



## **STATE OF NORTH CAROLINA**

**North Carolina Department of Agriculture & Consumer Services**

**Invitation for Bid #: 10-IFB-1000907693-TT**

**NCFS DSRF Cleaning and Disinfecting Restroom Facilities**

**Date of Issue: February 7, 2024**

**Bid Opening Date: March 13, 2024**

**At 2:00 PM ET**

**Procurement Lead:**

Tammie Taylor

Procurement Specialist

# STATE OF NORTH CAROLINA

## Invitation for Bid #

**10-IFB-1000907693-TT**

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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.**

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Vendor Name

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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>

<b>STATE OF NORTH CAROLINA</b> <b>Department of Agriculture and Consumer Service</b>	
<b>Refer <u>ALL</u> Inquiries regarding this IFB to the procurement lead (Tammie Taylor) through the Message Board in the Sourcing Tool. See section 2.4 for details.</b>	<b>Invitation for Bid #: 10-IFB-1000907693-TT</b>
	<b>Bids will be publicly opened: March 13, 2024 at 2:00 PM ET</b>  Microsoft Teams meeting  <b>Join on your computer, mobile app or room device</b> <a href="#">Click here to join the meeting</a>  Meeting ID: 274 710 475 659 Passcode: QKHwBq <a href="#">Download Teams</a>   <a href="#">Join on the web</a>  <b>Join with a video conferencing device</b> ncgov@m.webex.com Video Conference ID: 114 288 094 0 <a href="#">Alternate VTC instructions</a>  <b>Or call in (audio only)</b> <a href="#">+1 984-204-1487,,893301831#</a> United States, Raleigh Phone Conference ID: 893 301 831# <a href="#">Find a local number</a>   <a href="#">Reset PIN</a>
<b>Using Agency: North Carolina Department of Agriculture &amp; Consumer Services, NC Forest Service</b>	<b>Commodity No. and Description: 761116 – Building Component Cleaning Services</b>
<b>Requisition No.: PR12607972</b>	

# **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.

Bid Number: 10-IFB-1000907693-TT

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

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

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

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

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

**VALIDITY PERIOD**

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

**ACCEPTANCE OF BIDS**

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

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

The attached certification, by \_\_\_\_\_.

(Authorized Representative of NC Department of Agriculture and Consumer Service)

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## 1.0 PURPOSE AND BACKGROUND

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The NC Department of Agriculture and Consumer Services, NC Forest Service, is seeking to find a vendor to provide services for Daily Cleaning and Disinfecting Restroom Facilities at 4 different work locations.

The services shall consist of an all-inclusive janitorial cleaning and disinfecting service including all necessary labor, supervision, materials and equipment in order to keep the contracted areas clean and properly supplied. The supplies provided by the NC Department of Agriculture and Consumer Services and all other items that are required to provide the services as outlined and listed in Section 5.0 Specifications and Scope of Work will be the responsibility of the awarded Vendor.

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 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 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

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### 2.1 INVITATION FOR BID DOCUMENT

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

### 2.2 E-PROCUREMENT FEE

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

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

#### What is the Ariba Network?

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

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

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

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

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

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

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

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

## 2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	State	2/7/2024
Mandatory Site Visit	State	2/19/2024 at 1:00 PM ET
Submit Written Questions	Vendor	2/23/2024 by 10:00 AM ET
Provide Response to Questions	State	2/29/2024
Submit Bids	Vendor	3/13/2024 by 2:00 PM ET
Contract Award	State	TBA

## 2.5 MANDATORY SITE VISIT

Date: 2/19/2024  
 Time: 1:00 PM Eastern Time  
 Location: 1400 Staton Road  
 Cedar Mountain, NC 28718  
 Contact #: 828-273-0982, [Jason.guidry@ncagr.gov](mailto:Jason.guidry@ncagr.gov)

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

**FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR'S BID 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 IFB. 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 IFB.

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 IFB, must be confirmed by written addendum before it can be considered to be a part of this IFB and any resulting contract.

## 2.6 BID QUESTIONS

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

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter "IFB # 10-IFB-1000907693-TT – Questions" as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

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

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the Sourcing Tool in the form of an addendum and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and an addendum to this IFB.

## 2.7 BID SUBMITTAL

**IMPORTANT NOTE: This is an absolute requirement.** Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. Failure to submit a bid in strict accordance with instructions provided shall constitute sufficient cause to reject a Vendor's bids(s). Solicitation responses are subject to Sealed Bidding requirements.

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

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

### Tips for Using the Sourcing Tool

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

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

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



## 2.8 BID CONTENTS

Vendors shall provide responses to all questions and complete all attachments for this IFB that require the Vendor to provide information and upload them to the Sourcing Event in the Sourcing Tool. Vendor may not be able to submit its response in the Sourcing Tool unless all required items are addressed. Vendors shall provide authorized signatures where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion.

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

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

## 2.9 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, Vendor shall follow the specific instructions for uploading Alternate Bids in the Sourcing Tool.

## 2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

# 3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

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## 3.1 METHOD OF AWARD

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

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

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

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

### 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the 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

Only responsive submissions will be evaluated.

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

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

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

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

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

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

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

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

### 3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

### 4.2 INVOICES

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

Vendor's Billing Address, 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.

### **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

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

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

### 5.0 SPECIFICATIONS AND SCOPE OF WORK

#### 5.1 TASKS/DELIVERABLES

##### OBJECTIVE

The NC Department of Agriculture and Consumer Services, NC Forest Service, requires a Vendor to provide services for Daily Cleaning and Disinfecting Restroom Facilities at 4 different work locations.

The services shall consist of an all-inclusive janitorial cleaning and disinfecting services including all necessary labor, supervision, materials and equipment in order to keep the contracted areas clean and properly supplied. The supplies provided by the NC Department of Agriculture and Consumer Services are listed in the contract. All other items that are required to provide the services as outlined and listed in the contract will be the responsibility of the awarded Vendor.

##### Work Locations:

##### DuPont State Recreational Forest:

High Falls Restroom – 89 Buck Forest Road, Cedar Mountain, NC 28718

Hooker Falls Restroom – 900 Staton Road, Cedar Mountain, NC 28718

Guion Farm Restroom – 2130 Sky Valley Road, Hendersonville, NC 28739

##### Holmes Educational - State Forest:

Holmes Restroom – 1299 Crab Creek Road, Hendersonville, NC 28739 (approximately 5 miles from High and Hooker Falls Restrooms)

Each location is accessible by gravel parking lots near each street address.

#### SECTION I: GENERAL CLEANING REQUIREMENTS

The work shall be professional, include all proper personnel selection and training, professional equipment and supplies, efficient scheduling of work assignments, trained supervision in order to obtain maximum quality and production.

##### A. SCHEDULE OF PERFORMANCE

1. DuPont State Recreational Forest Restroom Facilities at Hooker Falls, High Falls and Guion Farm

- a. The Vendor shall provide janitorial cleaning and disinfecting services **seven (7) days a week one (1) time a day during the months of March through November.**

This daily service will take place either between 5:00 a.m. and 9:00 a.m. or between 6:00 p.m. and 10:00 p.m. Vendor will select one of these two timeframes for the routine, daily schedule of service calls and inform agency of the agreed-upon timeframe.

- b. The Vendor shall provide janitorial cleaning and disinfecting services **three (3) days a week during the months of December, January and February.** This service will take place either between 5:00 a.m. and 9:00 a.m. or between 6:00 p.m. and 10:00 p.m. Vendor will select one of these two timeframes for the routine, daily schedule of service calls and inform agency of the agreed-upon timeframe.

2. Holmes Educational State Forest Restroom Facility

- a. The Vendor shall provide janitorial cleaning and disinfecting services **one (1) day a week.** This service will take place either between 5:00 a.m. and 9:00 a.m. or between 6:00 p.m. and 10:00 p.m. Vendor will select one of these two timeframes for the routine, daily schedule of service calls and inform agency of the agreed-upon timeframe.

**B. STANDARDS FOR DAILY CLEANING AND DISINFECTING RESTROOM FACILITIES**

1. Clean and disinfect counter tops, wash basins, toilets, toilet seats and urinals.
2. Clean and disinfect all dispensers, fixtures and mirrors.
3. Empty sanitary napkin receptacles and disinfect.
4. Spot clean partitions and tile walls.
5. Restock hand soap and paper products.
6. Disinfect partition handles, door handles, light switches and all touch points.
7. Sweep and mop floor with germicidal solution (once per week)
8. Clean and disinfect restroom partitions and walls around toilets and urinals (once per week).
9. Dust surfaces (once per week).
10. Pick up trash left within public facilities, empty trash receptacles, replace can liners and pick up trash on the grounds within fifty (50) feet of the facility.
11. All trash collected to be disposed of in on-site dumpsters.
12. Notify agency of any malfunctioning fixtures or damage to the facilities observed during service events.

**C. STANDARDS DAILY FOR SERVICING**

1. The contractor will maintain a permanent record of service calls, the personnel responsible for service events. This record will be provided to the contract administrator on a monthly basis when the contractor's invoice is submitted for payment. Discrepancies in service records will be communicated to the contractor within one (1) day of discovery by the contract administrator.
2. A form provided by the vendor will be posted on the interior of each unit and updated upon each service call; the form will provide the date and time of the service and the initials of the service provider that are legible.
3. Service calls will take care to not disrupt DSRF and HESF users nor endanger their safety. Service vehicles using DSRF roads will abide a 9 mile per hour speed limit and yield to trail/road users when encountered. When backing service vehicles in the DSRF Access Areas, the contractor will use a spotter or take measures to clear areas of obstacles or DSRF users prior to backing.

**D. EXTRA SERVICE**

Extra Service may be requested by the contract administrator during special events, peak use or in extreme circumstances.

1. The Contractor will respond in writing to requests for extra service within 24 hours of receipt.
2. The contract will be amended for as needed service calls and will be invoiced at an agreed upon set cost per service event.

**E. VENDOR EQUIPMENT AND SUPPLIES TO BE PROVIDED**

1. The Vendor shall furnish all materials, equipment and supplies, adequate in kind, quantity and of a commercial quality, necessary for professionally performing all work in this contract. All equipment shall be in good working order capable of being used as originally intended. The Contracting Agency may request that faulty or dysfunctional equipment be replaced and/or removed from the premises.
2. To include all other supplies or equipment not furnished by the State and any item(s) not listed but which are required to accomplish the tasks outlined in this proposal needed for surface cleaning and sanitization.

**F. STATE PROVIDED SUPPLIES**

The State will furnish restroom expendable supplies - Toilet paper, Paper towels, Trash bags, Hand soap and Sanitary napkin bags. Low supply levels will be reported in writing by the Vendor to the agency on the same day as the service call.

***NCFS-provided supplies will be on-site at each location and key to the storage area will be provided to the vendor. Hoses and nozzles for water use will be provided at each location.***

**5.2 VENDOR OFFER MEETS SCOPE OF WORK REQUIREMENTS**

Vendor shall select yes or no below:

☐ YES ☐ NO

**5.3 DEVIATIONS**

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

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**6.0 CONTRACT ADMINISTRATION**

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

Jason Guidry, Forest Supervisor  
 Physical Address: 1400 Staton Road, Cedar Mountain, NC 28718  
 Mailing Address: P.O. Box 300, Cedar Mountain, NC 28718  
 828-273-0982  
 Jason.guidry@ncagr.gov

**6.1 CONTRACT MANAGER AND CUSTOMER SERVICE**

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

Contract Manager Point of Contact	
Name:	

Office Phone #:	
Mobile Phone #:	
Email:	

## 6.2 CONTINUOUS IMPROVEMENT

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

## 6.3 ACCEPTANCE OF WORK

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

## 6.4 DISPUTE RESOLUTION

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

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

## 6.5 CONTRACT CHANGES

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

## 6.6 ATTACHMENTS

All attachments to this RFP are incorporated herein and shall be submitted by responding in the Sourcing Tool. These attachments can be found at the following Vendor Forms link for reference purposes only:

<https://ncadmin.nc.gov/documents/vendor-forms>

Vendors shall download the following attachments from <https://ncadmin.nc.gov/documents/vendor-forms>, complete, sign, and upload in the Sourcing Tool:

- a) ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- b) ATTACHMENT E: CUSTOMER REFERENCE FORM
- c) ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- d) ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION



**ATTACHMENT A: PRICING FORM****FURNISH AND DELIVER:**

Pricing example: Unit Price x Qty = Extended Price

ITEM #	QTY.	UOM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	273	Days	To provide Janitorial and Disinfecting Services to <b>High Falls Restroom Facility</b> <u>once a day</u> , seven days a week during March – November, as outlined in section 5.0.	\$ _____	\$ _____
2	273	Days	To provide Janitorial and Disinfecting Services to <b>Hooker Falls Restroom Facility</b> <u>once a day</u> , seven days a week during March – November, as outlined in section 5.0.	\$ _____	\$ _____
3	273	Days	To provide Janitorial and Disinfecting Services to <b>Guion Farms Restroom Facility</b> <u>once a day</u> , seven days a week during March – November, as outlined in section 5.0.	\$ _____	\$ _____
4	52	Days	To provide Janitorial and Disinfecting Services to <b>Holmes Education State Forest Restroom Facility</b> <u>once a week</u> , as outlined in section 5.0.	\$ _____	\$ _____
5	39	Days	To provide Janitorial and Disinfecting Services to <b>High Falls Restroom Facility</b> <u>three times a week</u> (Saturday, Sunday and Wednesday) during December – February, as outlined in section 5.0.	\$ _____	\$ _____
6	39	Days	To provide Janitorial and Disinfecting Services to <b>Hooker Falls Restroom Facility</b> <u>three times a week</u> (Saturday, Sunday and Wednesday) during December – February, as outlined in section 5.0.	\$ _____	\$ _____
7	39	Days	To provide Janitorial and Disinfecting Services to <b>Guion Farm Restroom Facility</b> <u>three times a week</u> (Saturday, Sunday	\$ _____	\$ _____

			and Wednesday) during December – February, as outlined in section 5.0.		
TOTAL EXTENDED PRICE					\$ _____

**Extra Service per Restroom (if needed)**

ITEM #	QTY.	UOM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1	Each	To provide Janitorial and Disinfecting Services to <b>High Falls Restroom Facility</b> , as outlined in section 5.0.	\$ _____	\$ _____
2	1	Each	To provide Janitorial and Disinfecting Services to <b>Hooker Falls Restroom Facility</b> , as outlined in section 5.0.	\$ _____	\$ _____
3	1	Each	To provide Janitorial and Disinfecting Services to <b>Guion Farm Restroom Facility</b> , as outlined in section 5.0.	\$ _____	\$ _____
4	1	Each	To provide Janitorial and Disinfecting Services to <b>Holmes Education State Forest Restroom Facility</b> , as outlined in section 5.0.	\$ _____	\$ _____
TOTAL EXTENDED PRICE					\$ _____

## SCOPE OF WORK MAP AND PICTURES

### WORK LOCATIONS:

#### DuPont State Recreational Forest:

High Falls Restroom- 89 Buck Forest Road, Cedar Mountain, NC 28718

Hooker Falls Restroom- 900 Staton Road, Cedar Mountain, NC 28718

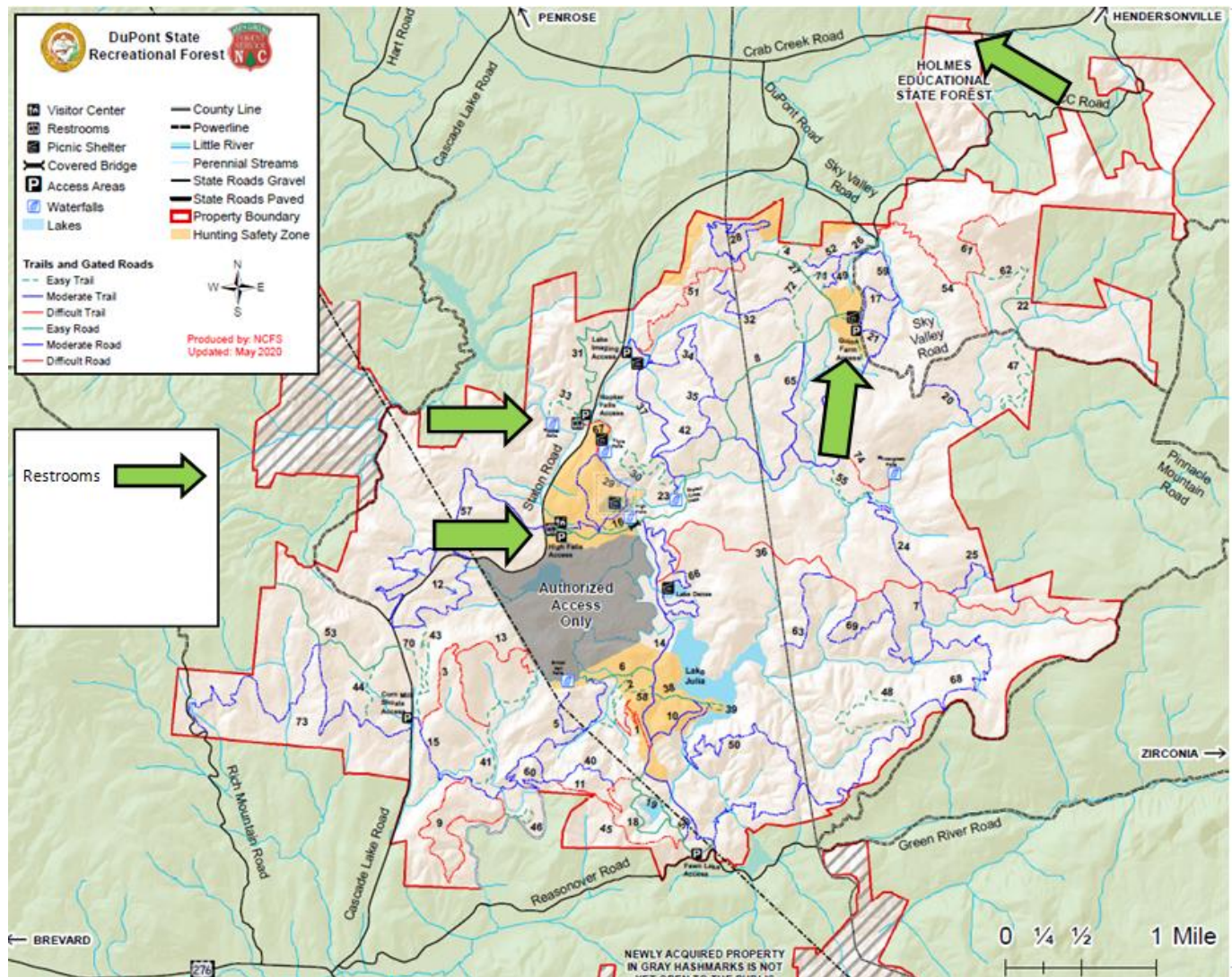
Guion Farm Restroom- 2130 Sky Valley Road, Hendersonville, NC 28739

#### Holmes Educational State Forest:

Holmes Restroom- 1299 Crab Creek Road, Hendersonville, NC 28739 (approximately 5 miles from High and Hooker Falls Restrooms)

Each location is accessible by gravel parking lots near each street address.

### MAP OF LOCATIONS:

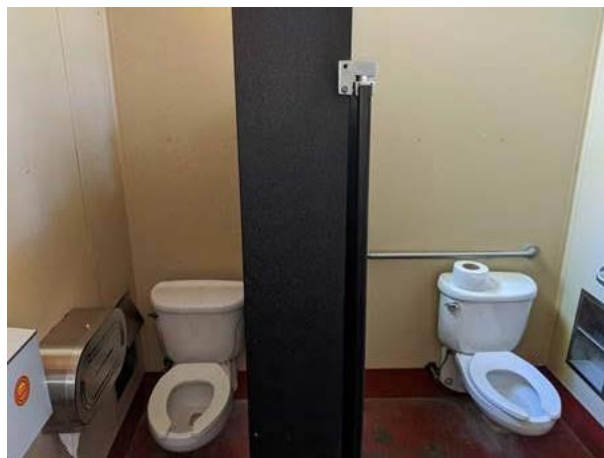


## BUILDINGS DATA AND STATISTICS

The square footage figures below are estimates.

### A. DuPont State Recreational Forest:

- a. High Falls Restrooms: 3 toilets, 1 urinal, 4 sinks, approximately 300 square feet







- b. Hooker Falls Restrooms: 11 toilets, 3 urinals, 6 sinks, approximately 800 square feet







- c. Guion Farm Restrooms: 3 toilets, 1 urinal, 4 sinks, approximately 600 square feet (not picture, under construction)



**B. Holmes Educational State Forest:**

- a. Holmes Education State Forest Restrooms: 5 toilets, 1 urinal, 4 sinks, approximately 600 square feet

