



STATE OF NORTH CAROLINA

Department of Administration

Invitation for Bid #: 13-DOA1724897097

Water Treatment Maintenance - Closed Hot Water Loops

Date of Issue: September 18, 2025

Bid Opening Date: October 2, 2025

At 2:00 PM ET

Direct all inquiries concerning this IFB to:

Lisa Campbell

Purchasing Agent

Email: Lisa.campbell@doa.nc.gov

Phone: 984-236-0085



STATE OF NORTH CAROLINA

Invitation for Bid

13-DOA1724897097

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

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

Vendor Name

Vendor eVP#

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

STATE OF NORTH CAROLINA
Department of Administration

Refer ALL Inquiries regarding this IFB to the procurement lead through the Message Board in the Sourcing Tool. See section 2.4 for details.	Invitation for Bid #: 13-DOA1724897097	
	Bids will be publicly opened: October 2, 2025 @ 2:00PM	
Using Agency: Facility Management	Commodity No. and Description: 701716 Water Quality Management	
Requisition No.: 1724897097	Services	

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

VALIDITY PERIOD

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

ACCEPTANCE OF BIDS

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

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

The purpose of this Invitation for Bid (IFB) is to solicit a complete service-oriented water treatment program for the North Carolina Department of Administration (DOA), Facility Management Division (FMD) who is responsible for providing general water treatment provisions for state buildings assigned to the Department of Administration located in Raleigh/Wake County. The water treatment program will consist of closed hot water loops as specified herein. In addition, the water treatment program will include all chemical products, and professional consulting services.

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

1.1 CONTRACT TERM

The Contract shall have an initial term of one (1) year, *beginning on the date of final Contract execution (the "Effective Date")*.

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the State reserves the right to extend the Contract after the last active term.

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

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

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

2.2 E-PROCUREMENT FEE

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

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

What is the Ariba Network?

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

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

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

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

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

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions

asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

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

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

2.3 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	State	September 18, 2025
Hold Mandatory Site Visit	State	September 24 & September 25 @ 9:00
Submit Written Questions	Vendor	September 26, 2025 @ 2:00pm
Provide Response to Questions	State	September 29, 2025
Submit Bids	Vendor	October 2, 2025 @ 2:00pm
Contract Award	State	TBD
Contract Effective Date	Vendor	November 1, 2025

The Department of Administration will be conducting live bid openings over Microsoft Teams conference call. Below is the call-in information for this procurement’s bid opening scheduled for October 2, 2025 at 2:00pm

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 247 918 855 179 0

Passcode: gj3j7fG9

Dial in by phone

[+1 984-204-1487,,890881547#](tel:+19842041487890881547) United States, Raleigh

[Find a local number](#)

Phone conference ID: 890 881 547#

Join on a video conferencing device

Tenant key: ncgov@m.webex.com

Video ID: 117 088 300 8

[More info](#)

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

MANDATORY SITE VISIT

Date: September 24 & September 25
Time: 9:00AM Eastern Time
Location: Facility Management Conference Room
431 N. Salisbury Street
Raleigh, NC 27603
Contact #: Mario Gentile at 919-625-0562

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-proposal site visit. Attendees must arrive promptly and check in with front desk reception. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. **LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE SITE VISIT, NOR SHALL THEIR PROPOSAL BE CONSIDERED.** Once the sign-in process is complete, all other people wishing to attend may do so to the extent that space and circumstances allow.

FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.

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

Vendors are 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.

2.4 BID QUESTIONS

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

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter "IFB # 13—DOA1724897097" as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

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

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

2.5 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or

unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening.

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

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

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

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

Tips for Using the Sourcing Tool

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

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

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

2. 6 BID CONTENTS

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

required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion.

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

- a) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- b) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- c) Vendor's Response: Section 6.1
- 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 version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

2.7 ALTERNATE BIDS

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

2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this IFB 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 IFB:

DOA: Department of Administration.

FMD: Facility Management Division.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 BID EVALUATION PROCESS

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

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

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

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids 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. Cost and price shall be available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

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

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

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

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

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

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

Pricing Form includes three Sections:

SECTION I: ROLLOFF COMPACTOR SERVICES FOR STATE-OWNED UNITS

SECTION II: RENTED OF OPEN TOP CONTAINERS FOR STATE USE

SECTION III: ADDITIONAL FEES AND MAINTENANCE SERVICE COSTS

4.2 INVOICES

- a) The Vendor must submit one monthly invoice via email to the Contract Administrator for waste removal services. All major maintenance and special cleaning service invoices are to be submitted separately.

- b) Invoices must be submitted to the Contract Administrator in digital form on the Vendor's official letterhead stationery and must be identified by a unique invoice number. All invoice backup reports and spreadsheets (if needed) must be provided in electronic format.
- c) Invoices must bear the correct contract number and purchase order number to ensure prompt payment. The Vendor's failure to include the correct purchase order number may cause delay in payment.
- d) Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period covered, the amount due to the Vendor.
- e) All invoices must be submitted within 90 days of completion of services. Any invoices received after 90 days may result in nonpayment.

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

4.3 FINANCIAL STABILITY

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

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

4.4 HUB PARTICIPATION

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

4.5 REFERENCES

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

4.6 BACKGROUND CHECKS

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

4.7 PERSONNEL

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

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

4.8 VENDOR'S REPRESENTATIONS

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

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL SPECIFICATIONS

5.1.1 PURPOSE

The Facility Management Division in Raleigh is requesting proposals from firms that can provide a complete service-oriented water treatment program. The water treatment program will consist of closed hot water loops as specified herein. In addition, the water treatment program will include all chemical products, and professional consulting services to accomplish the following:

1. Reduce steam, electrical and makeup water consumption through improved heat transfer efficiency. This is to be accomplished by minimizing corrosion, fouling, and microbiological growth which creates deposits on heat transfer surfaces.
2. Minimize repair and maintenance costs associated with replacement and cleaning of equipment due to scale, corrosion, fouling or microbiological activity.
3. Provide professional, knowledgeable and involved sales/service personnel to ensure program success.
4. Accurately monitor program results and communicate appropriate recommendations with quantifiable business-oriented justifications.
5. Thoroughly and continually train designated Facility Management Division personnel on the implementation and control of the program.
6. Provide competitive water treatment program costs.

5.1.2 CONTRACT ADMINISTRATION AND MONITORING

For the purpose of this contract, the NC Department of Administration, Facility Management Division, hereinafter is referred to as the "Contracting Agency". The Contract Administrator is Department of Administration, Facility Management Division, Building Services and the contact person will be

Stephen Edwards at (919) 733-5667.

It is the responsibility of the Contracting Agency to ensure all contractual obligations are met and that contract monitoring is documented. Contract monitoring points include, but are not limited to: deliverables, timetables, payment triggers, quality of deliverables and the information and reports the Contractor must produce so performance can be monitored. A corrective action plan shall be implemented by the agency for any contract issues that may arise.

5.1.2 VENDOR QUALIFICATIONS

All work under this contract shall conform to the North Carolina State Building Code and other state, local and national codes as are applicable. All persons, firms or corporation engaged in the business of this contract shall meet all specific requirements of this document.

5.1.3 DELIVERY

24-hour notification of delivery is required. Deliveries must be between the hours of 8:00 AM and 4:00 PM, Monday through Friday at the following locations in Raleigh, NC:

DEM Labs	4401, 4403, & 4405 Reedy Creek Road
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5.1.4 VENDOR FACILITIES

The Facility Management Division reserves the right to inspect the Vendor’s premises during normal business hours at any time during the contract period with prior notice.

5.1.5 PERSONNEL & EQUIPMENT

The Vendor shall furnish all necessary personnel, and any equipment for the performance of the work under the contract. The Facility Management Division will provide for any electrical or plumbing connections required to operate equipment. Advanced notice by Vendor is required. Specifications of all equipment to be serviced under this contract is listed in Appendix A.

5.1.6 LICENSES

All work under this contract shall conform to the North Carolina State Building Code and other state, local and national codes as are applicable. All persons, firms or corporation engaged in the business of this contract shall be appropriately licensed as a contractor in the State of North Carolina and meet all specific requirements of this document.

5.1.7 PREMISES PROTECTION

The Vendor shall take proper and adequate measures for the protection of all property and personnel while in the performance of work included in this proposal. Vendor shall be held responsible for the protection of all walks, drives, grounds and building and glass surfaces. Any damages will be repaired at the expense of the Vendor. Vendor shall assume liability for the wrongful act(s) and for negligence of its employees while engaged in the performance of the contract.

5.1.8 SITE INSPECTION

The owner shall provide on-site inspection of existing job sites to all qualified Vendors.

5.1.9 SAFETY AND LAWS

The Vendor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relative to Occupational Safety and Health Standard pertinent to the work specified herein. Vendor shall comply with all laws, licenses, ordinances, rules and regulations bearing on the conduct of his work.

5.1.10 PERFORMANCE GUARANTEE

A performance bond or other suitable performance guarantee will be required from the successful Vendor as provided by law and without expense to the Contracting Agency. In case of default by the Vendor, the Contracting Agency may procure the services from other sources and hold the Vendor responsible for excess cost occasioned through the default. See ATTACHMENT G: PERFORMANCE GUARANTEE for options on providing Performance Guarantee.

5.1.11 OTHER

If a substantial increase in the usage of water treatment-products occurs as a result of equipment and/or accessory failure, the Vendor may request an addition to the monthly cost for that location. The Vendor must submit justification and any documentation to substantiate the requested increase. The State reserves the right to accept, reject, or negotiate the request (in whole or in part) for an additional amount.

5.2 **VENDOR REQUIREMENTS AND SPECIFICATIONS**

5.2.1 VENDOR REQUIREMENTS

Vendor must be a company normally engaged in selling water treatment chemicals and services for boiler systems with a minimum of 5 years of experience with providing services to entities similar or greater in size and complexity to the State of North Carolina. Vendor must have an ISO 9001 Certification (must provide with bid) with technicians having a minimum of 10 years of experience. All certifications must be current and maintained.

5.2.2 PERSONNEL REQUIREMENTS

The Vendor personnel/representatives working under this contract shall be full-time employees of the Vendor. The personnel shall be familiar with all aspects of water treatment as specified herein and only these individuals will represent the Vendor regarding services for this contract unless otherwise specifically authorized. Personnel required under this contract shall be one primary field engineer plus 2 alternate engineers with a minimum of 15 years (or equivalent) each in specifying and managing industrial water treatment programs for boilers. They must be available on 24-hour notice and able to visit plant within 2 hours under emergency situations.

5.2.3 PROGRAM ADMINISTRATION

Organization is the key to a well-run water treatment program. In order to have quick access to all technical and safety information regarding the water treatment program, we require that the Vendor provide an Administration Notebook, at the very least, this notebook must contain an outline of the chemical program, all chemical control procedures, log sheet, product bulletin, material safety data sheets, product labels, hazardous materials labels, and appropriate material data sheets, feed and control equipment specifications and service reports.

5.2.4 SUBCONTRACTORS

No part of this contract shall be sublet except certified laboratory facilities and off-line cleaning services. Subcontractor will be approved by the Department of Administration, Facility Management Division, before any part of this contract may be sublet.

5.2.5 DRUM HANDLING AND CHEMICAL INVENTORY, DRUM DISPOSAL

The Vendor is responsible for the chemical inventory at each location. The Vendor shall supply chemicals at least two weeks before an anticipated need arises. Excessive amounts of chemicals shall not be stored at any location. The Vendor shall be responsible for handling, removing and disposing of all empty chemical drums as can reasonably be expected. At the end of the contract, the Vendor shall have thirty (30) days to remove all remaining full, partially full and empty chemical drums and equipment that the Vendor has furnished to each location.

5.2.6 TRAINING

The training provided by the Vendor shall include the proper handling, storage and disposal of all recommended chemical products, how to perform tests and monitor chemical program training his/her firm will provide to the Facility Management Division's staff. Samples of training materials shall be included in Vendor's proposal.

5.2.7 HEALTH AND SAFETY

Vendor must provide Material Safety Data Sheets to ensure a safe work environment for Facility Management personnel and to comply with all state and federal laws concerning the handling of hazardous materials. A Material Safety Data Sheet

must accompany all first time orders. Vendor must operate a 24-hour, 7-day per week emergency accidents program involving its products.

5.2.8 LABORATORY SERVICES

The Vendor shall be able to perform a wide array of analytical work to facilitate monitoring, control, and trouble-shooting of the Facility Management Division's systems. Laboratory services may be provided by a subcontractor Laboratory services which shall be required include: corrosion coupon analysis, water analysis, deposit analysis, microbiological analysis, and metallurgical analysis.

5.2.9 EQUIPMENT INSPECTION

Thorough equipment inspection is important in determining the condition of Facility Management Division boilers. The Vendor shall provide a written statement of the condition of equipment made available for inspection. The Vendor must also provide the Facility Management Division with photographs of equipment internals for each inspection. On the back of all photographs, the Vendor shall include a date, equipment identification and a description of the photograph.

5.2.10 HOT WATER LOOP INSPECTIONS

Vendor's representative shall internally inspect the boilers annually, when they are open for inspection by the Facility Management Division and at other unscheduled openings. Photographs of equipment internals must be taken and an ongoing record with photos must be kept. Representatives will be notified of these openings one week in advance.

5.2.11 PROGRAM MONITORING

The Vendor shall provide any and all necessary testing equipment and reagents during the term of this contract. Vendor will retain ownership of said equipment and reagents. The Vendor shall provide a comprehensive chemical testing program with written instructions and test procedures for all control tests. A summary chart with frequency and time of day for each test shall be provided by the Vendor.

5.2.12 SEMI-ANNUAL BUSINESS REVIEW

The Vendor must present a semi-annual review of the treatment program. Vendor's representative shall at this time meet with the designated representatives of the Facility Management Division to discuss all treatment programs, their effectiveness and establish future objectives.

5.2.13 PERFORMANCE

A. Water Test Results:

1. pH: maintain a value from 9.0 to 10.3.
2. Conductivity: Less than 3,500mmhos
3. Nitrite (steel protection): maintain a minimum level of 800PPM.
4. Azole (copper protection): 3-6 PPM Total (greater than 3 PPM free and available). 6 PPM if system is offline.
5. Iron: Less than 3.0 PPM

B. Minimum Performance

1. Monthly visits
2. Conductivity
3. Iron
4. Nitrite
5. Recommendations on systems with results out of range

Plant Maintenance Supervisor
Mario Gentile
431 N. Salisbury Street

**Raleigh NC 27603
(919) 733-5667**

5.2.14 UNSCHEDULED VISITS

Unscheduled visits shall be provided under this water treatment program at no additional cost to the Facility Management Division. However, an invoice can be submitted for an unscheduled visit resulting from improper or inadequate daily maintenance. The Vendor shall submit in the cost proposal an hourly rate and mileage cost for this type of unscheduled visit. (See Attachment A: Pricing) The Vendor representatives shall be available to the Facility Management Division on twenty-four (24) hour notice and shall be able to visit the facility within twelve (12) hours' notice.

5.2.15 SERVICE VISITS

If equipment at a location is deactivated, either seasonally or permanently, no service visit is required. A written service report stating that all equipment is idle is still required and shall be submitted to the Plant Maintenance Supervisor and/or Superintendent.

If the closed loop systems, in operation, the Vendor's representative shall visit that facility a minimum of one (1) time a month for the equipment in operation for the duration of the contract. The Vendor's representative shall visit that facility a minimum of once a month for each month that the equipment is in operation.

Service visit requirements for closed loop systems are covered in the paragraph entitled CLOSED SYSTEMS.

All service visits shall be unscheduled unless otherwise directed or approved by the facility's Maintenance Supervisor and/or Superintendent. All site visits shall be made during normal working hours and days from 8:00 AM to 4:00 PM during each service visit, all equipment shall be inspected and analyses necessary to determine that the water treatment program is being administered properly shall be performed in the presence of a representative of the Plant Maintenance Supervisor. Chemical testing of the system must be conducted on site and reported at the time of the testing.

Each visit shall also include a conference with the Plant Maintenance Supervisor or his/her representative to discuss problems arising between visits and the status of the program.

5.2.16 IDLE SYSTEMS

The Vendor's representatives shall provide the Maintenance Supervisor complete written instructions for deactivating and protecting equipment that is to be taken out of service seasonally or permanently. The Vendor's representative shall also provide complete written instructions for treating equipment that is being placed initially into service.

5.2.17 INSURANCE REQUIREMENTS

The Vendor shall provide and maintain during the life of this contract and any extensions thereof such as Public Liability, Property Damage and Product Liability Insurance as shall protect him from claims for damage for personal injury, including accidental, as well as from claims for property damages which may vary from operations under this contract, whether such operation be by the Vendor himself or by anyone directly or indirectly employed by him and the amounts of such insurance shall be as follows:

Public Liability Insurance in an amount not less than \$300,000 for injuries, including accidental death, to anyone person and subject to the same limit for each person, in amount not less than

\$500,000 on account of one accident; Property Damage Insurance in an amount not less than

\$1,000,000 per occurrence and \$5,000,000 aggregate. Product Liability Insurance in an amount not less than \$1,000,000 per occurrence and \$5,000,000 aggregate to cover the improper application of chemicals.

The Vendor shall furnish such additional insurance as may be required by the State of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

The Vendor shall not commence work until he/she has obtained all insurance required, furnished copies of each Certificate of Insurance to attention of Meredith Swartz, Purchasing Officer, NC Department of Administration, Office of Fiscal Management, 116 West Jones Street, Raleigh, NC 27603- 8002, and such insurance has been approved and accepted by the State.

Each Certificate of Insurance shall bear the provision that the policy cannot be cancelled, reduced in amount or coverage eliminated in less than fifteen (15) days after mailing by registered mail, a written notice to the insured and/or the Department of Correction of such alteration or cancellation.

The Vendor's liability shall not be limited by any provisions or limits of insurance set forth in this contract. The State shall reasonably notify the Vendor of any claim for which it may be liable under this contract.

5.3 VENDOR'S REPRESENTATION

- a) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. "Professional manner" means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the State under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder.
- b) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, 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 goods and services.
- c) Vendor warrants that it has the financial capacity to perform and to continue 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 The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

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 CONTACT MANAGER AND CUSTOMER SERVICE

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

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

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

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

Mario Gentile, Mario.gentile@doa.nc.gov, 919-625-0562

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

Lisa Campbell, Lisa.campbell@doa.nc.gov, 984-236-0085

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

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

6.2 POST AWARD MEETINGS

The Vendor, at the request of the State, shall be required to meet monthly at a designated schedule as set by the Contracting Agency with the State for Performance Review meetings. The purpose of these meetings will be to review project progress, discuss Vendor performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement, and cost saving ideas, and discuss any other pertinent topics.

Vendor shall notify Contract Manager if Vendor is unable to attend in a timely manner at which time an alternate date and time for meeting may be scheduled. Failure to notify the Contract Manager of absence will result in a Vendor Warning. Three (3) undocumented absences during the term of contract may result in a Vendor Complaint.

6.3 CONTINUOUS IMPROVEMENT

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

6.4 MONTHLY STATUS REPORTS

The Vendor shall be required to provide Status Reports with LAB results to the designated Contract Lead on a monthly basis. This report shall include, at a minimum, information concerning the work accomplished during the reporting period and work to be accomplished during the subsequent reporting period including LAB results. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the Purchasing Agency. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within thirty (30) 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 Lead for approval.

6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

6.6 TRANSITION ASSISTANCE

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

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

6.7 DISPUTE RESOLUTION

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

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

6.8 CONTRACT CHANGES

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

6.9 ATTACHMENTS

Attachment A: Pricing is below within this solicitation document. All other attachments to this IFB are found within the Ariba Sourcing Tool, and are incorporated herein, and shall be submitted by responding in the Sourcing Tool.

ATTACHMENT A: PRICING

- The Vendor shall submit in this pricing form an hourly rate for unscheduled visits resulting from improper or inadequate maintenance. Reference Section 5.2.16 Unscheduled Visits.
- The Vendor shall submit in this pricing form a daily rate for providing the necessary chemical feed equipment. Cost of temporary supplying the facility with the necessary feed equipment. Reference Section 5.2.13 Feed and Control Equipment
- All delivery and transportation charges prepaid and included in the bid price.
- Vendors pricing to provide all labor, material, and equipment to complete the scope of work.
- The pricing form must be completed in its entirety and submitted with proposal

Site No.	Location	System Type	Unscheduled Visit rate (Per Hour)	Monthly Cost Chemical Feed	Monthly Cost	Yearly Cost (Monthly x12)
	SBI Building #11	Closed Hot Water System				
	SBI Building # 17	Closed Hot Water System				
	SBI Building # 18	Closed Hot Water System				
	Seaboard Building	Closed HW System				
	Labor Building	Closed HW System				
	Agriculture Building	Closed HW System				
	Agriculture Annex	Closed HW System				
	History Museum	Closed HW System				
	Science Museum	Closed HW System				
	Old Revenue Building	Closed HW System				
	Ruffin Building – Court of Appeals	Closed HW System				
	Justice Building	Closed HW System				
	New Education - DPI	Closed HW System				

	Administration Building Basement	Closed HW System				
	New Revenue Building	Closed HW System				
	Dobbs Building	Closed HW System				
	Archdale Building	Closed HW System				
	Cooper Building	Closed HW System				
	Governor Mansion	Closed HW System				
	Highway Patrol / SBI Building #2,3,4 System	Closed HW System				
	DEM Lab - 4401	Closed HW System				
	DEM Lab - 4403	Closed HW System				
	DEM Lab - 4405	Closed HW System				
	Old Education Building	Closed HW System				
	Capitol Building	Closed HW System				
	Shore Building	Closed HW System				
	Caswell Building	Closed HW System				
	DHHS Building	Closed HW System				

TOTAL CONTRACT PRICE YEAR 1: \$ _____

TOTAL CONTRACT PRICE YEAR 2: \$ _____

TOTAL CONTRACT PRICE YEAR 3: \$ _____

TOTAL CONTRACT PRICE FOR ALL 3 YEARS: \$ _____

THE PRICING FORM MUST BE COMPLETED IN ITS ENTIRETY AND INCLUDED IN YOUR PROPOSAL FOR VENDORS BID TO BE CONSIDERED.

APPENDIX A: EQUIPMENT SPECIFICATIONS**HVAC CLOSED HOT WATER LOOP SYSTEM SQUARE FOOTAGE****** Square Footage is estimated****

1. Labor Building	4 W. Edenton St. Raleigh, NC	36,551 sq. ft.
2. Agriculture Building	2 W. Edenton St. Raleigh, NC	83,042 sq. ft.
3. Agriculture - Annex	102 N. Salisbury St. Raleigh, NC	70,764 sq. ft.
4. History Museum	5 E. Edenton St. Raleigh, NC	190,099 sq. ft.
5. Science Museum	11 W. Jones St. Raleigh, NC	205,145 sq. ft.
6. Old Revenue Building	2 S. Salisbury St. Raleigh, NC	173,986 sq. ft.
7. Ruffin (Court of Appeals)	1 W. Morgan St. Raleigh, NC	55,946 sq. ft.
8. Justice Building	2 E. Edenton St. Raleigh, NC	68,500 sq. ft.
9. New Education (DPI)	301 N. Wilmington St. Raleigh, NC	321,443 sq. ft.
10. New Revenue Building	501 N. Wilmington St. Raleigh, NC	298,803 sq. ft.
11. Dobbs Building	430 N. Salisbury St. Raleigh, NC	173,970 sq. ft.
12. Archdale Building	512 N. Salisbury St. Raleigh, NC	242,647 sq. ft.
13. Governor Mansion	200 N. Blount St. Raleigh, NC	34,806 sq. ft.
14. Cooper Building	255 N. McDowell St. Raleigh, NC	59,284 sq. ft.
15. Highway Patrol/ SBI	Bldg. 2 3320 Old Garner Rd. Raleigh, NC	10,803 sq. ft.
16. Highway Patrol	Bldg. #4 3320 Old Garner Rd. Raleigh, NC	8,447 sq. ft.
17. Highway Patrol	Bldg. #5 3320 Old Garner Rd. Raleigh, NC	10,724 sq. ft.
18. DEM Lab – Air	4401 Reedy Creek Road Raleigh, NC	18,847 sq. ft.
19. DEM Lab – Water	4403 Reedy Creek Road Raleigh, NC	10,003 sq. ft.
20. DEM Lab – Soil	4405 Reedy Creek Road Raleigh, NC	18,095 sq. ft.
21. Capital Building	1 E Edenton Street Raleigh, NC	32,067 sq. ft.
22. Old Education Building	114 W. Edenton Street Raleigh, NC	173,970 sq. ft.
23. Shore Building	214 West Jones Street Raleigh, NC	3,1250 sq. ft.
24. Caswell Building	200 West Jones Street Raleigh, NC	78,490 sq. ft.
25. Seaboard Building	413 North Salisbury Street Raleigh, NC	10,948 sq. ft.
26. New DHHS building	1915 Health Services Way	460,000 sq. ft

APPENDIX B: BUILDING ADDRESSES

Facility Name	Facility Address
Seaboard Building	413 North Salisbury Street
Labor Building	4 West Edenton St
Agriculture Building	2 West Edenton St.
Agriculture Annex	102 N. Salisbury St.
History Museum	5 E. Edenton St.
Science Museum	11 W. Jones St
Old Revenue Building	2 S. Salisbury St.
Ruffin Building – Court of Appeals	1 W. Morgan St.
Justice Building	2 E. Morgan St.
Archdale Building	512 N. Salisbury St.
Dobbs Building	430 N. Salisbury
New Education Building	301 N. Wilmington St.
New Revenue Building	501 N. Wilmington St.
Dobbs Building	430 N. Salisbury
Governor Mansion	200 N. Blount St.
Cooper Building	225 N. McDowell St.
Highway Patrol / SBI Bldgs.	3320 Old Garner Rd.
Education Building (Old)	114 W. Edenton Street
Capitol Building	1 E Edenton Street
Shore Building	214 W. Jones Street
Caswell Building	200 W. Jones Street
New DHHS Building	1915 Health Services Way