charges or confirm performance.

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

6.3 POST AWARD BUSINESS REVIEW MEETINGS

The Vendor, at the request of the College, shall be required to meet periodically with the Landscaping & Grounds Supervisor for Business Review meetings. The purpose of these meetings will be to review satisfaction of scope of work, upcoming events, changes in seasonal work times and/or other items such as problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.4 CONTINUOUS IMPROVEMENT

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

6.5 ACCEPTANCE OF WORK

Performance of the work shall be conducted and completed in strict accordance with the Contract requirements and recognized industry standards. Performance shall be considered complete only when all deliverables are inspected and approved as acceptable by the Contract Manager or Grounds Supervisor.

To be accepted, completed work must satisfy the following baseline operational criteria:

- 100% of the designated campus area was serviced during the visit without skipped sections.
- Turf is cut cleanly to the required height without scalping or visible blade tearing.
- All hard surfaces, curbs, and drainage areas are completely free of grass clippings and leaf debris.
- No debris was blown or dumped into campus ponds, woods, or the Organic Farm buffer zone.

The College 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 College shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review or evaluation, as applicable to the work. 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 College may exercise any and all rights hereunder, or as provided by law.

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 College, at the option of the College, for up to three (3) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the College or its designees. If the College 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 College 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 College’s Contract Manager for resolution. Any claims by the College 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 College and Vendor. Amendments to the contract can only be through the contract administrator.

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7.0 ATTACHMENTS & EXHIBITS

IMPORTANT NOTICE

FAILURE TO RETURN THE REQUIRED ATTACHMENTS MAY ELIMINATE YOUR RESPONSE FROM FURTHER CONSIDERATION

ATTACHMENT A: PRICING FORM

Vendors shall provide fixed per-visit pricing. The estimated annual quantities listed below are provided solely for bid evaluation purposes. The College does not guarantee the minimum or maximum number of services and will pay strictly for services actually performed.

TABLE 1: PRIMARY LOCATION (CHATHAM MAIN CAMPUS)

The estimated annual visit counts (35 Full Service + 10 Off-Season Cleanup = 45 visits) act as fixed multipliers to calculate a clear 3-year bid total for contract evaluation.

CONTRACT YEAR/SERVICE PERIOD	PER VISIT COST	ESTIMATED ANNUAL VISITS	EVALUATION TOTAL
YEAR ONE (10/1/2026 – 9/30/2027)			
Full Service Visit *(Mowing, String Trimming, Edging, Debris Cleanup)*	**$**	**35**	**$**
Off-Season Cleanup Visit *(Leaf/Debris Cleanup, Edging, Weed Trimming/Mowing)*	**$**	**10**	**$**
		Year 1 Total	**$**
YEAR TWO – OPTIONAL RENEWAL (10/1/2027 – 9/30/2028)			
Full Service Visit *(Mowing, String Trimming, Edging, Debris Cleanup)*	**$**	**35**	**$**
Off-Season Cleanup Visit *(Leaf/Debris Cleanup, Edging, Weed Trimming/Mowing)*	**$**	**10**	**$**
		Year 2 Total	**$**
YEAR THREE – OPTIONAL RENEWAL (10/1/2028 – 9/30/2029)			
Full Service Visit *(Mowing, String Trimming, Edging, Debris Cleanup)*	**$**	**35**	**$**
Off-Season Cleanup Visit *(Leaf/Debris Cleanup, Edging, Weed Trimming/Mowing)*	**$**	**10**	**$**
		Year 3 Total	**$**

TABLE 2: AD-HOC LOCATIONS (AS-NEEDED SERVICES)

Vendor shall provide per-service pricing for lawn care and grounds maintenance services at the locations below. These services will be requested on an as-needed basis and must meet the same performance standards outlined in this IFB.

LOCATION	YEAR 1 PER VISIT COST	YEAR 2 PER VISIT COST	YEAR 3 PER VISIT COST
Siler City Center	**$**	**$**	**$**
Chatham Health Science Center (CHSC)	**$**	**$**	**$**

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*

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ATTACHMENT D: CUSTOMER REFERENCE TEMPLATE

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 E: 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 F: CERTIFICATION OF FINANCIAL CONDITION

Solicitation #: ___________________________

Vendor Name: ___________________________

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 in 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 this 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 G: VENDOR EQUIPMENT AND CAPACITY FORM

Vendors must complete this form and submit it with their bid. The College will evaluate this information to ensure the Vendor possesses adequate commercial-grade equipment, staffing, and backup resources to perform Services as required in this IFB.

SECTION 1: PRIMARY COMMERCIAL EQUIPMENT LIST

List all commercial-grade machinery dedicated to servicing this contract. Residential-grade equipment is not acceptable.

EQUIPMENT TYPE	MAKE / MODEL	CUTTING DECK SIZE / SPECIFICATIONS	QUANTITY DEDICATED TO THIS CONTRACT	AGE OF EQUIPMENT (YEARS)
Commercial Riding / Zero-Turn Mowers				
Commercial Walk-Behind / Stand-On Mowers				
Commercial String Trimmers / Edgers				
Commercial Leaf Blowers (Backpack / Walk-Behind)				
Trailers & Transport Vehicles				

SECTION 2: STAFFING CAPACITY & CREW DEPLOYMENT

Provide the details of the dedicated workforce assigned to the Chatham Main Campus on service days.

CAPACITY QUESTION	VENDOR RESPONSE
On-Site Crew Leader / Supervisor Name	
Total Crew Size Assigned to Campus *(Number of personnel on-site during a standard visit)*	
Total Estimated On-Site Hours Per Visit *(Crew size × hours on site)*	

SECTION 3: BACKUP CAPACITY & CONTINGENCY PLAN

Describe your contingency plan to maintain the single-day completion schedule in the event of equipment breakdown, staff absences, or weather delays.

CONTINGENCY QUESTION	VENDOR RESPONSE
Equipment Breakdown Plan How will you replace broken equipment on site to avoid splitting visits across multiple days?	
Backup Staffing Plan What reserve workforce is available if primary crew members are absent?	

SECTION 4: CAPACITY JUSTIFICATION AND EXEMPTION REQUEST

Complete this section ONLY if your proposed equipment fleet or crew size falls below the Section 5.1 baseline standards.

Provide a detailed justification demonstrating how your specialized equipment or production rates will safely achieve 100% single-day completion of the Scope of Work.

SECTION 5: VENDOR ACKNOWLEDGMENT & AUTHORIZED SIGNATURE

By signing below, the Vendor certifies that all equipment listed above is in good working condition, free of fluid leaks, and capable of completing the full 17-acre Chatham Main Campus in a single business day.

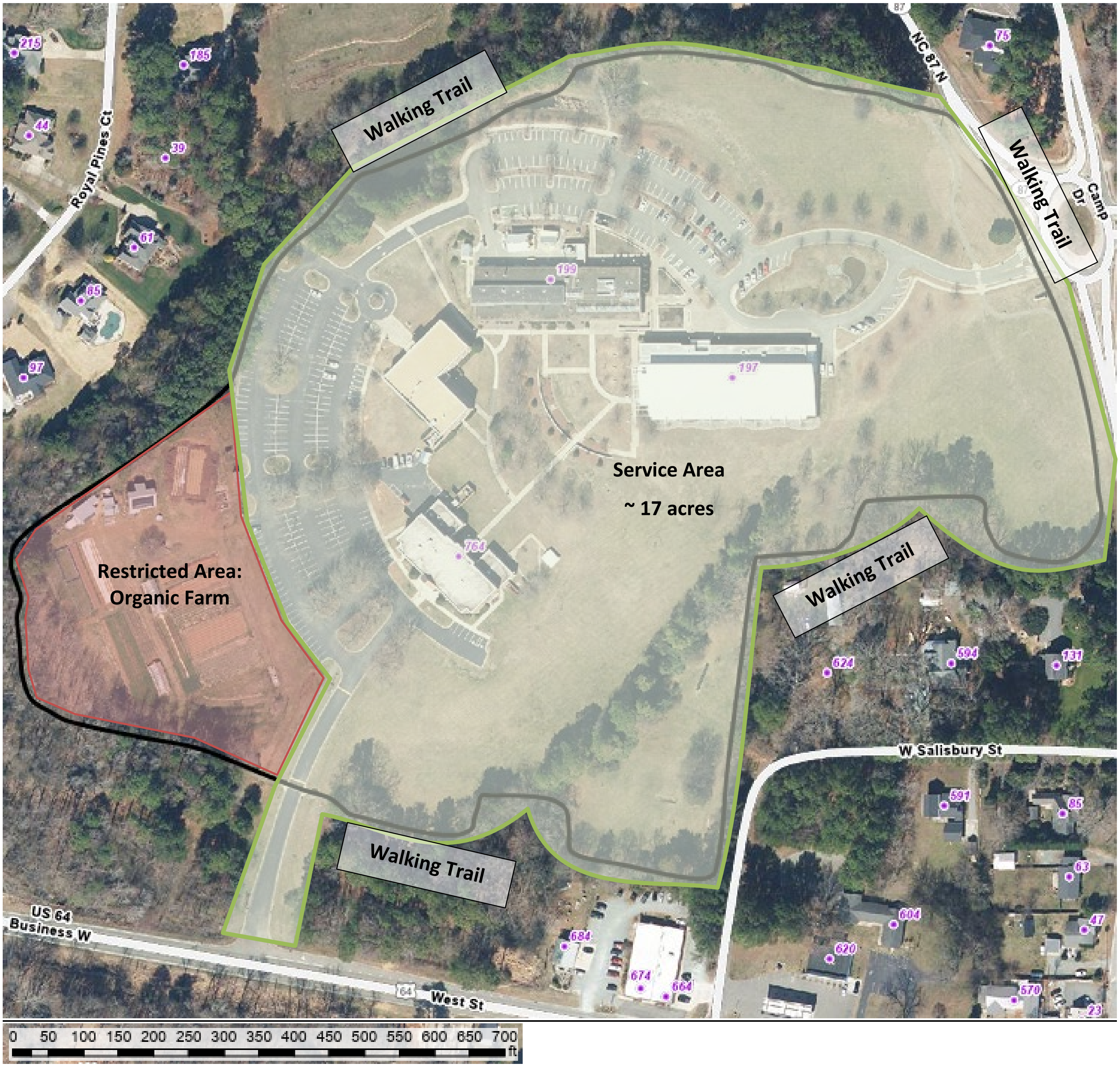
AUTHORIZED VENDOR REPRESENTATIVE NAME: ____

TITLE: ____

SIGNATURE: ____

DATE: _________________________

EXHIBIT 1: CHATHAM MAIN CAMPUS OVERVIEW MAP



Light Green Zone: Primary Turf & Grounds Maintenance Area

Red Zone: Restricted Area — Organic Farm (NO MOW / NO CHEMICAL SPRAY / NO VEHICLES)

Black Line: Paved Walking Trails (Edge & Blow Debris Only)

Note & Disclaimer: *This aerial map is provided for general orientation and visual scope reference only. Boundaries and acreages shown are approximate. Bidders are required to conduct a physical site inspection during the Site Visit to verify exact terrain, obstacles, and line items prior to bid submission.*

EXHIBIT 2: CHATHAM HEALTH SCIENCES CENTER OVERVIEW MAP

Light Green Zone: Primary Turf & Grounds Maintenance Area

Note & Disclaimer: *This aerial map is provided for general orientation and visual scope reference only. Boundaries and acreages shown are approximate. Bidders are required to conduct a physical site inspection during the Site Visit to verify exact terrain, obstacles, and line items prior to bid submission.*

EXHIBIT 3: SILER CITY CENTER OVERVIEW MAP

Light Green Zone: Primary Turf & Grounds Maintenance Area

Note & Disclaimer: *This aerial map is provided for general orientation and visual scope reference only. Boundaries and acreages shown are approximate. Bidders are required to conduct a physical site inspection during the Site Visit to verify exact terrain, obstacles, and line items prior to bid submission.*