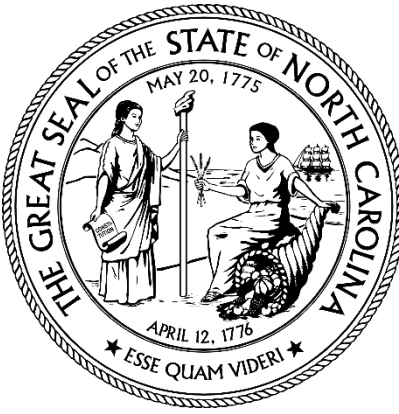




STATE OF NORTH CAROLINA

North Carolina A&T State University

Request for Quote #: 59-Q6941

**Landscape Renovations, Maintenance & Campus Grounds Enhancement
Services**

Date of Issue: 03-17-2026

Bid Opening Date: 04-13-2026

At 03:00 pm ET

Direct all inquiries concerning this RFQ to:

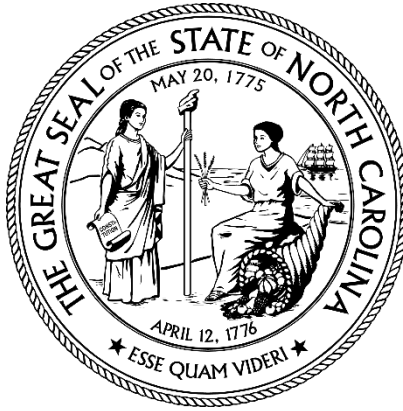
Tyeshia Smith

Procurement Specialist

tmsmith23@ncat.edu

336-285-4952

.



STATE OF NORTH CAROLINA

Request for Quote

59-Q6941

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/SignIn>

Electronic responses ONLY will be accepted for this solicitation
<https://ncat.bonfirehub.com/portal/?tab=openOpportunities>.

STATE OF NORTH CAROLINA
Division of North Carolina A&T State University

Refer <u>ALL</u> Inquiries regarding this RFQ to: Tyeshia Smith tmsmith23@ncat.edu	Request for Quote #: 59-Q6941
	Bids will be publicly opened: 04-13-2026@03:00pm
Using Agency: North Carolina A&T State University	Commodity No. and Description: Landscape Services 72102902
Requisition No.: 211098831	

EXECUTION

In compliance with this Request for Quote (RFQ), 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 RFQ, 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 RFQ, 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:		

Bid Number: 59-Q6941

Vendor: _____

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: _____ 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 RFQ.

ACCEPTANCE OF BIDS

If your bid is accepted, all provisions of this RFQ, 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 North Carolina A&T State University

Contents

1.0	PURPOSE AND BACKGROUND	5
2.0	GENERAL INFORMATION.....	5
2.1	REQUEST FOR QUOTE DOCUMENT	5
2.2	E-PROCUREMENT FEE	6
2.3	NOTICE TO VENDORS REGARDING RFQ TERMS AND CONDITIONS.....	6
2.4	RFQ SCHEDULE.....	6
2.5	BID QUESTIONS.....	7
2.6	BID SUBMITTAL	7
2.7	BID CONTENTS	8
2.10	DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....	8
3.0	METHOD OF AWARD AND BID EVALUATION PROCESS	8
3.1	METHOD OF AWARD.....	8
3.2	CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....	9
3.3	QUOTE EVALUATION PROCESS.....	9
3.4	PERFORMANCE OUTSIDE THE UNITED STATES	10
3.5	INTERPRETATION OF TERMS AND PHRASES.....	10
4.0	REQUIREMENTS	10
	Licensing and Certification Requirements	11
4.1	PRICING.....	11
4.2	FINANCIAL STABILITY	11
4.3	HUB PARTICIPATION	12
4.4	REFERENCES	12
4.5	BACKGROUND CHECKS.....	12
4.6	PERSONNEL.....	13
4.7	VENDOR’S REPRESENTATIONS	13
4.8	AGENCY INSURANCE REQUIREMENTS MODIFICATION	14
4.9	SUBCONTRACTORS.....	14
4.10	SECRETARY OF STATE REGISTRATION.....	14
5.0	SPECIFICATIONS AND SCOPE OF WORK	14
5.1	SPECIFICATIONS.....Error! Bookmark not defined.	
	TECHNICAL SPECIFICATIONS	18
6.0	CONTRACT ADMINISTRATION.....	22

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE22

6.2 INVOICES23

6.3 Error! Bookmark not defined.23

6.9 DISPUTE RESOLUTION.....23

6.10 CONTRACT CHANGES.....23

7.0 ATTACHMENTS24

ATTACHMENT A: PRICING.....24

ATTACHMENT B: INSTRUCTIONS TO VENDORS26

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS26

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION26

ATTACHMENT E: CUSTOMER REFERENCE FORM26

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION26

1.0 PURPOSE AND BACKGROUND

North Carolina Agricultural and Technical State University is a public land-grant research university located in Greensboro. The University maintains a large and diverse campus environment that includes academic buildings, residence halls, athletic facilities, green spaces, landscaped beds, stormwater infrastructure, and specialty landscape features.

Maintaining the campus landscape is essential to supporting a **safe, attractive, and functional environment** for students, faculty, staff, and visitors. The University's grounds include a wide range of landscape elements, such as turf areas, ornamental plantings, seasonal flower displays, detention ponds, and specialized systems, such as green roofs, that require ongoing maintenance and periodic renovation.

Due to the size and complexity of the campus landscape, the University periodically contracts with qualified landscape professionals to assist with renovation, maintenance, and specialty landscape services.

Purpose

The purpose of this solicitation is to establish a contract with qualified contractors to provide **on-call landscape renovation, maintenance, and specialty landscape services** across the University's main campus and designated off-site properties.

The contract will enable the University to obtain landscape services in a **timely, efficient, and cost-effective manner** while maintaining consistent landscape quality standards. Services may include landscape bed renovation, seasonal planting, turf repair, specialty maintenance services, and other landscape-related work as requested by the University.

The selected contractor(s) shall provide **qualified personnel, appropriate equipment, and industry expertise** necessary to maintain the University's grounds in accordance with the performance standards and technical specifications outlined in this document.

The intent of this solicitation is to award an Agency Contract

The Contract shall have an initial term of *Three (3)* years, beginning on the date of final Contract execution (the "Effective Date")

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for 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 *sixty (60)* 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 RFQ and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR QUOTE DOCUMENT

This RFQ is comprised of the base RFQ 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 RFQ 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 RFQ 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 RFQ.

If Vendors have questions or issues regarding any component of this RFQ, 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 RFQ 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 RFQ 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 RFQ SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFQ	State	03-17-2026
Hold Pre-Bid Meeting/Site Visit	State	04-01-2026@10:00am
Submit Written Questions	Vendor	04-08-2026 by03:00pm
Provide Response to Questions	State	04-09-2026
Submit Bids	Vendor	04-13-2026 03:00 pm
Contract Award	State	

Urged and Cautioned Site Visit

A landscape site visit will be held to familiarize vendors with campus conditions and project areas. Vendors are encouraged to attend.

Date & Time: 04-01-2026 @ 10:00 am

RSVP Deadline: March 30 at 12:00 PM tmsmith23@ncat.edu

Meeting Location:

1601 East Market Street

In front of the Dowdy Building (near the ATM)

Parking Instructions:

Vendors should park in the Obermeyer Parking Deck to avoid any issues with campus parking enforcement.

Site Visit Details:

University representatives will escort attendees on a driving tour of campus to highlight various areas included in the scope of work.

Instructions: Vendor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements that will affect the performance of the work called for by this RFQ. A non-mandatory site visit is scheduled for this RFQ. Submission of a bid shall constitute sufficient evidence of this compliance, and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this RFQ.

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

2.5 BID QUESTIONS

Upon review of the RFQ documents, Vendors may have questions to clarify or interpret the RFQ 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 RFQ SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to tmsmith23@ncat.edu by the date and time specified above. Vendors should enter "RFQ # 59-Q6941: Questions" as the subject for the email. Question submittals should include a reference to the applicable RFQ section and be submitted in the format shown below:

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

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 RFQ, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFQ and an addendum to this RFQ.

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 RFQ 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.

Quotes may be submitted via electronic means <https://ncat.bonfirehub.com/portal/?tab=openOpportunities>

For Bonfire support:

- Help Center (Guides & FAQs): <https://bonfirehub.zendesk.com>
- Email Support: support@gobonfire.com
- Vendor Support Line: **1-800-354-8010** (toll-free, available Mon–Fri during business hours EST)

IMPORTANT NOTE: It is the responsibility of the Vendor to have the signed quote physically in this Office by the specified time and date of opening, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each quote when received, and any quote received after the submission deadline will not be accepted or evaluated. Quotes, subject to the conditions made a part hereof, will be received at the address indicated in the table in this Section, for furnishing and delivering the commodity as described herein.

2.7 BID CONTENTS

Vendors shall populate all attachments of this RFQ 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 RFQ responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Title Page: Include the company name, address, phone number, and authorized representative along with the Bid Number.
- b) Completed and signed version of all EXECUTION PAGES, along with the body of the RFQ.
- c) Signed receipt pages of any addenda released in conjunction with this RFQ, if required to be returned.
- 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 and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFQ 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 RFQ:

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, such as but not limited to past performance, references, and financial documents.

While the intent of this RFQ is to award a Contract(s) to multiple Vendors, 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 RFQ 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 RFQ 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 Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a bid to this RFQ, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of 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 RFQ, or inquiries directed to the procurement lead named in this RFQ regarding requirements of the RFQ (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 QUOTE EVALUATION PROCESS

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

- a) The State shall review the responses to this RFQ to confirm that they meet the specifications and requirements. The State reserves the right to waive any minor informality or technicality.
- b) Quotes are requested for the items as specified, or item(s) equivalent in design, function, and performance. The State reserves the right to reject any quote on the basis of fit, form and/or function, as well as cost.
- c) For all responses that pass the initial review process, the State will review and assess the Vendors' pricing. The State may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the State is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the State.

Vendors are cautioned that this is a request for quote, not a request or an offer 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.

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 RFQ, 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 RFQ 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 RFQ. Except as specifically stated in the RFQ, 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 RFQ. 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 RFQ. 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.

Environmental Compliance Requirements

The Contractor shall comply with all **federal, state, and local environmental regulations** applicable to landscape maintenance and construction activities.

At a minimum, the Contractor shall:

- Comply with regulations of the **North Carolina Department of Environmental Quality (NCDEQ)** and the **North Carolina Department of Agriculture and Consumer Services (NCDACS)**.
- Apply, store, and dispose of fertilizers, herbicides, and pesticides in accordance with **North Carolina Pesticide Law and U.S. Environmental Protection Agency (EPA) regulations**.
- Prevent runoff of chemicals, fertilizers, soil, or debris into **storm drains, waterways, or environmentally sensitive areas**.
- Properly collect and dispose of landscape debris and green waste in accordance with applicable waste management regulations.
- Protect existing vegetation, soil systems, irrigation infrastructure, and drainage systems during operations.
- Immediately report any **chemical spill, environmental hazard, or regulatory violation** to the University and follow proper remediation procedures

Licensing and Certification Requirements

Contractors performing work under this contract shall maintain all required **North Carolina licenses and certifications**, including but not limited to:

- A valid **North Carolina Landscape Contractor License** issued by the North Carolina Landscape Contractors' Licensing Board when performing landscape construction services.
- A valid **North Carolina Commercial Pesticide Applicator License** for any employee applying pesticides or herbicides.
- A valid **Irrigation Contractor License**, when performing irrigation installation or repair work.

All licenses must remain **active and in good standing** for the duration of the contract. Documentation must be provided upon request.

Licensed personnel must be present **whenever regulated activities are performed**, including pesticide applications.

Prior Green Roof Projects

The contractor should demonstrate experience in maintaining or installing **at least 2–3 green roof systems** within the last **3–5 years**. Documentation should include:

- Project location
- Size of green roof (square footage)
- Description of services performed
- Client reference and contact information

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.

4.1.1 Import Tariff Temporary Surcharge

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in ATTACHMENT A: PRICING SUBMITTAL WORKBOOK as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended to be temporary and based on current tariff implications specific to related commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The state is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

4.2 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.

4.3 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFQ 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.

4.4 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. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope. The State *may* contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether the Vendor's performance has been satisfactory. The information obtained *may* be considered in the evaluation of the Bid.

4.5 BACKGROUND CHECKS

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

Vendor and its personnel are required to provide or undergo background checks at Vendor's expense prior to beginning work with the State. As part of Vendor background, the following details must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceedings, or judgments pending against Vendor during the three (3) years preceding submission of its bid herein or a statement that there are none.

Vendor's response to these requests shall be considered a continuing representation, and Vendor's failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

4.6.4 DOCUMENT REQUIREMENTS

Required documentation to be submitted prior to the date Contract is effective and for performing any Services on State property shall include:

- a) A cover letter by the Vendor on company letterhead with a list of the full names matching a required government issued photo ID, addresses, and birth dates of each person representing the contracting company.

- b) Vendor shall also provide a photocopy of the required State or Federal government issued picture ID or Driver License.
- c) A letter on company letterhead is not acceptable proof in itself but can be used to further clarify information on the criminal background check submitted. All documentation shall be submitted at the same time. Submit documents which are clear and legible.
- d) Background checks consisting of:
 - 1. Original unaltered criminal background check from the organization providing the background check.
 - 2. The background check provider's company name, company mailing address, and contact phone numbers.
 - 3. The full name of the individual, which matches the government issued photo ID.
 - 4. The current address of individual being checked.
 - 5. The date the criminal background check search was conducted.

4.6.5 VENDOR BACKGROUND CHECK AGREEMENT

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the State in order to perform Services under this Contract:

☐ YES ☐ NO

4.6 PERSONNEL

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

Should the Vendor's 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.

4.7 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.

4.8 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

4.9 SUBCONTRACTORS

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

4.10 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. **No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.**

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

Vendor registered with the North Carolina Secretary of State: Yes ☐ No ☐

5.0 SPECIFICATIONS AND SCOPE OF WORK

LANDSCAPE SERVICES

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

North Carolina Agricultural and Technical State University

SECTION 1

SCOPE OF WORK

Purpose

North Carolina Agricultural and Technical State University ("University") seeks qualified contractors to provide **on-call landscape renovation, maintenance, and specialty landscape services** across the main campus and designated off-site University properties.

Services shall support the University's goal of maintaining **safe, functional, sustainable, and aesthetically pleasing campus landscapes**.

- Renovation project pricing
- Unit pricing for materials
- Hourly labor rates
- Pricing for recurring maintenance services

Services will be performed **on an as-needed basis** and coordinated through the University's designated project manager.

Environmental Compliance Requirements

The Contractor shall comply with all **federal, state, and local environmental regulations** applicable to landscape maintenance and construction activities.

At a minimum, the Contractor shall:

- Comply with regulations of the **North Carolina Department of Environmental Quality (NCDEQ)** and the **North Carolina Department of Agriculture and Consumer Services (NCDA&CS)**.
- Apply, store, and dispose of fertilizers, herbicides, and pesticides in accordance with **North Carolina Pesticide Law and U.S. Environmental Protection Agency (EPA) regulations**.
- Prevent runoff of chemicals, fertilizers, soil, or debris into **storm drains, waterways, or environmentally sensitive areas**.
- Properly collect and dispose of landscape debris and green waste in accordance with applicable waste management regulations.
- Protect existing vegetation, soil systems, irrigation infrastructure, and drainage systems during operations.
- Immediately report any **chemical spill, environmental hazard, or regulatory violation** to the University and follow proper remediation procedures.

Licensing and Certification Requirements

Contractors performing work under this contract shall maintain all required **North Carolina licenses and certifications**, including but not limited to:

- A valid **North Carolina Landscape Contractor License** issued by the North Carolina Landscape Contractors' Licensing Board when performing landscape construction services.
- A valid **North Carolina Commercial Pesticide Applicator License** for any employee applying pesticides or herbicides.
- A valid **Irrigation Contractor License**, when performing irrigation installation or repair work.

All licenses must remain **active and in good standing** for the duration of the contract. Documentation must be provided upon request.

Licensed personnel must be present **whenever regulated activities are performed**, including pesticide applications.

Minimum Vendor Qualifications

To be considered responsive, vendors must meet the following minimum qualifications.

Experience

Contractor must demonstrate a minimum of **three (3) years of verifiable experience** providing landscaping or grounds maintenance services of similar scope and complexity.

Experience with **universities, municipalities, hospitals, or large commercial campuses** is preferred.

Staffing

Contractor shall provide:

- Adequately trained personnel
- A designated supervisor or project manager
- A primary point of contact for coordination with the University

Equipment Capability

Contractor must demonstrate access to **sufficient personnel, equipment, and operational capacity** to service multiple areas of campus simultaneously.

References

Contractor shall provide **three (3) references** for similar services performed within the past five (5) years, including:

- Organization name
- Contact person
- Phone or email
- Description of services provided

Prior Green Roof Projects

The contractor should demonstrate experience in maintaining or installing **at least 2–3 green roof systems** within the last **3–5 years**. Documentation should include:

- Project location
- Size of green roof (square footage)
- Description of services performed
- Client reference and contact information

Insurance

Contractor shall maintain insurance coverage including:

- Commercial General Liability
- Workers' Compensation
- Automobile Liability

Certificates of insurance must be submitted prior to commencement of work.

Work Authorization

All work must be authorized **prior to beginning services**.

Work may only begin after:

- A **Purchase Order issued by University Procurement**, or
- Written authorization from the University's designated representative.

Work performed without written authorization **may not be eligible for payment**.

Types of Services

Services may include, but are not limited to, the following.

Landscape Renovation

- Landscape bed restoration
- Soil improvement

- Installation of shrubs and perennials
- Sod installation
- Mulch installation
- Decorative rock installation
- Landscape edging installation

Seasonal Flower Installation

- Removal of existing plantings
- Bed preparation
- Installation of seasonal flowers
- Mulch installation
- Establishment watering

Specialty Landscape Services

- Green roof maintenance
- Detention pond maintenance
- Turf repair and restoration
- Site cleanup and debris removal

Mowing Services (As Needed) Optional

- Turf mowing
- String trimming
- Mechanical edging
- Debris removal
- Blowing of paved surfaces

Response Time Requirements

Contractor shall meet the following response times:

Service Type	Response Time
Routine Service Requests	Within 48 hours
Emergency Hazards	Same business day
Correction of Deficiencies	Within 24 hours
Renovation Projects	As defined in the project scope

Site Visits

The University may require contractors to conduct **site visits before submitting pricing** for renovation projects.

Contractor shall verify:

- Site conditions
- Access limitations

- Measurements and quantities

SPECIFICATIONS

TECHNICAL SPECIFICATIONS

2.8 Industry Standards

All services shall meet professional industry standards established by the **National Association of Landscape Professionals (NALP)**.

The University reserves the right to **inspect work and require corrective action** if standards are not met.

2.9 Landscape Bed Renovation Specifications

Contractor shall:

- Remove weeds and invasive vegetation
- Remove debris and existing mulch
- Till the soil to a minimum depth of **6 inches**
- Incorporate organic compost at a **minimum 20% soil volume**
- Grade beds to ensure proper drainage
- Install plant material as specified
- Install mulch at the required depth

2.10 Mulch Specifications

2.10.1 Hardwood Mulch

- Double-shredded hardwood mulch
- Installed depth **2–3 inches**
- Free of construction debris
- Uniform color and texture

Pine Bark Mulch

- Screened to **≤ 1 inch**
- Installed depth **2–3 inches**

2.11 Decorative Stone Specifications

River rock shall:

- Be approximately **1 inch in diameter**
- Be installed over **commercial-grade landscape fabric**
- Be installed at a depth of **2–3 inches**

2.12 Plant Material Standards

All plant material shall comply with **ANSI Z60.1 – American Standard for Nursery Stock**.

The following plant materials represent the University's standard for **low-maintenance landscaping**. Substitutions must be approved.

- Dwarf Yaupon Holly (*Evergreen*)
- Distylium (*Evergreen*)
- Kaleidoscope Abelia (*Evergreen*)
- Spirea (*Deciduous*)
- Dwarf Gardenia (*Evergreen*)
- Compacta Holly (*Evergreen*)
- Hydrangea (*Deciduous*)

Spring Installations

- Standard size: 1801 flats unless otherwise noted
- Petunias
- Begonias
- Vinca
- Salvia
- Snapdragons
- Coleus
- Potato Vines (3" pots – accent foliage)
- Banana Plants (1-gallon – height/feature plant)

2.12.1.1 Fall Installations

- Pansies (*1801 flats*)
- Ferns (*1-gallon containers*)
- **River Rock** shall be the primary decorative stone used across campus.
- Material shall be sourced locally and approved by the University prior to installation.

2.13 Plant Replacement Warranty

Contractor shall replace plant material that fails due to **improper installation, handling, or maintenance.**

Replacement shall:

- Be of **equal or greater quality and size**
 - Occur during the **next appropriate planting season**
 - Be performed **at no additional cost to the University**
-

2.14 Turf Maintenance Standards

Turf mowing height shall be maintained at:

3.5 inches ± 0.5 inches

Contractor shall:

- Trim around trees and obstacles
- Mechanically edge sidewalks
- Remove debris prior to mowing
- Blow clippings from hard surfaces

Clippings shall **not be blown into:**

- Landscape beds
 - Storm drains
 - Building entrances
-

2.15 Equipment Requirements

All equipment must be:

- Commercial-grade
- Properly maintained
- Free from oil leaks

Mower blades shall be sharpened **every 40 operating hours.**

2.16 Weather Restrictions

Contractor shall not mow when soil conditions are **saturated.**

Contractor must avoid:

- Turf rutting
- Soil compaction
- Landscape damage

2.17 Green Roof Maintenance

Contractor shall demonstrate **verifiable experience in green roof maintenance or installation.**

Maintenance activities include:

- Weed removal
- Plant replacement
- Drain inspection
- Fertilization
- Debris removal

Maintenance schedule:

Season	Frequency
March – September	Weekly
October – February	Monthly

2.18 Detention Pond Maintenance

Contractor shall:

- Remove debris and sediment
- Control invasive vegetation
- Maintain surrounding turf areas
- Inspect drainage structures

Any structural or drainage issues must be **reported to the University within 2 hours**

The Contractor shall perform landscaping and grounds maintenance services according to the following **minimum service frequencies**, unless otherwise directed by the University. Service frequencies may be adjusted based on **seasonal conditions, weather, or operational needs.**

- During periods of slower turf growth (typically November through February), mowing may occur **bi-weekly or as needed.**
 - Turf shall be maintained at the specified height to promote healthy growth and uniform appearance.
 - Mechanical edging of sidewalks, curbs, and landscape bed edges shall occur **at least every other mowing cycle.**
 - String trimming shall be performed **during each mowing cycle** around trees, poles, fences, signs, and structures.
- Maintenance

- Landscape beds shall be **inspected and maintained weekly**.
- Weeds shall be removed as needed to maintain **weed-free beds**.
- Bed edges shall remain **clean and clearly defined**.

- Mulch levels shall be monitored during routine service visits.
- Mulch shall be replenished **as needed or as directed by the University** to maintain proper coverage and appearance.

- Shrubs and hedges shall be **pruned as needed** to maintain proper shape, health, and clearance from walkways, roadways, and buildings.
- Dead, damaged, or diseased branches shall be **removed promptly** when identified.

- Seasonal flower beds shall be **maintained weekly** during the growing season.
- Maintenance shall include watering, fertilization, deadheading, and removal of spent plant material.

- removal shall occur **weekly during the fall season or as needed** to maintain safe and clean campus grounds.
- Leaves shall be removed from lawns, sidewalks, roadways, parking areas, and landscape beds.

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 (define roles and responsibilities).

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

6.2 INVOICES

Vendor shall invoice the Procurement Entity. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Procurement Entity with an invoice for each order. Invoices shall include detailed information to allow Procurement Entity 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 MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

6.9 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.

6.10 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

Complete and return the Pricing associated with this IFB, which can be found at the following link Please upload IN Bonfire

UNIT PRICE CATALOG (PRIMARY PRICING METHOD)

Service	Unit	Unit Price (\$)
Mulch	Per Cubic Yard	\$_____
Landscape Bed Renovation (removal, soil prep, edging, replanting)	Per Square Foot	\$_____
Sod (including grading and prep)	Per Square Foot	\$_____
Shrubs		

Shrubs (Typical Selections)

- Dwarf Yaupon Holly (*Evergreen*)
- Distylium (*Evergreen*)
- Kaleidoscope Abelia (*Evergreen*)
- Spirea (*Deciduous*)
- Dwarf Gardenia (*Evergreen*)
- Compacta Holly (*Evergreen*)
- Hydrangea (*Deciduous*)

Each \$_____

Seasonal Flowers (installed)

Spring Installations

- Standard size: **1801 flats unless otherwise noted**
- Petunias
- Begonias
- Vinca
- Salvia
- Snapdragons
- Coleus
- Potato Vines (*3" pots – accent foliage*)
- Banana Plants (*1-gallon – height/feature plant*)

Each \$_____

Fall Installations

- Pansies (*1801 flats*)
- Ferns (*1-gallon containers*)

Service	Unit	Unit Price (\$)
Decorative Rock Installation (River Rock)	Per Ton	\$ _____

	Unit	Hourly Rate (\$)
Labor Category		
Supervisor	Hourly	\$ _____
Landscape Technician	Hourly	\$ _____
General Labor	Hourly	\$ _____
Equipment Operator	Hourly	\$ _____
Irrigation Technician	Hourly	\$ _____

Mini Project Scopes

Mini Projects shall be issued on an **as-needed basis** and will be quoted separately from the Unit Price Catalog.

Examples of Mini Projects Include:

- Campus entrance renovations
- Large landscape bed replacements
- Detention pond restoration
- Seasonal campus flower installations

Procurement of Mini Projects

Each Mini Project will:

- Include a clearly defined scope of work
- Identify specific location(s)
- Establish required timeline and completion deadlines

The University reserves the right to:

- Award Mini Projects to the primary contractor **or**
- Solicit quotes among multiple awarded vendors

“Mowing services are considered optional and will be performed on an as-needed basis at the University’s discretion. Proposers shall provide unit pricing for mowing services on a per-acre basis, as well as an hourly rate for a fully equipped mowing crew. Final quantities and locations will be identified at the time services are requested.”

Mowing (Optional Service – As Needed)

Vendors shall provide unit pricing for mowing services to be utilized on an as-needed basis. Pricing shall include all labor, equipment, fuel, trimming, edging, and cleanup.

Service	Unit	Price
Turf mowing	Per acre	\$_____
String trimming/edging	Per acre	\$_____
Blowing/cleanup	Per acre	\$_____

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

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/north-carolina-general-terms-and-conditions-5-2025/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link: <https://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open>

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

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

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

<https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open>

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