



REQUEST FOR PROPOSALS

RFP #354-PW26-28

Project Title: Janitorial Maintenance Services

Issue Date: May 26, 2026

Due Date: July 17, 2026, at 2:00PM ET

Issuing Department: Public Works

Direct all inquiries concerning this RFP to:

Name: Dennis Stanley

Title: Facilities Coordinator

Email: dennis.stanley@carync.gov

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1 REQUEST FOR PROPOSALS

1.1 Introduction

It is the intention of the Town of Cary, North Carolina, to contract with qualified Janitorial Maintenance Contractors, to provide Janitorial Maintenance Services at various Town-owned facilities. The building square footage provided is an estimate and may not reflect actual measurement for the proposal purposes. Prospective bidders must verify the actual size, layout, and scope of the job to prepare accurate proposals.

1.2 Purpose and Background

The Town of Cary Public Works Department is seeking proposals from qualified and experienced contractors for municipal Janitorial Services. Qualified Contractors must have five (5) or more years' Janitorial experience for a municipality or private company of similar size.

Additional Janitorial Services beyond basic service will be required. Contractors must be able to respond to additional requests for service, emergencies during both working and non-working hours, and possible daytime porter service.

1.3 Notice to Vendors Regarding RFP Terms and Conditions

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

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in [Section 1.6 Proposal Questions](#). If the Town 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 Town 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 submission period. Other than through this process, the Town rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal. 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. **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.**

1.4 RFP Response Timeline

The RFP process shall adhere to the following schedule:

RFP Process	Date and time	
RFP posted	May 26, 2026	4:00 PM
Pre-Proposal Conference	June 9- 12, 2026	Details in Section 1.5
Proposers Written Questions Due	June 26, 2026	4:00PM
Town Responses to Proposers questions	July 3, 2026	4:00PM
Proposal Submission Deadline	July 17, 2026	4:00PM
Contract Award (Anticipated)	July 31, 2026	
Contract Effective Date (Anticipated)	August 31, 2026	

Note: All times shown as Eastern Time (ET).

1.5 Pre-Proposal Conference/Site Visit

A pre-proposal conference will not be held for this solicitation. Proposers are encouraged to attend the scheduled site visits as outlined in Section 1.5. A summary of all questions and answers will be posted on the internet as an addendum, located under the RFP # being modified. **It is the Proposer's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.**

Timeline for Janitorial Site Visits

- Tuesday, June 9, 9:00 a.m.
Meeting Location: Town Hall Parking Lot
316 N. Academy Street (South Entrance)
Visitor Parking is located on Ambassador Loop (off N. Academy St. at RR crossing)
Sites Covered: **Sections 1, 2, and 9**
- Wednesday, June 10, 9:00 a.m.
Meeting Location: Hemlock Nature Center Parking Lot
2616 Kildaire Farm Road
Sites Covered: **Sections 5 and 6**
- Thursday, June 11, 9:00 a.m.
Meeting Location: Public Works Operation Center Parking Lot
400 James Jackson Avenue
Sites Covered: **Sections 3 and 4**
- Friday June 12, 9:00 a.m.
Meeting Location: Western Wake Regional Water Reclamation Facility
Parking Lot
3500 Reclamation Rd, New Hill, North Carolina
Sites Covered: **Section 7**

NOTE: Site visits are not included for **Sections 8 and 10** as those sites are open to the public. Vendors are encouraged to visit those locations on their own schedule.

1.6 Proposal Questions

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date. The Town will not entertain any further questions after the due date. Written questions shall be emailed to Dennis Stanley at dennis.stanley@carync.gov by the date and time specified above. Vendors should enter "RFP #354-PW26-28: Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

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

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

1.7 Proposal Submission Requirements and Contact Information

Submittal Requirements and Contact Information

Electronic responses ONLY will be accepted using the eBid button displayed on the eVP website. Proposals must be clearly marked with name of the submitting company, the RFP number and RFP title. Proposers must submit one (1) *electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3.* Submissions that do not comply with the stated submission method will be deemed non-responsive. The Town reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFP that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Proposals (RFP). An incomplete proposal may be eliminated from consideration at the discretion of Cary.

Proposals must follow the format as defined in [Section 2 PROPOSALS](#).

1.8 Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Proposers (other than materials submitted as and qualifying as trade secrets under North Carolina law) shall become the property of the Town when received and the entire proposal shall be subject to the public records laws of the State of North Carolina except where a proper trade secrets exception has been made by the Proposer in accordance with the procedures allowed by North Carolina law.

The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this Request for Proposal.

2 PROPOSALS

Responses must follow the format outlined herein. The Town may reject as non-responsive at its sole discretion any proposal or any part thereof that is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposal responses shall be organized in the following manner:

1. Cover Letter/Letter of Intent

Introduction letter with intent as it may pertain to the Request for Proposal.

2. Corporate Background and Experience

This section shall include background information on the organization and should give details of experience with similar projects. A list of five (5) references (including contact persons and telephone numbers) for which similar work has been performed shall be included, and the list shall include all similar contracts performed by the Proposer in the past five years. The evaluators will randomly select at least three of these references, but the evaluators reserve the right to contact all the references listed, if information from the three references contacted warrant further inquiry. The failure to list all similar

contracts in the specified period may result in the rejection of the Proposer's proposal. The evaluators may check all public sources to determine whether Proposer has listed all contracts for similar work within the designated period. If the evaluators determine that references for other public contracts for similar contracts were not listed, the evaluators may contact the public entities to make inquiry into Proposer's performance of those contracts and the information obtained may be considered in evaluating Proposer's proposal.

3. Financial Statement

The Proposer shall provide the following financial information:

Recent audited or reviewed financial statements prepared by an independent certified public accountant (CPA) that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement **and**, if the audited or reviewed financial statements were prepared more than six (6) months prior to the issuance of this RFP, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures from the date of the audited or reviewed financial statements to the end of the most recent financial reporting period (i.e., the quarter or month preceding the issuance date of this RFP)).

OR,

Recent compiled financial statements prepared by an independent CPA that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement **and**, if the compiled financial statements were prepared more than three (3) months prior to the issuance of this RFP, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures to date), and other evidence of financial stability such as most recently filed income tax return, evidence of a line of credit/loans/other type of financing with statement of amount in use/outstanding balance (e.g., a complete copy commitment letter, loan agreement, billing statement reflecting the line of credit or statement from lender acknowledging the commitment to fund the Proposer's stated financing), performance bond, personal guaranty with copies of personal income tax filing and statement of net worth or such other evidence that is accurate, reliable and trustworthy regarding the Proposer's financial stability.

Recent shall be defined as financial statements that were prepared within the 12 months preceding the issuance date of this RFP.

Consolidated financial statements of the Proposer's parent or related corporation/business entity shall not be considered, unless: (1) the Proposer's actual financial performance for the designated period is separately identified in and/or attached to the consolidated statements, (2) the parent or related corporation/business entity provides the Town with a document wherein the parent or related corporation/business entity will be financially responsible for the Proposer's performance of the contract and the consolidated statement demonstrates the parent or related corporation's/business entity's financial ability to perform the contract, financial stability and/or such other financial considerations identified in the evaluation criteria; and/or (3) Proposer provides its own internally prepared financial statements and such other evidence of its own financial stability identified above.

The Proposer's failure to provide any of the above-referenced financial statements or failure to submit all the requested financial statements may result in the rejection of the Proposer's proposal and rejection is more likely to occur if other Proposers provide financial documentation in compliance with the

foregoing provisions. Proposers are also encouraged to explain any negative financial information in its financial statements and are encouraged to provide documentation supporting those explanations.

All financial information, statements and/or documents provided in response to this proposal requirement shall be kept confidential, IF THE PROPOSER COMPLIES WITH PARAGRAPH 13 OF THE GENERAL INFORMATION ON SUBMITTING PROPOSALS BY MARKING THE FINANCIAL INFORMATION, STATEMENTS AND/OR DOCUMENTS CONFIDENTIAL.

4. Project Understanding, Approach and Schedule

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

5. Team Organization, Experience and Certifications/Qualifications

This section must include the proposed staffing, deployment and organization of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

6. Cost Proposal

The Cost Proposal shall be submitted and contain:

- Personnel costs (including hourly rates and total hours)
- Travel and Subsistence Expenses
- Subcontractor Costs (if any)
- Other Costs (e.g., office expenses)
- TOTAL COST: A total not to exceed cost representing the maximum amount for all work to be performed must be clearly indicated under this heading.

2.1 Request for Proposal Document

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

2.2 Evaluation Criteria

This is not a bid. There will not be a public bid opening. Proposals will be evaluated based on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Cover letter / Letter of Intent	0		
Financial Statement	10		
Team Organization, References (Past Experience)	35		
Project understanding and approach	30		
Cost Proposal	25		
Final Score			

Score Points

0- Missing or Does Not Meet Expectation

2- Meets Expectation

1- Partially Meets Expectation

3- Exceeds Expectation

2.3 Proposal Evaluation Process

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

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

Proposals will be received from each responsive Vendor in a sealed envelope or package.

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

At that date and time, the package containing the proposals from each responding firm will remain sealed and opened at time of review. 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 discussion with any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Proposals will generally be evaluated according to completeness, content, and experience with similar projects, ability of the Vendor and its staff, and cost. Specific evaluation criteria are listed in 2.2 EVALUATION CRITERIA, above.

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

2.4 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice. A recommendation will then be presented to the Town Manager for approval to negotiate a contract with the #1 choice and, if unsuccessful, to then pursue negotiations with the #2 choice. All Proposers will be notified of their standing immediately following Town’s decision. Price quoted must be held firm for 90 days after the RFP is due. The Town reserves the right to make an award without further discussion of the proposal submitted. The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract. The RFP may be awarded by individual task or total proposal, whichever is most advantageous to the Town of Cary.

Responses to this RFP will be evaluated by a committee consisting of Public Works staff. The Town of Cary may award to multiple vendors or is the vendor (s) deemed most advantageous to the Town of Cary. Facilities are listed in Sections 1 through 10 as described in Attachment 2. Major facilities will be awarded by Section to Contractor(s) based upon evaluation of cost, work scheduling, stability, references, and past performance. While cost is an important factor, it will not necessarily be the sole determining factor. Low cost is not required for selection. Price quoted must be held firm for ninety (90) days after the RFP is due. The Town reserves the right to make an award without further

discussion of the proposals submitted. The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFP and the selected proposal, as amended by agreement between the Town and the selected Proposer including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in elimination of the Contractor from competition or in contract cancellation or termination.

2.5 Contract Term

The Contract shall have an initial term of three (3) years beginning on the date of contract award (the "Effective Date").

The Town shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of two additional one-year terms not to exceed a total contract period of five (5) years. The Town will give the Vendor written notice of its intent whether to exercise each option by a duly authorized amendment.

2.6 Invoices

- a) Invoices must be submitted to the Town of Cary Accounts Payable via email to submit.invoices@carync.gov on the Contractor's official letterhead stationery and must be identified by a unique invoice number. All invoice backup reports and spreadsheets must be provided in electronic format.
- b) Invoices must bear the purchase order number to ensure prompt payment. The Vendor's failure to include the correct purchase order number may cause delay in payment.
- c) Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor.

2.7 Notice to Proposers Regarding RFP Terms and Conditions

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

3 SCOPE OF SERVICE

Services include all functions normally considered a part of workmanlike and satisfactory janitorial maintenance services, whether specifically listed herein or not. Contractor will be notified verbally and followed up in writing, through the Facilities Manager or designees, of deficiencies which shall be immediately corrected. If in the opinion of the Town the deficiencies observed are not satisfactorily corrected, **the Town reserves the right to terminate the Contractor and/or deduct payment for corrections not made.** The amount to be deducted will be at the discretion of the Town. If the Town requires outside services or the use of Town personnel to correct noted deficiencies, the Contractor will be charged for cost incurred.

Services to be performed under this contract shall be subject to inspection and approval by Town representatives. There shall be no deviations from any part of the contract or from any approved schedule without prior written approval from the Supervisor. Deductions will be an indication that work is not being performed per the contract specifications. The Town reserves the right to terminate this contract for non-performance at any time it feels such termination is warranted. No work shall be subcontracted by the Contractor unless approved by the Town.

The following Scope of Work applies to Sections 1 through 10 and all locations:

GENERAL SCOPE OF WORK

A. FIRE PROTECTION AND PREVENTION:

1. The Contractor shall comply with fire protection measures as prescribed in the Town of Cary Fire Prevention Code.
2. The Contractor shall not store combustible supplies of any kind in any Town building, and the Contractor shall consider contaminated buckets, mops, cloths, and brushes as potentially subject to spontaneous heating and shall not store such items in Town buildings.

B. PROTECTION AND SECURITY OF BUILDINGS AND PROPERTY:

1. The successful Contractor shall assume full responsibility for all damage or claim for damage, for injury to persons, property and equipment which might result from services performed under this specification. The successful Contractor shall be held liable by the Town for damages caused by his employees to any equipment, apparatus, or installed property in the buildings in which work is performed under this specification.
2. Fobs and building keys will be provided as needed for access to building interior suites at time of assignment. Contractor shall be responsible for safe keeping of fobs and building keys and return these items at expiration of contract. If contractor loses fobs or keys at any time, the Town will provide additional with the ability to charge the Contractor for any locksmith services due to employee loss of fobs or keys.
3. At no time will the Contractor block open exterior doors or impede the function of their latching mechanisms. Contractor or its employees will not grant access to any persons on the exterior of the buildings who is not a member of their staff.

C. CONDUCT OF WORK AND QUALIFICATIONS OF EMPLOYEES:

1. The services described herein shall be performed on a three-day week schedule (Treatment Plants) or five (Monday thru Friday) and/or seven days per week schedule; Town observed holidays excluded except for GoCary services in Section 9 and 10. Please reference the awards sheet for cleaning schedules and times. Cleaning can start after 10:00 p.m. unless approved by the Town beforehand. The following days are to be considered Town observed holidays for the purpose of scheduling work:

New Year's Day
Martin Luther King's Birthday
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day & Friday After Thanksgiving
Christmas Eve and Christmas Day

NOTE: When a holiday falls on Saturday, Town offices are closed Friday. When a holiday falls on Sunday, Town offices are closed Monday. GoCary services (Sections 9 and 10) will be needed on all Town observed holidays except for Thanksgiving Day and Christmas Day.

2. During cleaning activities, at no time will the Contractor, upon departure from the space, leave lights in non-common, unoccupied areas turned on. Non-common areas are defined as individual offices, conference rooms, copy rooms and storage rooms or interior walled offices or rooms specifically served by an individual light switch. All lights shall be extinguished as each room is completed. Prior to leaving the building and/or completed section of building, it is the responsibility of the Contractor to close and lock all windows, extinguish all lights, except as otherwise directed and securely fasten and/or lock all doors. Once trash has been disposed of in dumpsters, the Contractor will ensure the gates to the containment area are closed and latched.
3. The Contractor will:
 - Require all employees to wear a Town issued contractor badge as identification for admittance into the building and as a means of identification during the time Contractor employees are in the building.
 - Assure the Contractor or his employees do not disturb papers on desks; open drawers in any desks or other furniture; use Town telephones or any other Town equipment or appliances in the building such as radios, coffee pots, microwave ovens or televisions; use equipment or appliances belonging to Town employees.
 - Require all employees to comply with instructions pertaining to conduct and building regulations.
 - Report promptly, building deficiencies such as leaky faucets, stopped toilets or drains, broken fixtures and/or any unsafe conditions.
 - The Town may require the dismissal of any employee who the Town determines, at its sole discretion, as incompetent, careless, insubordinate, or who violates any governmental law, rule or regulation in a Town facility. Additionally, the Town may require the reassignment of any employee whose continued employment is contrary to consistent good relationship with tenants. Town may require at its sole discretion, reassignment and restricted access of any employee Town believes may be a security risk.

D. BUILDING PREMISES TREATMENT AND CARE

- All trash and recycling to be removed from building daily. Some facilities may

have dumpsters for disposal needs.

- All janitorial closets to contain material safety data sheets on all products used.
- All products must be EPA registered, and containers properly labeled as to content, and direction for usage.
- All floor treatment products to be UL listed for slip resistance.
- All building entrance and interiors doors (office) are to be secured after maintenance tasks have been completed.
- Limited lockable storage areas will be provided for Contractor's use. The Town assumes no responsibility for loss, theft, or damages of Contractor's equipment or supplies.
- Contractor shall furnish all necessary equipment to perform janitorial maintenance contract.

JANITORIAL SPECIFICATIONS SCOPE OF WORK

**** Full Service ****

**** Full Service including stripping, buffing, waxing of floors, daily dusting, daily vacuuming, and daily emptying of waste and recycling receptacles ****

❖ BIDDER/CONTRACTOR REQUIREMENTS:

- A. Contractor to furnish all expendable supplies, toilet tissue, hand towels, soap, plastic trash can liners, etc., and contractor is to distribute and install expendable supplies.
- B. Expendable Supplies Specifications (Town buildings will have Georgia Pacific Dispensers. Comfort Stations will have standard dispensers and/or hand dryers)

Any Georgia Pacific Dispensers will require the following product or equivalent with approval from the Town before bid is accepted:

1. Toilet Tissue Specifications:
 - * Compact Coreless 2-Ply Recycled Toilet Paper by GP Pro (Georgia Pacific)
 - * 18 or 36 rolls @ 1000 sheets
 - * Sheet size (W X L) 3.850" X 4.050"
 - * MFG # 19375 or 19378
2. Towel Specifications:
 - * EnMotions 8# Paper Towel Roll by GP Pro (Georgia Pacific)
 - * White
 - * 6 rolls @ 700 Linear Feet
 - * Towel size (W X L) 8.200" X 700.000"
 - * MFG # 89440 or 89420

3. Soap Specifications:
 - * EnMotions GEN2 Moisturizing Foam Soap Dispenser Refill by GP Pro (Georgia Pacific)
 - * Fragrance Free Clear or Tranquil Aloe
 - * 1200 mil each
 - * MFG # 42714 or 42715

Standard Dispensers:

4. Toilet Tissue Specifications:
 - * Toilet tissue to be two (2) ply facial quality. Physical Requirements Minimum / Maximum
 - * Basic Weight 24 X 36/500 19lbs.
 - * Bursting Strength: Five Sheets On A Light Weight Diaphragm. 9 Points
 - * Absorption Rate: 10 Seconds
 - * Softness Droop Test Handle/O/Meter 70%
 - * Brightness: 73%
 - * Sized to Fit Dispensers available
 5. Towel Specifications – paper, disposable, Kraft or bleached white to fit existing holders, rolls or sheets highly absorbent, soft to the touch.
 6. Soap Specifications – liquid, packaged to fit existing dispensers, refillable containers may be used and refilled from bulk source, soap must contain lanolin or equal, harsh chemicals are not acceptable.
- C. The contractor will furnish all cleaning supplies (glass cleaner, disinfectant, polish, etc.), operational materials (buffer, brooms, vacuum cleaners, mops, buckets, etc.) and labor.
- D. The contractor is responsible for supervision of contractor employees, and for performing service requirements and specifications at the frequency specified. Each work group will be required to have a lead worker. A shift supervisor will be required to be on site, this supervisor must be available by cell phone and have the authority to make needed corrections. Lead workers and supervisors must be able to speak and understand English.
- E. The contractor must have a thorough knowledge of all cleaning tasks, equipment, materials, and supplies to be used within the scope of this agreement. The contractor is expected to accept responsibility and provide personal supervision for those persons employed by the contractor.
- F. All supervisors shall have a thorough knowledge of all cleaning tasks, equipment, and materials to allow for proper training and direction of employees in their individual tasks, and to maintain and control an effective follow-up program.
- G. The contractor shall always employ, the quantity and quality of supervision necessary for the effective and efficient management of cleaning operations. The contractor shall organize the cleaning schedule to minimize the work areas needing lighting at any one-time

during cleaning. The contractor shall place the highest priority on energy conservation and shall coordinate all activities with the facility manager for the most economical operation of the building equipment and systems.

- H. Contractor is expected to provide for employee safety and accept responsibility for employee/personal injury during performance of service under this contract agreement.
- I. Contractor is expected to emphasize safety during use of powered and non-powered equipment. In the event of property damage, the Town will determine the extent and liabilities of the parties involved.
- J. Employee Uniforms: Contractor to furnish uniforms, (minimum: shirt or smock) for all on site employees. Require all their employees to wear a Town issued Contractor Badge as identification for admittance into building and as means of identification during the time their employees are in the building.
- K. If property damage resulting from Contractor's negligence has to be repaired and/or replaced by the Town; the expense for such work will be deducted from the monies due to the Contractor. The Town reserves the right to pursue claims for damages through any and/or all legal means available. Failure to properly perform tasks as outlined in this agreement will result in the Contractor being called back to perform needed corrections. **Contractor is required to respond to callbacks within two hours of notification.** If the Contractor should fail to respond the Town reserves the right to take appropriate action to perform needed corrections. Cost of this work will be deducted from monies due.
- L. The Contractor will provide a complete list of employees. Employees may be required to sign in and out each day. **Only employees of the contractor are allowed on premises. No children, friends or unauthorized persons are allowed on the premises.** Contractors' employees are not permitted to use Town equipment. Any employee of Contractor who violates these requirements shall not be permitted on the premises again.
- M. Upon starting this contract, the **Town will supply a daily checklist that must be electronically submitted at the end of each shift to make sure appropriate duties have been fulfilled.** This checklist will include, but not limited to, the following:
 - Town Facility Name
 - Employee Name
 - Date
 - Start Time
 - End Time
 - Task List
 - Damages or deficiencies

❖ **GENERAL SPECIFICATIONS AND SPECIAL REQUIREMENTS, All AREAS:**

Specification requirements as written are stated in general terms and in reference to building(s) design, layout and/or condition. The lack and/or omission of detailed specifications does not minimize acceptable levels of service and only the best commercial practices are acceptable.

Services as defined in the specifications as "special requirements" may be requested at the discretion of the facility manager.

A. Areas Defined:

1. "Office Areas" - Shall mean all enclosed space used for work areas off public corridor areas. These areas shall include library areas and/or conference room areas.
2. "Public Areas" - Refers to all entrances including gyms (floors that currently exist), classroom/multi-purpose rooms (to include wood floors), docks, lobbies, interior stairwells, elevators, and corridors.
3. "Restroom Areas" - Shall mean all office and public restrooms (men, women and family) located within the building(s). Shower areas are included if applicable.
4. "Kitchen/Breakroom Area" - Where applicable, will be thoroughly cleaned during each day of service required by this agreement.
5. "Security Areas" – Where, applicable, "security areas" shall only be cleaned upon request of the facility manager and may require the presence of a representative of the agency.

B. Services Defined:

1. "Wet mopping and scrubbing" - All floors shall be properly prepared, thoroughly swept to remove dirt and debris, and to include the removal of gum, tar, and similar substances from the floor surface. The floor shall be clean and free of dirt, water streaks, mop marks, strings, etc. And properly rinsed and dry mopped to present an overall appearance of cleanliness all surfaces shall be dry and corners, cracks, and crevices clean. Where scrubbing is designated it shall be done by machine or manually.
2. "Stripping" - In the context of these specifications is defined as the complete removal of all old wax including the areas under desks and other raised furniture and from around the edge of filing cabinets and baseboards. When the removal is complete, the floor should have a slightly dull, but over-all even appearance. Wax or mop water stains which accumulate on base/boards, lower edges of doors, door jambs, filing cabinets, and desk legs are to be removed. (care must be taken to prevent damage to painted surfaces). Proper removal of old wax or finish will require shifting of desks and tables which will be placed back in their original position upon completion.
3. "Waxing and buffing" – Proper preparation of a floor prior to re-waxing is considered the most important procedure in floor maintenance. Therefore, special attention shall be given to the following requirements. Apply proper wax remover, stripping agents or synthetic detergents to the floor, depending on the type of floor. Scrub with a floor scrubbing machine or agitate with a mop to remove all dead wax, soap film, dirt and stains. Pick up dirty solution with mop, squeegee, and wet vacuum and thoroughly rinse with clean water and dry. Wax shall be applied in a thin even coat and allowed to dry. The number of coats applied will depend on the type and condition of the floor (minimum of four (4) coats of sealer/ finish or two (2) coats of sealer and two (2) coats of finish.

4. "Dusting" - Dust shall not be moved from place to place, but removed directly from the areas in which it lies and by the most effective means (i.e., appropriately treated dust cloths, vacuum, etc.) When doing high cleaning, dust shall not be allowed to fall onto furniture and equipment below. The following conditions shall exist after the completion of each dusting task.
 - There shall be no dust streaks.
 - Corners, crevices, moldings, ledges, windowsills, window shades/blinds, etc., shall be dust free.
 - There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.
 - When inspected there shall be no traces of dust on any surface.
5. "Damp wiping" - This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, glass, and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose (disinfectant-deodorizer) cleaner shall be used.
6. "Bright metal polishing" – May be performed by damp wiping and drying with a suitable cloth provided a polished appearance is obtained by this method. However, if a polished appearance cannot be produced, an appropriate metal polish shall be used.
7. "Porcelain ware cleaning" – Porcelain fixtures (drinking fountains, wash basins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, encrustation, or excess moisture. Walls and floors adjacent to fixtures shall be free of spots, drippings, and watermarks.
8. "Dust mops" - All dust mops to be specifically treated before use to aid in the removal of dust and dirt. After dust mopping, floors are to be free of litter, debris, and grit. Treatment that leaves an oil film on floors is prohibited. After sweeping and dust mopping operations, all floors shall be clean and free of dust streaks. No dirt shall be left in corners, behind radiators, under furniture, behind doors, on stair landings, etc.
9. "Deep carpet cleaning" - (where applicable) steam (water), extraction method: Rugs and carpets shall be thoroughly cleaned by a commercial rated vacuum machine or rug dusting machine to remove all embedded foreign matter. The cleaning process shall not cause shrinkage to rugs or carpets or affect their appearance or durability. When applying the hot water "steam" method, rugs and carpeting shall be cleaned with hot water at a temperature of 150 degrees Fahrenheit or higher at point of origin, (i.e., faucet or tank). The cleaning process shall remove all traces of dirt, grime, and soil leaving rugs and carpets free from all residual or foreign matter. The Contractor will be fully responsible for the correction of any damage or faulty workmanship caused by Contractor's method of cleaning. The carpet under all furniture is to be cleaned as well as exposed carpet. The bidder shall be responsible for moving furniture. When necessary rugs and carpet shall be brushed to restore flattened pile.
10. "Glass cleaning" - In the context of these specifications refers to glass areas to be cleaned as defined in these specifications as "glass cleaning" (i.e., door glass or plexiglass, glass

shelves, glass partitions, pictures, bookcases, etc.).

11. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables, or sills. Upon completion of work, all furniture and equipment will be returned to its original position.

❖ **DAILY/NIGHTLY SERVICE** – public areas, gyms, restrooms, offices, kitchen/break rooms, classrooms, multi-purpose rooms and elevators where applicable.

A. Public Areas

1. Waste & Recycling Receptacles: Empty waste receptacles and replace plastic liners, empty recycling bins.
2. Floors:
 - Vacuum all carpeted areas and mats.
 - Dust mop gym, classroom and multi-purpose floors, and spot clean spills.
 - Sweep and wet mop all hard surface corridors, entrance halls, lobbies, classrooms, and multi-purpose rooms.
 - Spot clean carpets and spot mop hard surface floors as required to remove foreign matter and spills.
 - Scrape gum as required.
3. Dusting: Dust all horizontal and flat surfaces.
4. Drinking fountains: Wash, disinfect, and dry shine to prevent spotting.
5. Glass cleaning:
 - Clean glass doors on all entrances (inside and outside).
 - Wash and clean door handles and framing around entrance doors.
 - Clean all glass partitions, including mirrors.
6. Elevators:
 - Hard surface floors - sweep, clean, and wet mop.
 - Damp wipe, dry, and shine metal railings on sides and back.
7. Kitchen: Wipe down exposed sides of appliances and amenities (stoves, refrigerators, sinks, etc.), top surfaces and control panels.

B. Restrooms

1. Waste receptacles: Empty waste receptacles and replace plastic liners.
2. Floors: Sweep and wet mop hard surface floors.
3. Stall dividers and doors: Dividers to be washed with a disinfectant detergent solution and door interiors and exteriors are to be cleaned.
4. Water closets and urinals: Wash water closets (including seats) and urinals inside and outside with a disinfectant detergent. No acid bowl cleaners to be used. To remove build-up, deo bowl or equivalent to be used. Seats to be left in a raised position. Waterless urinals are cleaned per manufacture recommendations and specifications.
5. Wash basins:

- Clean and wipe free of water marks. No scouring powders are to be used.
 - Damp wipe pipes under basins.
6. Dispensers: Refill towel, tissue, and soap dispensers.
 7. Sanitary napkin receptacle (where applicable): Empty and replace liner.
 8. Glass cleaning/plexiglass: Mirrors, shelves, chrome fixtures to be polished with a glass cleaner.
 9. Shower rooms (where applicable): Wash shower area with a disinfectant detergent, wipe clean and free of water marks. Clean shower heads and hardware.

C. Office Areas

1. Waste & Recycling Receptacles: Empty waste receptacles and replace plastic liners, empty recycling bins.
2. Floors:
 - Vacuum carpeted floors.
 - Dust mop hard surfaces.
 - Spot clean carpets and spot mop hard surface floors as required to remove foreign matter and spills.
 - Dust mop and spot clean gym floors.
3. Dusting: Dust all office furniture (desks, files, tables, phones).
 - *Note: Paper and equipment on desks are not to be moved. Only clean desktop areas are to be dusted.

❖ **WEEKLY/MONTHLY SERVICE (means one time unless noted otherwise) – ALL AREAS**

A. Public Areas – Weekly

1. Floors:
 - Entrance areas floors are to be spray buffed.
 - Public hard surface floor areas are to be spray buffed.
 - Clean and shine all vinyl and wood baseboards.
2. Stairwells: (*two times per week) Sweep stairs and spot mop spills.

3. Handrails: Damp wipe all handrails in stairwells and lobbies.
4. Walls: Spot wash and clean surfaces around light switches, drinking fountains, stairwell entrances and other heavy traffic areas likely to have a heavy accumulation of handprints, etc.
5. Baseboards: Clean and shine all vinyl and wood baseboards.
6. Dusting: Dust all objects not included in the nightly requirements in public areas (exclude art work).

B. Restrooms – Weekly

1. Waste receptacles: Damp wipe all receptacles inside and out.
2. Sanitary napkin receptacle: Damp wipe all receptacles inside and out.
3. Grills: Clean all return and supply air grills and door grills.
4. Wash basins: Clean and shine bright metal hardware including exposed pipes under wash basins.
5. Baseboards: Clean and shine all vinyl and wood baseboards.

C. Office Areas – Weekly

1. Dusting:
 - Dust sides and vertical surfaces of all office furniture.
 - Dust all horizontal and vertical objects including windowsills, window blinds, shades, etc.
2. Glass cleaning: Clean, clear, opaque, or frosted glass in doors and partitions. All interior windows six feet and lower are to be cleaned.
3. Baseboards: Clean and shine all vinyl and wood baseboards.

D. Public Areas - Monthly

1. Dusting: Dust fire equipment and exit lights.
2. Grills: Clean all return and supply air grills and door grills.
3. Kitchen: Clean oven and oven racks with kitchen degreaser; remove grease and grime.

E. Restroom and Shower Areas - Monthly

1. Floors and walls: A DEEPER CLEAN consisting of scrubbing floors, tiles, walls, cleaning baseboards and grout to remove algae, mildew, and other mold and stains.

❖ **SEMI-ANNUAL SERVICE**

The following service requirements apply to all areas and are required services when applicable.

A. Deep Carpet Cleaning – Semi Annual (2 times a year)

1. Carpets to be cleaned a minimum of two (2) times per year and at times and dates scheduled by the Facilities Management Division. Cleaning will be by extraction reference is made to carpet cleaning specifications.

B. VCT Hard Surface Flooring, Cermaic/Porcelain Tile Flooring, or any other waxable hard surface flooring – Semi Annual (2 times a year)

1. Floors to be stripped and refinished with two (2) coats of sealer and two (2) coats of finish (wax).

❖ **PARK COMFORT STATIONS – (Nightly Service)**

- A. Sweep and wet mop floors with germicidal detergent.
- B. Clean and disinfect sinks, toilet bowls and urinals.
- C. Polish metal and glass mirrors.
- D. All paper and soap products restocked.
- E. Empty trash and sanitary napkin (if applicable) receptacles and replace plastic liners.
- F. Clean toilet partitions and doors.
- G. Remove spider webs inside only (nightly), outside only (monthly).
- H. Contractor to furnish all trash bags, soap, toilet tissue, paper towels (if applicable), cleaning chemicals and equipment.

❖ **ADDITIONAL DAYTIME PORTER SERVICE**

(Add alternate pricing and not part of the Base Contract)

A. The contractor shall be able to furnish one "daytime" custodian during the hours of 8:00 a.m. to 5:00 p.m., or hours specified by the Facility Management Division, Monday through Friday excluding Town observed holidays.

B. The intent of this requirement is to provide the Town with:

1. The ability to handle and provide extra trash removal during periods of heavy or rapid activity.
2. The ability to handle and provide emergency clean-ups, excessive spillage, and minor touch up cleaning service.
3. The ability to handle and provide disinfecting service.
4. The ability to handle and provide resources of restocking expendable restroom supplies, to ensure sanitary conditions in restrooms during normal business hours.

C. The service hours for "daytime" custodian will be determined prior to the start of the contract but will not exceed 40 hours/week per custodian.

- D. Employee uniforms: Contractor to furnish uniforms, (minimum: shirt or smock) for all on site employees. Require all their employees to wear a Town issued Contractor Badge as identification for admittance into building and as means of identification during the time their employees are in the building.

The following scope of work outlines additional requirements for Sections 9 and 10 in conjunction with GoCary locations:

Section 9: Cary Depot – GoCary Area

❖ Type of Facility

The GoCary Area is located at the Cary Depot and is an enclosed area including security, restrooms, and operator space. The waiting area includes signage, a security desk, and two single-stall restrooms. The GoCary waiting area is separate from the Amtrak waiting area, which is not included in this scope of work.

❖ Daily Services

- A. Public Areas
1. Pick-up loose trash from chairs, windowsills, floor, etc.
- B. Restrooms
1. Clean and disinfect sinks
 2. Clean and disinfect toilets (inside and out, including toilet seats)
 3. Restock hand soap and paper products
 4. Empty trash receptacles, pick-up trash from the floor

❖ Nightly Services

- A. Public Areas
1. Pick-up loose trash from chairs, windowsills, floor, etc.
 2. Sweep and mop floors with germicidal solution
 3. Clean glass doors (inside and out)
- B. Restrooms
1. Clean and disinfect sinks
 2. Clean and disinfect toilets (inside and out, including toilet seats)
 3. Restock hand soap and paper products
 4. Empty trash receptacles, pick-up trash from the floor
 5. Spot clean walls
 6. Disinfect light switches and door handles
 7. Clean and sanitize outside of dispensers and trash receptacles
 8. Polish all dispensers, fixtures and mirrors
 9. Sweep and mop floors with germicidal solution

❖ Weekly Service (means one time unless noted otherwise) - all areas

- A. Public Areas
1. Remove cobwebs from windows, corners of wall, etc. (once per week)
 2. Clean windows (inside and outside) (twice per week)
 3. Clean and disinfect chairs (twice per week)
 4. High dust horizontal surfaces (three times per week)
 5. Spray buff hard surface floors
 6. Clean return and supply air grills and door grills

❖ Semi-Annual Service

The following service requirements apply to all areas and are required services when applicable.

- A. Hard Surface Floors – Semi Annual (2 times a year)
1. VCT Hard Surface Flooring, Cermaic/Porcelain Tile Flooring, or any other waxable hard surface flooring
 2. Floors to be stripped and refinished with two (2) coats of sealer and two (2) coats of finish (wax).

❖ On-Call Service-all areas

- A. On-call services shall apply to the GoCary Area described above. Additional on-call janitorial services could include other additional services previously listed in this scope above and beyond the base scope, or any additional or maintenance service above and beyond the base scope. All on-call services are billed at an hourly rate as needed.
- B. The contractor shall provide a four-hour response time to a request for service outside of the regularly scheduled service if a need should arise for service or cleaning.

Note: All additional scheduled janitorial service will be billed at half hour minimum per request, and 15-minute increments thereafter. All on-call non-scheduled emergency janitorial services would be billed at one hour minimum per request, and half hour increments thereafter.

Section 10: – Bus Stop Maintenance and Janitorial Scope of Services

The scope for Maintenance and Janitorial services for the GoCary service area are split out by Type of Facility below, either bus stops with a shelter or bus stops without a shelter. Janitorial service should be at a per site rate dependent on the type of facility. The exact location and facility type can change over time based on policy and demand. A change to the list of stops served and facility type at each site will be agreed upon in advance via email and attached to each invoice submitted. The current list of bus stops to be served is included as Attachment A1. Services should include all costs associated with servicing the bus stops including travel time, materials, staffing, etc.

❖ Type Of Facility-Bus Stops

Each Bus Stop includes various types of amenities; therefore, bus stops have been classified as follows:

1. Bus Stop – Bus Shelters
 - Bus Shelters may consist of concrete boarding pads, bus stop signs, a bus shelter with glass panels, bench, lighting, bicycle rack, trash receptacle, and adjacent sidewalk as applicable.
2. Bus Stop – No Bus Shelter
 - Bus Stops may consist of concrete boarding pads, bus stop signs, bench, lighting, bicycle rack, trash receptacle, and adjacent sidewalk as applicable.

❖ Weekly Service – all areas

A. Service all Bus Stops once per week between the hours of 8:00 a.m. and 5:00 p.m., (normal working hours) to include:

1. Remove unauthorized advertisements, including posters, decals, and stickers.
2. Immediately report graffiti or damage to the following components
 - a. Glass panels
 - b. Bench seating
 - c. Trash receptacles or liners
 - d. Bicycle Rack
 - e. Roofing
 - f. Lighting
 - g. Frame
 - h. Bus Stop Signs including schedule holder
 - i. Any other bus stop accessories or infrastructure
3. Remove existing 32-gallon trash can liner and replace with a new, unused liner if damaged
4. Empty, with proper disposal, and wipe clean all trash receptacles
5. Pick up and dispose of any trash, cigarette butts, or other debris within close proximity (10 ft) to the bus stop.

❖ Monthly Service – all areas

- A. Wipe all frame components of the shelter to remove dust and dirt
- B. For Bus Shelters, clean both sides of all glass partitions using a non-streaking, liquid cleaner, and squeegee. Rags may be used for minor drips only. High-pressure cleaning equipment will not be used at any time on the glass partitions or shelter frame rails, as this may result in damage. There are no exceptions.
- C. Spray benches with an appropriate cleaner and wipe surfaces to remove dust and dirt.
- D. Remove chewing gum and spilled liquids or solids from all seating, glass partitions, shelter frame rails, trash receptacle, bicycle rack, and/or concrete pad.

❖ Bi-Annual Service – all areas

- A. High pressure cleaning of concrete surfaces under and around the bus shelter, to the curb line at each location. High pressure cleaning equipment must not be used at any time on the glass partitions or painted surfaces of the bus shelter or seating areas. There are no exceptions.
- B. Pressure washing to be completed in April and October of every year.
In the event a shelter is not serviced as required in the Scope of Work, the contractor shall return within four (4) hours of notification. This service shall be performed at no additional cost to the Town.

❖ On-Call Service – all areas

- A. On-call services shall apply to all existing or future bus shelters and stops within the Town of Cary or GoCary service area. Additional on-call janitorial services could include other services such as removal of graffiti or miscellaneous items such as shopping carts, any

services previously listed in this scope above and beyond the base scope, or any additional janitorial or maintenance service above and beyond the base scope. All on-call services are billed at an hourly rate as needed.

B. In the event of inclement weather:

1. Ice melt should be applied to high-traffic bus stops, and to sidewalks within 20 feet, the night before a snow and/or ice event is anticipated
2. Snow and ice shall be removed from high-traffic bus stops and shelters, and sidewalks within 20 feet, at least 30 minutes prior to the start of operations.
3. Sidewalks and bus stop pads shall be sanded/salted as necessary.
4. When snow and/or ice continues to fall after the start of operations, accumulation at high-traffic bus stops and shelters shall be cleared at least every two hours.
5. A list of "High-traffic bus stops" will be confirmed and agreed upon on an annual basis at a minimal.

C. The contractor should provide a four-hour response time to a request for service outside of the regularly scheduled service if a need should arise for service or cleaning of a shelter that was made unserviceable by others.

Note: All additional scheduled janitorial service will be billed at half hour minimum per request, and 15-minute increments thereafter. All on call non-scheduled emergency janitorial services would be billed at one hour minimum per request, and half hour increments thereafter.

COST PROPOSAL/EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The potential contractor has read and understands the conditions set forth in this RFP to include TOC general conditions/service terms, any addenda, and all attached exhibits and agrees to them with no exceptions.

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date _____

4 REFERENCES

Offeror **must** supply (3) three Governmental Agency or Private Company references for Landscape services have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

OFFEROR: _____

CITY, STATE, ZIP: _____

Reference # 1

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference # 2

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference # 3

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

INSTRUCTIONS TO VENDORS

1. **READ, REVIEW AND COMPLY:** It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Vendors or elsewhere in this RFP document.
2. **ACCEPTANCE AND REJECTION:** The Town reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal. If either a unit price or an extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
3. **BASIS FOR REJECTION:** The Town reserves the right to reject any and all offers, in whole or in part, by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered, non-compliance with the requirements or intent of this solicitation, lack of competitiveness, error(s) in specifications or indications that revision would be advantageous to the Town, cancellation or other changes in the intended project or any other determination that the proposed requirement is no longer needed, limitation or lack of available funds, circumstances that prevent determination of the best offer, or any other determination that rejection would be in the best interest of the Town.
4. **EXECUTION:** Failure to sign EXECUTION PAGE in the indicated space will render proposal non-responsive, and it shall be rejected.
5. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this solicitation or those in any resulting contract, the order of precedence shall be (high to low): (1) Contract Terms, (2) RFP Terms, (3) Instructions in INSTRUCTIONS TO VENDORS, and (4) Vendor's Proposal.
6. **INFORMATION AND DESCRIPTIVE LITERATURE:** Vendor shall furnish all information requested and, in the spaces, provided in this document. Further, if required elsewhere in this proposal, each Vendor must submit with their proposal sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous proposal or available elsewhere will not satisfy this provision. Proposals that do not comply with these requirements shall be subject to rejection without further consideration.
7. **MINORITY WOMEN BUSINESS ENTERPRISES (MWBE):** The Town invites and encourages participation in this procurement process by minority women business enterprises (MWBE) in accordance with North Carolina General Statute 143-129.
8. **DIVERSITY AND INCLUSION:** The Town encourages vendors to have a diverse and inclusive project team involved in all aspects of this project.
9. **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, the Town will maintain confidential trade secrets that the Vendor does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Vendor, with specific trade secret information enclosed in boxes or similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Vendor may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled as confidential constitutes a representation by the Vendor that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. 132-1.2. Vendors are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible.
10. **COMMUNICATIONS BY VENDORS:** In submitting its proposal, the Vendor agrees not to discuss or otherwise reveal the contents of its proposal to any source, government or private, outside of the using or issuing agency until after the award of the Contract or cancellation of this RFP. All Vendors are forbidden from having any communications with the using or issuing agency, or any other representative therein, concerning the solicitation, during the evaluation of the proposals (i.e., after the public opening of the proposals and before the award of the Contract), unless the Town directly contacts the Vendor(s) for purposes of seeking clarification or another reason permitted by the solicitation. A Vendor shall not: (a) transmit to the issuing and/or using agency any information commenting on the ability or qualifications of any other Vendor to provide the advertised good, equipment, commodity; (b) identify defects, errors and/or omissions in any other Vendor's proposal and/or prices at any time during the procurement process; and/or (c) engage in or attempt any other communication or conduct that could influence the evaluation and/or award of the Contract that is the subject of this RFP. Vendors not in compliance with this provision may be disqualified, at the option of the Town, from the Contract award. Only those communications with the using agency or issuing agency authorized by this RFP are permitted.
11. **WITHDRAWAL OF PROPOSAL:** A Proposal may be withdrawn only in writing and actually received by the office issuing the RFP prior to the time for the opening of Proposals identified on the cover page of this RFP (or such later date included in an Addendum to the RFP). A withdrawal request must be on Vendor's letterhead and signed by an official of the Vendor authorized to make such request. Any withdrawal request made after the opening of Proposals shall be allowed only for good cause shown and in the sole discretion of the Town.
12. **INFORMAL COMMENTS:** The Town shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the Town during the competitive process or after award. The Town is bound only by information provided in this RFP and in formal Addenda issued through the eVP website.
13. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by Vendor in preparing or submitting offers are the Vendor's sole responsibility; the Town will not reimburse any Vendor for any costs incurred prior to award.
14. **VENDOR'S REPRESENTATIVE:** Each Vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
15. **SUBCONTRACTING:** Unless expressly prohibited, a Vendor may propose to subcontract portions of the work to identified subcontractor(s), provided that its proposal clearly describe what work it plans to subcontract and that Vendor includes in its proposal all information regarding employees, business experience, and other information for each proposed subcontractor that is required to be provided for Vendor itself.
16. **INSPECTION AT VENDOR'S SITE:** The Town reserves the right to inspect, at a reasonable time, the equipment/item, plant, or other facilities of a prospective Vendor prior to Contract award, and during the Contract term as necessary, for the Town determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.

TOWN OF CARY STANDARD TERMS AND CONDITIONS

Notwithstanding anything to the contrary contained in Contractor's Proposal or in base contract, the following terms and conditions and the RFP, if any, apply and take precedence and control over inconsistent, ambiguous or contrary terms and conditions in Proposal or Base Contract. However, if Proposal or Contract imposes a more stringent standard or obligation on Contractor then the more stringent standard or obligation shall apply.

1. Definitions. For the purpose of this Standard Terms and Conditions ('Standard Terms'), the following definitions apply together with definitions contained in the body of these Standard Terms.

Base Contract – means the contract to which this is attached together with RFP and Proposal (if any).

Contract – means Base Contract together with this Standard Terms and Conditions ('ST&C').

Contractor's Services or Services – mean all products and services to be provided by Contractor under Contract.

Proposal – means Contractor's proposal as accepted by Town.

RFP – means an 'invitation to bid', 'request for quotes', 'request for proposals,' or the like.

2. Contractor Representations and Warranties. By executing Contract, Contractor represents and warrants that now and continuing for the term of Contract:

- a. Contractor is fully qualified, skilled and capable of performing Services in a fully competent, professional and timely manner; shall exercise reasonable care and diligence in performing Services; shall act in accordance with generally accepted standards of Contractor's practice throughout the U.S.; and shall comply with Contract and with all applicable federal, state and local laws, ordinances, rules and regulations (collectively 'Laws and Regulations');
- b. Contractor is qualified to do business in North Carolina and will make all necessary filings and perform other actions required to remain in good standing with the North Carolina Secretary of State, and possesses all necessary licenses and certifications;
- c. Contractor shall perform all Services in a timely manner in accordance with all schedules for the project or required under Contract, time being of the essence;
- d. Contractor shall work in good faith with Town to meet requirements imposed by the federal or state government or other funding entity if grants are used to fund any portion of Contract;
- e. The individuals signing Contract have the right and power to do so and bind Contractor to the obligations set forth herein, and such individuals do so personally warrant that they have such authority.

3. Deliverables; Taxes. If Services include the delivery of deliverables to Town, Contractor shall submit to Town all deliverables, including reports, technical memoranda, testing protocol, designs, drawings, specifications, electronic databases and the like (collectively 'Deliverables') in electronic form in read-only MS-Windows compatible format (including pdf formats). All drawings shall be CAD generated and shall be provided on electronic media downloadable onto an AutoCAD based system. In order to meet US Justice Department standards for Internet accessibility, all Deliverables (draft and final) intended for presentation on the Town of Cary's Web site must be provided in a manner and format compatible, consistent, and in compliance with all Town technology standards. Materials provided in PDF format must be screen-reader friendly and contain alternate text tags of no more than 34 characters for all graphics.

Unless otherwise provided, Contractor is responsible for all applicable taxes and license fees and shall acquire all licenses and permits as required by Laws and regulations.

4. Ownership of Documents and Copyright/Town Seal. All Deliverables and other works developed in the performance of this Contract ('Documents') shall be and become the property of Town and may be used on any other project without additional compensation to Contractor, provided that such other use shall be at the risk of the Town. If not provided to Town earlier, Contractor shall turn over to the Town in good unaltered condition, reproducible of all Documents within seven (7) days after Contract termination. Unless specifically agreed otherwise by Town, copyrights (if any) in Documents created under this Contract belong to Town. Town shall have a non-exclusive license to use Documents for which Contractor, or another, may own the copyright, if any. Contractor shall not use the seal of the Town of Cary.

5. Compensation, Default, Termination and Suspension.

- a. Compensation. Compensation shall be as set forth in Base Contract, and is the total price for all Services. Compensation shall be paid at completion of Services unless specifically provided otherwise. At completion of Services, or the relevant phase (if applicable) Contractor shall submit invoices showing all Services performed, and such other details as may be required by Contract. Town shall pay invoices for which it makes no objection within 30 days of receipt of invoice.
- b. Termination/Suspension for Convenience of the Town. Unless specifically provided otherwise, this Contract may be terminated without cause by the Town and for its convenience upon ten (10) days written notice to Contractor. Town may order Contractor in writing to suspend, delay or interrupt all or any part of Contractor's services for the convenience of Town.
- c. Termination after Breach. After seven (7) days written notice to the other party of its default or breach, this Contract may be terminated by the noticing party.
- d. Compensation after Termination. (a) In the event of termination for the convenience of the Town, Contractor shall be paid that portion of Compensation that it has earned to the date of termination, plus an amount equal to (i) five percent (5%) of Compensation earned to date of termination or (ii) Contractor's unearned Compensation, whichever is less, less any costs or expenses incurred or anticipated to be incurred by the Town due to errors or omissions of Contractor. (b) In the event of termination by reason of a material breach by the Town, Contractor shall be entitled to the same Compensation as it would have received had the Town terminated for convenience, and the Contractor expressly agrees that said compensation is fair and appropriate as liquidated damages for any and all costs and damages it might incur as a result of such termination. (c) In the event of termination by reason of a material breach by Contractor, Contractor shall be paid that portion of Compensation that it has earned to the date of termination, less any costs or expenses incurred or anticipated to be incurred by Town due to errors or omissions of Contractor or by reason of the Contractor's breach.
- e. Provide Complete Documents. Should Contract be terminated for any reason, Town shall, nevertheless, have the right to require Contractor to (a) turn over to Town all finished, or unfinished Documents and (b) perform such additional effort as may be necessary to providing professionally certified and sealed drawings and to delivering to Town such certified and sealed drawings with respect to any phase or item of the Contractors services, for which effort the Contractor shall be compensated in accordance with Contract.

6. Insurance. Contractor and Contractor's permitted subcontractors shall purchase and maintain on a primary basis and at its sole expense during the term and for three years after the termination of this Contract insurance for the following: protection from claims under Worker's or

Workmen's Compensation Acts covering claims arising out of or related to bodily injury, including bodily injury, sickness, disease or death of any of Contractor's employees or subcontractors; Commercial General Liability Insurance, including contractual liability and covering bodily injury, property damage, products and completed operations and personal injury; Commercial Automobile Liability Insurance, including owned, hired and non-owned vehicles, if any, covering bodily injury and property damage; Cyber Liability covering infringement, information theft, release of private information, damage, destruction and alteration of electronic information, extortion, network security, breach response costs, and regulatory fines; and Professional Liability/Errors & Omissions Insurance (if applicable) covering claims arising out of or related to Contractor's performance under this Contract.

Unless otherwise specified on Attachment 1, minimum limits of insurance coverage are:

General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Commercial Automobile Liability	\$1,000,000 CSL
Commercial Excess Liability / Umbrella Policy	\$1,000,000 per occurrence
Workers Compensation	Statutory Limits
Employer's Liability	\$500,000 each accident
Professional Liability	\$1,000,000 per claim
Cyber Liability	\$2,000,000 per claim and aggregate

The Contractor may satisfy the insurance limits above with a combination of primary and umbrella/excess liability insurance policies. Umbrella/Excess liability shall follow form as to each of the underlying policies. Any available insurance proceeds in excess of or broader than the specified minimum limits of insurance and coverage shall be available to the Town.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Insurers

The minimum insurance ratings for any company insuring the Contractor shall be Best's A-. Should the ratings of any insurance carrier fall below the minimum rating, the Town may, at its option, require the Contractor to purchase insurance from a company whose rating meets the minimum standard. Contractor's insurance carrier(s) shall be authorized to do business in the state of North Carolina. If Contractor is unable to find an authorized carrier for any line of insurance coverage, Contractor shall notify Town in writing.

Additional Insured Status

All insurance policies (except Workers Compensation and Professional Liability) shall name the Town, its elected officials, officers, employees and volunteers as an additional insured.

Notice of Cancellation

Each policy shall provide that the Town shall receive not less than thirty (30) days prior written notice, when available, of any cancellation or non-renewal of coverage of any of the policies. Upon notice of such cancellation, non-renewal or if a policy's limits are exhausted, Contractor shall procure substitute insurance so as to assure Town that the minimum limits of coverage are maintained continuously throughout the periods specified herein.

Primary

Contractor's insurance coverage shall be primary for any claims related to this agreement.

Waiver of Subrogation

The insurer shall have no right of recovery or subrogation against Town, its agents or agencies, it being the intention of the parties that the insurance policies shall protect Town and be primary coverage for any and all losses covered by the policies.

Verification of Coverage

A certificate of insurance and all endorsements required shall be provided at, or prior to, execution of this Contract. The Town's review or acceptance of certificates of insurance shall neither relieve Contractor of any requirement to provide the specific insurance coverage set forth herein nor shall it constitute a waiver or acknowledgement of satisfaction of the specific insurance requirements set forth in this Contract.

Certificate Holder address should read:

Town of Cary
PO Box 8005
Cary, NC 27512-8005

Special Risks or Circumstances

The Town reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

7. Indemnification.

- a. General Indemnity. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless the Town, its officers and employees, from and against all claims, costs, civil penalties, fines, losses, and damages (including but not limited to professionals' fees and charges and all court or other dispute resolution costs), by whomsoever brought or alleged, arising out of, resulting from, or in connection with (a) any breach by Contractor of any term or condition of Contract, (b) any breach or violation by Contractor of any applicable Law or Regulation, or (c) any other cause resulting from any act or failure to act by Contractor under this Contract, but only to the extent caused by any negligence or omission of Contractor. This indemnification shall survive the termination of Contract.
- b. Intellectual Property Indemnity. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless the Town, its officers and employees, from and against all claims, costs, civil penalties, fines, losses, and damages (including but not

limited to all professionals' fees and charges and all court or arbitration or other dispute resolution costs), by whomsoever brought or alleged, arising out of or related to infringement of patent rights, copyrights, or other intellectual property rights, except with respect to designs, processes or products of a particular manufacturer expressly required by Town in writing ('Town required design'). If Contractor has reason to believe the use of a Town required design is an infringement of an intellectual property right, Contractor shall be responsible for such loss unless such information is given to the Town immediately upon becoming aware of such possible infringement. This indemnification shall survive termination of Contract.

8. Prohibited Contract terms. In no event shall there be any of the following without Town's express prior written agreement: (i) any limitation on, or disclaimer of, implied or express warranties or the liability of Contractor; (ii) any limitation on damages, including a limitation on consequential damages; (iii) any requirement for arbitration or for mandatory mediation; (iv) any requirement that Town officials or employees keep information confidential or any requirement that records be kept confidential by the Town, unless the requirement for confidentiality meets the requirements of the Public Records Law (N.C.G.S. §132-1 et.seq.).

9. Independent Contractor. Contractor is an independent contractor and is solely responsible for its Services and the supervision of its employees and permitted subcontractors. All persons assigned by Contractor to provide Services pursuant to this Contract shall, for all purposes of this Contract, be considered employees of Contractor only. Contractor shall assume the sole and exclusive responsibility for the payment of wages to individuals for services performed under this Contract and the withholding of all applicable Federal, State, and local taxes, unemployment insurance, and maintaining workers compensation coverage in an amount and under such terms as required by law. If Town notifies Contractor in writing that any person providing Services appears to be incompetent, disorderly, or otherwise unsatisfactory to Town, such person shall be removed from the project and shall not again be employed on it except with the prior written consent of Town. No extension to any "Milestone Date" or completion date will be granted for replacement of such personnel or subcontractors.

10. Public Records. Contractor acknowledges that that records in the custody of Town are public records and subject to public records requests. Town may provide copies of such records, including copyrighted records, in response to public record requests, except that, upon request of and indemnification by Contractor, the Town will not disclose records that meet all of the requirements of a trade secret as set forth in N.C.G.S. 66-152, that are specifically designated as a "trade secret" or "confidential" at the time of initial disclosure by contractor, and that are otherwise entitled to protection under N.C.G.S. 132-1.2(1). If Contractor, its employees or subcontractors, during provision of Services, becomes aware of or has access to confidential records or information or information of the Town that is protected from disclosure by Federal or State law ("Confidential Information"), Contractor, its employees and subcontractors, shall not disclose any such Confidential Information. Any definition of "confidential," "confidential information," "trade secret," or the like contained in Base Contract is hereby disclaimed and deleted.

11. Entire Agreement; Amendments to Contract. This Contract represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either written or oral, including clickthrough agreements, clickwrap agreements, clickwrap licenses, or similar non-reciprocal agreements (collectively, "clickthrough agreement"). Contract may be amended only by written amendment signed by both parties. Neither party may amend, or seek to amend, this Contract by clickthrough agreement.

12. Dissemination of Information. The Town takes efforts to assure that accurate information about the Town is disseminated such that neither the public trust nor the public's perception of Town impartiality is compromised. Contractor, mindful of those efforts, agrees that it shall not publicly disseminate any information concerning the Services without prior approval from Town. Any approval given by the Town may be given with certain stipulations, such as Town participation in the creation of the public product or Town review and the option to refuse ultimate release of the final product should it fail to meet the Town's standards and goals. "Publicly disseminate" means but is not limited to electronic, video, audio, photographic or hard copy materials serving as, in whole or part, advertising, sales promotion, professional papers or presentations, news releases, articles, or other media products, and/or Contractor's business collateral pieces. Notwithstanding the foregoing, the parties agree that Contractor may list Town as a reference in response to requests for proposal and may identify the Town as a customer in presentations to potential customers.

13. Limited Assignment/Delegation. This Contract shall bind Contractor and its successors and permitted assigns. Contractor shall not assign or transfer its rights or interest in Contract (including the right to payment), nor shall contractor delegate its duties under Contract, without the Town's written consent, which the Town may grant or withhold in its sole discretion. The Town's consent shall not release Contractor of any obligation under Contract and Contractor and permitted assigns shall be subject to all of Town's defenses. Any attempt to assign Contract without the prior written approval of Town shall be void. If Contractor utilizes approved subcontractors, Contractor shall be responsible for the scheduling, completeness, quality, accuracy and timeliness of all their work. Town has the right to request that any subcontractor be replaced due to unsatisfactory performance.

14. Governing Law. The parties acknowledge Contract is a "business contract" subject to the provisions of N.C.G.S. Chapter 1G and agree that Contract and the rights and duties of the Parties shall be governed by the laws of the State of North Carolina, without regards to conflict of laws provisions. The Parties further agree that any dispute arising from Contract shall be litigated in the courts of the State of North Carolina and any and all suits or actions related to Contract shall be brought exclusively in Wake County, North Carolina. Service of process on Contractor may be affected by delivery by any method permitted under the N.C. Rules of Civil Procedure and by the same method on the office or individual specified in Paragraph 19 'Notice' or on any officer of the Contractor.

15. Severability. If any provision of Contract is held as a matter of law to be unenforceable, the remainder of Contract shall be enforceable without such provision.

16. Non-Exclusive Remedies/No Waiver. The selection of one or more remedies for breach shall not limit a party's right to invoke any other remedy available under Contract or by law. No delay, omission or forbearance to exercise any right, power or remedy accruing to a party shall impair any such right, power or remedy or shall be construed to be a waiver of any breach hereof or default. Every right, power or remedy may be exercised from time-to-time and as often as deemed expedient.

17. Survival. All representations, indemnifications and other terms and conditions of Contract which by their nature should survive Contract termination shall survive its expiration or termination.

18. Conduct. Town has adopted a Mission Statement and Statement of Values. To support these values, Town has published Working with the Town of Cary—A Guide for Temporary Employees, Contractors, Consultants, and Volunteers. To the extent consistent with the terms and

conditions of Contract, Contractor agrees to support and abide by the policies and elements contained in the chapters titled 'Our Culture' and 'Working with the Media' in such publication.

19. Notice. All notices shall be in writing and delivered to the other party by personal delivery, commercially recognized overnight courier service, or prepaid U.S. certified mail, return receipt requested, addressed as follows:

to Contractor: To the Contractor's address provided in Contract, or as otherwise specified in writing to Town by Contractor.

to Town: Project Manager, Town of Cary, 316 N. Academy St., P.O. Box 8005, Cary, NC 27512-8005. Contractor shall specify Project Manager by full name, and shall include name of Project.

Notice shall be effective upon the earlier of: (a) actual receipt; or (b) 3 days after deposit in the U.S. mail or other service. Each party is responsible for notifying the other of any change of address.

20. Gifts and Favors. Contractor shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32.

21. Nondiscrimination. To the extent permitted by law, neither Party, their officers, employees, contractors, agents, successors, or permitted assigns, shall discriminate against any member of a protected class as defined by federal, state, or local law, including Wake County Code of Ordinances Section 34.01.

22. Dispute Resolution. If Services are performed in connection with a construction contract subject to N.C.G.S. § 143-128(f1), and a dispute arises with an amount in controversy that exceeds \$15,000.00 Contractor shall participate in the Town's dispute resolution process.

23. Electronic Version of Contract. Town may convert a signed original of the Contract to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the Contract shall be deemed for all purposes to be an original signed Contract.

24. Verification of Work Authorization. Contractor, and all subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes.

25. No Third-Party Beneficiaries. Unless otherwise explicitly stated, there are no third-party beneficiaries to Contract.

26. Pre-Audit Requirement. This Contract has not been fully executed and is not effective until the Preaudit Certificate (if required by N.C.G.S. § 159-28) has been affixed and signed by the Town of Cary finance officer or deputy finance officer.

27. Performance of Government Functions. Nothing contained in this Contract shall be deemed or construed so as to restrict or inhibit the Town's police powers or regulatory authority.

28. Principles of Interpretation and Definitions. In this Contract, unless the context requires otherwise: (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. (2) References to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The words "include," "including," etc. mean include, including, etc. without limitation. (3) References to a "Section" or "section" or "paragraph" shall mean a section or paragraph of this Contract. (4) "Contract" and "Agreement," whether or not capitalized, refer to this instrument. (5) Titles of sections, paragraphs, and articles are for convenience only, and shall not be construed to affect the meaning of this Contract. (6) "Duties" includes obligations. (7) The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and other legal entities. (8) The word "shall" is mandatory. (9) The word "day" means calendar day. (10) Normal business hours means Monday through Friday from 8:00 a.m. until 5:00 p.m. Eastern Time.

29. Further Assurances. Contractor agrees that it will cooperate with Town and will execute and deliver, or cause to be delivered, all such other instruments, and will take all such other actions, as Town may reasonably request from time to time in order to effectuate the provisions and purposes of Contract.

30. No Waiver of Immunity. Nothing in this Contract shall be construed to mandate purchase of insurance by Town pursuant to N.C.G.S. 160A-485 or to in any way waive Town's defense of immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law. No officer, agent or employee of Town shall be subject to any personal liability by reason of the execution of this Contract or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Contract in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

31. Federal Funds. The Contractor shall make all necessary inquiries to correctly identify the source of funding for Contract. If the source of funds for Contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable), unless a more stringent state or local law or regulation is applicable: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324).

32. Emergencies. Notwithstanding anything else in this Contract, while federal, state, or local state(s) of emergency are in effect, or when a public health emergency has been declared, Contractor shall comply with all guidance and recommendations of the Centers for Disease Control, the State of North Carolina, Wake County, or Chatham County, unless mutually agreed to by Town and Contractor.

33. Electronic Signatures. Professional acknowledges and agrees that the electronic signature application DocuSign may be used, at the sole election of the Town, to execute this Agreement and any associated documents. By selecting "I Agree," "I Accept," or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the DocuSign application, Professional consents to be legally bound by the terms and conditions of this Agreement and that such act constitutes Professional's signature as if actually signed by Professional in writing.

Professional also agrees that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. Professional acknowledges and agrees that delivery of a copy of this Agreement or any other document contemplated hereby, through the DocuSign application, will have the same effect as physical delivery of the paper document bearing an original written signature.

ATTACHMENT A1 - COST PROPOSAL

PROPOSER NAME: _____

SECTION 1 - TOWN HALL CAMPUS

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
104,171	TOWN HALL	316 N Academy St	\$	\$
55,253	POLICE DEPARTMENT/TECHNOLOGY SERVICES	120 Wilkinson Ave	\$	\$
7,800	PAGE WALKER HOTEL	119 Ambassador Loop	\$	\$
26,700	HERB YOUNG COMMUNITY CENTER	101 Wilkinson Ave	\$	\$
100	TOWN HALL PARKING DECK ELEVATORS	121 Wilkinson Ave	\$	\$
194,024	TOTAL - SECTION 1		\$	\$

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 1

	DESCRIPTION	HOURLY RATE
	ADDITIONAL SCHEDULED JANITORIAL SERVICE	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE DURING NORMAL WORKING HOURS	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE AFTER NORMAL WORKING HOURS	
	DAYTIME PORTER SERVICE	

SECTION 2 - DOWNTOWN FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
15,825	THE CARY	122 E CHATHAM ST	\$	\$
47,872	CARY ART CENTER	101 DRY AVE	\$	\$
100	DOWNTOWN PARKING DECK ELEVATORS	113 WALNUT ST	\$	\$
63,797	TOTAL - SECTION 2		\$	\$

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 2

	DESCRIPTION	HOURLY RATE
	ADDITIONAL SCHEDULED JANITORIAL SERVICE	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE DURING NORMAL WORKING HOURS	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE AFTER NORMAL WORKING HOURS	
	DAYTIME PORTER SERVICE	

SECTION 3 - PUBLIC WORKS OPERATION FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
30,100	PUBLIC WORKS BUILDING A	400 JAMES JACKSON AVE	\$	\$
22,000	PURCHASING/FLEET MANAGEMENT BUILDING B	420 JAMES JACKSON AVE	\$	\$
2,050	LEAF LODGE	318 N DIXON AVE	\$	\$
5,725	JORDAN HALL	908 N HARRISON AVE	\$	\$
59,875	TOTAL - SECTION 3		\$	\$

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 3

	DESCRIPTION	HOURLY RATE
	ADDITIONAL SCHEDULED JANITORIAL SERVICE	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE DURING NORMAL WORKING HOURS	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE AFTER NORMAL WORKING HOURS	
	DAYTIME PORTER SERVICE	

SECTION 4 - BOND PARK COMMUNITY CENTER, SENIOR CENTER, AND OTHER PARK FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
29,500	BOND PARK COMMUNITY CENTER (RESTROOMS 2X A DAY MONDAY THRU FRIDAY JUNE THRU AUGUST)	150 METRO PARK DR	\$	\$
17,500	CARY SENIOR CENTER	120 MAURY ODELL PL	\$	\$
750	BOND PARK BOATHOUSE OFFICE AND COMFORT STATION	197 BOND PARK DR	\$	\$
500	BOND PARK FIELD #2 COMFORT STATION	801 HIGH HOUSE RD	\$	\$
350	BOND PARK ROPES COURSE COMFORT STATION	801 HIGH HOUSE RD	\$	\$
1250	BOND PARK MAINTENANCE OFFICE	801 HIGH HOUSE RD	\$	\$
350	BOND PARK KIWANIS SHELTER COMFORT STATION (WEEKENDS 2X/DAY - MARCH THRU NOVEMBER)	100 BOND PARK DR	\$	\$
50,200	TOTAL - SECTION 4		\$	\$

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 4

	DESCRIPTION	HOURLY RATE
	ADDITIONAL SCHEDULED JANITORIAL SERVICE	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE DURING NORMAL WORKING HOURS	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE AFTER NORMAL WORKING HOURS	
	DAYTIME PORTER SERVICE	

SECTION 5 - SOUTHERN DISTRICT FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
2,500	STEVENS NATURE CENTER @ HEMLOCK BLUFFS	2616 KILDAIRE FARM RD	\$	\$
3,000	POLICE SUBSTATION 3 -TRYON RD	6408 TYRON RD	\$	\$
15,457	MIDDLE CREEK COMMUNITY CENTER	125 MIDDLE CREEK PARK AVE	\$	\$
500	MIDDLE CREEK SOCCER PARK COMFORT STATION	151 MIDDLE CREEK PARK AVE	\$	\$
5,612	MIDDLE CREEK SOFTBALL/BASEBALL TOWER	151 MIDDLE CREEK PARK AVE	\$	\$
250	MIDDLE CREEK TENNIS CENTER COMFORT STATION	151 MIDDLE CREEK PARK AVE	\$	\$
400	PENNY ROAD ELEMENTARY COMFORT STATION	10900 PENNY RD	\$	\$
N/A	FLEET MAINTENANCE (APEX LOCATION)	2101 ENERGY DR (APEX)	\$	\$
27,719	TOTAL - SECTION 5		\$	\$

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 5

DESCRIPTION	HOURLY RATE
ADDITIONAL SCHEDULED JANITORIAL SERVICE	
NON-SCHEDULED EMERGENCY JANITORIAL SERVICE DURING NORMAL WORKING HOURS	
NON-SCHEDULED EMERGENCY JANITORIAL SERVICE AFTER NORMAL WORKING HOURS	
DAYTIME PORTER SERVICE	

SECTION 6 – WESTERN DISTRICT FACILITIES
ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 6

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
3,150	CARY TENNIS PARK AND COMFORT STATIONS	2727 LOUIS STEPHENS DR	\$	\$
11,265	GREEN HOPE ELEM SCHOOL GYM/OFFICE/RESTROOM/LOBBY	2700 LOUIS STEPHENS DR	\$	\$
280	GREEN HOPE HIGH SCHOOL COMFORT STATIONS	2500 CARPENTER UPCHURCH RD	\$	\$
2000	THE HIVE MULTIPLEPURPOSE SPACE (WEEKLY SERVICE THROUGHOUT THE YEAR EXPECT DAILY SERVICE MONDAY THRU FRIDAY DURING THE MONTHS OF JUNE THROUGH AUGUST)	712 SLASH DR	\$	\$
500	FIRE STATION 5 LOBBY COMFORT STATIONS	2101 HIGH HOUSE RD	\$	\$
500	CARY POLICE SUB STATION @ FIRE STATION #8	408 MILLS PARK DR	\$	\$
17,695	TOTAL - SECTION 6		\$	\$

DESCRIPTION	HOURLY RATE
ADDITIONAL SCHEDULED JANITORIAL SERVICE	
NON-SCHEDULED EMERGENCY JANITORIAL SERVICE DURING NORMAL WORKING HOURS	
NON-SCHEDULED EMERGENCY JANITORIAL SERVICE AFTER NORMAL WORKING HOURS	

	DAYTIME PORTER SERVICE	
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SECTION 7 - TREATMENT PLANTS

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
10,669	CARY/APEX WATER TREATMENT FACILITY	1400 WIMBERLY RD	\$	\$
14,000	WESTERN WAKE REGIONAL WATER RECLAMATION FACILITY	3500 RECLAMATION RD (NEW HILL)	\$	\$
35,604	TOTAL - SECTION 7		\$	\$

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 7

	DESCRIPTION	HOURLY RATE
	ADDITIONAL SCHEDULED JANITORIAL SERVICE	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE DURING NORMAL WORKING HOURS	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE AFTER NORMAL WORKING HOURS	
	DAYTIME PORTER SERVICE	

	DESCRIPTION	HOURLY RATE
	ADDITIONAL SCHEDULED JANITORIAL SERVICE	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE DURING NORMAL WORKING HOURS	
	NON-SCHEDULED EMERGENCY JANITORIAL SERVICE AFTER NORMAL WORKING HOURS	

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
200	ANNIE JONES PARK	1414 TARBERT DR	\$	\$
360	CARPENTER PARK	4420 LOUIS STEPHENS DR	\$	\$
240	DAVIS DRIVE MIDDLE SCHOOL PARK	2101 DAVIS DR	\$	\$
340	DAVIS DRIVE PARK (2X/DAY YEAR ROUND)	1610 DAVIS SR	\$	\$
140	DUNHAM PARK	519 WALNUT ST	\$	\$
400	ED YERHA PARK (formerly White Oak Park)	1216 JENKS CARPENTER RD		
515	GODBOLD PARK & SK8 PARK	2050 NW MAYNARD RD	\$	\$
500	JACK SMITH PARK (2X/DAY - MAY THRU OCTOBER)	9725 PENNY RD	\$	\$
450	MARLA DORRELL PARK/KIDS TOGETHER PLAYGROUND PARK (2X/DAY YEAR ROUND)	111 THURSTON DR	\$	\$
250	LEXIE LANE PARK	301 N DIXON AVE	\$	\$
220	LIONS PARK	815 TANGLEWOOD DR	\$	\$
100	MACDONALD WOODS PARK	1601 SEABROOK AVE	\$	\$
340	NEW HOPE CHURCH ROAD TRAILHEAD PARK (2X/DAY - MARCH THRU NOVEMBER)	2575 NEW HOPE CHURCH RD	\$	\$
400	NORTH CARY PARK (2X/DAY - MARCH THRU NOVEMBER)	1100 NORWELL BLVD	\$	\$
180	OLD REEDY CREEK ROAD TRAILHEAD PARK	2139 OLD REEDY CREEK RD	\$	\$
450	RITTER PARK (2X/DAY - MARCH THRU NOVEMBER)	301 LOCHMERE DR	\$	\$
300	SEARS FARM ROAD PARK	5077 SEARS FARM RD	\$	\$
250	WALNUT STREET PARK	1420 WALNUT ST	\$	\$
			\$	\$
5,635	TOTAL - SECTION 8		\$	\$

COMFORT STATIONS

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 8

SECTION 9 - CARY DEPOT - GOCARY AREA

SQ FOOTAGE (estimate)	DESCRIPTION	ADDRESS	MONTHLY PRICE	ANNUAL PRICE
800	CARY DEPOT (TRAIN STATION)	211 N ACADEMY ST	\$	\$
800	TOTAL - SECTION 9		\$	\$

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 9

	DESCRIPTION	HOURLY RATE
	ADDITIONAL SCHEDULED JANITORIAL SERVICE	
	ON CALL NON-SCHEDULED EMERGENCY JANITORIAL SERVICE	

SECTION 10 - GO CARY BUS SHELTERS & BUS STOPS

Go Cary Stop ID	Bus Shelter Location	MONTHLY PRICE	ANNUAL PRICE
1228	N Harrison Ave at Weston Parkway	\$	\$
1345	Tryon Rd at Kildaire Farm Rd	\$	\$
1361	N Harrison Ave at Dynasty Dr IB	\$	\$
1362	Harrison Ave at NW Maynard (Northwoods Mkt)	\$	\$
1381	Buck Jones Rd at South Valley Ct (eastbound)	\$	\$
1382	Buck Jones Rd at Barclay Dr	\$	\$
1398	Cary Depot Shelter 1	\$	\$
1398	Cary Depot Shelter 2	\$	\$
1441	NC 55 at Green Level West Rd.	\$	\$
1789	Buck Jones Rd at Orchard St	\$	\$
11042	SE Maynard Rd at East Cary Middle	\$	\$
11045	SE Maynard Rd at Freeman Ctr	\$	\$
11046	SE Maynard Rd at Tate St	\$	\$
11074	Kildaire Farm Rd at WakeMed Cary	\$	\$
11082	Kildaire Farm Rd at Wrenn Dr	\$	\$
11095	Harrison Ave at NE Maynard Rd	\$	\$
11097	Kildaire Farm Rd at SE Maynard Rd	\$	\$
11099	Kildaire Farm Rd at Farmington Woods Dr	\$	\$
11143	High House Rd at NW Cary Parkway (outbound)	\$	\$
11163	Highland Village	\$	\$
11234	Crossroads Blvd at Marshalls	\$	\$
11241	Crescent Commons Dr.	\$	\$
11247	High House Rd at Bradford Plaza Way	\$	\$
Go Cary Stop ID	Bus Stop Location (amenity)	MONTHLY PRICE	ANNUAL PRICE
1367	Kildaire Farm Rd. at Mayfair Plaza (Bench and Trash Can)	\$	\$
1383	Buck Jones Rd at Xebec Way (Bench and Trash Can)	\$	\$
1385	Buck Jones at Farmgate Rd (westbound) (Bench and Trash Can)	\$	\$
1375	Walnut St at Cary Towne Center (southbound) (Trash Can)	\$	\$
1585	Nottingham Dr at Buck Jones Rd (Trash Can)	\$	\$
1705	Walnut St at Nottingham Dr (Trash Can)	\$	\$
1713	N Harrison Ave. at Harrison Pointe Drive (Bench and Trash Can)	\$	\$
1714	N Harrison Ave at Harrison Pointe Dr (northbound) (Trash Can)	\$	\$
11016	High House Rd at Edgehill Pkwy (Trash Can)	\$	\$
11039	SE Maynard Rd at Cary Towne Blvd (Trash Can)	\$	\$
11041	SE Maynard Rd. at Village Greenway (Trash Can Only)	\$	\$
11092	S Academy St. at Charlie Gaddy Lane (Trash Can Only)	\$	\$
11122	High House Rd. at SW Cary Parkway IB (Bench and Trash Can)	\$	\$
11123	High House Rd. at W. Chatham St. (Trash Can Only)	\$	\$
11128	Kildaire Farm Rd at WakeMed (northbound) (Bench and Trash Can)	\$	\$
11142	Harrison Oaks Blvd at Byrum St (Bench and Trash Can)	\$	\$
11195	Kildaire Farm Rd at Byrum St (Bench and Trash Can)	\$	\$
11244	Crescent Commons Dr at Kildaire Farm Rd (Trash Can)	\$	\$
11350	Walnut St at Ryan Rd (Bench and Trash Can)	\$	\$

11409	Kildaire Farm Rd at Advent Ct (Trash Can)	\$	\$
11274	NW Cary Parkway at Village Market Place (Trash Can)	\$	\$
11339	Jones Franklin Rd at Tyron Rd (southbound) (Trash Can)	\$	\$
11001	E Chatham St at SE Maynard Rd (westbound) (Bench and Trash Can)	\$	\$
11002	E Chatham St at SE Maynard Rd (eastbound) (Bench and Trash Can)	\$	\$
11246	Walnut St at Meeting St (Trash Can)	\$	\$
11307	Chapel Hill Rd (NC 54) at Cary Parkway (Trash Can)	\$	\$
11335	Walnut St at Cary Towne Blvd (Trash Can)	\$	\$
11222	High House Rd at Prestonwood Pkwy (Trash Can)	\$	\$
11455	Jones Franklin Rd at Tyron Rd (northbound) (Trash Can)	\$	\$
TOTAL - SECTION 10		\$	\$

ADDITIONAL SERVICE PRICING IF REQUESTED FOR SECTION 10

	DESCRIPTION	HOURLY RATE
	ADDITIONAL SCHEDULED JANITORIAL SERVICE	
	ON CALL NON-SCHEDULED EMERGENCY JANITORIAL SERVICE	

ANNUAL GRAND TOTAL SECTION 1 THROUGH SECTION 8	\$
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ANNUAL GRAND TOTAL SECTION 9 THROUGH SECTION 10	\$
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ATTACHMENT A2 - FACILITY LIST

SECTION 1 - TOWN HALL CAMPUS

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
104,171	TOWN HALL	5 (M-F)	316 N Academy St
55,253	POLICE DEPARTMENT/TECHNOLOGY SERVICES	7	120 Wilkinson Ave
7,800	PAGE WALKER HOTEL	7	119 Ambassador Loop
26,700	HERB YOUNG COMMUNITY CENTER	7	101 Wilkinson Ave
100	TOWN HALL PARKING DECK ELEVATORS	7	121 Wilkinson Ave

194,024

SECTION 2 - DOWNTOWN FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
15,825	THE CARY	7	122 East Chatham St
47,872	CARY ART CENTER	7	101 Dry Ave
100	DOWNTOWN PARKING DECK ELEVATORS	7	113 Walnut St

63,797

SECTION 3 - PUBLIC WORKS OPERATIONS FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
30,100	PUBLIC WORKS BUILDING A	5 (M-F)	400 James Jackson Ave
22,000	PURCHASING/FLEET MANAGEMENT BUILDING B	5 (M-F)	420 James Jackson Ave
2,050	LEAF LODGE	5 (M-F)	318 N Dixon Ave
5,725	JORDAN HALL	5 (M-F)	908 N Harrison Ave

59,875

SECTION 4 - BOND PARK COMMUNITY CENTER, SENIOR CENTER, AND OTHER PARK FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
29,500	BOND PARK COMMUNITY CENTER (RESTROOMS 2X A DAY MONDY THRU FRIDAY JUNE THRU SEPTEMBER)	7	150 Metro Park Dr
17,500	CARY SENIOR CENTER	7	120 Maury Odell Pl
750	BOND PARK BOATHOUSE OFFICE AND COMFORT STATION	7	801 High House Rd
500	BOND PARK FIELD #2 COMFORT STATION	7	801 High House Rd
350	BOND PARK ROPES COURSE COMFORT STATION	7	801 High House Rd
1250	BOND PARK MAINTENANCE BUILDING	5 (M-F)	801 High House Rd
350	BOND PARK KIWANIS SHELTER COMFORT STATION (WEEKENDS 2X/DAY - MARCH THRU NOVEMBER)	7	801 High House Rd

50,200

SECTION 5 - SOUTHERN DISTRICT FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
2,500	STEVENS NATURE CENTER @ HEMLOCK BLUFFS	7	2616 Kildaire Farm RD
3,000	POLICE SUBSTATION 3 -TRYON RD	7	6420 Tryon RD
15,457	MIDDLE CREEK COMMUNITY CENTER	7	
500	MIDDLE CREEK SOCCER PARK COMFORT STATION	7	
5,612	MIDDLE CREEK SOFTBALL/BASEBALL TOWER	7	
250	MIDDLE CREEK TENNIS CENTER COMFORT STATION	7	
400	PENNY RD ELEMENTARY COMFORT STATION	7	
N/A	FLEET MAINTENACE (APEX LOCATION)	5	

27,719

SECTION 6 - WESTERN DISTRICT FACILITIES

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
3,150	CARY TENNIS PARK AND COMFORT STATIONS	7	2727 Louis Stephens Dr
11,265	GREEN HOPE ELEM SCHOOL GYM/OFFICE/RESTROOM/LOBBY	7	2750 Louis Stephens Dr
280	GREEN HOPE HIGH SCHOOL COMFORT STATIONS	7	2500 Carpenter Upchurch Rd
2000	THE HIVE MULTIPLEPURPOSE SPACE	5 (M-F)	712 Slash Dr
500	FIRE STATION 5 LOBBY COMFORT STATIONS	7	2101 High House Rd
500	CARY POLICE SUB STATION @ FIRE STATION #8	7	408 Mills Park Dr

17,695

SECTION 7 - TREATMENT PLANTS

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
10,669	CARY/APEX WATER TREATMENT FACILITY	3 (M/W/FRI)	1400 Wimberly Road
14,000	WESTERN WAKE REGIONAL WATER RECLAMATION FACILITY	3 (M/W/FRI)	3500 Reclamation Road (New Hill)

35,604

SECTION 8 - TOWN OF CARY COMFORT STATIONS

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
200	ANNIE JONES PARK	7	1414 Tarbert Dr
360	CARPENTER PARK	7	4420 Louis Stephens Dr
240	DAVIS DRIVE MIDDLE SCHOOL PARK	7	2101 Davis Dr
340	DAVIS DRIVE PARK (2X/DAY YEAR ROUND)	7	1610 Davis Dr
140	DUNHAM PARK	7	519 Walnut St
515	GODBOLD PARK & SK8 PARK	7	2050 NW Maynard Rd
500	JACK SMITH PARK (2X/DAY - MAY THRU OCTOBER)	7	9725 Penny Rd
450	MARLA DORRELL PARK/KIDS TOGETHER PLAYGROUND (2X/DAY YEAR ROUND)	7	111 Thurston Dr
250	LEXIE LANE PARK	7	301 North Dixon Ave
220	LIONS PARK	7	815 Tanglewood Drive
100	MACDONALD WOODS PARK	7	1601 Seabrook Avenue
340	NEW HOPE CHURCH ROAD TRAILHEAD PARK (2X/DAY - MARCH THRU NOVEMBER)	7	2572 New Hope Church Road
400	NORTH CARY PARK (2X/DAY - MARCH THRU NOVEMBER)	7	1100 Norwell Blvd
180	OLD REEDY CREEK ROAD TRAILHEAD PARK	7	2139 Old Reedy Creek Road
450	RITTER PARK (2X/DAY - MARCH THRU NOVEMBER)	7	301 West Lochmere Drive
300	SEARS FARM ROAD PARK	7	5077 Sears Farm Road
250	WALNUT STREET PARK	7	1420 Walnut Street
400	WHITE OAK PARK	7	1216 Jenks Carpenter Road

5,635

SECTION 9 - CARY DEPOT - GOCARY WAITING AREA

SQ FOOTAGE (estimate)	DESCRIPTION	DAY/WK	ADDRESS
5,200	CARY DEPOT (TRAIN STATION)	7	211 N Academy St

SECTION 10 - GO CARY BUS SHELTERS & BUS STOPS

Go Cary Stop ID	Bus Shelter Location
1228	N Harrison Ave at Weston Parkway
1345	Tryon Rd at Kildaire Farm Rd
1361	N Harrison Ave at Dynasty Dr IB
1362	Harrison Ave at NW Maynard (Northwoods Mkt)
1381	Buck Jones Rd at South Valley Ct (eastbound)
1386	Buck Jones Rd at Barclay Dr
1398	Cary Depot Shelter 1
1398	Cary Depot Shelter 2
1441	NC 55 at Green Level West Rd.
1789	Buck Jones at Orchard St
11042	SE Maynard Rd at East Cary Middle
11045	SE Maynard Rd at Freeman Ctr
11046	SE Maynard Rd at Tate St
11074	Kildaire Farm Rd at WakeMed Cary
11082	Kildaire Farm Rd at Wrenn Dr
11095	Harrison Ave at NE Maynard Rd
11097	Kildaire Farm Rd at SE Maynard Rd
11099	Kildaire Farm Rd at Farmington Woods Dr
11143	High House Rd at NW Cary Parkway (outbound)
11163	Highland Village
11234	Crossroads Blvd at Marshalls
11241	Crescent Commons Dr.
11247	High House Rd at Bradford Plaza Way

SECTION 10 - GO CARY BUS SHELTERS & BUS STOPS (CONT'D)

Go Cary Stop ID	Bus Stop Location	Amenity
1367	Kildaire Farm Rd. at Mayfair Plaza	Bench and Trash Can
1383	Buck Jones Rd at Xebec Way	Bench and Trash Can
1385	Buck Jones at Farmgate Rd (westbound)	Bench and Trash Can
1375	Walnut St at Cary Towne Center (southbound)	Trash Can
1585	Nottingham Dr at Buck Jones Rd	Trash Can
1705	Walnut St at Nottingham Dr	Trash Can
1713	N Harrison Ave at Grand Heights Dr	Bench and Trash Can
1714	N Harrison Ave at Harrison Pointe Dr (northbound)	Trash Can
11016	High House Rd at Edgehill Pkwy	Trash Can
11039	SE Maynard Rd at Cary Towne Blvd	Trash Can
11041	SE Maynard Rd. at Village Greenway	Trash Can
11092	S Academy St. at Charlie Gaddy Lane	Trash Can
11122	High House Rd. at SW Cary Parkway IB	Bench and Trash Can
11123	High House Rd. at W. Chatham St.	Trash Can
11128	Kildaire Farn Rd at WakeMed (northbound)	Bench and Trash Can
11142	Harrison Oaks Blvd at N Harrison Ave	Bench and Trash Can
11195	Kildaire Farm Rd at Byrum St	Bench and Trash Can
11244	Crescent Commons Dr at Kildaire Farm Rd	Trash Can
11350	Walnut St at Ryan Rd	Bench and Trash Can
11409	Kildaire Farm Rd at Avent Ct	Trash Can
11274	NW Cary Parkway at Village Narket Place	Trash Can
11339	Jones Franklin Rd at Tyron Rd (southbound)	Trash Can
11001	E Chatham St at SE Maynard Rd (westbound)	Bench and Trash Can
11002	E Chatham St at SE Maynard Rd (westbound)	Bench and Trash Can
11246	Walnut St at Meeting St	Trash Can
11307	Chapel Hill Rd (NC 54) at Cary Parkway	Trash Can
11335	Walnut St at Cary Town Blvd	Trash Can
11222	High House Rd at Prestonwood Pkwy	Trash Can
11455	Jones Franklin Rd at Tyron Rd (northbound)	Trash Can

