

STATE OF NORTH CAROLINA

Wake Technical Community College

Request for Proposal #: 130-WTCC1773418712-AL25

Elevator Maintenance

Date of Issue: January 7, 2026

Proposal Opening Date: March 16, 2026

At 02:00 PM ET

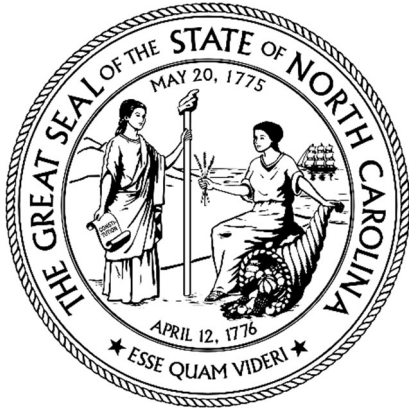
Direct all inquiries concerning this RFP to:

Abelardo Carlos Lopez

Procurement and Contracts Manager

Email: aclopez6@waketech.edu

Phone: 919-866-5504



STATE OF NORTH CAROLINA

Request for Proposal

130-WTCC1773418712-AL25

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

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

Contractor Name

Contractor eVP#

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

STATE OF NORTH CAROLINA Wake Technical Community College (WTCC)	
Refer <u>ALL</u> Inquiries regarding this RFP to the Procurement Lead through the Message Board in the Sourcing Tool.	Request for Proposal #: 130-WTCC1773418712-AL25
	Proposals will be publicly opened: March 16 @ 02:00 PM EST
Using Agency: Wake Technical Community College (WTCC)	Commodity No. and Description: 721031 – Building and Facility Maintenance and Repair Services – Conveyance systems installation and repair
Requisition No.: TBD	

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

CONTRACTOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:
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VALIDITY PERIOD

Offer shall be valid for at least one hundred twenty (120) days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

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

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

Wake Technical Community College (WTCC), the largest community college in North Carolina, operates a multi-campus system that includes Southern Wake, Northern Wake, Perry Health Sciences, Public Safety Education Campus, RTP Campus, and Wake Tech East. These campuses contain a diverse inventory of elevators that support daily student, faculty, staff, and visitor movement across instructional, administrative, and public-access facilities.

To ensure safe, reliable, and code-compliant elevator operations, WTCC seeks to establish a full-service elevator maintenance contract with a qualified Contractor. The purpose of this Request for Proposal (RFP) is to define the College's minimum service requirements, solicit competitive proposals, and obtain sufficient information by which WTCC may evaluate the technical capabilities, experience, pricing, and approach of prospective Contractors.

This contract will cover preventive maintenance, inspections, repairs, testing, emergency response, and documentation requirements in accordance with manufacturer recommendations, OEM specifications, and all applicable federal, state, and local codes. The awarded Contractor will be responsible for maintaining all campus elevators in a manner that ensures operational reliability, safety, and reduced downtime.

Contractors must propose a comprehensive service plan and pricing structure that reflects all labor, materials, and resources required for a full-service elevator maintenance agreement.

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

1.1 CONTRACT TERM

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

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

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

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

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

What is the Ariba Network?

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

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

<http://eprocurement.nc.gov/training/Contractor-training>.

2.3 NOTICE TO CONTRACTORS REGARDING RFP TERMS AND CONDITIONS

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

If Contractors have questions, issues, regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If WTCC 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. WTCC may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

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

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

2.4 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	WTCC	January 7, 2026
Pre-Proposal Meeting	WTCC	February 4, 2026
Submit Written Questions	Contractor	February 11, 2026
Provide Response to Questions	WTCC	February 18, 2026
Submit Proposals	Contractor	March 16, 2026
Contract Award	WTCC	April 30, 2026

2.5 PRE-PROPOSAL CONFERENCE

Mandatory Pre-Proposal Conference

Date:04/02/2026 [DD/MM/YYYY]

Time: 01:00 PM Eastern Standard Time

Location:

Southern Wake Main Campus

Facility and Warehouse Complex

4723 Advantage Way

Raleigh, NC 27603

Building ST / Conference Room ST 102

Contact #: 919-866-5504

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

FAILURE TO ATTEND THE MANDATORY PRE-PROPOSAL CONFERENCE SHALL RESULT IN CONTRACTOR'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.

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

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

2.6 PROPOSAL QUESTIONS

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

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the RFP SCHEDULE Section of this RFP. Contractors will enter "**RFP # 130-WTCC1773418712-AL25 – Questions**" as the subject of the message. Question submittals should include a reference to the applicable RFP section. This is the only manner in which questions will be received.

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

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

2.7 PROPOSAL SUBMITTAL

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

Contractor's proposals for this procurement must be submitted through the Sourcing Tool. For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to WTCC, Contractors should go to the following site: <https://eprocurement.nc.gov/training/Contractor-training>

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

Tips for Using the Sourcing Tool

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

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

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

2.8 PROPOSAL CONTENTS

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

Contractor shall include the following items and attachments in the Sourcing Tool:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP; (ii) a statement that the Contractor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Contractor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Contractor's Proposal addressing all Specifications in Sections and sub-sections in 5.0, Specification and 6.5 Monthly Reports of this RFP.
- f) Completed version of ATTACHMENT A: PRICING FORM
- g) Completed and signed version of ATTACHMENT D: HUB SUPPLEMENTAL CONTRACTOR INFORMATION
- h) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM

- i) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY CONTRACTOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.9 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Contractor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Each proposal must be for a specific set of Goods and Services and must include specific pricing. Each proposal must be complete and independent of other proposals offered. If a Contractor chooses to respond with various offerings, Contractor shall follow the specific instructions for uploading Alternate Proposals in the Sourcing Tool.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Contractor, including any subContractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Contractors entitled COMMUNICATIONS BY CONTRACTORS.

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

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

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

WTCC will conduct a One-Step evaluation of Proposals:

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

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

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

At their option, the evaluators may request oral presentations or discussions with any or all Contractors for clarification or to amplify the materials presented in any part of the proposal. Contractors 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 Contractor.

3.4 EVALUATION CRITERIA

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

Evaluation Criteria	Total Points
1. Technical Response (Section 5.0) Technical Approach – 30 points Project Organization – 10 Points	40
2. Contractor Experience (Section 4.4) Experience and qualifications of the proposed key personnel.	30
3. Pricing (Section 4.1; Attachment A) The proposal with the lowest cost will receive a score of 30 points. All other competing proposals will be assigned a portion of the maximum score using the formula: $XX \quad x \quad \frac{\text{the cost of the lowest cost proposal}}{\text{the cost of the cost proposal being evaluated}}$	30

Total Points Available: 100 points

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.6 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

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

- Pricing shall be provided for all locations for each contract year.
- During the life of the contract, WTCC reserves the right to make changes or adds/delete services if needed.
- All applicable taxes shall be included within the Contractor’s final price for each campus.

4.2 FINANCIAL STABILITY

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

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

4.3 HUB PARTICIPATION

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

4.4 CONTRACTOR EXPERIENCE

In its Proposal, Contractor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to WTCC. Contractor 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.

Contractor Background Information

- a. **Company Information:** Provide the legal name and address of the company, state of incorporation, and an overview and history of the company.
- b. **Organization and Ownership:** Describe the organization and ownership, including any parent companies, subsidiaries, affiliates, and other related entities.
- c. **Management Organization Chart:** Include a management organization chart showing director and officer positions, names, and reporting structures.

4.5 REFERENCES

Contractor shall upload to the Sourcing Tool at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. References shall not be from the same company or from the solicitation entity. WTCC may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Contractor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

4.6 BACKGROUND CHECKS

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

4.7 PERSONNEL

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

Should the Contractor's proposal result in an award, the Contractor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead.

Contractor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Contractor’s recommended substitute personnel. WTCC will approve or disapprove the requested substitution in a timely manner. WTCC may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, WTCC may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.8 CONTRACTOR’S REPRESENTATIONS

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

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

Contractor shall furnish all workers’ compensation, liability insurance, and other insurance as may be required to protect Contractor and College from claims that may result from performance of this Agreement. A Certificate of Insurance shall be provided, after award, naming Wake Technical Community College as an additional insured on General Liability and Automobile Liability. Additional insured status shall be primary and non-contributory.

4.10 SUBCONTRACTORS

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

4.11 SECRETARY OF STATE REGISTRATION

Upon notification of award, the selected Contractor(s) shall complete registration with the NC Secretary of State and shall furnish evidence of filing to the Procurement Lead. Failure to provide proof of registration will result in the removal as a selected Contractor(s) from the contract award. Note that any prolonged (longer than ten (10) business days) notification of evidence of filing may result in a disqualification for award. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

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

Contractor registered with the North Carolina Secretary of State: Yes No

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

The work described herein is for an annual contract to provide maintenance services, including all applicable labor and materials required to perform all maintenance and repair functions. The importance of the Elevators covered by this contract and specifications demand that they be maintained in satisfactory and safe operating condition.

This service will consist of routine examinations of the equipment at intervals necessary to maintain the Elevators and all equipment in accordance with the manufacturer's recommended service intervals. Such service will include all cleaning, fluid level checks, lubrication, filters, belts, hoses, parts, batteries and all controls and any other equipment that enables the Elevator to function properly and in accordance with specific manufacturers' recommendations for preventive maintenance.

Offerors will bid all Elevators in their current condition. **Partial bids will not be accepted.**

5.2 FACILITY LOCATIONS

Contractor will provide Elevator Maintenance services for the following locations (also see EXHIBIT 1: CAMPUS MAP):

- Southern Wake Campus (SWC): 9101 Fayetteville Road, Raleigh NC 27603
- Stephen C. Scott Northern Wake Campus (SNWC): 6600 Louisburg Road, Raleigh NC 27616
- Perry Health Science Campus (PHSC): 2901 Holston Lane, Raleigh NC 27610
- Public Safety Education Training Center (PSEC): 321 Chapanoke Road, Raleigh NC 27603
- Research Triangle Park Campus (RTP): 10908 Chapel Hill Road, Morrisville NC 27560
- Wake Tech East Campus (WTEC): 1400 Upward Drive, Wendell NC 27591

5.3 SCOPE OF SERVICES

- a. Contractor will provide services to ensure that all Elevators are maintained and operated within the manufacturer's original operating characteristics.
- b. Contractor agrees to furnish all labor, transportation, material, parts, supervision, tools, and equipment necessary to provide Preventive Maintenance and repair services for all Elevator equipment.
- c. Contractor will be responsible for all filters, belts, hoses, lubricants, and any other items associated with performing general Preventive Maintenance services.
- d. Contractor will exercise all Elevators systems during the normal Preventative Maintenance cycle.
- e. Defects found in equipment, during inspection or preventative maintenance of the equipment that are covered by this contract shall be immediately repaired by Contractor. Contractor shall notify WTCC when parts must be ordered to complete a repair, allowing WTCC to schedule the associated elevator downtime.
- f. Contractor is responsible for disposing of all lubricants, fluids, and filters in accordance with all local, state, and federal regulations.
- g. The repair and replacement of car and hoist-way door astragals and sight guards, car fans, emergency lighting unit's charger and battery and signal fixtures are covered in this agreement.
- h. During the period of the contract, Contractor will maintain a suitable Preventative Maintenance program for all Elevators, providing complete, accurate and up to date information of all activities, adjustments, repairs, call backs, and parts replaced during the interim and warranty periods.
- i. During the maintenance period Contractor shall provide, maintain, and keep current a suitable preventative maintenance checklist for the elevator. The checklist shall be posted in the machine room.
- j. Contractor shall provide and maintain a complete, accurate and up to date log of all activities, adjustments, repairs, call backs, and parts replaced during the interim and warranty periods. This logbook shall be kept in the machine room.

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- k. Contractor shall perform monthly tests of the Firefighters service and record the results of such tests in the logbook in the machine room. The tests shall be performed in accordance with the applicable edition of the ASME A17.1 code and any supplements.
 - l. Contractor must notify WTCC prior to, when arriving, and when leaving the site. At the conclusion of service, the Contractor is to provide a written/electronic statement of findings and any next steps.
 - m. Contractor will provide notification of emergency downtime services as soon as practical.
 - n. Contractor will immediately notify WTCC of any defect or damage to the equipment that Contractor feels is beyond the scope of this agreement. If requested by WTCC, such notification will be in writing, accompanied by an estimate of the cost to repair such damage or defect. *WTCC will not be obligated to enter into a contract with, or procure repair services from, the vendor awarded the contract.*
 - o. Contractor shall obtain written approval from WTCC prior to making any repairs, adjustments or replacement of parts that are not covered by this agreement. Failure to obtain such written authorization from the WTCC will relieve WTCC of any responsibility for payment of the unauthorized work. At WTCC's request, Contractor will deliver damaged or replaced parts to WTCC as soon as available.
 - p. Emergency call back service shall be provided for all hours and days during the term of this agreement. Contractor shall respond to Entrapments within one (1) hour, Emergencies within four (4) hours and Non-Emergencies within twenty-four (24) hours. This maximum response time shall be always applicable.
 - q. Contractor is not responsible or held liable for damage, loss, detention, or delay caused by fire, flood, lighting strikes, lockouts, or any other causes beyond the Contractor's reasonable control. In the event of abuse, misuse or other damage not caused by Contractor, repair or replacement of parts and adjustments to the elevator equipment, will be billable as an additional charge.
 - r. All other repair items outside of the scope of this contract that require replacement will be billed to WTCC on a separate invoice.
 - s. The Contractor is required to use genuine replacement parts and supplies provided by the manufacturer. Requests to use "as equal" parts must be approved in writing by WTCC prior to installation.
 - t. WTCC specifically reserves the right to seek competitive bids for work not included within this agreement.
 - u. Contractor shall work collaboratively and confer with WTCC's staff, as required.
 - v. Contractor shall respond to emergency or critical incidents to confine, resolve and/or prevent other hazardous conditions that may prohibit WTCC from conducting or providing normal services.
 - w. Contractor shall interface monthly with WTCC for non- routine work assignments and collaborate and confer with WTCC Facility Staff and Campus Police Staff, as required.
 - x. The Contractor will interface daily with WTCC for non- routine work assignments to meet needs that may arise.
 - y. At least thirty (30) days prior to the expiration of the 12-month warranty period, Contractor shall schedule with WTCC, an inspection of the equipment to assure its operating condition. WTCC reserves the right to be present or have an authorized representative present during this inspection. Contractor shall have a representative accompany WTCC.
 - z. Contractor will provide, at no cost to WTCC, company branded vehicles to perform the work scope. Vehicles will be neat in appearance and operable condition in accordance with North Carolina State laws.
 - aa. Contractor shall have the ability to produce drawings, sketches and/or related specifications relevant to the task.
- I. EXCLUDED EQUIPMENT** - The following equipment is excluded from the maintenance agreement. Any equipment not specifically listed as excluded is included within this agreement:
- a. Elevator car enclosure, walls, ceilings, handrails, car light fixtures and bulbs, finished floor covering.
 - b. Elevator hoist-way, entrance frames and sills.
 - c. Smoke and fire sensors and other related equipment not specifically a part of the elevator controls.
 - d. Communication device in the car and related equipment not specifically a part of the elevator controls, except that the wiring installed by the elevator Contractor in the machine and hoist-way and the traveling cables are included in this agreement.

II. SPARE AND REPLACEMENT PARTS

- a. To assure the maximum use of the Elevator and minimum shutdown time, Contractor will maintain an adequate supply of spare parts for normal maintenance and repair of the Elevator equipment. Used parts or as equal parts that have not been approved by WTCC are not acceptable and are not permitted, unless approved in advance and in writing by WTCC.

5.3 TASKS/DELIVERABLES

I. SCHEDULE OF MAINTENANCE OPERATIONS

- a. Contractor will furnish WTCC a written schedule of all major non-emergency downtime services at least one (1) week prior to the service date.
- b. Contractor shall indicate in their proposal an appropriate Preventive Maintenance schedule (i.e., monthly, quarterly, or annually), listing the type of services to be performed for each system, including all required periodic safety tests and load tests in accordance with the applicable ASME A17.1 code and state/local requirements.
- c. Contractor will coordinate with WTCC to perform all work on the Elevator in such a manner as to minimize downtime and disruption.

II. LABOR

- a. Contractor is required to provide necessary labor hours for cleaning, maintenance, inspection, adjustment, and repair services.
- b. Contractor must be available twenty-four (24) hours a day, seven (7) days a week to respond to emergency situations.
- c. Contractors shall supply applicable labor rates (regular and after-hours) for work not included within the scope of this contract in ATTCHMENT A: PRICING FORM.

5.4 STAFFING

5.5 PROJECT ORGANIZATION

Contractor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Contractor proposes to staff the work. An organization chart shall be provided with the Contractor's proposal.

WTCC reserves the right to remove any contract employee at any time for any reason. Contractor will always conduct themselves in a professional manner.

JOB CLASSIFICATION/MINIMUM QUALIFICATIONS/TRAINING

The Contractor will be solely responsible for ensuring that all employees are trained and competent in the performance of their duties in accordance with North Carolina State Laws and Federal Laws to conduct this service.

All supervisors/lead individuals assigned to WTCC must meet the following guidelines: Possess ability to read, write and speak English fluently, with equivalency of a high school graduate

5.6 TECHNICAL APPROACH

Contractor's proposal shall include, in narrative, outline, and/or graph form the Contractor'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.

5.7 CERTIFICATION AND SAFETY LABELS

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

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Contractor shall be required to designate and make available to WTCC, a contract manager. The contract manager shall be WTCC's contact for Contract related issues, performance, progress review, scheduling. This contact shall be available during normal hours of operation.

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

The Contractor shall be required to designate and make available to WTCC, a contact for Emergency Services. This contact shall be WTCC's contact for Emergency related situations and shall be available 24/7.

Emergency Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.2 INVOICES

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

- a) Invoices must be submitted monthly for the services provided within the month to the Contract Lead and the Designated Representative for each campus location electronically and in hard copy 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 correct contract number and purchase order number to ensure prompt payment. The Contractor's failure to include the correct purchase order number may cause delay in payment.
- c) Any applicable taxes shall be invoiced as a separate item. Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.
- d) Submit one (1) invoice within fifteen calendar days following the month service was performed.
- e) Invoices must be submitted separately to each campus and must include:
 - 1. Purchase order number
 - 2. Contract Number: **130 WTCC1773418712-AL25**
 - 3. Campus location and main address along with campus, building and elevator number.
 - 4. Billing/invoicing dates
 - 5. Separate line item for taxes
 - 6. Grand Total Amount
 - 7. Explanations of any credits due back to WTCC for services not performed as a deduction.
- f) Inclement Weather Invoices will be submitted in a legible format consistent with the type of document generated from a computer printer. Contractor will supply invoices for all services rendered at a minimum:
 - 1. Location of facility along with campus, building and elevator number
 - 2. Exact dates being billed
 - 3. Break down of labor hours x billable rate
 - 4. Break down of each equipment hours/used x billable rate
 - 5. All taxes shall be listed as a separate line item on the invoice

Additional Services are to be invoiced separately and follow the same format as the monthly invoices.

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

6.3 POST AWARD BUSINESS REVIEW MEETINGS

The Contractor, at the request of WTCC, shall be required to meet monthly with WTCC for Business Review meetings. The purpose of these meetings will be to review project progress reports, discuss Contractor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.4 CONTINUOUS IMPROVEMENT

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

6.5 MONTHLY REPORTS

The Contractor shall be required to provide monthly Reports to the designated Contract Manager by the second Monday of each month, detailing activities from the previous month. These reports shall be well organized and easy to read. The Contractor shall submit these reports electronically using the format required by the Procurement Entity. The Contractor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

These reports shall be well-organized and easy to read. The Contractor shall submit these reports electronically using Microsoft Excel and as needed, either Microsoft PowerPoint or Microsoft Word. This report shall include, at a minimum

1. Information concerning work accomplished during the reporting period,
2. Work to be accomplished, problems, work plans and schedules.

The Contractor shall submit a sample of their monthly report with the bid proposal, including:

1. Reports should include metrics such as work orders received, open/closed status, inspections, corrective maintenance, support maintenance, emergency maintenance, deficiencies, and labor hours for each category.
2. Separate data by campus locations for clarity and detailed analysis.
3. Written report of the services performed to all units covered by this agreement, including equipment status and any recommended repairs, upgrades, or replacements.
4. Detailed and thorough service report following any Preventative/Corrective Maintenance. This report shall include but not limited to; elevator asset information, tasks completed, Etc.

Meetings will be held via web conference using Microsoft Teams.

6.6 ACCEPTANCE OF WORK

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

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

6.7 TRANSITION ASSISTANCE

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

6.8 DISPUTE RESOLUTION

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

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

6.9 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by WTCC and Contractor. Amendments to the contract can only be through the contract administrator.

Any unit added or deleted by WTCC will result in an equitable adjustment to the contract price. If a unit is added, the parties will negotiate a fair and equitable price. If unit is removed, the cost associated with maintaining said unit will be deleted from the remainder of the term of this agreement and subtracted from the contractual amount due.

7.0 ATTACHMENTS

Attachment A: Pricing Form and Exhibit 1: Campus Map and Exhibit 2: Site Map Elevator Locations have been provided within this RFP. All other attachments to this RFP are incorporated herein and shall be submitted by responding in the Sourcing Tool.

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ATTACHMENT A: PRICING FORM

Pricing will be provided for all locations for each contract year. All applicable **taxes shall be included** within the Contractor’s final price for each campus.

Southern Wake Campus						
Physical Location		Manufacturer	Type	Yearly Cost Term 1	Yearly Cost Term 2	Yearly Cost Term 3
SB	1809 Wake Tech Way, Raleigh NC, 27603	Thyssen Krupp	Traction			
SB	1809 Wake Tech Way, Raleigh NC, 27603	West Brook	Traction			
SD	4808 Tech Rd, Raleigh NC, 27603	SmartRise	Hydraulic			
SE	4800 Tech Rd, Raleigh NC, 27603	Otis	Hydraulic			
SE	4800 Tech Rd, Raleigh NC, 27603	Otis	Hydraulic			
SL	1636 Graduation Way, Raleigh NC, 27603	Thyssen Krupp	Hydraulic			
SL	1636 Graduation Way, Raleigh NC, 27603	Thyssen Krupp	Hydraulic			
SM	1636 Graduation Way, Raleigh NC, 27603	TKE	Hydraulic			
SM	1636 Graduation Way, Raleigh NC, 27603	TKE	Hydraulic			
SR	4709 Tech Road, Raleigh NC 27603	Kone	Traction			
ST	4723 Advantage Way, Raleigh NC 27603	Thyssen Krup	Traction			
Grand Total						
Applicable Taxes						
Total Annual Cost						

Stephen C. Scott Northern Campus						
Physical Location		Manufacturer	Type	Yearly Cost Term 1	Yearly Cost Term 2	Yearly Cost Term 3
NB	7312 Success Way, Raleigh NC, 27616	Thyssen Krupp	Hydraulic			
NC	7301 Success Way, Raleigh NC, 27616	Thyssen Krupp	Hydraulic			
ND	7291 Success Way, Raleigh NC, 27616	Vert Exp	Hydraulic			
ND	7291 Success Way, Raleigh NC, 27616	Vert Exp	Hydraulic			
NE	7151 Success Way, Raleigh NC, 27616	TKE	Hydraulic			
NE	7151 Success Way, Raleigh NC, 27616	TKE	Hydraulic			
NF	7141 Success Way, Raleigh NC, 27616	Kone	Traction			
NF	7141 Success Way, Raleigh NC, 27616	Kone	Traction			

NH	7361 Success Way, Raleigh NC, 27616	Kone	Traction			
NH	7361 Success Way, Raleigh NC, 27616	Kone	Traction			
NK	6750 Perry Creek Road, Raleigh NC 27616	Kone	Traction			
NK	6750 Perry Creek Road, Raleigh NC 27616	Kone	Traction			
NR	6851 Perry creek RD, Raleigh NC, 27616	Kone	Traction			
NR	6851 Perry creek RD, Raleigh NC, 27616	Kone	Traction			
PD-1	7351 Success Way, Raleigh NC, 27616	Kone	Traction			
PD-2	7341 Success Way, Raleigh NC, 27616	Otis	Traction			
Grand Total						
Applicable Taxes						
Total Annual Cost						

Perry Health Science Campus						
Physical Location		Manufacturer	Type	Yearly Cost Term 1	Yearly Cost Term 2	Yearly Cost Term 3
HA	2901 Holston Lane, Raleigh NC, 27610	Schindler	Traction			
HA	2901 Holston Lane, Raleigh NC, 27610	Schindler	Traction			
PD	2901 Holston Lane, Raleigh NC, 27610	Schindler	Traction			
HB	2901 Holston Lane, Raleigh NC, 27610	Thyssen Krupp	Traction			
HB	2901 Holston Lane, Raleigh NC, 27610	Thyssen Krupp	Traction			
HC	2901 Holston Lane, Raleigh NC, 27610	ASK	Traction			
HD	2901 Holston Lane, Raleigh NC, 27610	Dover	Hydraulic			
Grand Total						
Applicable Taxes						
Total Annual Cost						

Research Triangle Park Campus (RTP)						
Physical Location		Manufacturer	Type	Yearly Cost Term 1	Yearly Cost Term 2	Yearly Cost Term 3
RT1	10908 Chapel Hill Rd, Morrisville NC 27560	Kone	Traction			
RT1	10908 Chapel Hill Rd, Morrisville NC 27560	Kone	Traction			
RT2	10908 Chapel Hill Rd, Morrisville NC 27560	Thyssen Krupp	Traction			

RT2	10908 Chapel Hill Rd, Morrisville NC 27560	Thyssen Krupp	Traction			
Grand Total						
Applicable Taxes						
Total Annual Cost						

Public Safety Education Campus						
	Physical Location	Manufacturer	Type	Yearly Cost Term 1	Yearly Cost Term 2	Yearly Cost Term 3
PSEC	321 Chapanoke Road, Raleigh NC 27603	Thyssen Krupp	Hydraulic			
Grand Total						
Applicable Taxes						
Total Annual Cost						

Wake Tech East (WTEC)						
	Physical Location	Manufacturer	Type	Yearly Cost Term 1	Yearly Cost Term 2	Yearly Cost Term 3
EB	1400 Upward Drive, Wendell NC 27591	TKE Car 1	Traction			
EB	1400 Upward Drive, Wendell NC 27591	TKE Car 2	Traction			
EC	1100 Inspiration Circle, Wendell NC 27591	Kone 1	Traction			
EC	1100 Inspiration Circle, Wendell NC 27591	Kone 2	Traction			
Grand Total						
Applicable Taxes						
Total Annual Cost						

Grand Total of All Locations			
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Grand Total of All Locations for All Contract Years	
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The Contractor's hourly labor rate per hour for service not covered under this contract, or for routine maintenance that is performed outside of the scope of work. Emergency or non-emergency services

Regular working hours: \$ _____ per hour for one technician

After-hours working hours: \$ _____ per hour for one technician

EXHIBIT 1: CAMPUS MAP

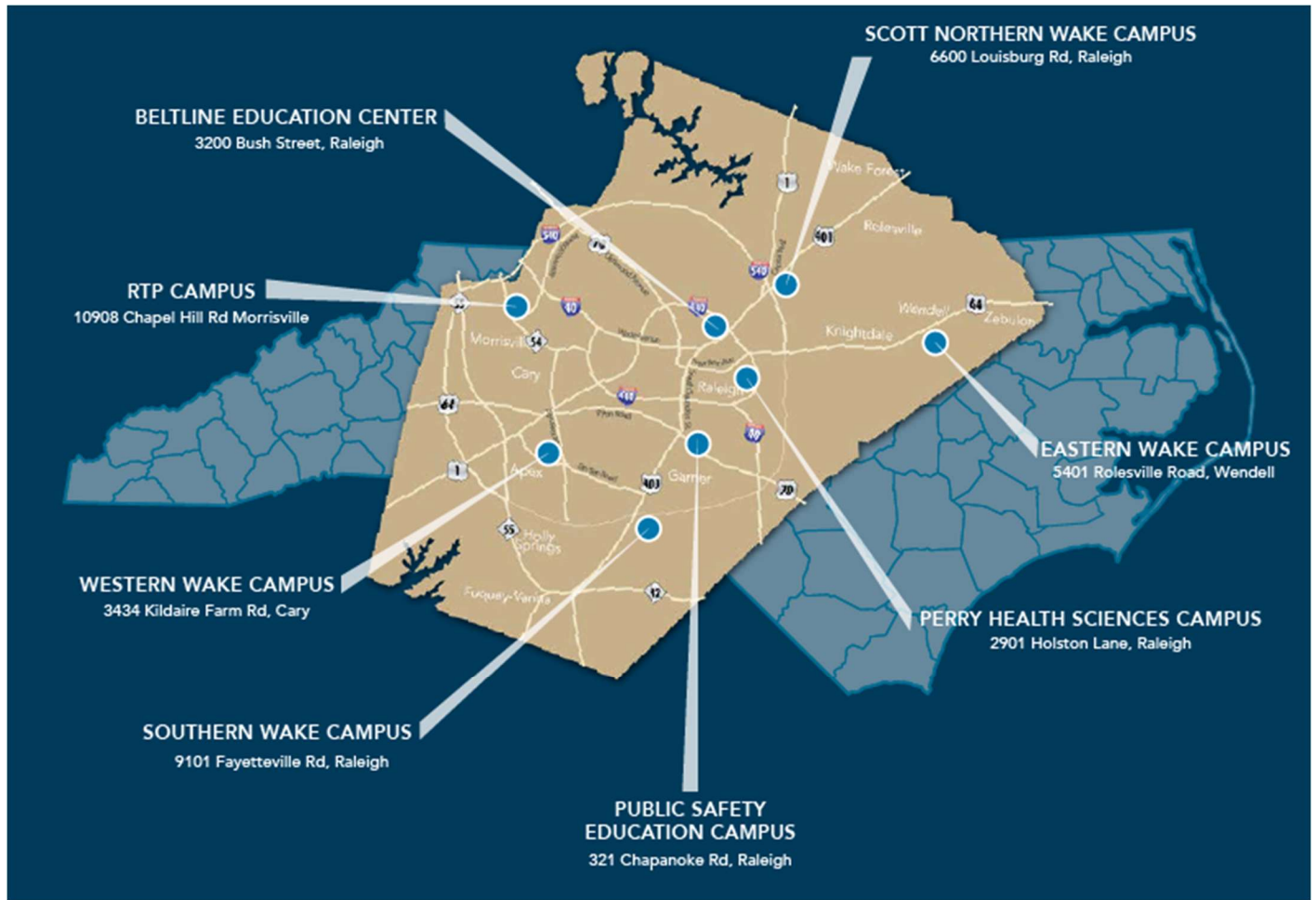


EXHIBIT 2: Site Map Elevator Locations

