

UNC
GREENSBORO
Procurement Services

STATE OF NORTH CAROLINA

University of North Carolina at Greensboro

Invitation for Bid #: LK250101

Snow Removal (Residence Halls & Academic Buildings) - 25

Date of Issue: January 6, 2025

Questions Due: January 13, 2025

Bid Due Date: January 22, 2025 by 2:00 PM ET

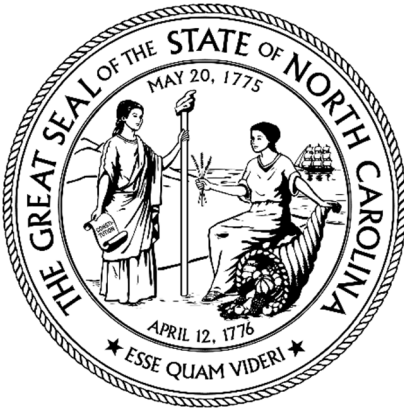
Virtual Bid Opening Date: January 22, 2025 at 3:00 PM ET

Direct all inquiries concerning this IFB to:

Lori Krise

Procurement Specialist

Email: lwkrise@uncg.edu



UNC
GREENSBORO
Procurement Services

STATE OF NORTH CAROLINA

University of North Carolina at Greensboro

Invitation for Bid

LK250101

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

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

Vendor Name

Vendor eVP#

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

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA University of North Carolina at Greensboro	
Refer <u>ALL</u> Inquiries regarding this IFB to: Lori Krise, lwkrise@uncg.edu	Invitation for Bid #: LK250101 Snow Removal (Residence Halls & Academic Buildings) – 25
Using Agency: UNC Greensboro	Bids will be publicly opened: January 22, 2025
Requisition No.: TBD	Commodity No. and Description: 721029 Facility Maintenance and Repair Services (72102903 Snow Removal Services, specifically)

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

Bid Number: IFB 69-LK250101-Snow Removal-25

Vendor: _____

VALIDITY PERIOD

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

ACCEPTANCE OF BIDS

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

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

(Authorized Representative of The University of North Carolina at Greensboro)

Contents

- 1.0 PURPOSE AND BACKGROUND 5**
- 1.1 CONTRACT TERM..... 5**
- 2.0 GENERAL INFORMATION 5**
- 2.1 INVITATION FOR BID DOCUMENT 5**
- 2.2 E-PROCUREMENT FEE – NOT APPLICABLE..... 5**
- 2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS 5**
- 2.4 IFB SCHEDULE 6**
- 2.5 BID QUESTIONS..... 6**
- 2.6 BID SUBMITTAL 6**
- 2.7 BID CONTENTS 7**
- 2.8 ALTERNATE BIDS..... 7**
- 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS..... 7**
- 3.0 METHOD OF AWARD AND BID EVALUATION PROCESS 8**
- 3.1 METHOD OF AWARD..... 8**
- 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION 8**
- 3.3 BID EVALUATION PROCESS..... 8**
- 3.4 PERFORMANCE OUTSIDE THE UNITED STATES 9**
- 3.5 INTERPRETATION OF TERMS AND PHRASES..... 9**
- 4.0 REQUIREMENTS 10**
- 4.1 PRICING 10**
- 4.2 INVOICES..... 10**
- 4.3 FINANCIAL STABILITY 10**
- 4.4 HUB PARTICIPATION 10**
- 4.5 REFERENCES 10**
- 4.6 BACKGROUND CHECKS 11**
- 4.7 PERSONNEL 11**
- 4.8 VENDOR’S REPRESENTATIONS..... 11**
- 4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION 11**
- 5.0 SPECIFICATIONS AND SCOPE OF WORK 11**
- 5.1 GENERAL 11**
- 5.2 SPECIFICATIONS [REQUIRED] 12**
- 5.2.1 Snow Removal Locations for Housing & Residence Life (HRL) (Residence Halls)..... 12
- 5.2.2 Snow Removal Locations for Facilities Operations (Academic Buildings)..... 12

5.2.3 Contract Performance Requirements.....14

5.2.4 Delivery Requirements14

5.3 DEVIATIONS..... 15

6.0 CONTRACT ADMINISTRATION 15

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE 15

6.2 CONTINUOUS IMPROVEMENT 15

6.3 ACCEPTANCE OF WORK..... 16

6.4 TRANSITION ASSISTANCE..... 16

6.5 DISPUTE RESOLUTION..... 16

6.6 CONTRACT CHANGES..... 16

7.0 ATTACHMENTS..... 17

ATTACHMENT A: PRICING [REQUIRED]..... 17

ATTACHMENT B: INSTRUCTIONS TO VENDORS 18

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS 18

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION [REQUIRED]..... 18

ATTACHMENT E: CUSTOMER REFERENCE FORM [REQUIRED] 18

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR [REQUIRED] 18

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION [REQUIRED] 18

ATTACHMENT H: TAXPAYER INFORMATION FORM [REQUIRED] 18

1.0 PURPOSE AND BACKGROUND

The University of North Carolina at Greensboro (UNCG) is seeking a Contractor to provide snow removal services for departments Housing & Residence Life as well as Facilities Operations on our campus. Contractor is to provide all labor, materials, and equipment to perform snow removal for the residence halls and academic buildings specified herein. All work is to be scheduled as needed and will be in strict accordance with the North Carolina General Terms and Conditions, Statement of Work, and any applicable addenda as incorporated herein. UNCG makes no guarantee as to any minimum level of spend under this convenience contract.

The intent of this solicitation is to award an Agency Specific Term 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") or January 28, 2025, whichever is later.

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

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

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

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

2.2 E-PROCUREMENT FEE – NOT APPLICABLE

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

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

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

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

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

2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	State	January 6, 2025
Submit Written Questions	Vendor	January 13, 2025
Provide Responses to Questions	State	January 15, 2025
Submit Bids in eVP	Vendor	January 22, 2025 before 2:00 PM ET
Virtual Bid Opening via Teams	State	January 22, 2025 at 3:00 PM ET via Teams Join Meeting – Meeting ID: 284 414 628 20 – Passcode: JV3QQ7c5 Dial in by Phone - +1 336-790-7381,,672479975# United States, Greensboro Find a local number - Phone conference ID: 672 479 975#
Contract Award	State	January 28, 2025

2.5 BID QUESTIONS

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

Written questions shall be emailed to lwkris@uncg.edu by the date and time specified above. Vendors should enter “IFB # LK250101: Questions” as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

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

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

2.6 BID SUBMITTAL

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

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

Failure to submit a bid in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor’s bids(s). Vendors are strongly encouraged to allow sufficient time to upload bids. eVP will close exactly at 2:00 PM ET.

Bid Number: IFB 69-LK250101-Snow Removal-25

Vendor: _____

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

The virtual opening of each response will take place via Microsoft Teams the same day at 3:00 PM ET.

Join Meeting – Meeting ID: 284 414 628 20 – Passcode: JV3QQ7c5

Dial in by Phone - +1 336-790-7381,,672479975# United States, Greensboro

Find a local number - Phone conference ID: 672 479 975#

2.7 BID CONTENTS

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

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

- a) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- b) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- c) Vendor's Response to 5.2 SPECIFICATIONS (specifically 5.2.1, 5.2.2 and 5.2.4)
- d) Completed version of ATTACHMENT A: PRICING
- e) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- f) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- g) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- h) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- i) Completed and signed version of ATTACHMENT H: TAXPAYER INFORMATION FORM

2.8 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid #69-LK250101 [for 'name of Vendor']". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

- a) AGENCY SPECIFIC TERM CONTRACT: a contract intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities for a single entity.
- b) BUYER: the employee of the University that places an order with the vendor.
- c) CONTRACT LEAD: representative of University identified on the first page of this IFB who will correspond with potential vendors concerning solicitation issues and will contract with the vendor providing the best offer to the University.
- d) ePROCUREMENT SERVICES: the program, system and associated services through with the State conducts electronic procurement.
- e) IFB: Invitation for Bid
- f) QUALIFIED BID: a responsive bid submitted by a responsible vendor.

- g) STATE: The State of North Carolina, including any of its sub-units recognized under North Carolina law.
- h) STATE AGENCY: any of the more than 400 sub-units within the executive branch of the State, including its departments, boards, commissions, institutions of higher education and other institutions.
- i) THE CONTRACT: a contract resulting from or arising out of Vendor responses to this solicitation document.
- j) VENDOR: supplier, bidders, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to an Invitation for Bids. Following award of a contract, the terms refer to an entity receiving such an award.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

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

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

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

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

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

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a bid in its entirety.

4.0 REQUIREMENTS

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

4.1 PRICING

Bid price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's response.

4.2 INVOICES

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

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

Invoices shall be sent to the address stated on the Purchase Order under Billing Address or emailed to acctpay@uncg.edu.

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

4.3 FINANCIAL STABILITY

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

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

4.4 HUB PARTICIPATION

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

4.5 REFERENCES

Vendor shall provide 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. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.6 BACKGROUND CHECKS

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

4.7 PERSONNEL

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

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

4.8 VENDOR’S REPRESENTATIONS

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

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

The University of North Carolina at Greensboro (UNCG) is seeking a Vendor to provide snow removal services for the Housing & Residence Life and Facilities Operations departments on its campus. Vendor to provide all labor, materials and equipment to perform snow removal for the Residence Halls and Academic Buildings specified herein. All work is to be scheduled on an as needed basis.

5.1 GENERAL

Furnish, deliver and provide all necessary labor, equipment and materials to perform snow removal services on the UNCG campus in accordance with the Specifications contained in 5.2 of this solicitation. The successful Vendor will be capable of providing all labor, equipment and materials to perform the work as follows. This work may include but is not limited to the utilization of hand

shovels, motorized brooms, or snow blowers to remove snow and ice, as well as the application of ice melt (provided by UNCG) via a broadcast spreader.

All work shall be performed in full compliance with OSHA standards meeting all national, state and local codes. Any waste debris generated as a result of the Vendor’s work must be removed by Vendor and properly disposed of in full compliance with all EPA, federal, state and local guidelines. All work will be scheduled and performed under the direction of University Facilities Operations employees.

5.2 SPECIFICATIONS [REQUIRED]

The specific items and any specifications that the Purchasing Agency is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award. Visit <https://www.uncg.edu/campus-map/> for map of campus.

5.2.1 Snow Removal Locations for Housing & Residence Life (HRL) (Residence Halls)

VENDOR’S RESPONSE

Item #	Specifications	Can Meet Specifications
1.	<p>Quad: Shaw, Gray, Hinshaw, Bailey, Cotton, Jamison, Coit</p> <p>Scope: Hand shovel all landings, steps, ADA ramps out to the main sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	<p>Spartan Village 1: Lee, Highland, Union, Haywood, Lofts on Lee</p> <p>Scope: Hand shovel all landings, steps, ADA ramps out to the main sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Main sidewalks shall be cleared completely side to side. All main sidewalks and ADA curb cuts shall be free of snow and ice out to the streets. Motorized snow brooms are to be used on all main sidewalks. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<p>Spartan Village 2: Lexington, McCormick</p> <p>Scope: Hand shovel all landings, steps, ADA ramps out to the main sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Main sidewalks shall be cleared completely side to side. All main sidewalks and ADA curb cuts shall be free of snow and ice out to the streets. Motorized snow brooms are to be used on all main sidewalks. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

5.2.2 Snow Removal Locations for Facilities Operations (Academic Buildings)

VENDOR’S RESPONSE

Item #	Specifications	Can Meet Specifications
1	<p>Humanities Building at the corner of Spring Garden St and Forest St</p> <p>Scope: Hand shovel all landings, steps, and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Item #	Specifications	Can Meet Specifications
2	<p>Curry Building on Spring Garden St</p> <p>Scope: Hand shovel all landings, steps, and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	<p>Cone Art Building on Spring Garden St</p> <p>Scope: Hand shovel all landings, steps, and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	<p>Fountain Area near Moran Commons Dining Hall</p> <p>Scope: Hand shovel all landings, steps, and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	<p>Brown Building Handicap Ramp</p> <p>Scope: Hand shovel all landings, steps, ADA ramps and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	<p>Pedestrian Walk Steps located at Eberhart & Sullivan Science Buildings</p> <p>Scope: Hand shovel all landings, steps, and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	<p>Steps between Mary Foust and Petty Science Buildings when coming from College Ave and the Dining Hall Tunnel Entrance</p> <p>Scope: Hand shovel all landings, steps, and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	<p>Taylor Theatre & UNCG Auditorium Steps</p> <p>Scope: Hand shovel all landings, steps, and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Item #	Specifications	Can Meet Specifications
9	<p>Other Areas as may be required by UNCG</p> <p>Scope: Hand shovel all landings, steps, and sidewalks. All surfaces are to be free from snow and ice. All steps are cleared completely side to side. All landings are cleared completely. Sidewalks shall be cleared completely side to side and shall be free from snow and ice. Apply ice melt to all surfaces via broadcast spreader (UNCG standard ice melt to be provided by UNCG) to prevent refreezing.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

5.2.3 Contract Performance Requirements

- 5.2.3.1 This contract will be for snow removal on an as-needed basis. UNCG makes no guarantee as to any minimum level of spend or minimum of work under this contract.
- 5.2.3.2 UNCG will notify the awarded Vendor no less than 48 hours prior to an event needing service.
- 5.2.3.3 The awarded Vendor should be able to respond to campus within 2 hours of notification of service request.
- 5.2.3.4 UNCG reserves the right to cancel any requests for service no less than 24 hours prior to an event at no cost.
- 5.2.3.5 UNCG reserves the right to perform the work in-house, when deemed in the best interest of the University. In the event that UNCG cannot or elects not to perform the work in-house, the designated UNCG representative will notify the awarded Vendor of the areas that require service within the time frame indicated above.
- 5.2.3.6 The designated hours for clearing snow from steps and sidewalks for all areas are from 6:00 AM to 6:00 PM.
- 5.2.3.7 All equipment and labor are to be provided by Vendor. No snow hauling will be required under this contract. Snow blowers are permitted in lieu of motorized brooms.
- 5.2.3.8 The maximum number of workers requested will be no more than 15 employees.
- 5.2.3.9 Pricing must include any mobilization or minimum fees.
- 5.2.3.10 UNCG staff will pretreat areas prior to any events.
- 5.2.3.11 UNCG will deliver and pick up bags of ice melt or salt to designated areas. The foreman or supervisor will be responsible to fill out the UNCG provided form on how many bags are dropped off and how many bags are returned for each area.
- 5.2.3.12 Any damages to sidewalks or landscaping caused by the Vendor during the performance of the work are the responsibility of the Vendor to repair or replace.
- 5.2.3.13 Notification of Award will be made by the issuance of a Letter Contract and the University will confirm the execution of such option years by the issuance of a new Letter Contract each year, as the latter are exercised. A separate Purchase Order will be issued for work as needed.
- 5.2.3.14 Prior to start of the contract, the awarded Vendor will be required to submit proof of insurance to UNCG Procurement Services, per the requirements listed in the State of North Carolina Terms and Conditions in Attachment C: North Carolina General Contract Terms and Conditions.
- 5.2.3.15 The awarded Vendor will need to provide separate invoices for line items 001 and 002 of the Pricing attachment as the funding comes from different departments.
- 5.2.3.16 The cost of snow removal at Spartan Village 2 – Lexington & McCormick must be billed on a separate invoice. HRL will pay the total bill upfront, but internally the cost will be split with Auxiliary Services.

5.2.4 Delivery Requirements

The Vendor shall deliver Free-On-Board (FOB) Destination to the location(s) specified in Section 5.2, Subsections 5.2.1 and 5.2.2. The awarded Vendor shall perform the snow removal services specified on an as needed basis.

5.2.4.1 UNCG will notify Vendor no less than 48 hours prior to an event that requires service.

5.2.4.2 Vendor should be able to respond to UNCG campus within 2 hours of notification of service request.

VENDOR'S RESPONSE

The Responsive Bidder certifies that they can meet these delivery requirements.	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

5.3 DEVIATIONS

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

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues (e.g. invoicing).

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

6.2 CONTINUOUS IMPROVEMENT

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

6.3 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 UNCG department that issued the purchase order.

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

1. Vendor responded to UNCG campus within 2 hours of notification.
2. Snow and ice are removed from all locations listed in Sections 5.2.1 and 5.2.2.
3. Ice melt (provided by UNCG) has been applied by broadcast spreader to prevent refreezing.

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

6.4 TRANSITION ASSISTANCE

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

6.5 DISPUTE RESOLUTION

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

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

6.6 CONTRACT CHANGES

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

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

7.0 ATTACHMENTS

****IMPORTANT NOTICE****

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

ATTACHMENT A: PRICING [REQUIRED]

Complete and return the Pricing associated with this IFB, in the table below:

LINE ITEM 1 – SNOW REMOVAL – RESIDENCE HALLS

Contractor to provide all labor, materials, and equipment to perform snow removal for Housing & Residence Life at the following locations. Work will be scheduled as needed. All work to be in strict accordance with the Terms and Conditions and Specifications incorporated herein. (FOB Greensboro)

Locations:

- Quad: Shaw, Gray, Hinshaw, Bailey, Cotton, Jamison, Coit
- Spartan Village 1: Lee, Highland, Union, Haywood, Lofts on Lee
- Spartan Village 2: Lexington, McCormick

Description	Base Year	1 st Option Year	2 nd Option Year
(1) Man and Shovel	\$ /HR	\$ /HR	\$ /HR
(1) Operator and Snow Blower	\$ /HR	\$ /HR	\$ /HR
(1) Operator and Two-Cycle Snow Broom	\$ /HR	\$ /HR	\$ /HR
(1) Foreman or Supervisor per Crew	\$ /HR	\$ /HR	\$ /HR
(1) Cancellation Fee for Late Cancellation (less than 24 hours)	\$ /EA	\$ /EA	\$ /EA

LINE ITEM 2 – SNOW REMOVAL – ACADEMIC BUILDINGS

Contractor to provide all labor, materials, and equipment to perform snow removal for Facilities Operations at the following locations. Work will be scheduled as needed. All work to be in strict accordance with the Terms and Conditions and Specifications incorporated herein. (FOB Greensboro)

Locations:

- Humanities Building at corner of Spring Garden and Forest St
- Curry Building on Spring Garden St
- Cone Art Building on Spring Garden St
- Fountain Area near Moran Common Dining Hall
- Brown Building Handicap Ramp
- Pedestrian Walk steps located at Eberhart & Sullivan Science Buildings
- Steps between Mary Foust and Petty Science Buildings when coming from College Ave and the Dining Hall tunnel entrance
- Taylor Theatre and UNCG Auditorium steps
- Other Areas as may be required by UNCG

Description	Base Year	1 st Option Year	2 nd Option Year
(1) Man and Shovel	\$ /HR	\$ /HR	\$ /HR
(1) Operator and Snow Blower	\$ /HR	\$ /HR	\$ /HR
(1) Operator and Two-Cycle Snow Broom	\$ /HR	\$ /HR	\$ /HR
(1) Foreman or Supervisor per Crew	\$ /HR	\$ /HR	\$ /HR
(1) Cancellation Fee for Late Cancellation (less than 24 hours)	\$ /EA	\$ /EA	\$ /EA

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

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

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

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

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION [REQUIRED]

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found here:

<https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

ATTACHMENT E: CUSTOMER REFERENCE FORM [REQUIRED]

Complete and return the Customer Reference Form, which can be found here:

<https://ncadmin.nc.gov/media/15503/open>

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR [REQUIRED]

Complete and return the Location of Workers Utilized by Vendor, which can be found here:

<https://www.doa.nc.gov/pandc/onlineforms/form-location-workers-09-2021/download>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION [REQUIRED]

Complete, sign, and return the Certification of Financial Condition, which can be found here:

<https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

ATTACHMENT H: TAXPAYER INFORMATION FORM [REQUIRED]

Complete, sign and return the Taxpayer Information Form, which can be found here:

<https://accountspayable.uncg.edu/wp-content/uploads/UNCG-Taxpayer-Information-Form-Revision-03.22.2023.pdf>

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