



UNC  
GREENSBORO

## UNIVERSITY OF NORTH CAROLINA GREENSBORO

Request for Quote #: **69-2936**

**Door Hardware for Classroom Security - 24**

Date Issued: **January 25<sup>th</sup>, 2024**

Written Questions Due: **February 9<sup>th</sup>, 2024 at 12:00PM ET**

Submission Date: **February 19<sup>th</sup>, 2024 at 2:00PM ET**

Opening Date: **February 19<sup>th</sup>, 2024 at 3:00PM ET**

**Direct all inquiries concerning this RFQ to:**

Anthony S. Kilar

Assistant Director of Procurement Services

Email: [askilar@uncg.edu](mailto:askilar@uncg.edu)

Phone: (336) 334-4463



# UNC GREENSBORO

## UNIVERSITY OF NORTH CAROLINA GREENSBORO

### Request for Quote #

**69-2936**

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 quote.  
Failure to do so shall be sufficient cause to reject your quote.**

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor eVP #

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

***ONLY Electronic responses via eVP will be accepted for this solicitation.***

**STATE OF NORTH CAROLINA**  
**University of North Carolina Greensboro**

<b>Refer <u>ALL</u> Inquiries regarding this RFQ to:</b> <i>Anthony S. Kilar</i> <i>Assistant Director of Procurement Services</i> <i>Email: askilar@uncg.edu</i> <i>Phone: (336) 334-4463</i>	<b>Request for Quote # 69-2936</b> <b>Door Hardware for Classroom Security - 24</b>
	<b>Bids will be publicly opened:</b> <b>February 19<sup>th</sup>, 2024 at 3:00PM via Microsoft Teams</b>
<b>Using Agency: UNC Greensboro</b>	<b>Commodity No. and Description:</b>
<b>Requisition No.: NA</b>	

**EXECUTION**

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

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

- this Quote is submitted competitively and without collusion (G.S. 143-54),
- that 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 Quote, the undersigned certifies to the best of Vendor's knowledge and belief, that:

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

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

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

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; 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 Quote response to the RFQ, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees or agents of Vendor's organization.

By executing this Quote, 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 quote prior to submittal may render quote invalid and it MAY BE REJECTED. Late quotes cannot 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:	E-MAIL:

Quote Number: 69-2936

Vendor: \_\_\_\_\_

**VALIDITY PERIOD**

Offer shall be valid for at least sixty (60) days from date of quote due date, unless otherwise stated here: \_\_\_\_\_ days, or if extended by mutual agreement of the parties. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFQ.

**QUOTE ACCEPTANCE**

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

**FOR STATE USE ONLY:** Offer accepted and Contract awarded this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as indicated  
on the attached certification, by \_\_\_\_\_

(Authorized Representative of University of North Carolina Greensboro)

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## 1.0 PURPOSE AND BACKGROUND

The University of North Carolina at Greensboro (UNCG) Facilities Department is actively seeking Vendors(s) capable of furnishing and delivering door hardware for classroom security. The items offered in response to this solicitation shall be by the manufacturer and the type specified. These specific products are needed due to compatibility and continuity of support. Failure to comply with this requirement shall be a sufficient basis for disqualifying a quote from further consideration. The awarded contractor will fulfill the requirements contained herein.

Any contract resulting from award of this solicitation will be for the sole purpose of this purchase and shall be considered complete upon successful delivery.

All quotes shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

## 2.0 GENERAL INFORMATION

### 2.1 REQUEST FOR QUOTE DOCUMENT

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

### 2.2 E-PROCUREMENT FEE *(Not applicable to this solicitation)*

### 2.3 NOTICE TO VENDORS REGARDING RFQ TERMS AND CONDITIONS

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

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

Other than through this process or 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 quote. This applies to any language appearing in or attached to the document as part of the Vendor's quote that purports to vary any terms and conditions or Vendors' instructions herein or to render the quote non-binding or subject to further negotiation. Vendor's quote shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

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

### 2.4 RFQ SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFQ	UNCG	January 25 <sup>th</sup> , 2024
Submit Written Questions	Vendor	February 9 <sup>th</sup> , 2024 No Later than 12:00PM
Provide Responses to Questions	UNCG	On or about February 10 <sup>th</sup> , 2024
Submit Quotes via NC eVP	Vendor	February 19 <sup>th</sup> , 2024 No Later than 2:00PM
Virtual Bid Opening via MS Teams	UNCG	February 19 <sup>th</sup> , 2024 at 3:00PM
Contract Award	UNCG	No Later than March 1 <sup>st</sup> , 2024

## 2.5 QUESTIONS ABOUT QUOTE

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

Written questions shall be e-mailed to **Anthony Kilar at askilar@uncg.edu** by the date and time specified above. Vendors will enter "RFQ # 69-2936 Questions" as the subject for the email. Question submittals will include a reference to the applicable RFQ section and be submitted in a format shown below:

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

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

## 2.6 QUOTE SUBMITTAL

**IMPORTANT NOTE: This is an absolute requirement.** Vendor shall bear the risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its quote has been received as described in this RFQ by the specified time and date of opening. The date and time of receipt will be marked on each quote when received. Any quote or portion thereof received after the quote submission deadline will be rejected.

### North Carolina eVP - Bid Submission Instructions

If applicable to this RFQ and using eVP, 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>.

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

Critical updated information may be included in Addenda to this RFQ. It is important that all Vendors responding on this RFQ 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 RFQ and all Addenda thereto.

All Vendors shall be deemed to have read and understood all information in this RFQ and all Addenda thereto.

### Submission Deadline

Submissions of responses are due no later than **February 19<sup>th</sup>, 2024 at 2:00PM ET**.

The eVP system portal for this RFQ will close exactly at **2:00PM ET** on the scheduled bid opening day indicated above. The actual opening of each response will take place virtually at **3:00PM ET** that same day via **Microsoft Teams**. The MS Teams meeting information is provided below:

### Virtual Bid Opening

Topic: RFQ # 69-2936 Door Hardware for Classroom Security - 24 Virtual Bid Opening

Time: **February 19<sup>th</sup>, 2024 at 3:00PM** Eastern Time (US and Canada)

Microsoft Teams Meeting ID:

Microsoft Teams Passcode:

Call-In (Audio Only):

Phone Conference ID:



## 2.7 QUOTE CONTENTS

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

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

- a) Title Page: Include the company name, address, phone number and authorized representative along with the Quote #.
- b) Completed and signed version of EXECUTION PAGES, along with the body of the RFQ.
- c) Signed receipt pages of any addenda released in conjunction with this RFQ, if required to be returned.
- d) Completed version of ATTACHMENT A: PRICING
- e) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- f) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- g) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- h) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- i) Completed and signed version of ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING, if applicable
- j) Completed and signed version of ATTACHMENT I: TAXPAYER INFORMATION REQUEST FORM

## 2.8 ALTERNATE QUOTES

Unless provided otherwise in this RFQ, Vendor may submit alternate quotes for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate quotes must specifically identify the RFQ requirements and advantage(s) addressed by the alternate quote. Any alternate quote, in addition to the marking described above, must be clearly marked with the legend: "Alternate Quote #\_\_\_\_\_". Each quote 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 quote. Each quote must be complete and independent of other quotes offered.

## 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

## 3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

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### 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 award or awards will be based on the responsive bid(s) offering the *lowest price and timely delivery schedule* that meets the specifications provided herein, to include any required verifications set out herein such as but not limited to past performance, references, and financial documents.

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

If a Vendor selected for award is determined by the State to be a non-resident of North Carolina, all responsive bids will be reviewed to determine if any of them were submitted by a North Carolina resident Vendor who requested an opportunity to match the price of the winning bid, pursuant to Executive Order #50 and G.S. 143-59 (for more information, please refer to ATTACHMENT H: VENDOR REQUEST FOR EXECUTIVE ORDER #50 PRICE MATCHING. If such bid(s) are identified, the State will then determine whether any such bid falls within the price-match range, and, if so, make a Contract award in accordance with the process that implements G.S. 143-59 and Executive Order #50.

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

### 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

Each Vendor submitting a quote to this RFQ, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the 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 quote or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

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

### 3.3 QUOTE EVALUATION PROCESS

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

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

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

### 3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

### 3.5 INTERPRETATION OF TERMS AND PHRASES

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

## 4.0 REQUIREMENTS

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

### 4.1 PRICING

Quote price shall constitute the total cost to the State for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s response.

### 4.2 PRODUCT IDENTIFICATION

#### **BRAND SPECIFIC**

Manufacturer(s) name and product descriptions used in this solicitation are product-specific. The items offered in response to this solicitation shall be by the manufacturer and the type specified. These specific products are needed due to compatibility and continuity of support. Failure to comply with this requirement shall be a sufficient basis for disqualifying a quote from further consideration.

### 4.4 TRANSPORTATION AND IDENTIFICATION

The Vendor shall deliver Free-On-Board (FOB) Destination to any requested location within the State of North Carolina with all transportation costs and fees included in the total quote price.

When an order is placed using a purchase order, the purchase order number shall be shown on all packages and shipping manifests to ensure proper identification and payment of invoices. If an order is placed without using a purchase order, such as via phone, the Buyer’s name shall be shown on all packages. A complete packing list shall accompany each shipment. Vendors shall not ship any products until they have received an order.

### 4.5 DELIVERY

The Vendor shall deliver Free-On-Board (FOB) Destination to the following location(s):

UNCG Buildings & Trades – Attn: Cristian Rodriguez

800 Oakland Avenue (Sink Bldg.) Greensboro, NC 27412

Unless explicitly agreed upon by an authorized Facilities Representative, Vendor should be able to complete deliveries by March 25<sup>th</sup>, 2024.

For completion by Vendor: Delivery will be made from \_\_\_\_\_ (city, state) within \_\_\_\_\_ weeks ARO. Promptness of delivery may be used as a factor in the award criteria.

#### 4.6 AUTHORIZED RESELLER

The Vendor shall be authorized by the manufacturer to distribute or resell the products and/or maintenance offered in this RFQ. The Vendor shall provide a signed statement from the manufacturer confirming authorization request from the agency. Failure to provide this statement shall constitute sufficient grounds for rejection of Vendor's offer, at the discretion of the University.

**Vendor is the:** ☐ Manufacturer ☐ Dealer ☐ Reseller ☐ Distributor

**Authorized:** ☐ Yes ☐ No **Attached Manufacturer's Authority:** ☐ Yes ☐ No

#### 4.7 WARRANTY

Manufacturer's standard warranty shall apply. Vendors shall include a copy of the manufacturer's standard warranty with the quote response.

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

#### 4.9 REFERENCES

Vendors shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which your company has supplied the exact model of equipment offered. The University may contact these users to determine quality level of the offered equipment; as well as, but not limited to user satisfaction with Vendor performance. Information obtained may be considered in the evaluation of the quote.

#### 4.10 VENDOR'S REPRESENTATIONS

If the quote 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.

#### 4.11 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 the ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential performance issues from contracting with a Vendor that is financially unstable. This Certification shall be deemed continuing, and 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.

## 5.0 PRODUCT SPECIFICATIONS

Vendor shall furnish and deliver all door hardware requested by the UNCG Facilities Department, as defined, and listed hereunder. The order quantities specified on Attachment A: Pricing are of definite quantity.

Manufacturer(s) name and product descriptions used in this solicitation are product-specific. The items offered in response to this solicitation shall be by the manufacturer and the type specified. These specific products are needed due to compatibility and continuity of support. Failure to comply with this requirement shall be a sufficient basis for disqualifying a quote from further consideration.

### 5.1 SPECIFICATIONS

Manufacturer	Description	Product # (Series/Function, Lever Design Trim, Cylinder/Pin, Finish, Indicator/Options, etc.)
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, LWA, H6-7PIN, 626, M19N
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, LWA, 59CL-6PIN, 626, M19N
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, LWA, H6-7PIN, 626, M19N, *MASTER RING*
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, LWA, 67B1-6PIN, 626, M19N *MASTER RING*
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, LWA, H8-7PIN, 626, M19N
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, LWA, 59C2-6PIN, 613, M19N
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, PSA, H8-7PIN, 612, M19N
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, PSA, H5-7PIN, 626, M19N
Corbin Russwin	Single Cylinder with Deadbolt	ML2065, PSA, H7-7PIN, 626, M19N
Corbin Russwin	Cylindrical Lever Lockset	CLX3300, PZD 67B1-6PIN, 612, 2 3/4 Backset
Corbin Russwin	Outside Escutcheons	488F07, 626
Corbin Russwin	Outside Escutcheons	488F05, 626
Corbin Russwin	Outside Escutcheons	488F05, 612
Corbin Russwin	Outside Escutcheons	544F95, 626
Corbin Russwin	Outside Escutcheons	544F95, 612
Corbin Russwin	Screw Packet	433F77, 626
Corbin Russwin	Mortise Cams	A02 334F13
Corbin Russwin	Mortise Cams	A03 362F42
Corbin Russwin	Lever Half Working Trim	488F27
Corbin Russwin	Mortise Cylinders	1000-114-A02, H6-7PIN, 626
Corbin Russwin	Rim Cylinder Tail Piece	253F76-8
Corbin Russwin	Rim Cylinder Tail Piece	253F85-8
Von Duprin	Double Cylinder Conversion Kit with Security Indicator	2SI Conversion Kit, 612, LHR
Von Duprin	Double Cylinder Conversion Kit with Security Indicator	2SI Conversion Kit, 612, RHR
Von Duprin	Double Cylinder Conversion Kit with Security Indicator	2SI Conversion Kit, 626, LHR
Von Duprin	Double Cylinder Conversion Kit with Security Indicator	2SI Conversion Kit, 626, RHR
Von Duprin	Double Cylinder Conversion Kit with Security Indicator	2SI Conversion Kit, 613, LHR
Von Duprin	Double Cylinder Conversion Kit with Security Indicator	2SI Conversion Kit, 613, RHR

Manufacturer	Description	Product # (Series/Function, Lever Design Trim, Cylinder/Pin, Finish, Indicator/Options, etc.)
Von Duprin	CDSI Conversion Kit (3')	040082-628
Von Duprin	CDSI Conversion Kit (3')	040078-628
Von Duprin	CDSI Conversion Kit (4')	040083-628 (4')
Von Duprin	Exit Device (3')	99, 626
Von Duprin	Drive Screws	0900740, NL
Von Duprin	Glass Bead Kits	99 GBK
Von Duprin	Tail Piece Guides	50156
Von Duprin	Classroom Security Indicator Label	971220-00
Von Duprin	Lever Trim	996-2, 626, LHR
Von Duprin	Lever Trim	996-2, 626, RHR
Schlage	Rim Thumbturns	XB11-979
ILCO	Spacer Rings	861E-28-10
ILCO	Spacer Rings	861F-28-10
ILCO	Thumbturns	ADA 7181-26D
ILCO	Dummy Cylinders	7180DC-26D
Securitron	MKA Mortise Key Switch	MKA Mortise Key Switch

## 5.2 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. 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.

## 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 University a contract manager and customer Service. The contract manager shall be the University's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service. The customer service point of contact shall be the State's point of contact for customer service-related issues.

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

## 6.2 INVOICES

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

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

**Invoices shall be sent to the address stated on the Purchase Order, under Billing Address or emailed to: [acctpay@uncg.edu](mailto:acctpay@uncg.edu)**

**INVOICES MAY NOT BE PAID UNTIL AN DELIVERY HAS OCCURRED AND THE GOODS ACCEPTED.**

## 6.3 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.

## 6.4 PRODUCT RECALL

Vendor expressly assumes full responsibility for prompt notification to the Buyer listed on the face of this RFQ of any product recall in accordance with the applicable state or federal regulations. The Vendor shall support the State, as necessary, to promptly replace any such products, at no cost to the State.

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## 7.0 ATTACHMENTS

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### **\*\*IMPORTANT NOTICE\*\***

**RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE**  
**FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT**

#### **ATTACHMENT A: PRICING**

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

#### **ATTACHMENT B: INSTRUCTIONS TO VENDORS**

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

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

#### **ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS**

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

[https://files.nc.gov/ncdoa/pandc/OnlineForms/Form\\_North-Carolina-General-Terms-and-Conditions\\_11.2021.pdf](https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_North-Carolina-General-Terms-and-Conditions_11.2021.pdf)

#### **ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION**

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

[https://files.nc.gov/ncdoa/pandc/OnlineForms/Form\\_HUB-Supplemental-Vendor-Information\\_9.2021.pdf](https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_HUB-Supplemental-Vendor-Information_9.2021.pdf)

#### **ATTACHMENT E: CUSTOMER REFERENCE FORM**

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

[https://files.nc.gov/ncdoa/pandc/OnlineForms/Form\\_Customer\\_Reference\\_Template\\_09.2021.pdf](https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf)

#### **ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR**

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

[https://files.nc.gov/ncdoa/pandc/OnlineForms/Form\\_Location-of-Workers\\_09.2021.pdf](https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Location-of-Workers_09.2021.pdf)

#### **ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION**

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

[https://files.nc.gov/ncdoa/pandc/OnlineForms/Form\\_Certification-of-Financial-Condition\\_09.2021.pdf](https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Certification-of-Financial-Condition_09.2021.pdf)

#### **ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING**

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Complete, sign, and return the Vendor Request for EO50 Price-Matching, which can be found at the following link:

[https://files.nc.gov/ncdoa/pandc/OnlineForms/Form\\_Vendor-Price-Matching-Opportunity\\_09.2021.pdf](https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Vendor-Price-Matching-Opportunity_09.2021.pdf)

#### **ATTACHMENT I: TAXPAYER INFORMATION REQUEST FORM**

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Complete, sign, and return the Taxpayer Information request form which can be found at the following link:

<https://accountspayable.uncg.edu/wp-content/uploads/UNCG-Taxpayer-Information-Form-Revision-03.22.2023.pdf>

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



**ATTACHMENT A: PRICING**

Vendor shall bid on items on Attachment A, as specified. Any items offered that deviate from these required Brand-Specific products shall not be accepted.

Line #	Manufacturer	Part Number	Qty.	Unit Cost	Extended Cost
1	Corbin Russwin	ML2065, LWA, H6-7PIN, 626, M19N	57	\$	\$
2	Corbin Russwin	ML2065, LWA, 59CL-6PIN, 626, M19N	12	\$	\$
3	Corbin Russwin	ML2065, LWA, H6-7PIN, 626, M19N, *MASTER RING*	2	\$	\$
4	Corbin Russwin	ML2065, LWA, 67B1-6PIN, 626, M19N *MASTER RING*	45	\$	\$
5	Corbin Russwin	ML2065, LWA, H8-7PIN, 626, M19N	11	\$	\$
6	Corbin Russwin	ML2065, LWA, 59C2-6PIN, 613, M19N	7	\$	\$
7	Corbin Russwin	ML2065, PSA, H8-7PIN, 612, M19N	5	\$	\$
8	Corbin Russwin	ML2065, PSA, H5-7PIN, 626, M19N	5	\$	\$
9	Corbin Russwin	ML2065, PSA, H7-7PIN, 626, M19N	5	\$	\$
10	Corbin Russwin	CLX3300, PZD, 67B1-6PIN, 612, 2 ¾ Backset	4	\$	\$
11	Corbin Russwin	488F07, 626	4	\$	\$
12	Corbin Russwin	488F05, 626	20	\$	\$
13	Corbin Russwin	488F05, 612	8	\$	\$
14	Corbin Russwin	544F95, 626	20	\$	\$
15	Corbin Russwin	544F95, 612	8	\$	\$
16	Corbin Russwin	433F77, 626	38	\$	\$
17	Corbin Russwin	A02 334F13	150	\$	\$
18	Corbin Russwin	A03 362F42	50	\$	\$
19	Corbin Russwin	488F27	5	\$	\$
20	Corbin Russwin	1000-114-A02, H6-7PIN, 626	20	\$	\$
21	Corbin Russwin	253F76-8	50	\$	\$

Line #	Manufacturer	Part Number	Qty.	Unit Cost	Extended Cost
22	Corbin Russwin	253F85-8	30	\$	\$
23	Von Duprin	2SI Conversion Kit, 612, LHR	5	\$	\$
24	Von Duprin	2SI Conversion Kit, 612, RHR	4	\$	\$
25	Von Duprin	2SI Conversion Kit, 626, LHR	19	\$	\$
26	Von Duprin	2SI Conversion Kit, 626, RHR	23	\$	\$
27	Von Duprin	2SI Conversion Kit, 613, LHR	3	\$	\$
28	Von Duprin	2SI Conversion Kit, 613, RHR	3	\$	\$
29	Von Duprin	040082-628	58	\$	\$
30	Von Duprin	040078-628	27	\$	\$
31	Von Duprin	040083-628 (4')	5	\$	\$
32	Von Duprin	99, 626	14	\$	\$
33	Von Duprin	0900740, NL	100	\$	\$
34	Von Duprin	99 GBK	37	\$	\$
35	Von Duprin	50156	100	\$	\$
36	Von Duprin	971220-00	100	\$	\$
37	Von Duprin	996-2, 626, LHR	6	\$	\$
38	Von Duprin	996-2, 626, RHR	5	\$	\$
39	Schlage	XB11-979	65	\$	\$
40	ILCO	861E-28-10	200	\$	\$
41	ILCO	861F-28-10	100	\$	\$
42	ILCO	ADA 7181-26D	115	\$	\$
43	ILCO	7180DC-26D	20	\$	\$
44	Securitron	MKA Mortise Key Switch	25	\$	\$
<b>TOTAL EXTENDED COST</b>			<b>\$</b>		