



STATE OF NORTH CAROLINA

Central Piedmont Community College

Request for Proposal #: 88-250002-BO

Fire Alarm Monitoring Services

Date of Issue: October 4, 2024

Proposal Opening Date: October 24, 2024

At 2:00 PM ET

Direct all inquiries concerning this RFP to:

Bonnie Ogden

Senior Buyer

Email: bonnie.ogden@cpcc.edu

Phone: 704-330-6515



STATE OF NORTH CAROLINA

Request for Proposal

88-250002-BO

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

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

Vendor Name

Vendor eVP#

Note: For 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://vendor.ncgov.com/vendor/login>

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA Central Piedmont Community College

Refer <u>ALL</u> Inquiries regarding this RFP to: Bonnie Ogden bonnie.ogden@cpcc.edu 704-330-6515	Request for Proposal #: 88-250002-BO Proposals will be publicly opened: October 24, 2024 at 2:00 PM ET Public Opening may be accessed at the following link: 88-250002-BO Public Opening
Using Agency: Central Piedmont Community College Requisition No.: N/A	Commodity No. and Description: 921217 Fire alarm services

EXECUTION

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

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

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

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

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

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

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 RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

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

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

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		

Proposal Number: 88-250002-BO

Vendor: _____

PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

Offer shall be valid for at least sixty (60) days from date of bid opening, unless otherwise stated here: 120 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.

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

The attached certification, by _____.

(Authorized Representative of Central Piedmont Community College)

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1.0 PURPOSE AND BACKGROUND

Central Piedmont Community College (Central Piedmont) is seeking bids from vendors to provide fire alarm monitoring services for fire panels located in various buildings throughout the college campus locations. The number of fire alarm systems utilized by the college fluctuates over time but the college currently has forty-three (43) fire alarm systems that require constant monitoring by a qualified Central Monitoring Station certified by United Laboratories. The Central Piedmont fire alarm systems are installed by manufacturers including, but not limited to, Simplex Grinnell, Siemens, Edwards, Notifier, and Cerberus.

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, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to four (4) additional one-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the State reserves the right to extend the Contract after the last active term.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

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

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

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

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation 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 proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation 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 proposal as nonresponsive.

2.4 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	State	October 4, 2024
Submit Written Questions	Vendor	October 10, 2024 by 2:00 PM
Provide Response to Questions	State	October 15, 2024
Submit Proposals	Vendor	October 24, 2024 by 2:00 PM To access public opening use the following link: 88-250002-BO Public Opening OR Dial in by phone

		+1 929-346-6957,,170507143# United States, New York City Phone conference ID: 170 507 143#
Contract Award	State	January 1, 2025

2.5 PROPOSAL QUESTIONS

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

Written questions shall be emailed to bonnie.ogden@cpcc.edu by the date and time specified above. Vendors should enter "RFP #88-250002-BO: Questions" as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP 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 RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. 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 proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

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. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

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

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

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's 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 RFP and all Addenda thereto.

2.7 PROPOSAL CONTENTS

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

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

- a) Cover Letter, which contains 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, and that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (ii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, **along with the body of the RFP**.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor's Proposal addressing all specifications of this RFP.
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.8 ALTERNATE PROPOSALS

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

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

- a) **CELLULAR COMMUNICATOR:** A device that is added to a fire panel to contact the central monitoring station using one of the cellular telephone providers.
- b) **CENTRAL MONITORING STATION:** An off-site facility that monitors alarm signals from alarm systems and alerts authorities when there is an incident or emergency.
- c) **CONTRACT LEAD:** A representative of Central Piedmont Community College who acts as the main point of contact for the Vendor once a contract resulting from this RFP is executed.
- d) **EXTERIOR DIALER:** A device that is added to a fire panel to allow the phone connection with the central monitoring station.
- e) **INTERIOR DIALER:** An internal device within the fire panel, included by the panel manufacturer, that can be programmed to dial the phone number for the central monitoring station.
- f) **NORTH CAROLINA PRIVATE PROTECTIVE SERVICES:** A Section within the Training and Standards Division of the North Carolina Department of Justice, which consists of two licensing boards; the Private Protective Services Board (PPSB) and

the Alarm Systems Licensing Board (ASLB). The Section operates under the statutory authority of North Carolina General Statutes 74C and 74D.

- g) **NORTH CAROLINA PRIVATE PROTECTIVE SERVICES BOARD (PPSB):** A licensing board operating under the N.C. Private Protective Services Section, with the purpose of administering the licensing, education and training requirements for persons, firms, associations and corporations engaged in private protective services within North Carolina. The PPSB operates under statutory authority of N.C.G.S.74-C and 14B N.C.A.C.16.
- h) **NORTH CAROLINA ALARM SYSTEMS LICENSING BOARD (ASLB):** A licensing board operating under the N.C. Private Protective Services Section, with the purpose of managing the licensing, education and training requirements for persons, firms, associations and corporations engaged in the alarm systems business in North Carolina. The ASLB operates under statutory authority of N.C.G.S. 74-D and 14B N.C.A.C.17.
- i) **NFPA:** National Fire Protection Association.
- j) **UNDERWRITERS LABORATORIES (UL):** A global safety organization approved by the Occupational and Safety Administration (OSHA) to administer safety testing throughout the United States.
- k) **UL CENTRAL STATION CERTIFICATION:** A certification by United Laboratories (UL), which ensures the central station is able to notify the local fire department when there is an incident.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

Each Vendor 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 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 proposal 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 RFP or inquiries directed to the purchaser 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.

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

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

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal 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. 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 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 proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State's eVP website under the RFP number for this solicitation. Award posting to the eVP constitutes the college's notification of award and vendors are encouraged to monitor the eVP for all notifications related to this RFP. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

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

3.4 EVALUATION CRITERIA

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

BEST VALUE: "Best Value" procurement methods are authorized by N.C.G.S. §§143-135.9 and 143B-1350(h). The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance. The intent of "Best Value" procurement is to enable Vendors to offer and the Agency to select the most appropriate solution to meet the business objectives defined in the solicitation and to keep all parties focused on the desired outcome of a procurement.

A ranking method of source selection will be utilized in this procurement using evaluation criteria listed in order of importance in the Evaluation Criteria section below to allow the State to award this RFP to the Vendor(s) providing the Best Value and recognizing that Best Value may result in award other than the lowest price or highest technically qualified offer. By using this method, the overall ranking may be adjusted up or down when considered with, or traded-off against, other non-price factors.

EVALUTION METHOD: Narrative and by consensus of the evaluating committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State.

All qualified proposals will be evaluated, and award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:

1. Vendor response to Vendor Requirements (Section 5.2)
2. Vendor Technical Approach and Qualifications (Section 5.4)
3. Pricing (ATTACHMENT A: COST PROPOSAL)
4. Vendor References (Section 4.5) if applicable

3.5 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 RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

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

3.6 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract. Any panels added during the term of the contract resulting from this RFP, will be per the rates indicated in Vendor's ATTACHMENT A: COST PROPOSAL.

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 88-250002-BO, Order Date, Buyer's Order Number, Item Descriptions, Price, Quantity, and Unit of Measure. The college will be billed on a single annual invoice which individually lists each panel with its location.

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 RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 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 college reserves the right to contact or not contact these references. If the college contacts Vendor references 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 Proposal.

4.6 BACKGROUND CHECKS

Vendor's personnel or agent of Vendor performing Services under any Contract arising from this RFP are required to be certified under the requirements of the Private Protective Services Board (PPSB) and the Alarm Systems Licensing Board (ASLB) which operate under the authority of North Carolina General Statutes 74-C and 74-D. Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

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

4.8 VENDOR'S REPRESENTATIONS

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

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

Before entering into a contract with the college, a vendor must meet the college's Certificate of Insurance requirements. The college may, on a case-by-case basis, determine that certain insurance requirements may be adjusted. Prior to award of a contract, the college must be listed as an additional insurer and certificate holder. The insurance requirements set forth in the North Carolina General Terms and Conditions, *Insurance* paragraph, are minimal requirements. Central Piedmont's Certificate of Insurance requirements are set forth in ATTACHMENT H: CENTRAL PIEDMONT COMMUNITY COLLEGE CERTIFICATE OF INSURANCE REQUIREMENTS.

5.0 REQUIREMENTS AND SCOPE OF WORK

5.1 GENERAL

The number of fire alarms the college utilizes fluctuates over time. Central Piedmont currently has forty-three (43) fire alarms that require constant monitoring in order to protect the health and safety of students, faculty, staff and the general public. The college must secure a qualified vendor to provide this service. The vendor must be certified and must have a central monitoring station to provide fire alarm monitoring services for fire panels located in various buildings throughout the college campus locations. The majority of the college building locations for monitoring include sprinkler systems. The Central Piedmont fire alarm systems are installed by manufacturers including, but not limited to, Simplex Grinnell, Siemens, Edwards, Notifier, and Cerberus. Additional details regarding the location and manufacturer of the college's fire alarm panels is located in ATTACHMENT I.

5.2 REQUIREMENTS

Requirements, as used herein, means a criterion the Vendor must meet. Vendor must respond to indicate if Vendor meets each criterion (YES or NO). Vendor must meet all listed Requirements to be considered for award. If the offer indicates that any of the Requirements are not met, the offer will not be evaluated.

VENDOR'S RESPONSE

Item #	Requirement	Product/Service Offered Meets Requirement
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1	Vendor is certified by the North Carolina Private Protective Services Board pursuant to the North Carolina General Statute 74-D, the Alarm Systems Licensing Act, which regulates Alarm Systems Businesses.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Vendor meets all facility and personnel training requirements of NFPA 72.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Vendor is an active member of the Central Station Alarm Association or other association with similar standards (specify below). _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Vendor has been in business for a minimum of three (3) years monitoring commercial building alarms.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Vendor's monitoring system must have the capability to receive and identify Contact ID signals.	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Vendor must have the capability to assign individual, unique identifiers to each location (building/address).	<input type="checkbox"/> YES <input type="checkbox"/> NO

5.3 TASKS/DELIVERABLES

- a) Vendor shall maintain current certification by the North Carolina Private Protective Services Board pursuant to the North Carolina General Statute 74-D, the Alarm Systems Licensing Act, which regulates Alarm Systems Businesses.
- b) Vendor operates at the highest certification level for transferring calls to the Fire Department.
- c) Emergency alarms: In the case of an emergency alarm, Vendor shall notify the fire department immediately, and notify the College Security Office by phone immediately thereafter.
- d) Non-emergency signal: Vendor shall notify the college Security Department as soon as possible when any included fire panel reports a trouble alarm. Trouble alarms may include but are not limited to device failures, back up battery failures, communication failures, etc. Vendor's notification shall be as specific as possible given each panel's reporting capabilities.
- e) Vendor must maintain a pool of reliable, trained and highly qualified personnel for providing service to the college and must ensure that service to the college is provided only by individuals who are trained and qualified to perform the service under applicable state and federal laws. Vendor's personnel, whether subcontractors or direct employees, must be able to clearly and effectively communicate in English, and must be able to clearly articulate details in emergency situations.
- f) Vendor shall satisfy all facility requirements and personnel training requirements of NFPA 72 for Central Station Monitoring Stations.
- g) Vendor shall maintain active membership in good standing of the Central Station Alarm Association or a similar national association.
- h) Vendor is responsible for all necessary configuration changes to the individual panels/devices for communication to Central Station. Although subject to change, currently all but three (3) of the college's buildings have fire panels which connect through two telephone lines. Vendor is not responsible to maintain these lines. Other buildings use a cellular communicator to contact central station and Vendor will be responsible for maintaining these cellular communicators.
- i) Vendor must be able to receive and identify Contact ID signals. Many College Fire Panels currently use Contact ID. In buildings with Contact ID, the programming shall allow the specific location of the fire/trouble to be relayed to Central Monitoring Station. This requirement is not applicable to buildings without Contact ID.
- j) Vendor is responsible for assigning individual unique identifiers for each location/building/address of all fire panels.

- k) Vendor will provide a "Test" setting for the system whereby during testing, at the request of the college, the alarm(s) received will *not* be forwarded to the fire department. Tests shall be initiated via telephone from the college's designee and ended either via a provided end time or follow-up telephone call from the college's designee.
- l) As requested by the college, Vendor shall supply the college with reports including historical data of system notifications/alarms and the resulting response by the monitoring station, including information such as date/time/responsive person. The report format shall be deliverable via e-mail and in a format that is unalterable by the Central Station personnel or anyone else. Vendor shall maintain historical records for a minimum of three (3) years.
- m) The college prefers not to use external analog dialers whenever possible. However, the college realizes that in some unique situations, the use of an external dialer may be necessary. In these situations, Vendor must gain prior permission from the college before utilizing an external dialer. The only external dialer the college will approve is a cellular communicator.
- n) Fire panels with internal dialers should be reprogrammed to notify the Central Station. Vendor may need to contract with an outside vendor to accomplish this. Vendor shall be responsible for coordinating and overseeing this reprogramming. If there is an associated cost for this, Vendor should include this cost in Vendor's ATTACHMENT A.
- o) The college reserves the right to add or remove panels as needed.
- p) Vendor is *not* responsible for maintenance of the college's fire alarm system as part of the scope of service under this RFP and resulting contract.

5.4 TECHNICAL APPROACH AND QUALIFICATIONS

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

- a) Provide Vendor's certification level for transferring calls to the Fire Department.
- b) Describe Vendor's process for ensuring that all requirements of NFPA 72 for facility requirements and personnel training requirements of are met.
- c) Describe Vendor's experience in providing fire alarm monitoring services, including the number of years vendor has been in the fire alarm monitoring business and any association memberships Vendor maintains.
- d) Describe in detail Vendor's approach to fire alarm monitoring. Include how both emergency and non-emergency alarms are handled, notifications, response times, and Vendor's Standard Operating Procedures utilized in providing the services requested under this RFP.
- e) Describe Vendor's plan for all necessary configuration changes to the individual panels/devices for communication to Central Station. Note: For planning purposes, note that currently all but three (3) of the buildings have fire panels which connect through two telephone lines. Vendor is not responsible to maintain these lines. Other buildings use a cellular communicator to contact central station and Vendor will be responsible to maintain these cellular communicators.
- f) Describe how Vendor's system retrieves and identifies Contact ID signals and how Vendor's monitoring station assigns unique identifiers to each building location.
- g) Describe Vendor's process for testing the system to ensure proper functionality. Include information about the test setting and testing frequency.
- h) Describe Vendor's reporting capabilities, including the types of reports Vendor can generate. Describe the data fields Vendor reports capture, including Vendor's ability to capture and report historical records on system notifications/alarms and the response by the monitoring station. Include the measures Vendor takes to ensure the integrity of the reported data and provide information regarding Vendor's data/records retention policy and retention schedules.
- i) Describe Vendor's approach to programming/reprogramming. Include Vendor's capabilities in coordinating and overseeing third-party vendors for the reprogramming of fire panels with internal dialers.

- j) Provide a list of any UL Certifications Vendor has for its Central Monitoring Station, and any UL Certifications Vendor has for its personnel.
- k) Provide evidence of Vendor's active membership in the Central Station Alarm Association or other association with similar standards.

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.

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 (define roles and responsibilities).

If Vendor utilizes services outside of the United States to provide customer service/client service duties, Vendor's customer service representatives must be able to communicate in English clearly and effectively.

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the College, shall meet with the College weekly until the effective date of this contract, regarding the status of programming/configuration and all work necessary for the changeover. Following the effective date of this contract, at the request of the College, Vendor will meet periodically with the College for ongoing project review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and College performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement, and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

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

6.4 PERIODIC QUARTERLY STATUS REPORTS

The Vendor shall be required to provide a quarterly Management Report to the college's designated Contract Lead. This report shall include, at a minimum, information concerning the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, and notification of any significant deviation from previously agreed upon work plans and schedules. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the College. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the approval.

6.5 ACCEPTANCE OF WORK

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

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

Vendor's performance of tasks and deliverables as described in Section 5.0, pursuant to applicable North Carolina laws and regulations governing provision of Protective Services and Alarm Monitoring businesses.

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.

6.6 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to **three (3) months** to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the 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.

6.7 DISPUTE RESOLUTION

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

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

6.8 CONTRACT CHANGES

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

7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS A, D, E, F & G WITH YOUR RESPONSE
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT PROVIDED VIA A URL ADDRESS

ATTACHMENTS BEGIN ON NEXT PAGE

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ATTACHMENT A: COST PROPOSAL

Complete and return the Pricing associated with this RFP, which can be found at the table below. Any panels added during the term of the contract resulting from this RFP, will be per the rates indicated in Vendor's ATTACHMENT A: COST PROPOSAL.

MONITORING COST:

ALARM MONITORING COST PER EACH ALARM PANEL

Panel Type	Panel Quantity	Monitoring rate per each panel	Monthly Monitoring Cost (Panel Quantity x Monitoring rate/panel)	ANNUAL COST PER PANEL TYPE (Monthly rate per panel x 12 months)
Cellular Communicator Panel	<u>3</u>	\$ _____	\$ _____	\$ _____
Non-cellular Communicator Panel	<u>40</u>	\$ _____	\$ _____	\$ _____

TOTAL ANNUAL MONITORING COST \$ _____

PROGRAMMING COST:

- A. Will Panel Dialer Programming be required at contract start-up? ☐ YES ☐ NO
If YES, answer question B. below.
- B. Will Vendor charge the college for Programming cost? ☐ YES ☐ NO

PANEL PROGRAMMING COST BASED ON COLLEGE'S CURRENT PANEL LIST (ATTACHMENT I)

College's current # of Panels (Attachment I)	Programming rate Per Panel	TOTAL PROGRAMMING COST (43 x Programming rate per Panel)
43	\$ _____	\$ _____

TOTAL PROGRAMMING COST TO THE COLLEGE \$ _____ (If no programming will be required or if programming will not be charged to the college, enter \$0)

ADDITIONAL COST:

ADDITIONAL COST VENDOR WILL CHARGE THE COLLEGE (Attach additional page labeled "ADDITIONAL COST CONTINUED") if needed)

Item #	Unit	Quantity	Total Cost	Description
			\$ _____	
			\$ _____	

Proposal Number: 88-250002-BO

Vendor: _____

			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	

TOTAL ADDITIONAL COST \$ _____ (include any additional cost Vendor will charge the college annually. If none, enter \$0)

TOTAL BID COST \$ _____ (TOTAL ANNUAL MONITORING + TOTAL PROGRAMMING + TOTAL ADDITIONAL COST):

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ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

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

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

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

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_HUB-Supplemental-Vendor-Information_9.2021.pdf

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

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

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Location-of-Workers_09.2021.pdf

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Certification-of-Financial-Condition_09.2021.pdf

ATTACHMENT H: COLLEGE CERTIFICATE OF INSURANCE REQUIREMENTS

Insurance Requirements		
Commercial General Liability (CGL) – (occurrence form) coverage not less than:	\$3,000,000	General Aggregate*
	\$3,000,000	Products and Completed Operations
	Aggregate	
	\$1,000,000	Each Occurrence
	*Including contractual liability, waiver of subrogation, primary & non-contributory.	
	Schedule of Endorsements must be provided	
	GL Policy Number must be listed	
Automobile Liability – Required for all Owned Autos or must provide ‘Hired & Non-Owned Auto’ coverage:	\$1,000,000	Combined
	Single Limit*OR	
	\$1,000,000	Bodily Injury per Accident
	\$1,000,000	Bodily Injury per Person
	\$1,000,000	Property Damage
	*Including waiver of subrogation in favor of Central Piedmont Community College	
Umbrella Liability – Additional coverage that can be combined to meet requirements	\$10,000,000	Per occurrence
	\$10,000,000	Aggregate

<u>Workers' Compensation</u>	State Statutory Limits* Employer Liability \$500,000 Each Accident* \$500,000 Disease Policy Limit \$500,000 Disease Each Employee *Including waiver of subrogation in favor of Central Piedmont Community College
<u>Additional Insured</u> – Central Piedmont Community College (Attach Additional Insured Endorsement evidencing coverage of <u>Ongoing Operations and Completed Operations</u> for the additional insured)	– Coverage must be primary and non-contributory above any other insurance Central Piedmont Community College may carry. – Waiver of Subrogation on all policies in favor of Central Piedmont Community College – Make subcontractor's insurance primary
<u>Professional Liability (Errors and Omissions)</u> —if professional services are being provided	\$1,000,000 Per Occurrence / \$5,000,000 Aggregate
<u>Cyber Liability</u>	\$5,000,000 Per Occurrence *Including information security & privacy liability

- 1) Central Piedmont Community College needs to be listed as the **Additional Insured**:
 - a. Central Piedmont Community College (Attach Additional Insured Endorsement evidencing coverage of *Ongoing Operations and Completed Operations* for the additional insured)
 - *Coverage must be primary and non-contributory above any other insurance Central Piedmont Community College may carry*
 - *Waiver of Subrogation on all policies in favor of Central Piedmont Community College*
 - *Make subcontractor's insurance primary*
- 2) Central Piedmont Community College needs to be listed as the **Certificate Holder**:

Central Piedmont Community College
 ATTN: ENTERPRISE RISK MANAGEMENT
 PO Box 35009
 Charlotte, NC 28235
Mailing address: PO Box 35009, Charlotte NC 28235-5009
Physical address: 1425 Elizabeth Avenue, Charlotte, NC 28204
- 3) Central Piedmont Community College requires a COI which shows **General Liability, Workers' Compensation, Automobile Liability** and **Umbrella Liability** coverages.
 (The minimum coverages accepted are listed for each.)
 - a. Enterprise Risk Management *may* opt to waive the requirements for Automobile Liability or the Workers' Compensation—depending on the scope and scale of the job or event.
 - b. Enterprise Risk Management *may* opt to waive the requirements for Umbrella Liability in addition to the GL—depending on the GL coverage as well as the scope and scale of the job or event.
- 4) Carrier and effective/expiration date must be shown on all coverages listed on COI.
- 5) If a service is being rendered, Enterprise Risk Management will need to see proof of **Professional Liability**.
- 6) If the service being rendered involves waste removal of any kind, Enterprise Risk Management needs to see **Pollution Liability** as well as **Transportation Liability**.
- 7) If any products and/or services related to information technology (including hardware and/or software) are provided to Central Piedmont Community College, **Cyber Liability** will be required.

Additionally, network security liability arising from the unauthorized access to, use of, or tampering with computer systems, including hacker attacks or inability of an authorized third party to gain access to your services, including denial of service, unless caused by a mechanical or electrical failure.

- 8) There may be instances where Enterprise Risk Management will require additional insurance and/or coverages based on the service(s) provided.

ATTACHMENT I: CURRENT LISTING OF CENTRAL PIEDMONT ALARM PANELS

Building Name	Sprinkler System	Street Address/Zip Code	Campus	Fire Alarm Panel Manufacturer
Cato III (6A)	Yes	8120 Grier Rd./28215	Cato	Siemens
Cato II	Yes	8120 Grier Rd./28115	Cato	Simplex 4100U
Cato	Yes	8120 Grier Rd./28115	Cato	Simplex 4100U
Horticulture Center		8120 Grier Rd./28115	Cato	Simplex 4010
City View Center		1609 Alleghany St./28208	City View	DITEK-DTK-120SR (Honeywell)
Harper	Yes	315 West Hebron St./28273	Harper	Edwards EST3
Harper IV (8A)	Yes	315 West Hebron St./28273	Harper	Edwards EST3
Harris 1 Building	Yes	3210 CPCC Harris Dr./28208	Harris	Edwards EST3
Harris 2 Building	Yes	3216 CPCC Harris Dr./28208	Harris	Simplex 4100U
Joe Hendrick Center for Auto Tech	Yes	2820 Campus Ridge Rd./28105	Levine	EST3
Levine	Yes	2800 Campus Ridge Rd./28105	Levine	EST3
Levine III	Yes	2800 Campus Ridge Dr./28105	Levine	EST3
Belk Center for Justice		11920 Verhoeff Dr./28078	North	Siemens-Cerberus IXL
Claytor Building		11930 Verhoeff Dr./28078	North	Edwards EST2
Transportation Systems Building	Yes	11940 Verhoeff Dr./28078	North	Edwards EST3
Library (ATC)	Yes	1241 Charlottetowne Ave./28204	Central	Edwards
Center for Arts Technology	Yes	1315 East 4th St./28204	Central	Simplex 4100U
Central High Building		1141 Elizabeth Ave./28204	Central	Edwards 3S
Citizens Center		1221 Charlottetowne Ave./28204	Central	Simplex 4208
Pitts		1308 East 4th St./28204	Central	Notifier NFS3030
Norman		1330 East 4th St./28204	Central	Simplex

Disher Building		1300 East 4th St./28204	Central	Notifier NFS3030
Zeiss (3A)	Yes	1231 Elizabeth Ave./28204	Central	Edwards EST-3
Drumm/FS		1325 East 7th St./28204	Central	Siemens MXL-IQ
Deck4/Energy Plant		1225 East 4th St./28204	Central	Simplex 4100U
Giles Science Building	Yes	1300 Sam Ryburn Walk/28204	Central	Pyrotronics PSE-2B
Parr	Yes	1201 Elizabeth Ave./28204	Central	Simplex 4020
Hall Professional Development Bldg	Yes	1112 Charlottetowne Ave./28204	Central	Simplex 4100U
Health Careers/Belk Building	Yes	1335 Elizabeth Ave./28204	Central	Simplex 4100U
North Classroom Building (3G)	Yes	1320 Sam Ryburn Walk/28204	Central	Simplex
Levine Information Technology Bldg	Yes	1125 Charlottetowne Ave./28204	Central	Simplex 4100U
Overcash Center	Yes	1206 Elizabeth Ave./28204	Central	Simplex 4100U
Philip L. Van Every Culinary Arts Bldg	Yes	425 North Kings Dr./28204	Central	Simplex 4100U
Sloan Morgan Bldg		1220 Elizabeth Ave./28204	Central	Simplex 4100U
Sommers Building		1322 East 4th St./28204	Central	Notifier NFS 3030
Deck 2		1108 Charlottetowne Ave./28204	Central	Simplex 4100U
Deck 1		1321 Charlottetowne Ave./28204	Central	Simplex 4100 U
Worrell		1228 Elizabeth Ave./28204	Central	Notifier NFS2-3030
ATC (3E)		1105 Charlottetowne Ave./28204	Central	Simplex
Merancas CDL (5A)		11600 Verhoeff Dr./28204	Merancas	Honeywell
North Energy Plant		280 Pease Ln./28204	Central	Simplex 4100ES
Leon Levine	Yes	1224 Charlottetown Ave./28204	Central	Johnson Controls (Simplex 4010)
Merancas IV (5C)	Yes	11950 Verhoeff Dr./28204	Merancas	Simplex 4100ES

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