



STATE OF NORTH CAROLINA

Winston Salem State University

Request for Proposal #: 74-WS2026-0038

Pest Control Services

Date of Issue: February 11, 2026

Zoom Pre-Bid Conference: February 19, 2026

At 1:00pm EST

Proposal Submission Date: March 12, 2026

At 1:00pm EDT via NC eVP

Proposal Opening Date: March 12, 2026

At 3:00pm EDT via Zoom

Direct all inquiries concerning this RFP to:

Jake Kendrick

Purchasing Specialist

Email: kendrickmj@wssu.edu

Phone: 336-750-2933



STATE OF NORTH CAROLINA

Request for Proposal #

74-WS2026-0038

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

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

Vendor Name

Vendor eVP#

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

ONLY Electronic responses submitted via the NC eVP portal will be accepted for this solicitation. See Section 2.7 for more information.

STATE OF NORTH CAROLINA
Division of Winston Salem State University

<p>Refer ALL Inquiries regarding this RFP to: Jake Kendrick kendrickmj@wssu.edu 336-750-2933</p>	<p>Request for Proposal #: 74-WS2026-0038 Proposals will be accepted and publicly opened: Accepted to NC eVP no later than 1:00pm EDT on Thursday, March 12, 2026. No late bids will be accepted. Publicly opened at 3:00pm EDT that same day, Thursday, March 12, 2026.</p>
<p>Using Agency: Winston Salem State University</p>	<p>Commodity No. and Description: #72 – Building and Facility Construction and Maintenance Services (Pest Control)</p>
<p>Requisition No.:</p>	

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

VALIDITY PERIOD

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

ACCEPTANCE OF PROPOSAL

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

<p>FOR WSSU USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;">(Authorized Representative of Winston Salem State University)</p>
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1.0 PURPOSE AND BACKGROUND

Winston-Salem State University (WSSU) is seeking proposals from qualified pest control vendors to provide comprehensive pest management services across campus facilities. The selected vendor will ensure a safe, sanitary, and pest-free environment for students, faculty, and staff.

The awarded vendor shall provide full pest control services for all applicable on-campus and off-campus buildings, including but not limited to:

- Rodent and Roach Control: Baiting and treatment in 75 campus sewers and all baiting stations throughout campus.
- Bed Bug Treatment: As-needed treatment in residence halls.
- General Pest Control: Interior and exterior treatment for all listed buildings, including food service areas.

Vendor shall adhere to the following execution requirements:

24-Hour Response:

Vendor shall provide a 24-hour callback service as part of standard services.

Work Order Management:

WSSU will maintain a work order notebook at the front desk of 1600 Lowery Street. Each work order will include a unique number, location, and issue description. Vendor shall check the notebook upon arrival and address requests during scheduled visits. The actions taken must be documented on the work order, and the work order number referenced on the invoice.

All services must be itemized by building name, address, and date of service. Invoices lacking this information will be returned for correction. Responding to WSSU Work Order request shall be done as part of basic service at no additional cost.

The intent of this solicitation is to award an Agency 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") or [insert date], whichever is later. The Vendor shall begin work under the Contract as soon as the vendor receives a purchase order from the University.

At the end of the Contract's initial term, the University shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The University will give the Vendor written notice of its intent to exercise each option no later than sixty (60) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the University reserves the right to extend the Contract after the last active term.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

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

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

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

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the University determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The University 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 University rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

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

2.4 RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFP	University	Wednesday, February 11, 2026
Hold Pre-Proposal Meeting	University	Thursday, February 19, 2026 @ 1:00pm EST via Zoom
Submit Written Questions	Vendor	Tuesday, February 17, 2026 by 2:00pm EST
Provide Response to Questions	University	Friday, February 20, 2026 by 2:00pm EST
Submit Proposals	Vendor	Thursday, March 12, 2026 @ 1:00pm EDT via NC eVP
Bid Opening	University	Thursday, March 12, 2026 @ 3:00pm EDT via Zoom (see Section 2.7 of this RFP)
Contract Award	University	Thursday, March 19, 2026 by 3:00pm EDT

2.5 PRE-PROPOSAL CONFERENCE

Urged and Cautioned Pre-Proposal Conference via Zoom

Date: Thursday, February 19, 2026
Time: 1:00pm Eastern Standard Time
Contact #: 336-750-2933
Location: via Zoom (see below)

Topic: Pest Control Services Pre-Bid Meeting

Time: Feb 19, 2026 12:45 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://wssu.zoom.us/j/98684289957?pwd=i99TIntSWZOvbaHji0tfeeyw6tvfsB.1>

Meeting ID: 986 8428 9957

Passcode: 090092

One tap mobile

+13126266799,,98684289957#,,,,*090092# US (Chicago)

+16469313860,,98684289957#,,,,*090092# US

Join by SIP

• 98684289957@zoomcrc.com

Passcode: 090092

Join instructions

<https://wssu.zoom.us/meetings/98684289957/invitations?signature=1J4tE1IN73ejK>

[OC1EO6dzHxfmLQptHZPatPz9QcqsOM](https://wssu.zoom.us/j/98684289957?pwd=i99TIntSWZOvbaHji0tfeeyw6tvfsB.1)

Instructions: Vendor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. A non-mandatory site visit is not scheduled for this RFP. Only the Pre-Proposal meeting via Zoom will be provided by the University. Submission of a proposal shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this RFP.

Any Vendor planning to attend the Pre-Proposal meeting via Zoom is requested to email Jake Kendrick at kendrickmj@wssu.edu no later than 12:00pm EST on Thursday, 2/19/2026 with the following information:

- **Vendor Name**
- **Name of person representing Vendor at Pre-Proposal meeting**

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

2.6 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by

the "Submit Written Questions" date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to kendrickmj@wssu.edu by the date and time specified above. Vendors should enter "RFP # 74-WS2026-0038 Questions" as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

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

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

2.7 PROPOSAL SUBMITTAL & BID OPENING

PROPOSAL SUBMITTAL

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

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

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

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

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

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

BID OPENING

2.7 PROPOSAL SUBMITTAL & BID OPENING (cont.)

The Bid Opening will be held via a Zoom meeting on Thursday, March 12, 2026 at 3:00pm EDT. All submitted proposals will be opened on at this time. The Zoom meeting information is included on the next page.

Topic: Pest Control Services Bid Opening

Time: Mar 12, 2026 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://wssu.zoom.us/j/93719447431?pwd=CkUKacpQ1OKHc141KyFl4zub738Ga6.1>

Meeting ID: 937 1944 7431

Passcode: 303684

One tap mobile

+19292056099,,93719447431#,,,,*303684# US (New York)

+13017158592,,93719447431#,,,,*303684# US (Washington DC)

Join by SIP

• 93719447431@zoomcrc.com

Passcode: 303684

Join instructions

https://wssu.zoom.us/meetings/93719447431/invitations?signature=SaOB3CiV2zmqXB_-O881nsaPFH4Q2SL6ZpTkLPqtUFQ

2.8 PROPOSAL CONTENTS

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

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

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor’s agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.

2.8 PROPOSAL CONTENTS (cont.)

- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor's Proposal addressing all Specifications of this RFP. *[Indicate relative section references as a guide to responding to sections requiring additional responses outside of the solicitation document. If not required, delete.]*
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- k) Completed and signed version of ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING
- l) Completed and signed version of CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

Any additional information the Vendor would like to provide related to the company and/or the services that can be provided can be provided at this point in the response to this RFP.

2.9 ALTERNATE PROPOSALS

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

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

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

- a) **CONTRACTOR:** The Vendor that will provide the pest control services for the University.
- b) **INTEGRATED PEST MANAGEMENT (IPM):** A planned program, incorporating continuous monitoring, education, record-keeping, and communication to prevent pests and disease vectors from causing unacceptable damage to operations, people, property, material, or the environment. IPM uses targeted, sustainable (effective, environmentally sound) methods including education, habitat modification, biological control, genetic control, cultural control, mechanical control, physical control, regulatory control, and where necessary, the judicious use of least-hazardous pesticides.
- c) **PEST CONTROL:** The control of household pests (including but not limited to life forms such as roaches, ants, beetles, moths, ticks, fleas, wasps, mites, silverfish, cats, bats, hornets, opossums, termites, bedbugs and bees), including the identification of infestations, the making of inspections, the use of pesticides, including insecticides, repellents, attractants, rodenticide, and fungicides, as well as fogging or space spraying, all other substances, mechanical devices or structural modifications under whatever name known, for the purpose of preventing, controlling and eradicating insects, vermin, rodents, and other pests in household structures, commercial buildings, and other structures, (including household structures, commercial buildings and other structures in process of repairs, alterations or renovations) and outside areas.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS (cont.)

- d) **TERM:** The length of time the contract will be valid.
- e) **UNIVERSITY:** Winston-Salem State University and all satellite locations listed in this RFP.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the University 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 University’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

3.3 PROPOSAL EVALUATION PROCESS (cont.)

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the University 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 University.

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

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

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

The University 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 University.

3.4 EVALUATION CRITERIA

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

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

1. Vendor’s ability to provide all supplies, equipment, staffing, and expertise to meet all requirements of this RFP
2. Documentation showing that the bidder has the personnel and experience to perform service in accordance with the proposal requirements
3. Proof of Insurance (Refer to attached General Terms and Conditions)
4. Reference submitted
5. Pricing

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the University may also consider, for purposes of evaluating proposed or actual

3.5 PERFORMANCE OUTSIDE THE UNITED STATES (cont.)

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 University:

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

3.6 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

Proposal price shall constitute the total cost to the University for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s proposal. 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 SERVICES ARE ACCEPTED BY THE UNIVERSITY.

4.1.1 Import Tariff Temporary Surcharge

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in ATTACHMENT A: PRICING SUBMITTAL WORKBOOK as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended to be temporary and based on current tariff implications specific to related

4.1.1 Import Tariff Temporary Surcharge (cont.)

commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The University is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

4.2 FINANCIAL STABILITY

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

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The University 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 University within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor’s financial stability.

4.3 HUB PARTICIPATION

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

4.4 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 University. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.5 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting University entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope. The University may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

4.6 BACKGROUND CHECKS

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

4.7 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the University. 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 proposal 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 University will approve or disapprove the requested substitution in a timely manner. The University may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the University may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.8 VENDOR'S REPRESENTATIONS

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

4.9 QUESTIONS TO VENDORS

Vendor shall respond to each of the following questions. Vendors are requested to keep responses concise and relevant and should not include generic marketing materials. Responses will be reviewed as part of the evaluation process.

- Multiple departments will be using the awarded Contractor for this pest control service. Please indicate below whether or not a separate invoice would be able to be submitted to WSSU Disbursement Services for the service provided for each individual department?

YES NO

If NO is selected, the Contractor will advise in the RFP response as to why separate invoices cannot be submitted to the University. This information may be considered in the evaluation of the Proposal

4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

- Small Purchases

4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION (cont.)

- 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

4.11 LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS - NOT APPLICABLE TO THIS RFP

4.12 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the University. 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.

4.13 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the University, 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.**

No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

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

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

"Pest Control" shall mean the control of household pests (including but not limited to life forms such as roaches, ants, beetles, moths, ticks, fleas, wasps, mites, silverfish, cats, bats, hornets, opossums, termites, bedbugs and bees), including the identification of infestations, the making of inspections, the use of pesticides, including insecticides, repellents, attractants, rodenticide, and fungicides, as well as fogging or space spraying, all other substances, mechanical devices or structural modifications under whatever name known, for the purpose of preventing, controlling and eradicating insects, vermin, rodents, and other pests in household structures, commercial buildings, and other structures, (including household structures, commercial buildings and other structures in process of repairs, alterations or renovations) and outside areas.

5.1 GENERAL

Winston-Salem State University (WSSU) is seeking proposals from qualified pest control vendors to provide comprehensive pest management services across campus facilities, incorporating continuous monitoring, education, record-keeping, and communication to prevent pests and disease vectors from causing unacceptable damage to operations, people, property, material, or the environment. This includes using targeted, sustainable (effective, environmentally sound) methods including education, habitat modification, biological control, genetic control, cultural

control, mechanical control, physical control, regulatory control, and where necessary, the judicious use of least-hazardous pesticides. The selected vendor will ensure a safe, sanitary, and pest-free environment for students, faculty, and staff.

5.2 SPECIFICATIONS

The awarded vendor shall provide full pest control services for all applicable campus buildings, including but not limited to:

- Rodent and Roach Control: Baiting and treatment in 75 campus sewers and all baiting stations throughout campus.
- Bed Bug Treatment: As-needed treatment in residence halls.
- General Pest Control: Interior and exterior treatment for all listed buildings, including food service areas.

Vendor shall adhere to the following execution requirements:

24-Hour Response:

Vendor shall provide a 24-hour callback service as part of standard services.

Work Order Management:

WSSU will maintain a work order notebook at the front desk of 1600 Lowery Street. Each work order will include a unique number, location, and issue description. Vendor shall check the notebook upon arrival and address requests during scheduled visits. The actions taken must be documented on the work order, and the work order number referenced on the invoice.

All services must be itemized by building name, address, and date of service. Invoices lacking this information will be returned for correction. Responding to WSSU Work Order request shall be done as part of basic service at no additional cost.

Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

5.3 TASKS/DELIVERABLES

The Contractor hereby agrees to work directly with the University, and its designated Contract Administrator, in connection with carrying out and conducting all of the following duties and responsibilities during the term of this agreement. The Contractor shall:

- 1) Provide all labor and equipment required and/or implied for the complete and satisfactory performance of Pest Control services for the University. The control of pests shall be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures including IPM.
- 2) Be required to provide termite, bedbugs, bird, flying insects and snake control services on an as requested basis only and shall identify said services separately on the monthly invoice.
- 3) Be responsible for the removal and replacement of all cover plates, access hatches, and doors, and for using the appropriate material in and around electrical apparatus and wiring for pest control.
- 4) Be responsible for bringing to the attention of the Contract Administrator any conditions that are conducive to the breeding and harborage of pests covered by this RFP and assist the Contract Administrator by providing

5.3 TASKS/DELIVERABLES (cont.)

- recommendations and educational materials to educate faculty, staff and students about how their actions affect pest management.
- 5) Ensure that the workmanship at all times is of A grade accepted as the best practice of the Pest Control trade involved and as stipulated in written standards of recognized Pest Control organizations or institutes of the respective trades except as further qualified by these specifications. Treatment shall be performed in hallways, lobbies, common areas, vending areas, maintenance rooms, water fountains, perimeter of buildings, around windows and doors, entry points and harboring points, condensate trays, drains and seams. Treatment shall be of continuous method instead of spotting but taking into consideration efficient use of product and not over spraying. Also being environmentally conscious. Bait glue traps shall be placed in appropriate areas and leave extras at the physical plant to put out on occasion if necessary.
 - 6) Residence Halls: The “rooms” within each Residence Hall shall be treated 2 times per year during winter break and after spring semester is over and before summer programs begin. Treatment may also be on a call-in basis during a possible infestation if observed either by the University or the Contractor. When possible, bait (trap or gel) can be used to mitigate and enhance treatment of pest. The contractor shall provide a written program for managing bed bugs. The contractor shall be required to do a statement of findings. The contractor shall have substantial equipment for heat treatment of bedbugs and provide cost for doing so both for normal operations and overtime, evenings, weekends, and holidays. The contractor shall have the ability to provide a canine inspection for bed bugs. The contractor shall also provide cost for optional summer canine inspection.
 - 7) Ensure that the materials used in pest control work shall be the least toxic material against the target pest and shall conform to all Federal, State, and Local Ordinances and Laws, and shall be acceptable to the University. The contractor shall provide documentation to support claims such material.
 - 8) Ensure that the rodenticide shall be used with all due precaution to obviate the possibility of accident to humans, domestic animals, and pets. Rodenticide shall be acceptable to the University. Documentation shall be provided as backup to support claims of such material. The Contractor shall also use bait boxes outside of all buildings (in a reasonable manner) in order to prevent rodents from entering building. They should also especially be used at trash containers and areas near cafeterias. Bait boxes should be monitored on a monthly basis – or more frequently if there is evidence of substantial activity. A map of locations of the bait boxes shall be provided. A report should be provided and put in the logbook. The contractor shall also provide additional cost for option of treating sewer system on campus to create an extra barrier of protection against rodent infestation.
 - 9) Furnish to the Contract Administrator a certified list of materials as well as a Safety Data Sheet (MSDS) for each material used for pest control. A professional chemist and/or entomologist shall certify the materials listed as meeting all requirements for pest control and safety when used as directed by the Contractor. For example, material used, the Contractor shall furnish the instructions for the proper antidote. This shall be in the form of sample labels located in the Contract Administrator's office.
 - 10) Follow manufacturer's specifications and guidelines for the use and disposal of all materials.
 - 11) Be responsible for off-site disposal of any and all unused materials and equipment containing hazardous materials.
 - 12) Ensure that special care be exercised in the use of liquid insecticides in areas having an asphaltic, mastic, or linoleum floor surface. The Contractor shall be responsible for cleaning, repairing, or replacing any surface damaged due to negligence or misuse of materials.
 - 13) Be required to perform periodic sampling to test for materials in use as well as the concentration level when requested to do so by the Contract Administrator at no expense to the University.

5.3 TASKS/DELIVERABLES (cont.)

- 14) Ensure that all services are rendered at such times so as not to interfere with university employees, academic programs, other activities or other persons, in or about the premises. All service calls shall be scheduled. **Once contractor has examined University facilities, they shall provide a schedule of expected hours and schedule to service the University on a monthly basis.** After hours service may be required. For example, in the Student Union, classrooms, kitchens and cafeterias. Schedule of after-hours service charge shall be provided on an hourly basis describing start time and ending time of billing charges.
- 15) Ensure that treatment is rendered to areas of the University grounds as required. Areas, including drains, having possible rat infestations, which could spread to nearby buildings, shall be treated. Treatment adjacent to some buildings may be required to prevent ants from entering buildings. All exterior treatment shall be rendered within practical limits. No treatment of horticultural pest on the University grounds is included. Additional exterior areas identified during the term of this contract by the Contract Administrator requiring treatment for mice, rat or ant infestation shall be provided at no additional cost to the University.
- 16) Provide a separate cost for optional treatment of approximately 74 sanitary sewers. This service shall be done either on a quarterly basis, semi-annual or annual basis and cost shall be provided for each.
- 17) Require that its employees abide by the following rules:
 - a. They shall wear distinctive uniforms or badges provided by the Contractor at all times while on university property
 - b. They shall be of good integrity and character as determined by the Contractor.
 - c. They shall report immediately any property damage.
 - d. They shall not engage in idle or unnecessary conversation with State employees, other employees of the Contractor, tenants or students.
 - e. They shall not under any circumstances remove any articles from the facility regardless of its value and regardless of any employee's permission. This includes any item found in the trash.
 - f. Upon written request of the Contract Administrator to the Contractor, any employees who fail to abide by these or other rules established by the Contract Administrator shall be immediately removed from the job and replaced.
 - g. They shall abide by any rules and regulations set forth by the University.
- 18) Have an entomologist on staff or under contract during the term of this contract. The Contractor and his personnel working on university property must conform to Federal, State, and local Ordinances and Laws governing qualifications and/or license of pest control representatives or persons employed by the Contractor to apply chemicals. The qualifications and responsibilities of these people are as follows:
 - a. **Owner-Manager.** The Owner-Manager shall hold a current license from the North Carolina Structural Pest Control Commission. It is desirable for the Contractor to have more than one licensed person in the local area. The Owner-Manager shall be available as needed for any emergencies or consultations. They shall schedule and meet once every 30 days with the Contract Administrator to review and discuss any problems. Included in this meeting shall be a review of the quality of service being performed. The Owner-Manager may be required to meet with other University Departments or personnel to offer advice concerning special treatment problems. The Owner-Manager shall have a minimum of three (3) years' experience with servicing Research Animal facilities, a working knowledge of products that do not affect enzymes of animal systems, and a minimum of five (5) years experience with servicing large and small food handling facilities.
 - b. **Supervisors.** The supervisor shall hold a current license or certification from the North Carolina Structural Pest Control Commission and be certified in the "P" Phase. The supervisor shall have a minimum of three (3) years experience with servicing Research Animal facilities, a working knowledge

5.3 TASKS/DELIVERABLES (cont.)

of products that do not affect enzymes of animal systems, and a minimum of five (5) years experience with servicing large and small food handling facilities. The supervisor shall spend a minimum of one (1) day per month on campus. The supervisor shall be required to accompany the technician on any night inspections and servicing.

- i. They shall also supervise work being done by the technician and review the quality of work and work performance. A minimum of one half (1/2) day (including some night inspections) per month shall be spent in the Food Serving Areas on Campus. The supervisor shall meet with food serving area supervisors as needed. They shall also supervise the work of the technician(s) and review the work and work performance of the technician(s). The Contract Administrator shall schedule the days the supervisor will spend on campus.
 - ii. A minimum of one half (1/2) day per month shall be spent in the remaining facilities on campus supervising the work of the technician(s) and reviewing call backs of critical areas and any other problems as needed. During this time the supervisor shall review all log records, the master logbook, and any auxiliary books and sanitation reports. The supervisor shall also be responsible for the continued updating and training of Contractor personnel and meeting with the Directors, Department Heads or other representatives as needed and requested. At times the supervisor may be requested to fill in during the absence of personnel. They will submit a written report to the Contract Administrator of their monthly activities and findings. The report shall be submitted within five (5) days after the supervisor's inspection has been completed. Report shall be brought to the physical plant, 200 Cromarti Street. It shall also be provided in electronic form to the contract administrator.
 - c. **Primary Technician.** The primary technician shall hold a current certification from the North Carolina Structural Pest Control Commission and be certified in a minimum of the "P" Phase. The primary technician shall have a minimum of two (2) years experience with servicing Research Animal facilities, a working knowledge of products that do not affect enzymes of animal systems, and a minimum of two (2) years' experience with servicing large and small food handling facilities. The primary technician's duties shall include all facilities listed in this RFP. The primary technician shall continue any and all training so as to maintain current with the most efficient and economical means of pest control. Proper equipment and appropriate work practices must be used at all times.
 - d. **Back-up Technician.** The back-up technician shall hold a current certification from the North Carolina Structural Pest Control Commission and be certified in a minimum of the "P" Phase. The back-up technician shall have accompanied the primary technician through one month's schedule without interruption. Back-up technicians' responsibilities and duties shall include working on campus a minimum of five (5) days per month with the primary technician for continuing familiarity with the University. This does not include any fill in time for the primary technician. It also does not include the necessity for requiring the back-up technician to spend the additional days needed on campus to help catch up the schedule due to adverse weather, holidays, lack of enough working days in the month to complete the schedule or any other unforeseen interruptions. The Contract Administrator shall determine and schedule the days the back-up technician shall service all food serving areas and any other schedule night work as needed and as requested. Proper equipment and appropriate work practices must be used at all times.
- 19) Have the necessary back-up trucks, pressure sprayers and materials to respond within twenty-four (24) hours of notification of breakdown or outage during regular or night service.
 - 20) Ensure that all personnel involved in this contract shall be full time employees of the Contractor.

5.3 TASKS/DELIVERABLES (cont.)

- 21) The Contractor's personnel shall within 30 days become familiar enough with the University's expectations and building locations to provide continuous service as set forth in this RFP. The Contract Administrator shall assist the Contractor when possible and when the Contractor in familiarizing new or additional personnel with building locations and contract conditions request assistance.
- 22) Upon notification by the Contract Administrator (or someone designated by her/him) of conditions that justify special pest control services, shall provide labor, material, and equipment necessary to eliminate these conditions.
- 23) The Contractor's service technician shall wear a radio, cellphone or pager on his person while he is on university property, and shall call the Contract Administrator when called.
- 24) The Contractor shall provide a Master Log Book in all Academic buildings, Dorms, Animal Housing and Food Service Areas located throughout the University. University personnel shall provide space in the Master Log Book for the logging of problem areas. A duplicate Master Log Book shall be provided to the Contract Administrator and kept up to date. The Master Log Book shall consist of the following items:
 - a. WSSU specifications
 - b. Contractual Agreement
 - c. Certificate of Insurance
 - d. Regular monthly schedule
 - e. Plot plans of any Rodent Program on campus
 - f. Sanitation reports
 - g. Copy of Federal and State laws governing the Pest Control Industry
- 25) Provide for the local office a Supervisor's Log Book consisting of all correspondence with the Contract Administrator and the items listed in Section v.
- 26) Two (2) options shall be provided with their corresponding cost. Option 1) All buildings included in Building List are to be serviced bi-weekly (every other week for a total of twenty-six (26) times per year). Option 2) All buildings included in Building List are to be serviced on a monthly basis (for a total of twelve (12) times per year).
- 27) Ensure that a monthly schedule will be established indicating the specific buildings to be serviced on a specific day and their order of service. The schedule shall be furnished by the Contractor to the Contract Administrator at least one (1) week in advance. The Contract Administrator reserves the right to review and approve and/or make changes as necessary to the schedule. The Contract Administrator shall be available to assist in the scheduling, if requested by the Contractor. The schedule shall be made a part of the contract. The schedule shall allow time for additional visits and treatments.

SPRAYING SHALL OCCUR EACH AND EVERY MONTH WITH BILLING FOR THAT MONTH. NO BUILDING SHOULD BE SPRAYED TWICE IN THE SAME MONTH TO MAKE UP FOR A MONTH SKIPPED, BUT AREAS COULD BE SPRAYED OTHER TIMES IN ONE MONTH WITH NO CHARGES IN THE EVENT OF FOLLOW-UP SPOT SPRAYINGS.
- 28) Ensure that the technician arrives on campus by 8:30 a.m. daily. Upon arrival, the technician shall log in with the Contract Administrator at 200 Cromarti Street.
- 29) Have access to the buildings listed in this RFP for pest control services daily between 8:00a.m. and 5:00p.m., except weekends and holidays. Occasionally, circumstances may require the Contractor's services to be performed at other times so as not to interfere with university employees, academic programs, repairs, and alterations to the building. Contractor shall be accompanied by a university employee.
- 30) Provide a systematic method for logging and filing requests for extra services. Cost for extra services are to be submitted when providing proposal. The log shall be reviewed periodically by the Contractor and the Contract

5.3 TASKS/DELIVERABLES (cont.)

Administrator to determine the effectiveness of the service and to establish ways of keeping extra services at a minimum.

- 31) Prepare a written service ticket for each location treated, whether scheduled or requested, indicating the type of treatment, time of treatment, material used, and evidence of potential problems. It shall be the responsibility of the Contractor to have the service record signed by a pre-designated University employee at the site or Requester, not by any random University employee present. The Contract Administrator shall supply a list of pre-designated employees to the Contractor. The service ticket shall be signed by the Contract Administrator within one (1) working day (24 hours) after services have been performed, and a copy of the service records presented to him for the University's records.
- 32) Ensure that if additional service is required to control infestations, that it shall be rendered at no additional cost. Fogging shall be performed in buildings or parts of buildings as required by the Contract Administrator, at no additional cost.

ANIMAL HOUSING AREA - DEPARTMENT OF LIFE SCIENCES

- 1) The Contractor shall be aware that the University maintains a collection of small animals for use in research and teaching programs. The specialized facility for housing these creatures are usually separated from public access areas. This is to maintain a stable environment free from unwanted noises, odors and unauthorized personnel. Any of these could have an effect on metabolic processes and result in the collection of incorrect data and the drawing of improper conclusions from that data.
- 2) The Contractor shall be aware that insecticides are substances which are known to have varying influences on metabolic processes. These influences range from negligible in case of boric acid to moderate in the case of the carbamates to severe inhibiting of certain enzyme systems and/or excessive stimulation of others in the case of chlorinated hydrocarbons. Any insecticide that is sprayed wither as a fog or solid stream creates an aerosol in varying intensity and can reach animals at a considerable distance from the point of application. Insecticides applied as paints or tapes can disperse into the surrounding air and reach measurable levels large distances from their application point. For these reasons the best pest control program is one that uses the lowest amounts and concentrations of insecticides which have the least potential for changing metabolic pathways.
- 3) The Contractor shall perform work in those facilities where animal are maintained under the jurisdiction of Life Sciences. Facilities include support areas such as cage washing rooms storage areas, housekeeping closets, offices, laboratories, halls and other contiguous areas conducive to insect and rodent harborage. Animal rooms are to be included on a controlled basis with basis guidelines provided in Section 8 (below) and updated as necessary by the Contract Administrator.
- 4) The Contractor shall ensure that the Animal Housing Areas are serviced 26 times a year. Should inclement weather prevent servicing on a particular day, arrangements must be made to treat on another day during that same week.
- 5) The Contractor shall ensure that all areas listed herein which are conducive to pest harborage shall be serviced on a regular service schedule. This schedule shall be periodically updated and made a part of the Contract for Pest Control Services.
- 6) The Contractor shall be obligated to increase the frequency of visits or to make periodic night-application (after 7:00 p.m. when room lights are off) at the discretion of Contract Administrator to combat harborage areas or unusual increases in vermin population.
- 7) The Contractor shall perform at least eight facility inspections after 7:00 p.m. to ascertain roach populations in a lights-out mode.

5.3 TASKS/DELIVERABLES (cont.)

- 8) The Contractor shall be required to follow the baseline schedule of allowable chemicals by areas in which they may be used. The Contract Administrator must approve any change in chemicals. New compounds such as pheromones, hormones, etc. that are effective and approved for roach control should be brought to the attention of the Contract Administrator so that they may be considered for addition to the list of acceptable products.
 - a. Cage washrooms, storerooms, closets and rest and locker rooms - products to include boric acid, pyrethrums, and baygon. Other products may be used after clearance by the Contract Administrator.
 - b. Animal Housing Areas. Primary control of vermin will be accomplished through the use of products containing boric acid as an active ingredient to include dry powder placed in wall voids or at floor wall junctions, powder sprayed in floor drains, and at floor wall or ceiling wall junction and baits placed on duct work or other areas not accessible to animals.
 - i. Rodent, Rabbit Areas. Small amounts of pyrethrum may be used in these areas in order to identify harborage areas. This use shall be restricted to rooms in which building supervisors have noted roach population increases and applications shall be in the presence of the building supervisor. Chemicals listed in Item 1 above may be used in these areas only after approval by the Director of Facilities Management and only after animals have been removed from the rooms.
 - ii. Isolation areas and special housing rooms shall be serviced as requested.
 - c. Halls. Products other than boric acid-based materials may not be used in halls adjacent to animal areas. An attempt must be made to apply chemicals in such a way that they will not be tracked into nearby animal areas.

HOUSING & RESIDENCE LIFE – BED BUGS SCOPE OF WORK

- 1) Must have progressive/innovative heating equipment necessary to kill all bed bugs, including but not limited to bed bug eggs, young bed bugs and adult bed bugs and whatever residue the bed bugs have in their system which will allow them to reproduce.
- 2) Provide heat treatment at 120 degrees Fahrenheit temperature (or above as deemed appropriate by vendor).
- 3) Must bring and use company/vendor generator(s) to service the facilities.
- 4) Must have innovative equipment which will allow the vendor to “remotely monitor interior temperatures” during the heating process.
- 5) During the heating process, once the air temperature reaches 120 Fahrenheit the unit needs to be held under the heat treatment for a number of hours deemed appropriate by the vendor in order to ensure that all clothing, case goods, mattresses, etc. have been impacted by the heating treatment.
- 6) Provide educational information to be utilized by staff and on-site training sessions for staff at customer’s request.
- 7) Provide educational information for students suspecting of having bed bugs in their room on what to do and not do in preparation for inspections and/or the heating process.
- 8) Must be able to provide courtesy visual inspection at no charge to WSSU.
- 9) Vendor must have at least 2-3 specially trained “Bed Bug Inspection Dogs” able to detect live bed bugs and bed bug eggs. The “Bed Bug Inspection Dogs” must be owned by the vendor/company.
- 10) In the event the dog(s) refuses to work, it is the vendor’s responsibility to reschedule the inspection(s).
- 11) No use of sub-contractor to conduct the work.
- 12) The Bed Bug Dogs and handler/manager/supervisor must be certified through a national pest organization. Proof of certification must be provided.

5.3 TASKS/DELIVERABLES (cont.)

- 13) Vendor must provide all treatment, no subcontractor(s) allowed unless there is a significant infestation of bed bug which requires the use significant “Bed Bug Inspection Dogs.
- 14) Able to deliver proactive bed bug inspections of all residence hall rooms and apartments on campus prior to students’ arrivals in the summertime to assure students they are free from bed bugs living areas.

FOOD SERVICE AREAS

- 1) The Contractor shall ensure that all work to be performed in those facilities referred to as Food Service Areas which includes all offices, dining rooms, kitchens, food and food storage rooms, closets, restrooms or other areas conducive to insect and rodent harborage is given top priority.
- 2) The Contractor shall ensure that all food serving areas and snack bars will be serviced 26 times a year. Should inclement weather prevent servicing on a particular day, arrangements must be made to treat on another day during that same week. The more prominent Food Service locations are listed below. Service time will be determined by the Contractor and the Contract Administrator.
 - a. Thompson Student Center
 - i. Kennedy Dining Hall
 - ii. Faculty/Staff Dining Room
 - b. C.E. Gaines Concession Area
 - c. Anderson Center
 - i. Catering Facility (First Floor)
 - ii. Snack Bar
 - iii. McNeil Banquet Hall
 - d. Hill Hall/Student Success Center
 - i. Starbucks
 - e. D.J.R. Food Court
- 3) The Contractor shall ensure that any additional fogging and/or clean outs shall be performed as required when determined by the occupants and/or the Contract Administrator.

Department	Building Name	Area
Business & Auxiliary Services (Food Service Areas, Revenue, and Rentals)	Early Childhood Development Center	
	Thompson Student Center	Kennedy Dining Hall
		Faculty/Staff Dining
	Anderson Center	Catering Facility
		Snack Bar
		McNeil Banquet Hall
	Gaines Complex	Concession Area
	Donald J. Reaves (DJR) Student Activities Center	Food Court
	Hill Hall Student Success Center	Starbucks
		K. R. Williams Auditorium (currently off-line until 2027 due to renovations)
Facilities Management	A.H. Ray Student Health Center	
	Alumni House	
	Anderson Center	

5.3 TASKS/DELIVERABLES (cont.)

	Anderson Center Modular Unit	
	Blair Hall	
	Carolina Hall	
	Center For Design and Innovation	
	C. F. Thompson Student Center	
	Chancellor’s Residence	
	Coltrane Hall	
	Computer Science	
	Diggs Gallery	
	Donald J. Reaves (DJR) Student Activities Center	
	Eller Hall	
	Fine Arts	
	F. L. Atkins	
	Hall-Patterson	
	Hauser Student Union (currently off-line until 2027 due to renovations)	
	Patricia Norris Public Safety, including the Heat/Power Plant	
	Hill Hall Student Success Center	
	Lowery Street (all 3 buildings)	1600, 1604, 1602 (back) Warehouse
	New Science Building	
	O’Kelly Library	
	Pegram Hall	
	Physical Plant	
	R. J. Reynolds	
	Reynolds Park Modular Unit	
	SG Atkins Enterprise Center	
	SG Atkins House	
	W. B. Atkinson Science	
Athletics	Bowman Gray Fieldhouse	
	C. E. Gaines Center Complex	
	Whitaker Gym	
Housing and Residence Life	Atkins Residence Hall	
	Brown Residence Hall	
	Foundation Heights Residence Hall	
	Gleason Hairston Terrace Residence Hall	
	H. Douglas Covington Residence Hall	
	The Flats Residence Hall (McHugh)	
	Moore Residence Hall	
	MSX Residence Hall	
	Rams Commons Residence Halls (1-4)	
	Rams Commons Store	
	Wilson Residence Hall	

5.4 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.5 TECHNICAL APPROACH

Vendor’s proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

5.6 CERTIFICATION AND SAFETY LABELS - NOT APPLICABLE TO THIS RFP

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. The contract manager shall be the University’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 University for customer service. The customer service point of contact shall be the University’s point of contact for customer service-related issues (define roles and responsibilities).

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

6.2 INVOICES

Vendor shall invoice to the University's Disbursement Services (acctpayablestaff@wssu.edu) department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide WSSU Disbursement Services with an invoice for each order. Invoices shall include detailed information to allow WSSU Disbursement Services to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

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

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE SERVICES ARE ACCEPTED BY THE UNIVERSITY.

6.3 POST AWARD BUSINESS REVIEW MEETINGS

The Vendor, at the request of the University, shall be required to meet periodically monthly with the University for Business Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and University 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 University encourages the Vendor to identify opportunities to reduce the total cost the University. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.5 PERIODIC STATUS REPORTS

The Vendor shall be required to provide WSSU Pest Control and Maintenance Reports to the designated Contract Lead, Mr. Calvin Nesbit (nesbitca@wssu.edu) and to the WSSU Purchasing Services department (purchasingservices@wssu.edu) on a monthly basis. This report shall include, at a minimum, information concerning

- The number of traps and their locations
- The average number of trap catches & the location of these catches
- The frequency at which traps are reviewed
- A detailed trap review schedule
- Any recommendations on how to prevent and treat the higher pest areas

These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the Procurement Entity. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within 5 business days of the award of the Contract the Vendor shall submit a final work plan and a sample report, both to the designated Contract Manager for approval.

6.6 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 University 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 University 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 University may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.7 FAITHFUL PERFORMANCE - NOT APPLICABLE TO THIS RFP

6.8 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the University, at the option of the University, for up to 6 months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the University or its designees. If the University exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The University shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.9 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the University’s Contract Manager for resolution. Any claims by the University shall be submitted in writing to the Vendor’s Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.10 CONTRACT CHANGES

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

6.11 “PIGGYBACKING” BY AFFILIATED UNIVERSITY OF NORTH CAROLINA SYSTEM INSTITUTIONS

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

- | | |
|---|---|
| Appalachian State University (ASU) | University of North Carolina at Asheville (UNC-A) |
| East Carolina University (ECU) | University of North Carolina at Chapel Hill (UNC-CH) |
| Elizabeth City State University (ECSU) | University of North Carolina at Charlotte (UNC-C) |
| Fayetteville State University (FSU) | University of North Carolina at Pembroke (UNC-P) |
| North Carolina Agricultural & Technical State University (NC A&T) | University of North Carolina at Wilmington (UNC-W) |
| North Carolina Central University (NCCU) | University of North Carolina School of the Arts (NCSOA) |

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North Carolina School of Science & Mathematics
North Carolina State University (NCSU)

Vendor: _____

University of North Carolina System Office (UNC SYS)
Western Carolina University (WCU)
Winston Salem State University (WSSU)

The Vendor shall indicate either Yes or No whether the Affiliates listed above are welcome to “piggyback” on this RFP should the Vendor be awarded this RFP.

No matter whether a Yes or a No is selected, the response to this section will not be taken into consideration during the overall Evaluation phase of the RFP.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

7.0 ATTACHMENTS

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

ATTACHMENT A: PRICING

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

Department	Building Name	Area	Monthly Cost
Business & Auxiliary Services (Food Service Areas, Revenue, and Rentals)	Early Childhood Development Center		\$ _____
	Thompson Student Center	Kennedy Dining Hall	\$ _____
		Faculty/Staff Dining	\$ _____
	Anderson Center	Catering Facility	\$ _____
		Snack Bar	\$ _____
		McNeil Banquet Hall	\$ _____
	Gaines Complex	Concession Area	\$ _____
	Donald J. Reaves (DJR) Student Activities Center	Food Court	\$ _____
	Hill Hall Student Success Center	Starbucks	\$ _____
	K. R. Williams Auditorium (currently off-line until 2027 due to renovations)		\$ _____
Business & Auxiliary Services Total			\$ _____
Facilities Management	A.H. Ray Student Health Center		\$ _____
	Alumni House		\$ _____
	Anderson Center		\$ _____
	Anderson Center Modular Unit		\$ _____
	Blair Hall		\$ _____

ATTACHMENT A: PRICING (cont.)

Department	Building Name	Area	Monthly Cost
Facilities Management (cont.)	Carolina Hall		\$ _____
	Center For Design and Innovation		\$ _____
	C. F. Thompson Student Center		\$ _____
	Chancellor's Residence		\$ _____
	Coltrane Hall		\$ _____
	Computer Science		\$ _____
	Diggs Gallery		\$ _____
	Donald J. Reaves (DJR) Student Activities Center		\$ _____
	Eller Hall		\$ _____
	Fine Arts		\$ _____
	F. L. Atkins		\$ _____
	Hall-Patterson		\$ _____
	Hauser Student Union		\$ _____
	Patricia Norris Public Safety, including the Heat/Power Plant		\$ _____
	Hill Hall Student Success Center		\$ _____
	Lowery Street (all 3 buildings)	1600, 1604, 1602 (back) Warehouse	\$ _____
	New Science Building		\$ _____
	O'Kelly Library		\$ _____
	Physical Plant		\$ _____
	R. J. Reynolds		\$ _____
	Reynolds Park Modular Unit		\$ _____
	SG Atkins Enterprise Center		\$ _____

ATTACHMENT A: PRICING (cont.)

Department	Building Name	Area	Monthly Cost
Facilities Management (cont.)	SG Atkins House		\$ _____
	W. B. Atkinson Science		\$ _____
Facilities Management Total			\$ _____
Athletics	Bowman Gray Fieldhouse		\$ _____
	C. E. Gaines Center Complex		\$ _____
	Whitaker Gym		\$ _____
Athletics Total			\$ _____
Housing and Residence Life	Atkins Residence Hall		\$ _____
	Brown Residence Hall		\$ _____
	Foundation Heights Residence Hall		\$ _____
	Gleason Hairston Terrace Residence Hall		\$ _____
	H. Douglas Covington Residence Hall		\$ _____
	The Flats Residence Hall (McHugh)		\$ _____
	Moore Residence Hall		\$ _____
	MSX Residence Hall		\$ _____
	Rams Commons Residence Halls (1-4)		\$ _____
	Rams Commons Store		\$ _____
	Wilson Residence Hall		\$ _____
Housing and Residence Life Total			\$ _____
Department/Building Subtotal			\$ _____

ATTACHMENT A: PRICING (cont.)

FOOD SERVICE AREAS:

<u>Building</u>	<u>Monthly Cost</u>
Thompson Student Center	
Kennedy Dining Hall	\$ _____
Faculty/Staff Dining	\$ _____
Anderson Center	
Catering Facility	\$ _____
Snack Bar	\$ _____
McNeil Banquet Hall	\$ _____
Gaines Complex	
Concession Area	\$ _____
DJR- Food Court	\$ _____
Student Success Center	
Starbucks	\$ _____
Food Service Area Subtotal	\$ _____
<u>GRAND TOTAL RFP COST PROPOSAL</u>	\$ _____

NOTE: ADDITIONAL PEST CONTROL SERVICES WILL BE REQUESTED AS NEEDED.

Additional pest control services (hourly rate) \$ _____

Other Optional Services	Schedule	Cost
Sewer Rodent Baiting (74 Sanitary Sewers)	Monthly	
Sanitary Sewer Treatments (Roaches) (74 Sanitary Sewers)	Quarterly	
Rodent (rat) Bait Station Program (144 Stations)	Monthly	
Rodent Bait Stations (144 Stations) Please describe manufacturer: _____	One-Time	

ATTACHMENT A: PRICING (cont.)

K-9 Inspections (Optional 1x per year)	Fee	Cost Per Room
1-15 rooms		
16-20 rooms		
21-30 rooms		
31-50 rooms		
51-100 rooms		
100+ rooms		

Bed Bugs – Thermal Remediation	Square Footage	Fee
	1200	

Bed Bugs – Chemical Treatment	Fee Per Area / Room Treated

ATTACHMENTS B through H Included On Next Page

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:
<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:
<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:
<https://ncadmin.nc.gov/media/15503/open>

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-worker-location-92021-pdf/open>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open>

ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING

Complete, sign, and return the Vendor Request for EO50 Price-Matching, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-eo-50-vendor-price-matching-opportunity-92021-pdf/open>

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

The Certification for Contracts, Grants, Loans, and Cooperative Agreements and the OMB Standard Form LLL are separate documents that can be found at the following link:
<https://www.doa.nc.gov/pc-contracts-grants-loans-cooperative-agreements-certification-72020-pdf/open>

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