STATE OF NORTH CAROLINA

NC Department of Agriculture & Consumer Services

Invitation for Bid #: 10-IFB-2271275972-YB

Parking and Transportation Services

Date of Issue: August 06, 2026

Bid Opening Date: September 08, 2026

At 02:00 PM ET

Direct all inquiries concerning this IFB to:

Yasser Babiker

Procurement Specialist II

Email: yasser.babiker@ncagr.gov

Phone: 919-707-3087

STATE OF NORTH CAROLINA

Invitation for Bid

10-IFB-2271275972-YB

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

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

____

Vendor Name

____

Vendor eVP#

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

STATE OF NORTH CAROLINA
Division of Department of Agriculture & Consumer Services

Refer *ALL* Inquiries regarding this IFB to the procurement lead through the Message Board in the Sourcing Tool. See section _2.6_ for details: Yasser Babiker	**Invitation for Bid No.: 10-IFB-2271275972-YB**
	Bids will be publicly opened: September 08, 2026 At 02:00 PM ET ____ **Microsoft Teams meeting** **Join:** https://teams.microsoft.com/meet/235132724405095?p=F9Eq1iij3FaqnML6Dy **Meeting ID: 235 132 724 405 095** **Passcode: nA7Mw2RL**
	Need help? | System reference **Dial in by phone** +1 984-204-1487,,123232625# **United States, Raleigh** Find a local number **Phone conference ID: 123 232 625#** **Join on a video conferencing device** **Tenant key: ncgov@m.webex.com** **Video ID: 117 974 760 1** More info **For organizers:** Meeting options | Reset dial-in PIN ____
Using Agency: Department of Agriculture & Consumer Services – State Fair	**Commodity No. and Description: 781420 - Parking and Transport Services**
Requisition No.: RQ265250	

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:			
VENDOR'S AUTHORIZED SIGNATURE*:	**DATE:**	EMAIL:	

VALIDITY PERIOD

Offer shall be valid for at least One Hundred and twenty (120) days from date of bid opening, unless otherwise stated here: ______ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

ACCEPTANCE OF BIDS

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

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

The attached certification, by ____.

(Authorized Representative of NC Department of Agriculture & Consumer Services)

Contents

1.0 PURPOSE AND BACKGROUND

The Purpose of this Invitation for Bids is to seek qualified vendors to establish an Agency Specific Term Contract to provide parking and transportation services for the NC Department of Agriculture and Consumer Services (NCDA&CS), NC State Fair and the Mountain State Fair. These services will be required prior to and during the eleven (11) day annual NC State Fair and ten (10) day annual mountain state fair, and other events during this contract period. The North Carolina State Fair makes use of numerous parking areas that require proper coordination and control to assure best use of available space, as well as having numerous remote lots that require movement of Fair attendees and staff throughout the event.

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

1.1 CONTRACT TERM

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

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://eprocurement.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://eprocurement.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 non-responsive.

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	08/06/2026
Pre-bid conference	State	08/18/2026 At 10:00 AM ET
Submit Written Questions	Vendor	08/25/2026 At 12:00 PM ET
Provide Response to Questions	State	08/27/2026
Submit Bids	Vendor	09/08/2026 At 02:00 PM ET
Contract Award	State	TBD

2.5 SITE VISIT

Mandatory Pre-Bid Conference

Date: 08/18/2026
Time: 10:00 AM Eastern Time
Location: NC State Fair Administration conference room
4285 Trinity Rd
Raleigh, NC
Contact #: 919-821-7400

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-bid conference. Attendees must arrive promptly. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE PRE-BID CONFERENCE, NOR SHALL THEIR BID BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

FAILURE TO ATTEND THE MANDATORY PRE-BID CONFERENCE SHALL RESULT IN VENDOR'S BID BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.

The purpose of this conference is for all prospective Vendors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this IFB. Vendors must stay for the duration of the conference. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this IFB.

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

2.6 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 # 10-IFB-2271275972-YB – 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.

2.7 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.

2.8 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) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
b) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
c) Vendor Response: Vendor Experience
d) Completed version of ATTACHMENT A: PRICING
e) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
f) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
g) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.9 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.

2.10 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.

3.0METHOD 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 procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's bid or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB or inquiries directed to the procurement lead 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 <u>contract performance outside of the United States</u>, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

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

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

4.2 FINANCIAL STABILITY

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

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

4.3 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all Parking managers of minimum of five (5) years of professional experience to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.4 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. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope 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.

4.5 BACKGROUND CHECKS

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

4.6 PERSONNEL

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

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

4.7 VENDOR'S REPRESENTATIONS

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

4.8 AGENCY INSURANCE REQUIREMENTS MODIFICATION

1. *Potential for damage to State property or property of a third party,*
2. *Whether Vendor will transport State property, clients, or employees,*
3. *Use of a vehicle to accomplish the work or to travel to or from State locations,*

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

☐ Small Purchases

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

☒ Contract value in excess of $1,000,000.00

4.9 SUBCONTRACTORS

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

4.10 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.
A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute "transacting business" in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: https://www.sosnc.gov/ to register.

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

The NC Department of Agriculture and Consumer Services is the owner of this contract. All issues regarding this bid solicitation and or subsequent resulting contract shall be addressed to the NC Department of Agriculture and Consumer Services, Purchasing Division. Duties shall include transportation and parking services as specified in this IFB. An appropriate number of staff and equipment in good operational condition shall be provided.

The North Carolina State Fair reserves the right to add signage and/or banners within the vendor operational areas, as well as on vendor vehicles.

5.1 TRANSPORTATION SPECIFICATIONS

Transportation Specifications

1. **Dogwood Transportation** Hours of operation 8:00AM until gates clear. Services include one (1) interior shuttle, minimum 40 passengers, moving customers inside parking lot, and twelve (12) buses, minimum 40 passengers each, moving customers from Dogwood to the NC State Fairgrounds. All bicycle racks in operational areas will be the responsibility of the vendor.

2. **Carter Finley Lot C (Employee and Staff Parking to Gates 3 and 12)** Hours of operation 6:00AM until Gates Clear. Services include two (2) buses, minimum 26 passengers, from 6:00AM to Gates Clear daily and one (1) additional bus, minimum 26 passengers, from 8:00PM to Gates Clear daily.

3. **Handicap Overflow (Carter Finley to Gate 10**) Hours of operation 9:00AM until Gates Clear. Services include three (3) HDA Handicap accessible buses, minimum 24 passengers.
On each day of fair operation, Vendor will provide three (3) twenty-four passenger minimum buses, handicap accessible with a wheelchair lift to transport people parked in Carter-Finley Stadium to and from gate 10 in Bunn Field. Please see Figure 3 Diagram which shows handicap overflow in the Carter Finley practice lot. These buses will be used to move ADA attendees to and from the handicap overflow lot to Gate 10 to allow entrance into the State Fair. Vendor will designate the lot in Carter Finley Stadium that is closest to Trinity Road and Youth Center Road as the "Handicap Overflow lot". Vendor will coordinate with SHP and or Contract Manager to direct handicap patrons into the overflow lot after the Bunn Field handicap/bus parking at Gate (10) has reached capacity. Vendor will erect ample directional signage along Trinity Road and at the entrance to the handicap lots. Sufficient signage shall be provided for handicap patrons to easily locate the overflow handicap parking lot.

4. **Senior Citizens Day** Hours of operation 8:00AM until 4:00PM. Services include two (2), minimum 20 passenger buses handicap accessible with a wheelchair lift to transport Senior Citizens from Carter-Finley Stadium or Gate 10 to the outside of Gate 1 on the Fairgrounds and back to Carter-Finley Stadium or Gate 10 from Gate 1.

5. **Gates 3, 8, 10 Shuttle**, Hours of operation 6:00AM until Gates Clear. Services include one (1) van, minimum 15 passengers, from 6:00AM to Gates Clear daily and one (1) additional van, minimum 15 passengers, from 1:00PM to Gates Clear daily. Shuttle will travel on public roads on perimeter of the Fairgrounds stopping at Gates 3, 8, and 10. This **shuttle is at the discretion of the Fair Manager due to the ongoing construction around the perimeter of the Fairgrounds.**

6. **Century Farm Celebration Event.** At the Fair Managers discretion, there will be a Century Farm Celebration which requires the vendor to move guests from Carter Finley Stadium to the Hunt Horse complex and back from 07:00 AM to typically 08:00 PM (until guests clear). This event is typically on a weekday. Needs will be evaluated and staffed based on expected event registration. Hourly rates from attachment A apply for this event.

7. Pre Fair Setup and Post Fair Tear Down. Vendor will arrive onsite no later than the Monday prior to the Fair to set up established parking areas, verify bus routes and any Command Post areas prior to the Fair and will remain onsite until all items have been removed and/or disposed of by the Friday after the Fair.

Parking Specifications

Dogwood, Cardinal and Carter Finley Lots

1. **Dogwood Parking Lot (Reedy Creek and Edwards Mill Rd – see Figure 1)**

   a) Approximately 2,500 Parking Spaces, Unpaved, Unmarked Gravel.

   b) Two (2) Supervisors.

   c) Nine (9) Staff all day parking cars and directing traffic

   d) Hours of operation 8:00AM until Gates Clear.

   e) Four (4) additional staff from 1:00 PM to 8:00 PM on Friday – Sunday – As needed on other days

2. Cardinal Parking Lot (Hwy 54 Lot – Just east of Edwards Mill Rd. – See figure 4)

a) Approximately 2,000 Parking Spaces, Unpaved, Unmarked Gravel

b) Two (2) Supervisors

c) Nine (9) Staff all day parking cars and directing traffic

d) Hours of operation 8:00AM until Gates Clear.

e) Four (4) additional staff from 1:00 PM to 8:00 PM on Friday – Sunday – As needed on other days

3. Carter Finley Gate B – See Figure 3

a) Two (2) Supervisors

b) Fourteen (14) Parking and traffic control attendants

c) Hours of operation 8:00AM until Gates Clear.

4. Carter Finley Lot C (Employee and Staff Parking – See figure 3)

a) Two (2) Traffic Control Staff

b) Hours of operation 6:00AM until Gates Clear.

5. Vet School Entrances

a) Two (2) Traffic Control Staff total (Blue Ridge Rd Entrance and Hillsborough St Entrance) 1 at each entrance Hours of Operation 7:00 AM until Gates Clear.

6. Livestock and Livestock Overflow Parking

a) Two (2) Traffic Control Staff (Behind campground and the Frank Wheedon Lot)

b) Hours of Operation 7:00 AM until Gates Clear (Emphasis on Livestock move in and move out days)

c) Traffic Control Staff 7:00 AM until Gates Clear in the Livestock/Tanker Lot area based on load in/ load out days

7. Bunn Field

a) Two (2) Traffic Control Staff at Lower Bunn at Youth Center Drive.

b) Six (6) Traffic Control Staff at the Gate 9 entrance.

c) Five (5) Traffic Control Staff at Gate 10 Accessible Parking area

d) 08:00 AM until gates clear.

The listed volumes of equipment and staff are the minimum needed to accomplish daily tasks. Slight variance in Traffic Control and Parking Staff will be evaluated as needed on heavy traffic days by the Vendor and Contract Administrator or his designee. Adjustments will be made by the Contract Administrator if there is a benefit to the event, invoiced at the contract hourly rates.

The awarded vendor will have access to a radio daily to allow immediate access to the Contract Manager or designee.

The awarded vendor will be required to send a daily accounting spreadsheet for bus hours and staff hours worked for the previous day by noon of the following day.

Typical gate hours are 09:00 AM to 11:00 PM on weekdays and 09:00 AM to 11:30 PM on Friday and Saturday. Day 1 of the Fair hours are 12:00 Noon to 11:00 PM. Gate/Parking lots will typically clear out within one (1) hour of event closure. Parking and Transportation staff need to be setup, onsite one hour before Gates open and remain staffed until Gates and lots clear. Lot C employee shuttles start at 06:00 AM on all days of the Fair.

Use of all NC State Fair logos and trademarks by an outside agency will only be allowed with written permission of the Fair Manager and/or his designee.

(See Drawings Below)

Figure: 1 (Dogwood Parking Lot)

4501 Reedy Creek Rd.

Figure 2: *(Gate 10 Bunn Field)*

Enter from 4285 Trinity Rd.

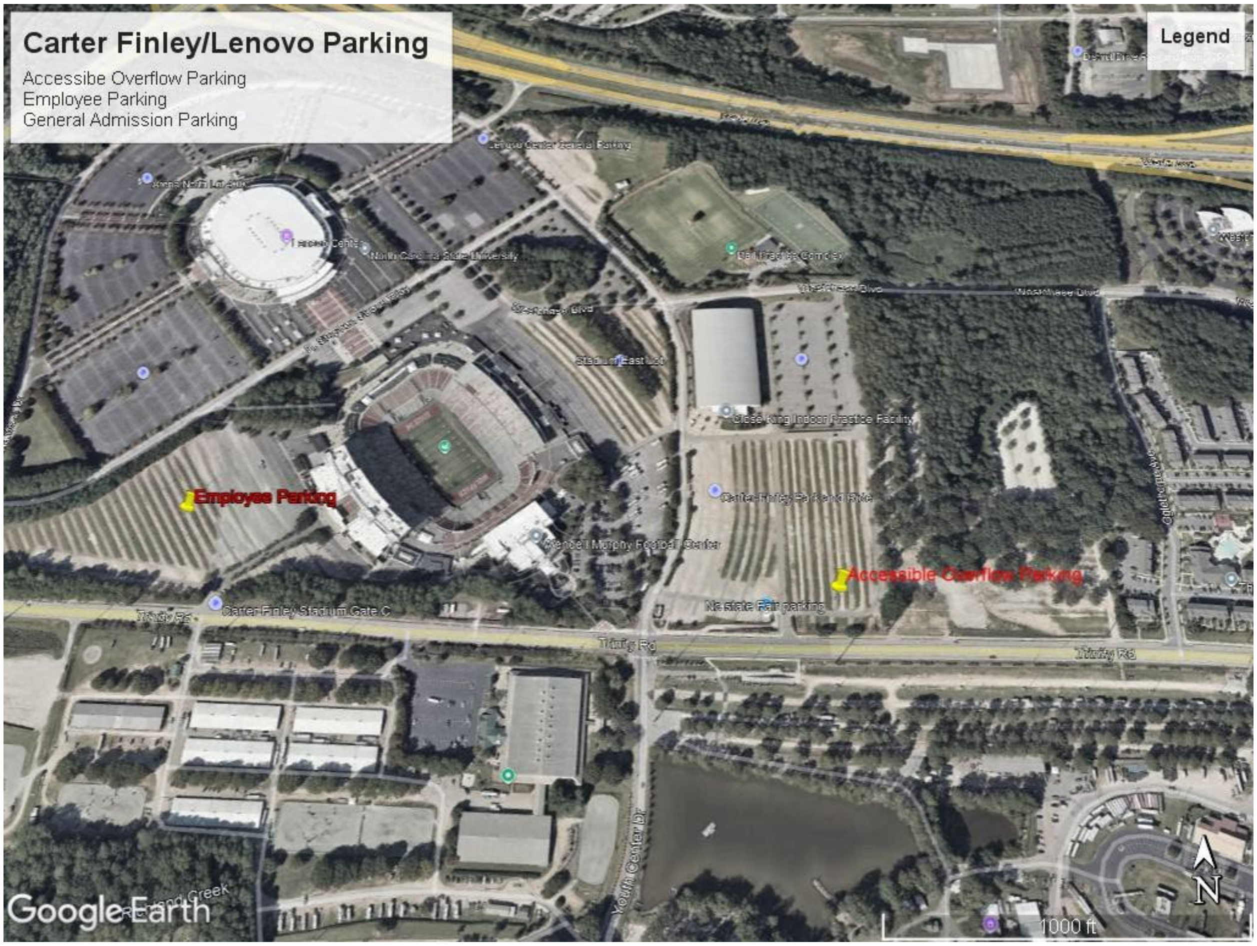

Figure 3: (Carter Finley Parking)

4598 Trinity Rd.

Figure 4: (Cardinal Parking Lot)

5766 Chapel Hill Rd.

5.2 TASKS/DELIVERABLES

NC Department of Agriculture and Consumer Services, NC State Fair Specifications:

1. Vendor will recruit, hire, supervise and pay all required personnel. Any cost for support staff, such as command center staff and management, will be at the expense of Vendor.

2. Vendor will provide employees with shirts (collared with company logo) presentable slacks or shorts. Caps with company logo are acceptable.

3. Vendor to supply employees with all necessary safety equipment, signs, material, and supplies to meet the requirements in this IFB.

4. Vendor shall organize, perform, and maintain all control duties beginning the Sunday prior to the opening of the State Fair and continuing throughout the eleven (11) day Fair.

5. Vendor will work closely with North Carolina State Highway Patrol (NCSHP), NC Department of Transportation, Levnovo Center, and State Fair Manager or Contract Manager to coordinate transportation and parking.

6. The services are required for the NC State Fair on October 15-25, 2026, and subsequent renewal dates. Future fair dates will be indicated in contract extensions if applicable. The first date required will be the Sunday prior to the official opening day of the Fair, or as noted in this IFB.

7. Vendor and Contract Manager will remain in contact with NCSHP to ensure they are aware of changes in parking areas. Lot Full signs will be provided by the vendor and placed by the parking lot attendants.

8. Vendor must designate loading and unloading areas with signs along bus routes. Vendor and Contract Manager will coordinate with the NC State Fair, NCDOT Command Center and NCSHP to place appropriate wording on electronic signs to assist motorists as they approach the State Fair.

9. Pick up and drop off sites will be established by the contract Manager or designee with agreement by vendor. NC State Fair will provide tents at the established sites.

10. The Contract Manager or designee may re-direct transportation as needed. Vendor will contact Contract administrator if additional transportation vehicles or services are needed. The Contract Manager or designee must give prior approval. If additional services are needed, they will be at the hourly rate awarded in contract price.

11. Vendor shall be on site no later than three (3) days prior to Fair opening to line (flagging, paint line, cones, etc) off parking spaces to ensure effective use of parking lots and traffic flow.

12. All transportation and parking services shall operate at no cost to users. **Tips shall not be accepted by Vendor or vendor's employees/subcontractors.**

13. All buses shall be labeled to identify the route and stops along the route.

14. Temporary offices and staging sites shall be the responsibility of the vendor.

15. Equipment and personnel may be reassigned to other tasks at the same contract level) after consultation and mutual agreement with the contract administrator and vendor.

16. The Vendor will provide all utility vehicles necessary for transportation of its workers and equipment. The vendor will be responsible for arranging proper permits for all vehicles on-site. Trucks, all-terrain vehicles, etc. will be needed to carry out these functions of the job and are to be identified with company logo.

17. The Vendor will provide and place barricades, roping, stakes, flagging, traffic signs and pedestrian control devices to efficiently route traffic in and around all parking areas. Vendor will take reasonable steps to prevent unauthorized parking.

18. Vendor will coordinate traffic control with the North Carolina State Highway Patrol and Contract Manager or designee through the Contract Manager. Vendor will keep a daily log of activity to provide information on circumstances that the Contract Administrator needs to be apprised of assets and resources used, issues, problems, injuries, wrecks, etc., emailed or delivered to the Contract Manager daily.

19. Vendor is to provide a full-time dispatcher (6:00 a.m. until parking lots clear) to coordinate a total communication system headquartered at traffic control center (mobile office). A daily log of activity is to be maintained.

20. Vendor will maintain good relations with all parking customers, i.e., render lost person (children and adults) services, motorist assistance services, emergency services, answer general questions, etc. This may include but not be limited to, inoperable vehicles that need to be towed - call for service, flat tire, providing directions to patrons, etc.

21. The Vendor shall supervise, reserve, and control all State Fair controlled parking lots, handicapped spaces, radio and media parking, exhibitor's lots, Law Enforcement/EMS/Fire parking, carnival operator parking, employee lots, livestock parking area, bus parking (private and public) Governor James B. Hunt, Jr. Horse Complex parking and special show parking. Our parking services begin:

    i. Tanker lot – Monday morning prior to the opening of the Fair.

    ii. Flower Show – Wednesday and Thursday before the Fair, if needed.

    iii. Bunn Field – Two (2) attendants Monday before the Fair.

22. All other parking services to begin on the first day of the fair.

    NC Mountain State Fair

23. Parking Ambassador included (1531) staffing hours over the 10 days fair, eleven (11) parking ambassadors scheduled:

    - 08:00 AM – 12:00 AM on both Friday and Saturdays
    - 08:00 AM – 12:00 AM on the first Sunday
    - 02:00 PM – 09:00 PM Monday through Thursday
    - 08:00 AM – 08:00 PM on the final Sunday

24. Management oversight included Supervisors and Managers coverage extending up to one hour beyond daily operations to oversee closing procedures, support staff, and provide additional guest assistance.

5.3 CERTIFICATION AND SAFETY LABELS

Any manufactured items and/or fabricated assemblies provided hereunder that are subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization *acceptable to govern inspection where the item is to be located*, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

5.4 DEVIATIONS

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

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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.

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.

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

6.2 INVOICES

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

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

6.3 POST AWARD BUSINESS REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet No later than September, 15 2026 with the State for Business 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.

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 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.

6.7 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 done through the Contract Administrator.

6.8 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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7.0 ATTACHMENT A: PRICING FORM

Vendor shall furnish all necessary parts, labor, transportation, equipment, tools, materials and supplies as may be required to provide parking and transportation services for the NC State Fair in accordance with the terms and conditions and specification herein.

LINE #	DESCRIPTION	HOURLY COST	ESTIMATED HOURS	EXTENDED COST (11 DAYS)
1	Minimum 40-person bus- (25% Handicap Accessible) Dogwood Lot	HOURLY COST PER BUS $ ________	3,750	$ ________
2	Minimum 26-person bus Lot C Employee Shuttle	HOURLY COST PER BUS $ ________	1,750	$ ________
3	Minimum 24-person bus-Handicap Bus Handicap Lot Overflow Route	HOURLY COST PER BUS $ ________	1,750	$ ________
4	Minimum 20 -person bus Senior Day Gate 10 to Gate 1 Route	HOURLY COST PER BUS $ ________	256	$ ________
5	15-passenger van Gate 3, 8, 10 Shuttle	HOURLY COST PER VAN $ ________	1,750	$ ________
6	Minimum 30-person Transit Bus Any Additional Routes if needed due to construction.	HOURLY COST PER BUS $ ________	1,825	$ ________
7	Parking Supervisor	COST PER HOUR SUPERVISOR $ ________	4,045	$ ________
8	Parking and Traffic Staff Attendant	COST PER HOUR ATTENDANT $ ________	17,980	$ ________
9	NC mountain State Fair Staffing parking Ambassador	Hourly staffing cost $________	1531	$ ________
TOTAL EXTENDED COST				$________