

STATE OF NORTH CAROLINA

University of North Carolina at Wilmington

Request for Proposal #: 72-PALG25023

UNCW Painting Services

Date of Issue: January 10, 2025

Proposal Opening Date: February 6, 2025

At 2:00 PM ET

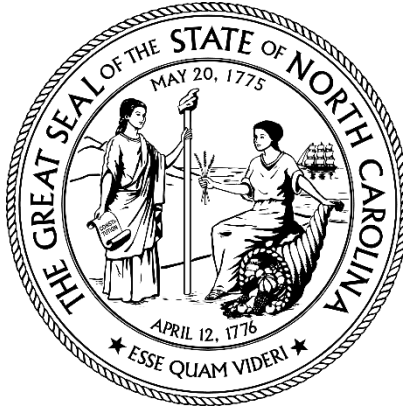
Direct all inquiries concerning this RFP to:

Antoine Glasper, CPPO

Purchasing Specialist

Email: glaspera@uncw.edu

Phone: 910-962-3850



STATE OF NORTH CAROLINA

Request for Proposal

72-PALG25023

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

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

Vendor Name

Vendor eVP#

Note: For your proposal to be considered, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at

<https://vendor.ncgov.com/vendor/login>

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

STATE OF NORTH CAROLINA University of North Carolina at Wilmington	
Refer <u>ALL</u> Inquiries regarding this RFP to: <i>Antoine Gasper, UNCW Purchasing Services</i> <i>glaspera@uncw.edu</i>	Request for Proposal #: 72-PALG25023
Using Agency: UNC-Wilmington	Proposals are due no later than 2:00 pm ET on February 6, 2025
Commodity No. and Description: 72151302 / Painting Services	Proposals will be publicly opened via zoom on February 6, 2025 at 3:00 pm ET

EXECUTION

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

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

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

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

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

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

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

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

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

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

Offer shall be valid for at least 90 days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

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

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of University of North Carolina at Wilmington

Contents

- 1.0 PURPOSE AND BACKGROUND5**
- 1.1 CONTRACT TERM.....5**
- 2.0 GENERAL INFORMATION.....5**
- 2.1 REQUEST FOR PROPOSAL DOCUMENT5**
- 2.2 E-PROCUREMENT FEE5**
- 2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS5**
- 2.4 RFP SCHEDULE6**
- 2.5 PROPOSAL QUESTIONS6**
- 2.6 PROPOSAL SUBMITTAL6**
- 2.7 PROPOSAL CONTENTS7**
- 2.8 ALTERNATE PROPOSALS7**
- 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS8**
- 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS.....8**
- 3.1 METHOD OF AWARD8**
- 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....8**
- 3.3 PROPOSAL EVALUATION PROCESS.....8**
- 3.4 EVALUATION CRITERIA9**
- 3.5 PERFORMANCE OUTSIDE THE UNITED STATES9**
- 3.6 INTERPRETATION OF TERMS AND PHRASES.....9**
- 4.0 REQUIREMENTS9**
- 4.1 PRICING.....10**
- 4.2 INVOICES.....10**
- 4.3 FINANCIAL STABILITY10**
- 4.4 HUB PARTICIPATION10**
- 4.5 BACKGROUND CHECKS.....10**
- 4.6 PERSONNEL.....10**
- 4.7 VENDOR’S REPRESENTATIONS11**
- 4.8 AGENCY INSURANCE REQUIREMENTS MODIFICATION11**
- 5.0 SPECIFICATIONS AND SCOPE OF WORK11**
- 5.1 GENERAL REQUIREMENTS.....11**
- 5.2 QUESTIONS TO VENDORS19**
- 6.0 CONTRACT ADMINISTRATION.....20**

6.1 PROJECT MANAGER AND CUSTOMER SERVICE20

6.2 POST AWARD PROJECT REVIEW MEETINGS20

6.3 CONTINUOUS IMPROVEMENT.....20

6.4 ACCEPTANCE OF WORK.....20

6.5 DISPUTE RESOLUTION20

6.6 CONTRACT CHANGES21

7.0 ATTACHMENTS.....22

ATTACHMENT A: PRICING (30%)22

ATTACHMENT B: INSTRUCTIONS TO VENDORS23

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS23

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.....23

ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR.....23

ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION.....23

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS.....23

1.0 PURPOSE AND BACKGROUND

The purpose of this request for proposal is to solicit responses from vendors who can provide full service commercial painting services (“**Services**”) for the Office of Housing and Residence Life (“**HRL**”) and The Office of Facilities to include Project Management, Architectural and Construction Services and Physical Plant at the University of North Carolina Wilmington (“**UNCW**”). Services may consist of both small and large projects to include painting residential spaces, recreational spaces, academic spaces and staff offices. This agreement will be for as-needed services and does not guarantee a specific number of projects. The intent of the University is to award multiple vendors, but the University reserves the right to award only one (1) vendor. Historically, the University spends up to \$1M annually on painting services depending upon University schedules and available funds.

The intent of this solicitation is to award an Agency Contract. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

1.1 CONTRACT TERM

The Contract shall have an initial term of two (2) years, beginning on the date of final Contract execution (the “Effective Date”).

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 one (1) additional year. 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.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee **does not apply to this solicitation**. Section entitled ELECTRONIC PROCUREMENT subsections (d) and (e) of the North Carolina General Terms and Conditions do not apply to this solicitation.

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

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

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

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL 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 RFP addendum. The State may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this Q and A process or 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 proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive. The State may exercise its discretion to consider Vendor proposed modifications.

2.4 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	State	January 10, 2025
Submit Written Questions	Vendor	No later than 12pm ET on January 22, 2024
Provide Response to Questions	State	No later than January 24, 2024
Submit Proposals	Vendor	No later than 2:00pm ET on February 6, 2025
Contract Award	State	March 1, 2025
Contract Effective Date	State	March 1, 2025

2.5 PROPOSAL QUESTIONS

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

Written questions shall be emailed to glaspera@uncw.edu by the date and time specified above. Vendors should enter “RFP # 72-PALG25023 Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and page number.

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFP. 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 RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (special delivery, overnight, or any other carrier).
<p>PROPOSAL NUMBER: 72-PALG25023 Attn: Antoine Glasper UNCW Purchasing Services 601 S. College Road Wilmington, NC 28403</p>	<p>PROPOSAL NUMBER: 72-PALG25023 Attn: Antoine Glasper UNCW Central Receiving 5179 Lionfish Dr. Wilmington, NC 28403</p>

CAUTION: For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’s purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account

when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via facsimile (FAX) machine, telephone, or email in response to this RFP shall NOT be accepted.**

- a) Submit a **signed, one (1) original executed proposal response**, one (1) un-redacted copy on flash drive and, if required, one (1) redacted (Proprietary and Confidential Information Excluded) copies on flash drive of your proposal simultaneously to the address identified in the table above.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) Copies of proposal files must be provided on separate read-only flash drives. File contents **shall NOT** be password protected but shall be in .PDF or .XLS format and shall be capable of being copied to other sources.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s). Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's IPS website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.7 PROPOSAL CONTENTS

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

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

- a) Cover Letter, must include a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor's Proposal addressing all Specifications of this RFP to include the responses to Questions to Vendors in **Section 5.2** of this RFP.
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- k) Completed and signed version of CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

2.8 ALTERNATE PROPOSALS

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

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

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

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

While the intent of this RFP is to award a Contract(s) to a single Vendor, 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 RFP 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 proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct a One-Step evaluation of Proposals:

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

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

The proposal from each responding firm will be opened publicly via zoom on February 6, 2025 at 3:00 pm ET. **Vendors wishing to participate in the virtual public opening can attend via the following link:** <https://uncw.zoom.us/j/89588830461?pwd=eNdSdFLv2xGLhm21h7xvSsBUTiktQs.1>. Only the Vendor's name will be announced during the public opening. Interested parties are cautioned that the proposals are subject to further evaluation for completeness and correctness.

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

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

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

Cost (50%)

Vendor Experience (30%)

Approach to Services (20%)

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

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

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by 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 proposals 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 RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

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

4.1 PRICING

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

4.2 INVOICES

Vendor shall invoice the Purchasing Agency. 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. In addition:

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: UNCW, Attn: Accounts Payable, 601 S. College Road, Wilmington, NC 28403. A copy must also be sent to the University Contract Administrator whose information will be provided after contract award.
- c) Invoices must bear the correct purchase order number to ensure prompt payment. The Vendor's failure to include the correct purchase order number may cause delay in payment.
- d) Invoices include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor broken out by building (if applicable).

4.3 FINANCIAL STABILITY

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

Each Vendor shall certify it is financially stable by completing ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.4 HUB PARTICIPATION

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

4.5 BACKGROUND CHECKS

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

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 proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. 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 Proposal 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

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL REQUIREMENTS

5.1.1 Contractor Qualifications

- A. Contractor must be registered and licensed to do business in NC as well as insured for at least the minimum amounts as required by the University.
- B. Contractor must have full-time employees on staff. All staff must be fully trained, insured and available to complete University projects as required. Background checks are required to have been completed by the company. Proof of background checks must be provided to the University upon request.
- C. If Contractor utilizes sub-contractors, this group should be limited. All subcontractors should be in company uniform while working on campus. Sub-Contractors must be experienced, fully insured and have completed projects successfully for the company previously. Background checks are also required for this group. Proof of background checks must be provided to the University upon request
- D. Contractor is able to assign or make available an employee to remain onsite and fulfill project coordination and supervision responsibilities.
- E. Contractor must have in place a company safety policy and plan.

- F. Contractor must be able to provide staff to complete projects on weekends and nights (after 5pm ET) as necessary to meet deadline requirements.

5.1.2 Regulatory Requirements

- A. Ensure all paint is applied, stored and disposed of in accordance with OSHA and EPA policies and regulations.
- B. Take all necessary precautions and safety measures to prevent fire hazards and spontaneous combustion and to protect the environment from hazardous spills. Materials that constitute a fire hazard (paints, solvents, drop cloths, etc.) shall be stored in suitable closed and rated containers.

5.1.3 Project/Site Requirements

- A. Unless specifically pre-approved by the University, no interior paint work shall be performed when interior ambient air and substrate temperatures, or humidity level exceed manufacturer's stated limits.
- B. Perform no interior painting unless adequate continuous ventilation and sufficient heating facilities are in place to maintain minimum ambient air and substrate temperatures for 24 hours, during and after paint application. Provide supplemental ventilation and heating equipment if ventilation and heating from existing systems are inadequate to meet minimum requirements. Because of moisture generation and potential fire hazard, the use of gas fired heating units is not allowed, unless otherwise approved by the University.
- C. Apply paint only to dry, clean, and adequately prepared surfaces in areas where dust is no longer generated by construction activities so that airborne particles will not affect the quality of finished surfaces.
- D. No furniture may be used as ladders or a workspace.
- E. Security must be maintained at all times and workers must be properly identified with badges or uniforms; doors must be secured at all times.
- F. No workers shall use any residential space as a residence. Residential bathrooms are NOT to be used by contractors. Public restrooms are available in each Residence Hall.
- G. No individuals (other than approved contractor workers) shall be onsite while work is being performed, including but not limited to family members, friends, or other acquaintances.
- H. Contractor must provide an on-site foreman/superintendent with authority to answer questions and direct work. Business and after hour contact information must be provided for each foreman/superintendent.
- I. Employees must maintain proper conduct on University property. Workers who are alleged to have made inappropriate comments/behavior will be asked to leave the job for the remainder of the job and not return.

5.1.4 Scheduling Requirements

- A. When painting or repainting occupied areas, submit work schedule for various stages of work for the University's review and approval, as requested.

- B. Schedule interior painting operations to prevent disruption of and by other trades when applicable.
- C. Schedule interior painting operations to prevent disruption of occupants in and about the building. Obtain written authorization from University for changes in work schedule.
- D. Painting in occupied facilities shall be carried out during hours that are acceptable to the University. Schedule work such that painted surfaces will have dried before occupants are affected.
- E. Contractor must coordinate with HRL/Facilities Management for access to buildings prior to project start date. Contractor must purchase a UNCW One-card for any member they chose to have access to the building.
- F. Contractor shall purchase parking passes for ALL vehicles that will be on campus. This also includes personal vehicles.

5.1.5 Materials

- A. Paints to be used will be Sherwin-Williams or other identified brand and may be provided by the University. All paints used other than those provided must be consistent with those provided and specified to use.
- B. All materials and paints shall be lead-free and mercury-free
- C. All paint materials shall have good flowing and brushing properties and shall dry or cure free of blemishes, sags, air entrapment, etc.
- D. Any alterations to paint must be in accordance with the manufacturer's written instructions.
- E. At project completion, return all paint provided and/or left over to University.

5.1.6 Finish & Colors

- A. Unless otherwise specified herein, all interior painting shall be done in accordance with University requirements.
- B. Color choices will be provided by the University.
- C. Interior colors and/or patterns shall be consistent throughout each unit.
- D. Unless otherwise noted, paint walls within a given area using the same color as selected.
- E. Ceilings [including those having a spray textured coating, unless otherwise noted] shall be painted with ceiling white unless directed differently in writing by the University.
- F. Corridors shall be painted according to University selections.
- G. Unless otherwise noted or scheduled, all doors, frames and trim shall be painted using a G5 (semi-gloss) finish.
- H. Access doors, registers, radiators and covers, exposed piping and electrical panels shall be painted to match adjacent surfaces (i.e. color, texture and sheen), unless otherwise noted or where pre-finished.

- I. Paint gloss and sheen shall be at level ratings acceptable to the University.

5.1.7 Workflow Process, Timelines and Expectations

- A. Most projects will be considered small projects to be performed on an as-needed basis and will be requested mainly during, but not limited to, the summer months, holidays, fall break and spring break.
- B. For small projects, Contractors should be able to begin work as soon as reasonably possible as approved by the University and work shall continue daily until the project is completed.
- C. For HRL projects, the Contractor can expect to receive a list of residential units (with floorplans as available) that need Painting Services. HRL will predetermine those walls, ceilings, etc. that need painting and identify them either on the floor plans or in the physical spaces. Rooms may NOT need to be painted entirely. The Contractor must be able to conduct their walkthrough and submit their quote for the project within (2) days of the initial request.
- D. The Contractor will only be paid for areas identified as needing paint and thus quoted pending final inspection and approval by UNCW. Any additional costs must be approved by UNCW prior to payment. Any required pre-payments must be communicated to UNCW in advance and will be pending University approval.
- E. All contracts established are considered convenience contracts to use as-needed. No minimum level of work or revenue can be guaranteed.

5.1.8 Condition of Surfaces

- A. Prior to commencement of Painting Services, thoroughly examine (and test as required) all interior conditions and surfaces scheduled to be painted and report in writing to the University any conditions or surfaces that will adversely affect work of this section.
- B. The degree of surface deterioration (DSD) shall be assumed for project purposes to be the DSD-3 level. Any units beyond this level should be reported to the owner before work begins.

Condition	Description
DSD-0	Sound surface (may include visual (aesthetic) defects that do not affect film's protective properties).
DSD-1	Slightly deteriorated surface (may show fading; gloss reduction, slight surface contamination, minor pin holes scratches, etc.)/Minor cosmetic defects (runs, sags, etc.)
DSD-2	Moderately deteriorated surface (small areas of peeling, flaking, slight cracking, staining, etc.)
DSD-3	Severely deteriorated surface (heavy peeling, flaking, cracking, checking, scratches, scuffs, abrasion, small holes and gouges).
DSD-4	Substrate damage (repair or replacement of surface required by others)

- C. Other than the repair of DSD-1 to DSD-3 defects included under this scope of work, structural and DSD-4 substrate defects discovered prior to and after surface preparation or after first coat of paint shall be made good and sanded by others ready for painting, unless otherwise agreed to by the University and painter.

- D. No painting shall commence until all such DSD-3 and DSD-4 adverse conditions and defects have been corrected and surfaces and conditions are acceptable. It shall always be the responsibility of the Contractor to see that surfaces are properly prepared before any paint or coating is applied. It shall also be the Contractor's responsibility to paint the surface as specified providing that the University accepts responsibility for uncorrected DSD-4 substrate conditions.
- E. Sand, clean, dry, etch, neutralize and/or test all surfaces under adequate illumination, ventilation and temperature requirements.
- F. Remove and securely store all miscellaneous hardware and surface fittings/fastenings (e.g. electrical plates, mechanical louvers), door and window hardware (e.g. hinges, knobs, locks trim, frame stops), removable rating / hazard / instruction labels, washroom accessories, light fixture trim, etc. from wall and ceiling surfaces, doors and frames, prior to painting and replace upon completion. Carefully clean and replace all such items that will mar or remove finishes (e.g. lacquer finishes). Contractor will be held responsible for any lost hardware.
- G. Protect all adjacent interior surfaces and areas, including rating and instruction labels on doors, frames, equipment, piping, fire alarms, etc. so they are not damaged from painting operations. Utilize drop cloths, shields, masking, templates, or other suitable protective means to prevent such damage; Contractor must correct/repair any damage caused by failure to provide such protection.

5.1.9 Application

- A. Do not commence painting unless substrates are acceptable and until environmental conditions (heating, ventilation, lighting and completion of other sub-trade work, if applicable) are acceptable for applications of products.
- B. Apply primer paint or stain in accordance with manufacturer's finish requirements; no watering, diluting or modification of product may occur without written instructions from the manufacturer.
- C. Apply primer, paint or stain in a workmanlike manner using skilled and trade-qualified applicators as noted under Quality Assurance.
- D. Primer, paint or stain coats specified are intended to cover surfaces satisfactorily when applied at proper consistency and in accordance with manufacturer's recommendations.
- E. Unless otherwise approved by the University, apply a minimum of three (3) coats of paint where deep or bright colors are used to achieve satisfactory results. The three (3) coats include: one (1) primer and two (2) color coats.
- F. Do not apply finishes on interior surfaces that are not sufficiently dry. Unless manufacturer's directions state otherwise, each coat shall be sufficiently dry and hard before a following coat is applied.
- G. To avoid air entrapment in applied coats, apply materials in strict accordance with manufacturer's spread rates and application requirements.

5.1.10 Mechanical/Electrical Equipment

- A. Unless otherwise noted, painting shall also include exposed to view/previously painted mechanical electrical equipment and components (panels, conduits, piping, hangers, ductwork, etc.).

- B. Touch up scratches/marks and repaint such mechanical and electrical equipment and components with color and sheen finish to match existing, unless otherwise noted or scheduled.
- C. Do not paint over name plates or instruction labels.
- D. Leave unfinished exposed conduits, piping hangers, ductwork, and other mechanical and electrical equipment in original finish unless otherwise directed by the University.
- E. Protect fire sprinkler heads and fire detection devices from damage and they must remain free of paint.
- F. Do not paint interior transformers and substation equipment.

5.1.11 Field Quality Control/Standard of Acceptance

- A. All surfaces, preparation, and paint applications shall be inspected. Work areas must be 100% complete before moving to the next area.
- B. Painted interior surfaces shall be considered to lack uniformity and soundness if any of the following defects are apparent to the University inspector:
 - 1. Brush/roller marks, streaks, laps, runs, sags, drips, heavy stippling, hiding or shadowing by inefficient application methods, skipped or missed areas, and foreign materials in paint coatings.
 - 2. Evidence of poor coverage at rivet heads, plate edges, lap joints, crevices, pockets, corners and reentrant angles.
 - 3. Damage due to touching before paint is sufficiently dry or any other contributory cause.
 - 4. Damage due to application on moist surfaces or caused by inadequate protection from the weather.
 - 5. Damage and/or contamination of paint due to blown contaminants (dust, spray paint, etc.).
 - 6. Nail holes, pin holes, paint tears, dents and other imperfections that are still visible due to improper repair prior to applying paint.

5.1.12 Protection

- A. Protect all newly painted exterior surfaces from rain and snow, condensation, contamination, dust, salt spray, and freezing temperatures until paint coatings are completely dry. Curing periods shall meet or exceed the manufacturer's recommended minimum time requirements.
- B. Erect barriers or screens and post signs to warn, limit or direct traffic away from work area as required.
- C. All furnishings must be properly protected from damage.
- D. Fire protection equipment cannot be painted and must be properly protected. Contractor must contact University Project Manager for permission to deactivate the fire alarm system.
- E. Protect all landscaping with appropriate coverage for exterior projects.

5.1.13 Clean-up

- A. Remove all paint where spilled, splashed or splattered as work progresses using means and materials that are not detrimental to affected surfaces.
- B. Keep work area free from an unnecessary accumulation of tools, equipment, surplus materials, and debris.
- C. Remove combustible rubbish materials and empty paint cans each day, and safely dispose of same in accordance with requirements of authorities having jurisdiction.
- D. Clean equipment and dispose of wash water/solvents as well as all other cleaning and protective materials (e.g. rags, drop cloths, masking papers, etc.), paints, thinners, paint removers/strippers in accordance with the safety requirements of authorities having jurisdiction.

5.1.14 Project Instructions

- A. Contractor is responsible for providing all labor, equipment, supplies, supervision, and insurance necessary to complete all assigned work involving interior painting (including surface preparation). All services must be performed in accordance with all local, state, and federal regulations and procedures.
- B. **UNCW HRL Projects-** HRL/University may or may not provide paint depending on the project; University's paint preference is Sherwin-Williams. The company is expected to provide all other labor, primer, materials, chemicals, tools, and supplies necessary to accomplish each project. The company is responsible for all cleanup and construction debris removal for each project.
- C. **UNCW Facility Management Projects-** Contractor shall supply ALL paint, materials, labor, necessary for a complete turnkey job.
- D. The following requirements are for both HRL & UNCW Facility Management Projects:
 - 1. All paint must match the existing wall color or be approved by the University. All other materials needed for the work, including but not limited to primer, ladders, pans, brushes, rollers/covers, tape, sheetrock, sheetrock screws, joint tape, and mud must be provided by the contractor.
 - 2. Contractor will be responsible for repairing and prepping, where necessary, all defective substrate. Sheetrock repairs smaller than 4"x4" must be repaired at no additional cost to the University and should be included in the base cost of painting. Contractor must evaluate all sheetrock repairs that exceed 4"x4" and provide associated repair costs in the estimation proposal. Contractor is responsible for repairing sheetrock as necessary prior to re-painting.
 - 3. All specified surfaces must be painted to a level 4 residential finish. Contractor will be responsible for multiple coats on all surfaces to ensure no shadowing, fading, or bleeding through. Due to the use of eggshell or low-sheen paint throughout the buildings, surfaces may require a 2nd and 3rd coat to ensure proper coverage.
 - 4. Contractor must prime all surfaces as needed in order to ensure proper adherence of new paint and coverage of repairs, stains, etc.
 - 5. Paint spraying is strictly prohibited at all times in order to prevent unnecessary fire alarms or damage to fire safety equipment. False fire alarms that caused by prohibited or careless activities by the Contractor and/or Contractor's employees may result in a chargeback to the Contractor.

6. All wall surfaces utilize a low-sheen or eggshell finish. Trim surfaces consist of a low-sheen oil paint. Special condition may require direction from this requirement.
7. Contractor must provide a foreman or supervisor who will serve as the contact person for UNCW staff so that any questions or concerns can be addressed in a timely manner. The supervisor must:
 - i. Be available to attend meetings as requested to discuss the project and scheduling, review and inspect prior work, and examine overall project schedule.
 - ii. Be available by phone, daily throughout the project. Should the need arise, this person should be able to appear onsite within four (4) hours to meet with UNCW staff as requested.
 - iii. Be onsite regularly to ensure project progress and quality levels are being met.
8. Contractor will be responsible for removal of all trash, debris and related materials daily and will clean-up the project site daily. Contractor shall provide their own trash receptacles/dumpsters for the disposal of project-related waste.
9. Contractor will need to obtain parking permits with the University's Parking Services Office throughout the duration of each project or figure out other parking and travel accommodations to worksite. UNCW staff may assist with this effort, but is not responsible for any parking violations received by Contractor employees. Every vehicles that is on campus must have a parking permit.

5.1.15 Damages

- A. Contractor will be responsible for liquidated damages. For example, if a dorm room is not completed in the agreed upon time and the University has to provide an additional housing location (i.e., hotel room) for students, the Contractor will be responsible for that additional cost.
- B. Contractor will be responsible and liable for sprinkler heads, smoke detectors, and any other fire-related systems that are not covered or protected from paint and are damaged.
- C. Contractor is strongly encouraged to check all fire safety equipment in work areas prior to work commencing and notify University of any equipment that already has evidence of paint residue.
- D. At the end of the project, a building walkthrough will be conducted by fire safety personnel to test and inspect all equipment functionality. Upon inspection by fire safety personnel, if damage is found on any fire safety equipment that was not noted prior to work commencing, the contractor will be responsible for any damaged equipment and all replacement parts and labor.
- E. If paint comes in contact with any fire safety equipment, the contractor is required to notify the University immediately and the damaged unit(s) will be replaced at the contractor's expense. The contractor is not allowed to clean paint off of these devices.
- F. University trash receptacles, mop closets, dollies, buckets and other University equipment are prohibited for use by contractors and will be monitored daily by UNCW staff for chargebacks.
- G. Paint brushes and any other related equipment are prohibited from being washed or cleaned in University facilities and no paint or chemicals are to be poured into any drains.
- H. Contractor must protect all surfaces, including floors, windows, fire alarm and suppression devices, etc. from paint and will be held responsible for any damages.
- I. All student units and other spaces are outfitted with University-supplied furniture. Contractor has the responsibility to move furniture out of the way in order to access the walls as needed. Furthermore, furniture must be set back in its original place prior to completing the room. Contractor will ensure that

all University furniture and fixtures will not be used as ladders during this process. Any damage to University property will be a chargeback for replacement costs.

5.1.16 Providing Quotes & Estimates

- A. For most projects, the Contractor will be responsible for providing a quote/proposal for the University's review and approval prior to Services beginning.
- B. It is expected the Contractor's quoted pricing be reasonably similar to the pricing included within this submission for the duration of the contract as applicable to the project.
- C. All costs associated with each project (i.e. labor, sheet rock repair, materials, trash, etc.) must be included and identified within each quote and is subject to University approval prior to the project start date. Additional costs incurred by the Contractor may not be charged-back to the University if not included with the original project quote unless first approved by the University. The submitted estimate establishes a not-to-exceed cost for each project.
- D. All labor costs for Painting Services is to include all associated supplies and the cost of minor surface preparation and repair, such as but not limited to nail holes, fastener holes, minor gouging, nicks, tears, feathering, light rust removal, etc.
- E. All wall repair pricing shall include spackling and taping where required.
- F. Labor costs shall also include room/area preparation and any furniture moving, pictures removal necessary. This includes re-installation of furniture to its original position.

5.2 QUESTIONS TO VENDORS

Vendor shall respond to each of the following questions. Vendors should keep responses straightforward and not include generic marketing materials. Responses are part of the evaluation.

Vendor Experience (30%)

- 1. Provide references from three (3) of Proposer's customers from the past five (5) years for services that are similar in scope, size, and complexity to the Services described in this RFP. Provide the following information for each customer and include how long your organization has been established:
 - a. Organization Name and Address;
 - b. Contact name with email address and phone number;
 - c. Time period in which work was performed; and
 - d. Short description of work performed.

Approach to Services (20%)

- 2. How many full-time painters does your organization have?
- 3. Explain your methods for protecting furniture and floors from paint.
- 4. Explain your methods for disposing paint cans.
- 5. Explain your process for quoting projects?
- 6. Explain your process for conducting background checks on staff.

7. Does your organization typically use Sub-Contractors? If so, explain your process for ensuring the sub-contractor's staff are trained and have passed a background check.

8. Describe your plan for ensuring a supervisor is present for projects.

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 PROJECT MANAGER AND CUSTOMER SERVICE

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

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically with the State for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics. A post award kick-off meeting may be held between the awarded vendor(s) and the University to ensure everyone understands their roles and responsibilities.

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 Administrator.

The State shall have the obligation to notify Vendor, in writing three (3) business 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 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

Proposal Number: 72-PALG25023

Vendor: _____

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.

6.6 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.

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****
RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
 FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING (30%)

Proposers must provide firm-fixed pricing for **Table A** below. Proposers must include with their pricing submittal, how they determined the Total Project Cost for **Table B** listed below. Please note that cost plus percentage of cost reimbursements are not authorized per NC General Statute 143-52.

Table A: Service Rates

Price per sq foot (1 – coat)	\$
Railings – per linear foot	\$
Trim – per linear foot	\$
Base Board – per linear foot	\$
Door (Exterior) – price per door	\$
Door (Interior) – price per door	\$
Wall Repair (larger than 4” x 4”) per sq ft	\$

Table B: Example Project (Based on Proposer’s Table B pricing)

Project Description	Total Project Cost
Project requires two (2) coats of eggshell paint (paint provided by University) for a 25,000 sq ft project. Walls are 9 feet high; Spot patch and prime 5 areas (small 4"x4" or less); Paint 75 interior doors and door trim with one (1) coat gloss; Paint 3100 linear ft baseboard with 1 coat gloss. Project to be completed in less than two (2) weeks	\$

Delivery Schedule

Indicate the number of calendar days needed to commence the Services from the execution of the services agreement:

_____ Calendar Days

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here: <https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here: <https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link: <https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link: <https://www.doa.nc.gov/pandc/onlineforms/form-location-workers-09-2021/download>

ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link: <https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

The Certification for Contracts, Grants, Loans, and Cooperative Agreements and the OMB Standard Form LLL are separate documents that can be found at the following link: <https://ncadmin.nc.gov/documents/vendor-forms>

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