

**UNC
GREENSBORO**

**STATE OF NORTH CAROLINA
UNIVERSITY OF NORTH CAROLINA GREENSBORO**

Request for Proposal #: LK260102

CARGO TRANSPORT & MOVING SERVICES - 26

Date of Issue: January 16, 2026

Proposal Due Date: February 11, 2026 by 2:00 PM ET

Virtual Bid Opening: February 11, 2026 at 3:00 PM ET

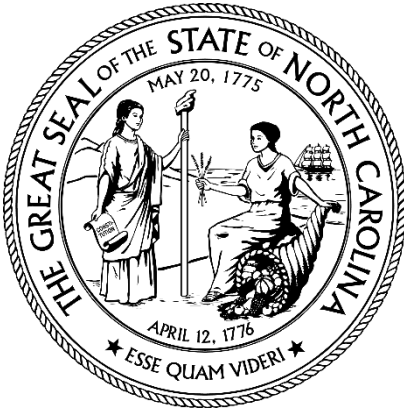
Direct all inquiries concerning this RFP to:

Lori Krise

Procurement Specialist

Email: lwkrise@uncg.edu

Phone: 336.334.5073



UNC
GREENSBORO

STATE OF NORTH CAROLINA

UNIVERSITY OF NORTH CAROLINA GREENSBORO

Request for Proposal # LK260102 Cargo Transport & Moving Services-26

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

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

Vendor Name

Vendor eVP#

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

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA	
UNIVERSITY OF NORTH CAROLINA GREENSBORO	
Refer <u>ALL</u> Inquiries regarding this RFP to: Lori Krise, lwkrise@uncg.edu	Request for Proposal #: LK260102 Cargo Transport & Moving Services -26
	Proposals will be publicly opened: February 11, 2026, at 3:00 PM ET
Using Agency: UNC Greensboro	Commodity No. and Description: 781018 Road Cargo Transport

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

VALIDITY PERIOD

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

ACCEPTANCE OF PROPOSAL

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

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

The attached certification, by _____.

(Authorized Representative of The University of North Carolina Greensboro)

Contents

- 1.0 PURPOSE AND BACKGROUND5**
- 1.1 CONTRACT TERM.....5**
- 1.2 CONTRACT VALUE.....5**
- 2.0 GENERAL INFORMATION.....5**
- 2.1 REQUEST FOR PROPOSAL DOCUMENT5**
- 2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS5**
- 2.3 RFP SCHEDULE6**
- 2.4 PROPOSAL QUESTIONS6**
- 2.5 PROPOSAL SUBMITTAL6**
- 2.6 PROPOSAL CONTENTS7**
- 2.7 ALTERNATE PROPOSALS7**
- 2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS8**
- 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS.....8**
- 3.1 METHOD OF AWARD8**
- 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....8**
- 3.3 PROPOSAL EVALUATION PROCESS.....8**
- 3.4 EVALUATION CRITERIA9**
- 3.5 PERFORMANCE OUTSIDE THE UNITED STATES10**
- 3.6 INTERPRETATION OF TERMS AND PHRASES.....10**
- 4.0 REQUIREMENTS10**
- 4.1 AFFILIATE10**
- 4.2 CONVENIENCE CONTRACT.....11**
- 4.3 NON-EXCLUSIVITY11**
- 4.4 PRICING.....11**
- 4.5 ORDERS11**
- 4.6 INVOICES.....11**
- 4.7 FINANCIAL STABILITY11**
- 4.8 HUB PARTICIPATION12**
- 4.9 VENDOR EXPERIENCE.....12**
- 4.10 REFERENCES12**
- 4.11 BACKGROUND CHECKS.....12**
- 4.12 HARRASSMENT13**

4.13 VENDOR’S REPRESENTATIONS13

4.14 AGENCY INSURANCE REQUIREMENTS MODIFICATION13

5.0 SERVICE REQUIREMENTS13

5.1 GENERAL13

5.2 VENDOR REQUIREMENTS14

5.3 PROPOSAL REQUEST PROCEDURE16

6.0 CONTRACT ADMINISTRATION.....17

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE17

6.2 CONTINUOUS IMPROVEMENT.....17

6.3 TRANSITION ASSISTANCE17

6.4 DISPUTE RESOLUTION18

6.5 PRICE ADJUSTMENTS18

6.6 CONTRACT CHANGES18

7.0 ATTACHMENTS19

ATTACHMENT A: PRICING.....19

ATTACHMENT B: INSTRUCTIONS TO VENDORS19

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS19

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION20

ATTACHMENT E: CUSTOMER REFERENCE FORM20

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR20

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION20

ATTACHMENT H: REQUEST FOR TAXPAYER INFORMATION.....20

1.0 PURPOSE AND BACKGROUND

The University of North Carolina Greensboro (UNCG) is seeking Vendor(s) to provide all necessary labor, equipment, materials and transportation in order to perform cargo transport and general moving services on the University's campus and other owned properties, on an as-needed basis. The awarded Vendor(s) shall fulfill the requirements contained herein and will meet the desired specifications.

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

1.1 CONTRACT TERM

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the "Effective Date") or March 1, 2026, whichever is later.

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional two-year terms. The State will give the Vendor written notice of its intent to exercise each option before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the State reserves the right to extend the Contract after the last active term.

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

1.2 CONTRACT VALUE

The total quantity of any services to be purchased under any resulting contract is not known and the University does not imply nor guarantee any minimum level of purchase.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

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

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

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

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

incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.

2.3 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	UNCG	January 16, 2026
Submit Written Questions	Vendor	January 22, 2026 by noon ET
Provide Response to Questions	UNCG	January 28, 2026
Submit Proposals in eVP	Vendor	February 11, 2026 by 2:00 PM ET
Virtual Opening	UNCG	February 11, 2026, at 3:00 PM ET Join the meeting now Meeting ID: 262 592 570 631 4 Passcode: RX28XS77 Dial in by phone +1 336-790-7381,,353887994# United States, Greensboro
Contract Award	UNCG	March 1, 2026

2.4 PROPOSAL QUESTIONS

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

Written questions shall be emailed to lwkris@uncg.edu by the date and time specified above. Vendors should enter “RFP # LK260102: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

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

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

2.5 PROPOSAL SUBMITTAL

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

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

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public

Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

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

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

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

2.6 PROPOSAL CONTENTS

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

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

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name and eVP number
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned
- e) Completed version of ATTACHMENT A: PRICING
- f) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- j) Completed and signed version of ATTACHMENT H: TAXPAYER INFORMATION

2.7 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal #LK260102 for [name of Vendor]". Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

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

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

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

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

3.4 EVALUATION CRITERIA

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

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

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

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

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

1. Vendor Technical Approach
2. Vendor Qualifications
3. Vendor Experience and Capabilities
4. Material and Supply Descriptions
5. Pricing
6. Vendor's Experience with UNCG

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.6 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 AFFILIATE

Any resulting contract may be utilized by UNCG and any affiliated University of North Carolina System institution (each an "Affiliate") which includes the following:

Appalachian State University	University of North Carolina at Chapel Hill
East Carolina University	University of North Carolina at Charlotte
Elizabeth City State University	University of North Carolina at Pembroke
Fayetteville State University	University of North Carolina at Wilmington
North Carolina Agricultural and Technical State	University of North Carolina School of the Arts
University North Carolina Central University	University of North Carolina System Office
North Carolina School of Science and Mathematics	Western Carolina University
North Carolina State University	Winston-Salem State University
University of North Carolina at Asheville	

Participation by an Affiliate is strictly voluntary, and UNCG shall not be responsible for orders or payments for any Affiliate.

If awarded a contract, does Vendor allow Affiliate institutions to piggyback off the awarded contract? Yes No

4.2 CONVENIENCE CONTRACT

Any resulting Contract shall be an indefinite quantity convenience contract. The total quantity of any services to be purchased under any resulting contract is not known and the University does not imply nor guarantee any minimum level of purchase. The University also reserves the right to make multiple contract awards if deemed by the University to be in its best interest.

4.3 NON-EXCLUSIVITY

Any resulting Contract(s) shall not be exclusive, and the University reserves the right to purchase the same or similar services from other sources at any time, at the sole discretion of the University.

4.4 PRICING

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

4.5 ORDERS

Orders may be placed throughout the contract term on an as-needed basis for services, and each order will be issued directly to the respective Vendor after receipt of a project quote, proposal, and/or Statement of Work, as per the requirements and specifications stated herein. All orders under any resulting contract(s) must be placed using a separate, new authorized Purchase Order. Each order shall indicate the specific services and quantities required and delivery/ship-to information, as applicable. All orders received by the Vendor that do not include a separate, new authorized Purchase Order shall not be accepted or processed by the Vendor. The University shall not be responsible for any orders processed by the Vendor that do not include a separate, new authorized Purchase Order.

4.6 INVOICES

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

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

The purchase order shall be shown on all packages, manifests, and invoices to ensure proper identification and payment of invoice. Copy of manifest(s) shall be submitted with invoices. Invoices shall be sent to the address stated on the purchase order under Billing Address or emailed to acctpay@uncg.edu. Invoice may require approval by designated Move Coordinator, indicated in Section 5.0, prior to payment by Accounts Payable. Confirm invoice submission process with assigned Move Coordinator (Requestor/Ship To Contact on Purchase Order). Failure to confirm and follow appropriate procedure may cause payment delays.

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

4.7 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.

4.8 HUB PARTICIPATION

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

4.9 VENDOR EXPERIENCE

In its Proposal, Vendor must include a company background demonstrating performance capabilities and experience history with public and/or private sector clients with similar or greater size and complexity to the State. Evidence that the Vendor can effectively and efficiently coordinate moves at UNCG should also be included.

4.10 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. **UNCG shall not be one of the references.** 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 Proposal.

4.11 BACKGROUND CHECKS

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

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 proposal 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.

4.12 HARRASSMENT

The University has a zero-tolerance policy for sexual harassment. Such harassment includes but is not limited to the use of verbal or visual innuendos which may be interpreted as offensive to the campus community. The Vendor's employees must adhere to this policy and any failure to exhibit proper and professional behavior may render an individual as unsuitable; that individual may subsequently be prohibited from further work on the campus. Continued violations of this policy by other individuals may result in the termination of the contract.

4.13 VENDOR'S REPRESENTATIONS

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

4.14 AGENCY INSURANCE REQUIREMENTS MODIFICATION

Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation is for Contract value in excess of the Small Purchase threshold, but up to One Million (\$1,000,000.00) US Dollars.

Vendor must provide valid proof of insurance with their bid submission that meets or exceeds the insurance requirements per the North Carolina State Terms and Conditions which can be found in ATTACHMENT C. Additionally, Vendor must carry full replacement, zero deductible, valuation coverage on all UNCG items that are part of the various moving projects.

5.0 SERVICE REQUIREMENTS

The intent of this solicitation is to secure contract(s) for the coordination of department moving and storage services on an as-needed basis. Most moves will be on campus, from one location to another, but some projects may be to an off-site location or require temporary storage at the Vendor's local secure storage facility as determined by the designated University Move Coordinator for the respective move. All work shall be scheduled and performed under the direction of the designated University Move Coordinator for the respective move.

The following departments are the only departments authorized to act as Move Coordinator and request a proposal for services:

- Facilities Design and Construction
- Facilities Operations
- Housing & Residence Life
- Office of Space Utilization and Planning
- Surplus Warehouse

5.1 GENERAL

Moving activities may consist of small moves such as one office or less within campus buildings. Moves may also consist of multiple offices and between multiple locations on campus. Moves may also consist of surplus equipment and furnishings to the University

Surplus Warehouse. As required by campus departments, other moves such as those consisting of large equipment or laboratory items may also be required. Every move must be arranged with the designated UNCG project coordinator for that relocation and be accompanied by a formal numbered quote from the Vendor. A separate purchase order will be issued by the University for each move and the Vendor's invoice must reference the respective purchase order number assigned. The Vendor may be asked to provide employee timesheets with each invoice to verify accurate billing for all work performed for the University.

UNCG makes no guarantee as to the number of moves that will be required or the number of labor hours that will result from any awarded contract. ALL REQUESTED MOVING SERVICES ARE ON AN AS-NEEDED BASIS AND THERE IS NO GUARANTEED MINIMUM LEVEL OF SPEND UNDER ANY AWARDED CONTRACT.

Off-site moves, as required, will be handled in the same manner as on-campus moves and will be limited to the Greensboro area. The contract(s) that results from this solicitation will NOT encompass interstate household, laboratory, or office moves of new faculty or staff from outside of North Carolina to the UNC Greensboro campus or homes in the Greensboro area.

The Vendor shall provide all qualified labor, supervision, vehicles and equipment to perform all moving services in a timely and efficient manner. Crew sizes and requirements will vary by project and will be dependent upon the type of move requested. In most cases, University staff will pack and unpack the boxes to be moved, but in some instances packing services may also be required. It is the responsibility of the Vendor to provide a supervisor to estimate the job before the work begins in addition to coordinating the actual move and managing the crew. Said supervisor shall apprise themselves of all conditions affecting each move and must alert University staff of any conditions that will require attention prior to the start of the project.

Some projects may require the Vendor to deliver packing materials to campus prior to the move so that University staff can have the items to be moved packed and ready for transport on the day of the move. In your response, please list the container options available to the University (i.e., cardboard boxes, reuseable totes, storage bins, etc.) and their prices.

Typical moves will be scheduled during the University's normal business hours, Monday through Friday, 8:00 AM to 5:00 PM, but under some circumstances, after hours and weekends may be required and will be handled on a case by case basis. In the event multiple, small-scale move projects are scheduled to occur simultaneously, UNCG will endeavor to stage projects sequentially, where feasible, to facilitate execution of the moves.

UNCG may occasionally require off-campus storage of various items at the Vendor's local secure warehouse. Vendor will be responsible for the security of the items in storage at their location and maintain appropriate replacement insurance coverage for said items.

5.2 VENDOR REQUIREMENTS

All work shall be performed in full compliance with OSHA standards meeting all national, state and local codes. Any waste debris generated as a result of Vendor's work must be removed by the Vendor and properly disposed of in full compliance with all EPA, Federal, State and local guidelines. All work shall be done in accordance with the best practices of the moving trade as stipulated in the written standards of trade organizations or institutions, as determined and accepted by the University.

Unless specifically authorized in writing, in advance, the Vendor shall perform all required services using their own forces. Temporary labor forces shall not be permitted without the express written consent of the University, to be determined at their sole discretion. The Vendor shall provide the best quality tradesmen who are experience in the types of moves required by the University, acceptable to the University, and able to read and communicate in English. All of the Vendor's personnel shall wear uniforms distinctly identifying them as an employee of the Vendor. Uniforms shall always be worn while on the premises and shall be provided by and at the expense of the Vendor.

Vendor must include a company background detailing performance capabilities and history in their bid submission. Evidence that the Vendor can effectively and efficiently coordinate moves at UNCG should also be included.

Vendor must protect all building surfaces and property while performing all work and will be held responsible for all damages or loss directly attributable to their employees' actions and/or negligence.

Basic crew shall consist of one (1) Lead Mover, key personnel of the Vendor, and Mover's helper(s). Lead Mover shall maintain a presence at all times and have supervisory authority on site of all Vendor's personnel. The Lead Mover shall be authorized to act as an agent on behalf of the Vendor and shall remain with an individual move project through completion. The Lead Mover shall maintain 2-way communication with the UNCG Move Coordinator by means of cellular telephone. Additional Mover's helpers may be utilized as warranted by the project size. The labor rate for additional movers shall be compensated at the Mover's Helper rate. The total for all manhours shall not exceed the amount stated on the Vendor's proposal except as authorized by a written change order.

Vendor shall investigate the conditions for each move and fully understand the intent and requirements of the move as well as to familiarize themselves with site conditions when meeting with the UNCG Move Coordinator to estimate project and ensure that any required equipment is brought by the moving crew.

Vendor shall deliver materials to project site in sufficient quantities to allow for continuity of work. Deliveries shall be coordinated with the designated University project coordinator. Materials shall be stored only in locations approved in advance by the UNCG Move Coordinator.

Vendor may at times be required to provide moving and set up services that do not require a truck or materials to handle the event preparation moving logistics that occur on campus.

Most buildings on campus have a loading dock and/or elevator. UNCG Facilities estimates that less than 5% of the buildings have neither a loading dock nor elevator. Buildings are occupied and utilized by the University on an on-going basis. Vendor shall not interrupt University operations unless prior written approval is received by UNCG Move Coordinator. Building access locations for loading and unloading shall be restricted to the areas approved in advance by the UNCG Move Coordinator.

Vendor shall disassemble case goods furniture as necessary to relocate the same. Vendor shall reassemble case goods furniture after relocating to the new destination. After assembly, leave furniture fully functional and 'white glove' clean.

Vendor shall be responsible for providing all necessary tools, equipment and transportation for each move project. Transportation shall consist of a minimum of one (1) professional moving truck for each move project. More moving trucks in the appropriate number and size shall be provided as required by the individual moving project. Vendor shall provide all material handling equipment necessary to accomplish the work. Tools shall consist of basic hand and power tools kept in good working condition and appropriate for the task at hand. Vendor to provide all necessary and required Personal Protective Equipment (PPE) to include but not limited to safety shoes, eye protection, back supports, or other clothing and work accessories to protect their employees from workplace hazards.

Conduct of the Vendor's personnel must be above reproach concerning students, employees, drugs, firearms, and language. There shall be no contact between the Vendor's employees and students or University staff, with the exception of the UNCG Move Coordinator and project representative. The possession or use of drugs, including alcohol, or firearms on University property is prohibited. The use of profane language by the Vendor's personnel is strictly prohibited at all times. If complaints arise, the Vendor's personnel will be asked to leave pending further investigation.

Unless expressly identified as an item to be moved, the Vendor's personnel shall not remove any article or material from the premises, regardless of its value or of any University employee's permission. This includes the contents of any item(s) found in trash containers in or around the premises, except for tools and materials owned by the Vendor.

UNCG may cancel the contract resulting from the award of this RFP, without penalty to the University, based on but not limited to any of the items below:

- The work under this contract is abandoned by the Vendor.

- The Vendor attempts to assign or subcontract any of the work under this contract to another entity without the prior written consent of the University.
- The Vendor defaults on any of the requirements, terms or conditions under this contract.
- In the event of substandard performance by the Vendor, the University will document any and all issues and contact the Vendor to correct said issues to the satisfaction of the University. If substandard performance becomes routine, including but not limited to excessive or repeated damage to the University or its property, careless work, unacceptable personnel conduct, or unlawful actions by the Vendor or its personnel, UNCG may cancel this contract with seventy-two (72) hours written notice to Vendor.
- UNCG may terminate this contract with or without cause by providing the Vendor with thirty (30) days written notice of its intent to cancel.

Any cancellation notice shall not relieve the Vendor of the obligation to deliver and/or perform on all outstanding orders and service requests issued prior to the effective date of the cancellation notice. Under no circumstances shall the University's financial obligation to the Vendor exceed the amount owed for services rendered prior to the termination of the contract.

5.3 PROPOSAL REQUEST PROCEDURE

When initiating a Request for Service, a UNCG Move Coordinator shall contact the Vendor and request an evaluation on-site to determine the specific and quantifiable requirements for the project. A defined scope of work shall be agreed upon in writing for each project. The scope of work shall be prepared by the Vendor and submitted to the UNCG Move Coordinator for review and comment. Upon concurrence of scope, the Vendor shall prepare and submit to the Move Coordinator a detailed and itemized stipulated sum proposal. That proposal shall contain the following minimum itemized work elements:

1. Incorporated by reference those unit price labor and materials established upon ATTACHMENT A: PRICING. Those rates shall be confirmed within the Purchase Order issued by UNCG Procurement Services.
2. Include an itemized listing of all items to be relocated.
3. Include a quantified and itemized list of all materials and equipment, including vehicle expenses, necessary to accomplish the project.
4. The Vendor's proposal shall specify that there is insurance coverage of \$0.60 per pound. Insurance requirements in excess of that amount shall be the responsibility of the University.
5. Include language indicating whether the University opted to accept or decline 'Additional Insurance' for items being moved as part of the project. If accepted, indicate the rate and number of pounds of 'Additional Insured' items.
6. Describe in detail any significant materials and methods required for the project.
7. Signify start and completion dates for the project based upon the time required to complete the move, site availability, and the University calendar.
8. Vendor shall provide a separate proposal for each move project requested by the UNCG Move Coordinators (from authorized departments listed in Section 5.0), even if the multiple move projects are to be accomplished during the same day. (This is necessary for accounting purposes, to keep departmental funds separated).

The UNCG Move Coordinator will review the Vendor's proposal for completeness and compliance with the scope of work and the published labor and materials rates. If accepted, the Move Coordinator will forward the proposal to UNCG Procurement Services

recommending Purchase Order. Without exception, Vendor must have received a purchase order for the defined move project prior to executing the work.

Use of PCard to acquire moving services is unacceptable.

If the Vendor and UNCG Move Coordinator are unable to reach an agreement for the move project based on the Vendor’s cost proposal or availability, or if the Vendor is unable to respond to the Move Coordinator’s initial request to review a project within seven (7) days of the initial request, the University reserves the right to contact other sources.

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

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

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

6.2 CONTINUOUS IMPROVEMENT

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

6.3 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or

cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.4 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.

6.5 PRICE ADJUSTMENTS

Prices proposed by the Vendor shall be firm against any increase throughout the initial term of the Contract.

Price increase requests shall be submitted in writing to the contract administrator prior to the start of any renewal term, which shall include the reason(s) for the request and contain supporting documentation for the need. Price increases will be negotiated and agreed to by both the State and Vendor in advance of any price increase going into effect. The State is not obligated to accept pricing adjustments or increases and reserves the right to accept or reject them in part or in whole. Price de-escalation or decreases may be requested by the State at any time.

It is understood and agreed that services will be performed at the established Contract prices in effect on the date a purchase order is issued. Invoicing that deviates from this provision may result in Contract cancellation.

6.6 CONTRACT CHANGES

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

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE

ATTACHMENTS B - G CAN BE ACCESSED FROM THIS LINK:

<https://www.doa.nc.gov/divisions/purchase-contract/vendor-forms>

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this RFP, which can be found in the table below:

A.	Monday-Friday, 8AM-5PM Moves	Supervisor:	<input type="text"/>	/hour	Worker:	<input type="text"/>	/hour
B.	Weekends/Overtime Moves	Supervisor:	<input type="text"/>	/hour	Worker:	<input type="text"/>	/hour
C.	Driver (M-F, 8AM-5PM)		<input type="text"/>	/hour			
D.	Driver (Weekends/OT)		<input type="text"/>	/hour			
E.	Truck Fee		<input type="text"/>	/hour			
F.	Storage Fee		<input type="text"/>	/square feet			
G.	Cardboard Boxes		<input type="text"/>	/each			
H.	Re-usable Corrugated Totes		<input type="text"/>	/each			
I.	Plastic Storage Containers		<input type="text"/>	/each (rental)			
J.	Plastic Storage Containers		<input type="text"/>	/each (loss replacement)			
K.	Dish Packs		<input type="text"/>	/each			
L.	Bubble Wrap		<input type="text"/>	/each			
M.	Paper Wrap		<input type="text"/>	/each			
N.	Valuation Coverage		<input type="text"/>				
O.	Other		<input type="text"/>				
			<input type="text"/>				
			<input type="text"/>				
			<input type="text"/>				
			<input type="text"/>				
			<input type="text"/>				

As most of the work is to be completed during normal business hours, preference will be made to Rate A above. Identify listed rates as related to regular supervisory and worker positions as possible. There are no prevailing wage requirements.

The University understands there is a cost for full valuation coverage so insurance costs should be provided as part of the bid submission. Since very move is unique, there is no way for us to provide an estimate.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors are incorporated herein by this reference.

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions are incorporated herein by this reference.

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form.

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form.

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor form.

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition form.

ATTACHMENT H: REQUEST FOR TAXPAYER INFORMATION

Complete, sign, and return the UNCG Taxpayer Information form which is a separate document that can be found at:
<https://accountspayable.uncg.edu/wp-content/uploads/UNCG-Taxpayer-Information-Form-Revision-03.22.2023.pdf?v=1762788548838>

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