



STATE OF NORTH CAROLINA

Department of Administration

Invitation for Bid #: 13-DOA1689032689

State Complex Recycling Service

Date of Issue: August 21, 2025

Bid Opening Date: September 3, 2025

At 2:00PM ET

Direct all inquiries concerning this IFB to:

Meredith Swartz

Purchasing Officer

Email: Meredith.swartz@doa.nc.gov

Phone: 984-236-0083



STATE OF NORTH CAROLINA

Invitation for Bid

13-DOA1689032689

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

STATE OF NORTH CAROLINA Department of Administration		
Refer <u>ALL</u> Inquiries regarding this IFB to the procurement lead through the Message Board in the Sourcing Tool. See section 2.5 for details.	Invitation for Bid #: 13-DOA1689032689	
	Bids will be publicly opened: September 3, 2025 @ 2:00PM	
Using Agency: Facility Management Division	Commodity No. and Description: 761223 Recycling Services	
Requisition No.: 1599502380		

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

VALIDITY PERIOD

Bid Number: 13-DOA1689032689

Vendor: _____

Offer shall be valid for at least ninety (90) days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

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

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

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1.0 PURPOSE AND BACKGROUND

The North Carolina Department of Administration (DOA), Facility Management Division (FMD) is responsible for providing efficient, healthy, and safe recycling collection services for all the State Complex Buildings in Raleigh, NC. With this Invitation for Bid (IFB), the Contracting Agency seeks bids from experienced, qualified Vendors to provide efficient and professional manpower with minimal interruption in service of recycling services.

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

1.1 BACKGROUND

A. Mandates:

North Carolina’s State Agencies are subject to certain mandates for waste reduction and recycling. Senate Bill 111 (G.S. 130-309.4), enacted in the 1989 session of the General Assembly and Executive Order #156, signed July 20, 1999, require state agencies to reduce their waste stream. This is to be accomplished by recycling materials generated in daily operations, including, at a minimum, aluminum cans, high-grade office paper, and corrugated cardboard.

B. Current and Recent Efforts:

In Raleigh, many State Agencies began recycling office paper in the late 1980’s through ad hoc arrangements. In February 1991, the Department of Administration issued the first Request for Proposal (RFP) for office paper recycling in all State Agencies in the Raleigh area. The current contract for these services is active through September 30, 2025.

C. Confidential Paper Shredding and Recycling:

Each agency is responsible for shredding its own confidential documents or contracting for shredding services; however, bagged shredded paper placed at a recycling station will be accepted by the Vendor.

D. Materials Collected Outside this Contract:

Corrugated Cardboard: Corrugated cardboard is collected in all State owned facilities throughout the State Government Complex. It is collected in dumpster type containers leased from a local waste removal contractor. In locations where these containers cannot be placed, the Facility Management Division (FMD) collects this material and delivers it to a local recycler. Agencies in most leased locations are required to make other arrangements with their property manager, use a local drop off location, or transport the material to a local paper dealer.

E. Newspapers:

A local newspaper company has collected old newspapers for many State Government facilities. During calendar year 2001 collection services at many low volume locations were curtailed by the collector. As a result, newspaper will be included as a material for collection in this contract if a collection bin is not available at the location.

F. Telephone Books:

All state agencies are encouraged to utilize the telephone book information through online resources.

Wake County Convenience Centers are available to State Agencies year around. To facilitate access to the special containers, the City of Raleigh has posted a listing of all sites accepting old telephone books at:

<http://www.wakegov.com/recycling/recycle/Pages/businessrecycling.aspx>

North Carolina State Government Agencies (Wake County) located in buildings not maintained by the Department of Administration should utilize the Wake County Convenience Centers for the recycling of old telephone books. Convenience Centers are accepting old telephone books year around at no cost.

1.2 CONTRACT TERM

The Contract shall have an initial term of one (1) year, beginning November 1, 2025.

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 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.

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

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

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

2.2 E-PROCUREMENT FEE

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

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

What is the Ariba Network?

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

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

<http://eprourement.nc.gov/training/vendor-training>.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

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

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

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

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

2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	State	August 21, 2025
Submit Written Questions	Vendor	August 26, 2025 @ 2:00PM
Provide Response to Questions	State	August 28, 2025
Submit Bids	Vendor	September 3, 2025 @ 2:00PM
Contract Award	State	October 1, 2025
Contract Effective Date	Vendor	November 1, 2025

The Department of Administration will be conducting live bid openings over Microsoft Teams conference call. Below is the call-in information for this procurement’s bid opening scheduled for 9/3/2025 @ 2:00PM

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 263 957 268 801 1

Passcode: o4kz2Mc7

Dial in by phone

[+1 984-204-1487,,704343093#](#) United States, Raleigh

[Find a local number](#)

Phone conference ID: 704 343 093#

Join on a video conferencing device

Tenant key: ncgov@m.webex.com

Video ID: 113 572 911 3

2.5 BID QUESTIONS

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

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter “**IFB #13-DOA1689032689 – Questions**” as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

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

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

2.6 BID SUBMITTAL

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

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

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

Tips for Using the Sourcing Tool

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

If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. 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 bid with its bid submission, the Department may release an unredacted version if a record request is received.

2.7 BID CONTENTS

Vendors shall provide responses to all questions and complete all attachments for this IFB that require the Vendor to provide information and upload them to the Sourcing Event in the Sourcing Tool. Vendor may not be able to submit its response in the Sourcing Tool unless all required items are addressed. Vendors shall provide authorized signatures 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.

Vendors shall upload the following items and attachments in the Sourcing Tool:

- 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 IFB.
- c) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- d) Vendor's response to Section 4.1 VENDOR REQUIREMENTS
- e) Completed version of ATTACHMENT A: PRICING
- f) Completed and signed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM

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

2.8 ALTERNATE BIDS

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

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

State of North Carolina Government Offices: Locations, offices, entities, labs, etc that FMD supports under this contract.

Contract Agency: DOA Facility Management Division

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

While the intent of this IFB 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 IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

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

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

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

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

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

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

- a) Total cost to the State
- b) Level of quality provided by the Vendor

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 VENDOR REQUIREMENTS

Vendor shall be able to recycle all of the materials listed in Section 5.1. With its bid response, Vendor shall identify and provide contact list for the market/end users Vendors will use for recycling each material.

4.2 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 recycling bins, signage, handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM excel document found within the content of the Sourcing Tool and upload with vendor response. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.3 INVOICES

- a) The Vendor must submit one monthly invoice via email to the Contract Manager.
- b) Invoices must be submitted to the Contract Manger in digital form on the Vendor’s official letterhead stationery and must be identified by a unique invoice number. All invoice backup reports and spreadsheets must be provided in electronic format and be submitted on the templates provided by the Contract Manager per section 5.2.G.3.
- c) Invoices must bear the correct contract number and purchase order number to ensure prompt payment. The Vendor’s failure to include the correct purchase order number may cause delay in payment.
- d) Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor, and the original signature of the Vendor’s project manager.
- e) All invoices must be submitted to the Contract Manger within 90 days of completion of services. Any invoices received after the 90 days, may result in non-payment.
- f) Once awarded, Vendor must submit the following forms per instructions:
W-9 Substitute Form -[State Suppliers | NC OSC](#)

Vendor Electronic Payment Form - [Electronic Payment Form | NC OSC](#)

Vendor’s tax ID information and remit to address on the submitted W-9 must match its e-Procurement registration to ensure prompt payment.

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

4.4 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.

4.5 HUB PARTICIPATION

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

4.6 REFERENCES

Vendor shall upload to the Sourcing Tool at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.6 BACKGROUND CHECKS

Vendor and its personnel are required to provide or undergo background checks at Vendor’s expense prior to beginning work under this contract and to receive a State issued badge for access. 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, proceeding, 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.

4.7 PERSONNEL

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

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

A. Vendor Personnel

1. All work shall be performed in a courteous and professional manner. The Vendor shall be responsible for any and all damages to North Carolina State Government property caused by his/her personnel and or equipment.
2. All personnel shall be physically able to do their assigned work and shall be free of any communicable disease.
3. All personnel shall be capable employees thoroughly trained and qualified in the work assigned to them.
4. All personnel must observe all regulations in effect at the State agency. While on State property employees shall be subject to control of the State, but under no circumstances shall such person be deemed employees of the State. Vendor or his/her personnel shall not represent themselves as employees of the State.
5. The Contract Manager may request the Vendor to transfer from the work crew employees who are found to be incompetent, prone to excessive tardiness, absenteeism or theft.
6. Building Specific Protocols - Until formally notified by the Contract Manager, the Vendor agrees to adhere to any building specific policies and procedures, including North Carolina State Agency, or Centers for Disease Control and Prevention (CDC) policies or requirements. Vendor shall immediately notify the Contract Manager of any COVID case(s) of Vendor staff working in the contracted building.
7. All Vendor’s employees shall be subject to any security clearance as needed per protocols for the specific buildings where services are provided under this contract. See section 4.6.
8. The Vendor shall be responsible for all articles found by his/her employees in or near the premises and turned in at a designated place (Facility Management Division)

- 9. Each employee shall be supplied with an identification card, which shall contain, at a minimum, the employee’s name and the name of the Vendor’s firm. It is the Vendor’s responsibility to ensure that all employees have a valid ID from the appropriate State Agencies listed in this prior to entering buildings to collect recyclables as part of this program.
- 10. It is mandatory that all Vendor employees wear their ID badges at all times while servicing State of North Carolina Government Offices. Vendor must contact the Contract Manager and must return badges of any employees that no longer work under this contract within 72 hours.

4.8 VENDOR’S REPRESENTATIONS

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

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

The Facility Management Division seeks to contract with a qualified vendor to collect and recycle specific materials from the buildings in the State Complex, Raleigh, NC. Note, the cost for this contract will be provided based on the services of commingled dual stream. The materials commingled dual stream in the two (2) categories described below:

- 1. **Non-Lab Materials**
 - o **Paper Recycling:** Mixed office paper newspapers, shredded paper, magazines/glossy materials, chip board and hardback books
 - o **Container Recycling:** Aluminum cans, plastic bottles (PETE, HDPE, PVC, LDPE, PP, PD, and OTHER), glass bottles (clear, brown and green), and tin/steel cans
- 2. **Lab Recycling:**
 - o **Plastics** (#1 PETE, #2 HDPE, #5 PP, #6 PS),
 - o **Glass** (any color)
 - o **White Expanded Polystyrene** (EPS) Foam packing material (see section 5.3.C) – specific to **Blue Ridge Road Region** only.

The North Carolina State Government owned or occupied buildings to be serviced under this contract will be referred to as follows:

- Downtown Raleigh Region (Exhibit A)
- Blue Ridge Road Region (Exhibit B)

See the specified Exhibits respectively for the complete list of locations for these regions. Note, locations may be added or deleted as a result of relocations or moves. The Vendor will be notified of these changes via email for small or temporary change. For entire buildings added or removed permanently, the Contracting Agency will issue a contract amendment (6.8)

The Department’s goals are to reduce the amount of these materials entering the waste stream and to increase employee participation in the North Carolina State Government’s recycling program.

5.2 TASKS

To provide complete and efficient recycling collection services, as described below under the duties and responsibilities of the vendor. The awarded Vendor will provide recycling collection services, including all necessary labor, supervision, materials, and equipment.

DUTIES AND RESPONSIBILITIES OF THE VENDOR:

The Vendor hereby agrees to work with the Contracting Agency and the designated Contract Manager, in connection with carrying out and conducting all of the following duties and responsibilities during the term of this contract:

A. Non-Lab Materials to be Collected and Marketed

1. The Vendor shall collect the following recyclables:
 - b) Mixed Office Papers (Blend Paper, Mixed Office Paper, Computer Print Out, Office Fiber Paper, Shredded Paper, etc.) Note: Some shredded paper may be in plastic bags or in barrels. Other paper may be stacked or in barrels or boxes.
 - c) Newspapers
 - d) Aluminum Cans
 - e) Clear, Green and Brown Glass Bottles
 - f) Plastic Bottles
 - g) Magazines/Glossy Materials
 - h) Hardback Books
2. The Vendor shall specify which recyclables can be commingled together in the containers at the source of collection (i.e. all paper types, aluminum cans etc.).
3. The Vendor shall have at a minimum, the capability to provide recycling collection services for 160 tons of recyclable material in a month timeframe.
4. The Vendor shall secure handling and repurpose of materials, and environmentally responsible disposal if necessary for all recyclable items collected from participating State of North Carolina Government offices under this contract. The Vendor shall provide reporting with detailed information about the disposal and repurpose of materials process, per category, in its bid response. The Vendor must notify the Contracting Agency if it changes markets.
5. The Vendor shall collect, process, prepare, and sell all specified recyclable materials to brokers or end-users, ensuring that the materials are actually recycled.
6. The Vendor shall provide a statement of assurance to the Contract Manager with the quarterly summary (5.2.g), indicating that all material collected as part of this contract is recycled.
7. The Vendor shall take ownership of all Recyclables removed by the Vendor from State of North Carolina Government Offices participating in this program.
8. The Vendor shall be solely responsible for any disposal costs associated with the collection and recycle of all material.

B. Containers

1. The Vendor shall be responsible for the purchase/acquisition, supply, distribution, maintenance, and replacement of all containers used to service Recyclables covered under this contract.
2. The Vendor shall provide recycling containers quantity, size, design and location of which shall be subject to approval by the Contracting Agency. Containers for the interior of buildings listed within this contract shall have a capacity of no less than thirty (30) gallons and no more than ninety-five (95) gallons. All containers shall have a uniform design, durable, rust resistant and shall have wheels if over 48 gallons (see specifications of containers in Exhibit C).
3. The Vendor shall be responsible for picking up recyclable paper stored in boxes and bags placed by paper recycling containers.
4. The Vendor shall ensure that all recycling containers are clearly labeled Vendor made signs, placards, emblems, or brands affixed to recycling containers must conform to standards established by the Contracting Agency. Such standards shall include, but not be limited to, consideration with respect to size, lettering, color, display of logs, phone numbers, and general content. In addition, the Vendor shall, at a minimum, place and maintain signage on all lids of the containers and signage on the body of the containers to be readily visible by the public. See EXHIBIT D
5. The Vendor shall maintain an inventory of containers in reserve for use on an as needed basis by State of North Carolina Government Offices.
6. The Contracting Agency may, at its discretion, install State of North Carolina Government owned recycling containers in place of the Vendor's containers. Vendor will be responsible for cleaning and emptying these containers per scope of services of this contract.
7. At the request of the Contracting Agency, the Vendor shall cooperate with State of North Carolina Government Offices, to remove Vendor containers, and replace with State of North Carolina Government owned containers.
8. The Vendor shall provide plastic liners and replace liners that are removed from containers when collection of aluminum cans, plastic bottles and glass bottles are completed.
9. The Vendor shall be responsible for keeping containers clean and for cleaning up any spills that may result from its collection activities.
10. The Contracting Agency shall provide a plastic liner in each container when it is initially placed. The Vendor shall place containers or relocate existing containers at state agency locations when requested by the Contracting Agency.
11. All containers broken or destroyed as a result of improper or careless handling by the Vendor staff shall be replaced by the Vendor at the Vendor's expense.
12. The Estimated number of Containers within each Region, is currently as follows:
 - a) Downtown Raleigh Region – 3,500
 - b) Blue Ridge Road Region – 100

NOTE: These are estimates and if more containers are required, the Vendor will be required to provide them. These numbers would be adjusted based on dual stream recycling.

B. Lab Materials to be Collected and Marketed

1. Location and frequency:
 - the Public Health Lab – OCME Building (4312 District Drive, Raleigh, NC) - once weekly from multiple locations within the facility.

2. The Vendor shall collect **Lab Plastics** as follows:

a) Description of Lab Plastic:

- Non- Hazardous
- Will not contain any material with an irritant – if it does, it will be triple rinsed and marked
- Will only be a bottle or jar with a screw-on top
- Can be any color

b) Lab Plastic Containers:

- #1 PETE Bottles or rigid packaging
- #2 HDPE Bottles or buckets, no metal handles
- #5 PP Bottles or containers
- #6 PS crystal rigid (clear rigid PS)
- Tops will be removed and placed in containers – (containers will be emptied and if contamination by an irritant, Triple Rinsed and Marked with “XXX”

3. The Vendor shall collect **Lab Glass Bottles** as follows:

a) Description of Lab Glass:

- Collected Lab Glass Bottles – Soda-Lime-Ash Composition, no Borosilicate Glass or other ceramics
- Will only be a bottle or jar with a screw-on top
- Can be any color
- Will not contain any material with an irritant – if it does, it will be triple rinsed and marked with “XXX” prior to recycling

b) Lab Glass Containers:

- All caps will be removed and discarded, or if recycling plastic containers, the lids may be placed with the container if coming from a bottle not containing an irritant.
- All labs will be careful not to break any bottles

4. The Vendor shall collect Lab Expanded Polystyrene (EPS) Foam as follows:

a) Description of Lab EPS Foam:

- White EPS Foam Packaging Materials only
- Will only be white, clean, without coatings, and no food contamination
- No peanuts are accepted

b) Lab Expanded Polystyrene (EPS) Foam

- The primary source is foam coolers.

C. Collection

1. The Vendor shall collect all recyclables from all designated locations per Exhibit A and B.

2. All collection of recyclable material shall be made between the hours of 7:30 AM ET and be completed by 5:00 PM ET. The Vendor will collect by building, floor, and office (as applicable) the specified materials placed in designated recycling containers.

3. The Vendor shall have rights to collection of aluminum cans only in locations where state employees do not collect the cans (See Section 1.1 Background).

4. The Vendor shall report to the Contracting Agency within one (1) week from award of the contract for the purpose of establishing scheduled routes for materials collection and establishing priorities for collection location and materials.
5. The Vendor shall report to the Contracting Agency whenever there is a need for planning and implementing any expansion to include additional Recycling Sites and/or Recyclable materials.
6. The Vendor shall provide updated schedules to the Contracting Agency every time there is an agreed-upon change.
7. The Vendor shall maintain the established collection schedule, making changes only as needed to increase efficiency without a decrease in quality of service.
8. The collection schedule may be adjusted with coordination and agreement between the Vendor and the Contract Manager when the volume of recyclable paper falls below 500 pounds per month for three (3) consecutive months from a location.
9. The Vendor shall provide additional collections services during periods of unusually heavy paper generation, including moves, file purges, and in-house shredding within five (5) business days of Contracting Agency providing a request for an extra pick-up.
10. The Vendor shall receive all recycling service requests (work orders), electronically. Work orders will be received by the Contract Manager through AssetWorks and forwarded to the Vendor via email.

D. Equipment

1. The Vendor must provide all tolls, materials, containers, and trucks such as hand trucks to perform services required in this contract.
2. Trucks used for the collection of recyclables shall be equipped so that recyclables will not escape. In addition, the name of the Vendor and his/her telephone number shall be posted on each side of the truck in letters of legible size.

E. Education and Training

1. The Vendor shall assist the Contracting Agency in educating North Carolina State Government employees about proper recycling procedures.
2. The Vendor shall designate one (1) or more contact persons to answer questions from the State Agencies, in Section 6 Customer Service. The Vendor will work with Contract Manager or designee to coordinate collections, resolve problems, and develop improvements to the program. (See 6.1)
3. The Vendor shall adhere to the Recycling Policies and Procedures to be set by the Contracting Agency and will demonstrate said policies and procedures in performing this contract.

F. Special Clean-out Services (upon request)

The Contracting Agency may request additional bins and services for office clean-out for office move outs, record retention disposals, etc. Vendor shall provide costs for these services per Attachment A. If the request is for more than five (5) bins and/or for longer than six (6) weeks, the Contract Manager will contact the Vendor to get a quote for the particular project

and will be ordered via separate purchase order. Quote shall include the delivery and pickup rates per Attachment A, however, Vendor may have other fees/charges to be confirmed on the quote for that particular project.

5.3 ADDITIONAL INFORMATION

- A. The following buildings, other than historic homes, do not have elevators and have multiple floors to be serviced. These buildings use thirty (30) and ninety-five (95) gallon containers that are located on the upper levels.
 - Cotton Classic: Two (2) floors – upper level
 - Old State Records Center: Two (2) floors – upper level
- B. The historic houses use thirty (30) gallon containers and are located upstairs.
- C. Some of the historic houses may have limited occupancy. The successful vendor will be notified of any addition or deletion, reference section 5.2.J, Building Service Added/Deleted.
- D. The following Weight in Pounds by Region is the estimated annual weight per material calculated using the average annual weight from FY 22-23 through FY 24-25 (1 July 2022 to 30 June 2025).

1) **Paper Recycling** - Mixed office paper newspapers, shredded paper, magazines/glossy materials, chip board and hardback books.

	Downtown Raleigh	Blue Ridge Road
TOTALS	465,094 lbs.	30,998 lbs.

2) **Container Recycling** - Aluminum cans, plastic bottles (PETE, HDPE, PVC, LDPE, PP, PD, and OTHER), glass bottles (clear, brown and green), and tin/steel cans

	Downtown Raleigh	Blue Ridge Road
TOTALS	22,937 lbs.	8,341 lbs.

3) **Lab Recycling** - Plastics (#1 PETE, #2 HDPE, #5 PP, #6 PS), Glass Bottles (any color), and White Expanded Polystyrene (EPS) Foam packing material – specific to locations within the **Blue Ridge Road Region** only.

	Lab Plastics	Lab Glass	Lab ESP Foam
TOTALS	6,068 lbs.	2,873 lbs.	3,257 lbs.

- E. Pickups are made five (5) days per week excluding State holidays.

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

- A. The State has designated the following roles and responsibilities to the individuals listed below for this contract once awarded:

CONTRACT ADMINISTRATOR: A representative of the Agency who is responsible for the functions that are performed after all parties have signed a contract, including any modifications to the contract.

Department of Administration Fiscal Management Purchasing Office – 984-236-0070

CONTRACT MANAGER: A representative of the agency or awarded vendor who ensures compliance with the contract terms and conditions while giving attention to the achievement of the stated output and outcome of the contract.

Brittany Quinn, Brittany.quinn@doa.nc.gov, 919-280-2948

PROCUREMENT LEAD: Representative of the agency identified on the first page of the Solicitation document who will correspond with potential Vendors concerning Solicitation issues, will contract with the Vendor providing the best offer to the State, and is the individual who will administer the Contract for the State.

Meredith Swartz, Meredith.swartz@doa.nc.gov, 984-236-0083

- B. 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:	

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet quarterly with the State for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics .The Contracting Agency may, on unannounced occasions, audit the collection, conveyance, and weighing procedures of the Vendor to assure that efficient operational practices are being maintained.

6.3 PERIODIC REPORTS

1. The Vendor shall furnish the Contract Manager monthly reports, in an electric spreadsheet format via email, by the tenth (10th) of each month, which include details about:
 - The amount by weight, in units of pounds and tons, of all recyclables by type collected from each location.
 - The amount of contaminants/residues or non-recyclable materials collected including descriptions of the materials and means of disposal used.
 - Documentation of all work orders completed in the prior month.
2. The Vendor shall furnish to the Contract Manager quarterly reports in an electronic spreadsheet format which include details based on the specific award of the recycling contract. These statistics will also be computed into the amount/cost at each location for the reporting quarter. Contract Manager will provide the format for this report. Completed report shall accompany invoice.

3. Upon award, the Contract Manager shall provide the Vendor with a list of bins for serviced buildings. Vendor shall supply the Contract Manager with a revised map, list, or spreadsheet of the locations for each bin within the buildings serviced under this contract within the first two-months of the initial term of this contract.

6.4 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.

6.5 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 Manager.

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 six months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to 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. Below is the link to the Department of Administration Vendor Complaint Policy and Procedures. www.ncadmin.nc.gov/businesses/fiscal-management

6.8 CONTRACT CHANGES

Contract changes including adding or deleting of individual locations, 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 done through the contract administrator.

6.9 ATTACHMENTS

All attachments to this IFB are the copies found within the Ariba Sourcing Tool, and are incorporated herein, and shall be submitted by responding in the Sourcing Tool.

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EXHIBIT A: DOWNTOWN RALEIGH REGION

Building Name/Agency Occupant	Address	No. of floors	Estimated number of bins	Loading Dock	Collection Frequency
Agriculture Building	1 W Edenton Street	7	24	No	Weekly
Albemarle Building	325 N Salisbury Street	12	57	Yes	Weekly
Archdale Building	512 N. Salisbury Street	16	39	Yes	Weekly
Archives and History State Library	109 E Jones Street	5	38	Yes	Every Two Weeks
Caswell Building	200 W. Jones Street	6	31	Yes	Every Two Weeks
Cooper Building	225 N. McDowell Street	6	31	No	Every Two Weeks
Cotton Classic Building	222 N. Dawson Street	2	13	Yes	Every Four Weeks
Court Of Appeals Building (Ruffin)	1 W. Morgan Street	5	10	-	Every Two Weeks
Dobbs Building	432 N. Salisbury Street	6	78	Yes	Weekly
Facility Management – Elect. Shop	500 Vaugh Court	1	2	No	Every Eight Weeks
Facility Management Building	431 N. Salisbury Street	1	6	Yes	Every Two Weeks
Green Square Building (Department of Environmental Quality)	217 W. Jones Street	6	44	No	Weekly
Justice Building	2 E. Morgan Street	5	17	No	Every Two Weeks
Labor Building	4 W. Edenton Street	5	12	Yes	Every Two Weeks
Museum Of History	5 E. Edenton Street	3	17	Yes	Every Two Weeks
Museum of Natural Science (MoNS/NEC)	102 N. Salisbury Street	6	19	Yes	Weekly
Nature Research Center (NRC)	121 W. Jones Street	4	15	Yes	Weekly
New Education Building	301 N. Wilmington Street	8	113	Yes	Weekly
New Revenue Building	501 N. Wilmington Street	7	52	Yes	Twice Weekly
Old Education Building	114 W. Edenton Street	6	45	Yes	Weekly
Old Health Building	216 W. Jones Street	3	12	No	3rd Floor Every Four Weeks, Basement - 2nd Every 8 Weeks
Old Revenue Building	2 S. Salisbury Street	1	47	No	Weekly
Old State Records Center / Construction Services	120 W. Lane Street	2	2	No	Every Twelve Weeks
Old Textbook Warehouse	215 W. Lane Street	1		No	Every Four Weeks
Personnel Development Center	101 W. Peace Street	1		Yes	Every Eight Weeks
Seaboard Building	413 N. Salisbury Street	4	6	No	Every Two Weeks
Shore Building	214 W. Jones Street	4	14	-	Every Four Weeks
State Records Center	215 N. Blount Street	1	5	Yes	Every Eight Weeks

****The Historic Houses listed below are part of the Downtown Region and are not equipped with elevators.**

Building Name/Agency Occupant	Address	No. of floors	Collection Frequency
Capehart-Crocker House	424 North Blount Street	1	Every Four Weeks
Hawkins-Hartness House	310 N. Blount Street	3	Every Four Weeks
Jenkins House	221 E. Lane Street	2	Every Four Weeks
Lee House	422 N. Blount Street	2	Every Eight Weeks
Executive Mansion	200 N. Blount St.	4	Every Four Weeks

“-“ Information not available

EXHIBIT B: BLUE RIDGE ROAD REGION

Building Name/Agency Occupant	Address	No. of floors	Loading Dock	Collection Frequency
DHHS Headquarters	1915 Health Services Way	11	Yes	Weekly
DIT Building #1	3700 Wake Forest Rd	N/A – collection from dock only	Yes	Every Two Weeks
DIT Building #2	3900 Wake Forest Rd	N/A – collection from dock only	No	Every Two Weeks
Motor Fleet Management	1915 Blue Ridge Road	1	-	Every Two Weeks
NC Museum of Art (Indoor)	2110 Blue Ridge Road	2	-	Every Two Weeks
NC Museum of Art (Outdoor)	2110 Blue Ridge Road	0	No	Every Two Weeks
NC State Surplus	6501 Chapel Hill Road	2	Yes	Every Eight Weeks
Public Health Lab	4312 District Drive	5	Yes	Weekly

“-“ Information not available

EXHIBIT C: CONTAINER INFORMATION

Standard container sizes range from 18-gal to 95-gal capacities. Containers over 48 gal shall have wheels.

This data includes only bins of known sizes. Total estimated bin counts for Downtown Region can be found in Exhibit A.

Capacity (gal)	18	32	41	48	65	95
Current estimated count of bins in Downtown buildings	14	164	194	55	64	139

EXHIBIT D: REQUIRED SIGNAGE

PLASTIC, GLASS AND METAL

Bottles, tubs, jugs, jars and cans

Recicla botellas, envases y contenedores de plástico, botellas y frascos de vidrio, y latas de metal

Empty and rinse
Vacía y enjuaga

No plastic bags
No eches bolsas de plástico

PAPER

Newspapers, magazines/glossy materials, office paper, paperboard, cartons

Recicla periódicos, revistas/materiales brillantes, papel de oficina, cartones

Hardcover books:
By request only. Contact building coordinator.
Libros de tapa dura: Solo por pedido. Póngase en contacto con el coordinador del edificio.