



STATE OF NORTH CAROLINA

Durham Technical Community College

Request for Proposal #: 94-26-1000

Janitorial and Custodial Services

Date of Issue: February 11, 2026

Proposal Opening Date: March 23, 2026

At 2:00 PM ET

Direct all inquiries concerning this RFP to:

Kenisha J. Wright

Procurement Specialist

Email: jonesky@durhamtech.edu

Phone: 919-536-7201 x1014



STATE OF NORTH CAROLINA

Request for Proposal

94-26-1000

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

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

Vendor Name

Vendor eVP#

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

Electronic responses ONLY will be accepted for this solicitation.

| | |
|---|---|
| STATE OF NORTH CAROLINA <i>Durham Technical Community College</i> | |
| Refer <u>ALL</u> Inquiries regarding this RFP to: <i>Kenisha J. Wright</i> <i>jonesky@durhamtech.edu</i> | Request for Proposal #: 94-26-1000 |
| Using Agency: Durham Technical Community College | Proposals will be publicly opened: No |
| Requisition No.: TBD | Commodity No. and Description: 761115-General Building and Office Cleaning |

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

Proposal Number: 94-26-1000

Vendor: _____

VALIDITY PERIOD

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

ACCEPTANCE OF PROPOSAL

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

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

The attached certification, by _____.

(Authorized Representative of Durham Technical Community College

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1.0 PURPOSE AND BACKGROUND

The purpose of this proposal is to clearly communicate the expectations, responsibilities, and performance standards required of the selected housekeeping services vendor for our community college. A clean, safe, and well-maintained environment is essential to supporting student success, staff productivity, and the overall campus experience. The contracted vendor will play a key role in ensuring that all assigned campus areas remain consistently presentable, hygienic, and ready for daily academic and administrative use.

This contract covers housekeeping services for classrooms, offices, hallways, conference rooms, auditoriums, and bathrooms across the campus. These spaces require daily attention, routine upkeep, and timely responses to special cleaning needs. The vendor will be expected to provide trained staff, appropriate equipment, and reliable supervision to maintain high standards of cleanliness. Job duties include but are not limited to: sweeping, mopping, vacuuming, dusting, trash and recycling removal, restroom sanitation and restocking, spot cleaning of walls and windows, floor care, and maintaining cleanliness of high-touch surfaces. The vendor must also ensure proper handling of cleaning chemicals, adhere to safety and OSHA guidelines, and follow campus protocols for securing spaces after work is completed.

The goal of this partnership is to establish a dependable and professional housekeeping service that enhances the learning environment, reflects well on the institution, and supports the daily operations of the college.

Founded in 1961, Durham Technical Community College is a charter member of the North Carolina Community College System. The College's mission is to champion learning and success, deliver outstanding teaching and service, and to develop career skills for today and tomorrow. Durham Tech aims to be a model for demonstrating student success and excellence in teaching; empowering learners to enrich the local and global communities; and preparing students to contribute to the economic vitality of the region. Durham Tech follows an open-door policy, meaning all students have the opportunity to acquire meaningful credentials and secure living-wage employment through education and training. In its service area of Durham and Orange counties, Durham Tech offers more than 100 degrees, diplomas, and certificates and serves more than 17,000 students in curriculum, continuing, and corporate education.

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

1.1 CONTRACT TERM

The Contract shall have an initial term of three (3) years, beginning on the date of final Contract execution (the "Effective Date") or July 1, 2026, whichever is later. The Vendor shall begin work under the Contract 60 business days of the Effective Date. Failure of the Service Provider to meet the agreed-upon service level standards or timelines will constitute cause for termination of the contract by Durham Tech.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

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

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

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

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

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the 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 RFP 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 proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

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

2.4 RFP SCHEDULE

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

| Event | Responsibility | Date and Time |
|-------------------------------|----------------|---------------------------------|
| Issue RFP | Durham Tech | February 11, 2026 |
| Mandatory Site Visit | Durham Tech | February 19, 2026 at 9: 00 A.M. |
| Submit Written Questions | Vendor | February 26, 2026 by 4:00 P.M |
| Provide Response to Questions | Durham Tech | March 5, 2026 |
| Submit Proposals | Vendor | March 23, 2026 by 2:00 P.M |
| Contract Award | Durham Tech | TBD |

2.5 SITE VISIT or PRE-PROPOSAL CONFERENCE

Mandatory Site Visit

Date: 02/19/2026
 Time: 09:00 AM Eastern Time

Location: Main Campus
 1637 E. Lawson St.
 Bldg. 5 (ERC) Auditorium Room 500
 Durham, NC 27703

Contact #: 919-943-0187

Campus Map and Passing Parking Pass Attached

*****Visits to off-site campuses must be arranged in advance through Sherry Stevens, Housekeeping Supervisor, 919-407-2369 or stevenss@durhamtech.edu**

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-proposal 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 PROPOSAL 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.

*****Please bring a copy of the RFP to the site visit. The site visit is anticipated to take up to (4) hours to complete.**

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.

2.6 PROPOSAL QUESTIONS

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

Written questions shall be emailed to jonesky@durhamtech.edu by the date and time specified above. Vendors should enter “RFP # 94-26-1000: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

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

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

2.7 PROPOSAL SUBMITTAL

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

eVP

Vendor’s proposals 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. Wake Tech 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 Proposals submitted through the Content Section of the Ariba Sourcing Event will be considered. Proposals submitted through the Message Board will not be accepted or considered for award.

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

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

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

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

2.8 PROPOSAL CONTENTS

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

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

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in

accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor’s agreement to comply with all instructions, terms and conditions, and attachments.

- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor’s Proposal addressing all Specifications of this RFP.
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- k) Agreement to wage set by the Durham Living Wage Project (i.e.\$19.58 1/2025)
- l) A Vendor’s proposal cannot exceed 60 pages. For this subsection, all Durham Tech addendums will not be considered a part of the Vendor’s max page count.

2.9 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: “Alternate Proposal # 94-26-1000 *name of Vendor*”. Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

Durham Tech reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

Durham Tech will conduct a One-Step evaluation of Proposals:

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

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

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

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

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

Durham Tech 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 Durham Tech.

3.4 EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the State:

Total Maximum Points 100:

- 1. Project Organization (Section 5.3): 20 Maximum Points**
- 2. Technical Approach (Section 5.4): (25 Maximum Points)**
- 3. Cost Proposal: (20 Maximum Points)**
- 4. Experience (Section 4.4): (15 Maximum Points)**
- 5. References (Section 4.5): (20 Maximum Points)**

Process for evaluating price:

The lowest price receives the maximum points and each other proposal receives a percentage of the maximum, based on a comparison of that proposal price with the lowest price.

Example: Durham Tech will determine low cost by normalizing the scores as follows:

The proposal with the lowest cost will receive a score of 20. All other competing proposals will be assigned a portion of the maximum score using the formula:

$$20 \times \frac{\text{the cost of the lowest cost proposal}}{\text{the cost of the cost proposal being evaluated}}$$

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, Durham Tech 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 Durham Tech:

- a) Total cost to Durham Tech
- 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 Durham Tech’s business requirements and internal operational culture
- g) Particular risk factors such as the security of Durham Tech’s information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

Proposal price shall constitute the total cost to Durham Tech for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract. Durham Tech reserves the right to add other facilities/buildings to this contract for Custodial Services. Rates charged shall be the rate that was established in the contract that resulted from RFP# 94-26-1000.

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

4.1.1 Import Tariff Temporary Surcharge

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in ATTACHMENT A: PRICING SUBMITTAL WORKBOOK as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended to be temporary and based on current tariff implications specific to related commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The state is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

4.2 FINANCIAL STABILITY

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

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

4.3 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the 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.

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

Vendor Background Information

- a) **Company Information:** Provide the legal name and address of the company, state of incorporation, and an overview and history of the company.
- b) **Organization and Ownership:** Describe the organization and ownership, including any parent companies, subsidiaries, affiliates, and other related entities.
- c) **Management Organization Chart:** Include a management organization chart showing director and officer positions, names, and reporting structures.

4.5 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE Information, for which it has provided Services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope. Durham Tech shall 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 shall be considered in the evaluation of the Proposal.

4.6 BACKGROUND CHECKS

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

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 Durham Tech. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

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

4.8 VENDOR’S REPRESENTATIONS

If Vendor’s Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the 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

Contractor shall furnish all workers’ compensation, liability insurance, and other insurance as may be required to protect Contractor and College from claims that may result from performance of this Agreement. A Certificate of Insurance shall be provided, naming Durham Technical Community College as an additional insured on General Liability and Automobile Liability. Additional insured status shall be primary and non-contributory.

4.10 SUBCONTRACTORS

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

4.11 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

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

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

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

The awarded vendor shall provide a complete, effective, and efficient janitorial service including all reasonable and necessary labor, supervision, materials, and equipment required to keep the contracted areas properly cleaned and sufficiently supplied. The specific Scope of Work and any specifications that the Purchasing Agency is seeking are listed in ATTACHMENT H: SPECIFICATIONS & SCOPE OF WORK. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

1. **Janitorial Services:** Professional, comprehensive janitorial cleaning services, ensuring all areas of the campus are clean, hygienic, and conducive to learning. These services are customized to address the specific requirements of each building and facility.
2. **Custodial Services:** High standards of cleanliness and efficiency in alignment with the Association of Physical Plant Administrators (APPA) Level 2 Operational Guidelines for Educational Facilities-Custodial Standards, including all management, supervision, labor, materials, tools, and equipment necessary to perform the required tasks.
3. **Special Services:** Specialized services such as carpet and upholstery cleaning, floor stripping, and refinishing of VCT floors and window cleaning. These services help maintain the appeal of aesthetics and longevity of the campus

facilities.

4. **Disinfecting Services:** In response to the increased need for health and safety measures, the vendor will offer comprehensive disinfecting services. These services are crucial in maintaining a healthy environment for students, faculty, staff, and visitors.
5. **Green Cleaning Services:** Durham Tech is committed to sustainability and requests green cleaning services that help reduce our environmental footprint. Vendor will adhere to a Green Cleaning Program supporting the college’s sustainability goals.
6. **Facility Examination:** Thorough examination of facility buildings and understanding existing conditions and limitations.
7. **Personnel Familiarity:** The vendor is responsible for ensuring that all personnel are familiar with and capable of performing the functions and tasks outlined in the scope of work, adhering to industry’s best practices.
8. **Personnel:** The Contractor must provide competent, skilled, and professional individuals to assure quality performance of duties. Each Contractor is to provide an organizational chart and Durham’s Livable Wage (i.e.\$19.58 1/2025) for each position. Durham Tech shall have authority to require the Contractor to remove from the site any employee of the Contractor who shall be deemed incompetent or detrimental to the best interests of Durham Tech. Removal will be accomplished through the Contractor’s management staff. Employees of the Contractor shall be informed that they are not employees of Durham Tech, but they are expected to conform to Durham Tech’s policies and regulations.
9. **Locations:** Janitorial and Custodial Services shall be provided for Durham Technical Community College, at all locations listed below and detailed on EXHIBIT 1: **Map of Campus Locations.** Durham Tech reserves the right to add or remove additional campuses/locations as needed throughout the term of contract. Additions will be charged at an additional rate per additional pricing ratio included in **ATTACHMENT A: PRICING.** Any buildings closed due to renovations will be credited to the proper campus location.

| Campus | Abbreviation | Location |
|-------------------------|--------------|--|
| Main Campus | MC | 1637 E. Lawson St, Durham, NC 27703 |
| Duke Street North | DSN | 3414 N. Duke St, Durham, NC 27704 |
| Northern Durham Center | NDC | 2401 Snow Hill Road, Durham, NC 27712 |
| Orange County Campus | OCC | 525 College Park Rd, Hillsborough, NC 27278 |
| American Tobacco Campus | ATC | 410 Blackwell Street, Suite 30, Durham, NC 27701 |

5.2 TASKS/DELIVERABLES

A. Schedule of Performance

Services must be provided between **7:00 p.m. and 12:00 a.m.** Monday through Friday, including all buildings and listed locations (Main Campus, Orange County Campus, Northern Durham Campus and American Tobacco Campus, Duke Street North Campus.)

Floors/Hallways/Classrooms

| Work Description | Daily | Weekly | Monthly | Annually | As Needed |
|---|-------|--------|---------|----------|-----------|
| Sweep and/or mop surface with dust control treated mops | X | | | | |
| Spot mop solid surface floors with appropriate solution | X | | | | |

| | | | | | |
|---|---|---|---|--------------|--------------|
| Vacuum carpets-High Traffic Area-Hallways, Corridors and library areas | X | | | | |
| Vacuum carpets-Low traffic areas such as office space, conference rooms | | X | | | |
| Damp-wipe tables, counter tops and chairs use the appropriate cleaning solutions for cloth, leather, plastic to include the instructor's podium | X | | | | |
| Remove dirt and build up and remove cobwebs from all corners and along baseboards | | X | | | |
| Spot clean all carpets | | | | | X |
| Clean all marker and chalkboards with a cleaning solution | X | | | | |
| Burnish corridor floors, apply floor polish as needed | | X | | | |
| Burnish entrance lobby floors, apply floor finish as needed | | | | X | |
| Shampoo carpet as needed | | | | | Twice a Year |
| Empty waste receptacles/clean and remove debris from designated area | X | | | | |
| Writable Walls and Wall Talkers (RTP and WTE) are to be cleaned weekly in classrooms. This will also be cleaning the carpet below the writable wall and wall talkers to remove dust and debris to prepare for class the next day. | X | | | | |
| Regular White Boards and trays are to be cleaned to include floor underneath | X | | | | |
| Durham Tech photos, plaques and picture frames shall be dusted | | | X | | |
| Floor Service (strip, wax, buff) | | | | Twice a Year | |

Offices

| Work Description | Daily | Weekly | Monthly | Annually | As Needed |
|--|-------|--------|---------|----------|-----------|
| Vacuum Carpets | | X | | | |
| Spot clean carpet offices, carpet shall be spot checked daily | | | | | X |
| All desks, filing cabinets, bookcases, chairs, tables, telephones, pictures, and all other office furniture and top of desk of what is visible shall be dusted/clean. All items shall be left in original condition and not disturbed. Vendor is not to remove any personal items from the desk such as pictures, etc. They are to dust around them. | | X | | | |

| | | | | | |
|--|---|---|--|--------------|---|
| Dust windowsills, low ledges, moldings, Durham Tech picture frames only, copiers, fax machines, printers, and venetian blinds. These shall be kept free of dirt and debris, etc. Do not remove any plants from the windowsill. Please ask the customer to remove it if required. | | X | | | |
| Wastebaskets shall be emptied and liners changed. Trash will be deposited of in a designated area provided by the college. This includes recycling paper, cans, etc. | X | | | | |
| Wipe down waste/recycling receptacles as needed to maintain a clean appearance | | X | | | |
| Baseboards and walls shall be wiped clean and free of all skid marks | | | | | X |
| Trash receptacles in the kitchen and eating area will be emptied and liners will be changed | X | | | | |
| Counter tops in kitchenette will be cleaned with a proper cleaning solution | X | | | | |
| Baseboards and walls in kitchenette shall be wiped clean and free of all skid marks | | | | | X |
| All floors in kitchenette areas will be monitored and cleaned | X | | | | |
| Wipe down interior windows and glass | | X | | | |
| Carpet Service (shampoo, steam, dry clean) | | | | Twice a Year | |

Restrooms

| Work Description | Daily | Weekly | Monthly | Annually | As Needed |
|--|-------|--------|---------|--------------|-----------|
| Sweep floors, mop and rinse with disinfectant detergent | X | | | | |
| Clean and sanitize restroom fixtures and leave free of water spots | X | | | | |
| Clean mirrors, leaving streak and spot free | X | | | | |
| Clean and sanitize sanitary napkin receptacles | X | | | | |
| Spot clean partitions and tile walls and remove graffiti | | X | | | |
| Empty waste receptacles/clean and remove debris | X | | | | |
| Refill paper towel, toilet tissue, seat covers, feminine hygiene products and soap dispenser receptacles from Durham Tech supply | X | | | | |
| Baseboards shall be wiped clean and free of all skid marks | | | | | x |
| Turbo Wash Floors | | | | Twice a Year | |

B. Position Requirements

- Account Manager
- Assistant Account Manager
- Eleven Day Porters for Main Campus, Orange County Campus, Northern Durham Campus and Duke Street North Campus. Hours 7:00am-4:00pm, Monday – Friday.
- Twelve Evening Housekeepers for Main Campus, Orange County Campus, American Tobacco Campus and Duke Street North. Hours 7:00 pm – 12:00 am Monday – Friday.
- Saturday 2-hour coverage after 4:00pm on Main Campus
- One Floater for Main Campus
- Two Floor Techs for Main Campus, Orange County Campus, Northern Durham Campus, American Tobacco Campus and Duke Street North Campus

C. Staffing Duties

- Account Manager and Assistant Manager:
 - Account Manager and/or Assistant Manager is required to complete site visits with the Durham Tech Housekeeping Supervisor on a weekly basis.
 - Will need to be available at all times for phone calls from the Durham Tech Facility Supervisor.
 - Hiring Policy: Durham Tech reserves the right to have hiring input for new employees before the Custodial company makes a final hiring decision. Durham Tech reserves the right to request background checks for new and existing employees assigned. The Contractor must provide competent, skilled, and professional individuals to assure quality performance of duties. Each Contractor is to provide an organizational chart and Durham’s Livable Wage (i.e.\$19.58 1/2025) for each position. Durham Tech shall have authority to require the Contractor to remove from the site any employee of the Contractor who shall be deemed incompetent or detrimental to the best interests of Durham Tech. Removal will be accomplished through the Contractor's management staff. Employees of the Contractor shall be informed that they are not employees of Durham Tech, but they are expected to conform to Durham Tech’s policies and regulations.
 - Account manager or Assistant Manager is required to do a daily walkthrough of all areas to verify that all custodial work is being done according to Durham Tech expectations.
 - Will need to do a complete walkthrough twice a month with the Durham Tech Facility supervisor of all areas to address any Durham Tech concerns. Account Manager needs to be available at all times for phone calls from the Durham Tech Facility Supervisor.
 - Provide a quarterly list of current custodial employees assigned to Durham Tech. Provide written verification of new employee safety training.
 - Either the Account Manager and Assistant Manager must be on site at all times when contracted staff are on campus.
- Day Porter Duties
 - Wipe down restroom sinks, countertops, toilets and urinals.
 - Stock all restroom paper supplies and soap o Dust window sills inside and outside on first floor only
 - Clean water fountains, wipe down vending machines, wipe down elevators, entryway windows, sweep stairs, wipe down tables, dusting furniture.
 - Vacuum public spaces
 - Janitor closets are provided for the storage of custodial supplies. Supplies are to be put in the closet as soon as they are delivered. Supplies are not to be left sitting in the hallways.

- Business Office, ITS Offices and Human Resource Offices must be completed during day shift.
- Evening Housekeeping Duties
 - Wipe down restroom sinks, countertops, toilets, urinals and sweep and mop floors.
 - Stock all restroom paper supplies and soap
 - Vacuum interior rooms as assigned
 - Empty Trash can and Replace liners.
 - Sweep and mop classrooms, clean whiteboards and trays, reset classroom furniture.
 - Office care to consist of trash removal, carpet care and dusting.

D. Safety and Health Requirement

- The awarded Custodial company is required to conduct safety training for all custodial employees provided monthly starting work on the Durham Tech campus and continued monthly safety training. During the course of the Custodial contract, any new hires must undergo training before starting work on the Durham Tech campus. This training may be done in person, virtually or by video. Written documentation that the employee has completed safety training with the employee's signature must be provided to the Durham Tech Facility supervisor to be submitted to the Safety office before working on the Durham Tech campus. Minimum training will include:
 - Chemical Hazard Communication (including how to use information found in SDS)
 - Bloodborne Pathogen Awareness
- Safety Protocols:
 - Restroom cleaning & announcement protocol & signage required.
 - Wet floor signage and Gloves required during use of any chemicals which may cause skin Irritation.
 - Safety glasses required during use of any chemicals which may cause eye irritation.
 - All chemicals to be in clearly identified containers.
 - Chemical safety (example — don't mix bleach & ammonia).

E. Uniform Standards

- Uniform shirt with the custodial company's logo.
- Ensure that uniforms are clean, presentable, and in good condition.
- Uniforms should be free of stains, tears, and excessive wear.
- Employees are responsible for maintaining their uniforms in a clean and presentable condition.
- Durham Tech will provide ID badges that must always be worn visibly.
- No yoga or stretch pants allowed.

F. Security Management

- Employee Training
 - Vendor ensure that employees understand and comply with security measures, including the proper handling of keys, and ID badges.
- Key and ID Badge Management
 - Manage keys, ID badges, and electronic access cards to maintain proper security and safety measures.
 - Require employees to checkout keys at the start of each shift.
 - Require employees to return keys at the end of each shift.
 - Ensure that keys are securely stored and accounted for.

- Keys are not to leave the property of Durham Tech.
- Keys and ID badge are returned to Durham Tech whenever an employee is no longer employed under the contract or when key/card access is no longer required.
- Immediately report any lost or stolen keys or ID badge to the Durham Tech Facilities Contract Coordinator.
- Vendor is responsible for cost to replace lost or stolen keys/ID badge
- Vendor is responsible for attaching a tracking device to each key ring to ensure it can be located if misplaced.

5.3 PROJECT ORGANIZATION

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

5.3.1 Operations and Work Management Plan

Vendors shall develop and provide with their proposal, a written comprehensive Operations and Work Management Plan. The plan must conform to all Durham Tech policies and procedures. Reference Durham Technical Community College’s Policies and Procedures, accessible online: [Policies and Procedures | Durham Technical Community College](#)

At a minimum the Plan shall include:

1. Personnel/Organization Chart (to include staff make-up, hiring requirements, orientation).
2. Proposed staffing requirements for each campus location.
3. List of necessary equipment to perform work scope.
4. Detailed Predictive, Preventive and Corrective Maintenance program.
5. Emergency Custodial Response Plan (to include call list).
6. Quality Assurance Program.
7. Training Program Plan-Such as hazard spill cleanup for blood borne pathogens. Refer to Section
8. Requirements for day porters.
9. Requirements for night custodial services.
10. The plan shall include the execution of a management plan to implement the contract and show how the custodial services will be done at all locations to include staffing requirements for day porter and nightly services, dusting, striping/waxing of floors, carpet cleaning, baseboard cleaning, machine scrub bathrooms, cleaning breakrooms, and general information of areas to strip/wax floors twice a year. This will also include all necessary equipment to perform this work scope, including all handheld and equipment specific to trade.

5.4 TECHNICAL APPROACH

The Technical Proposal should provide a comprehensive and detailed explanation of how the vendor intends to accomplish the tasks outlined in the Scope of Work. Durham Tech expects innovative, proven operations and maintenance methodologies that can be executed for the benefit of Durham Tech. The proposal should include the following elements:

- 1. Transition Plan:** Detail the steps for a smooth transition to implement the contract, including advertisement, hiring process, and training and implement a structured 90-day transition that includes but is not limited to: pre-service, 30 days, 60 days, and 90 days to include goals and expectations for each period. A detailed timeline and checklist shall be submitted with your proposal.

2. Quality Control/Quality Assurance Plan: Explain the quality control procedures, how the vendor will be accountable for service discrepancies and failures. Vendor is to utilize a digital inspection system to conduct monthly audits of each building. Reports will be submitted electronically and reviewed with the Durham Tech Management team and align with APPA Level 2 standards.

3. Emergency Procedures: Describe the response procedures for emergencies, such as drainage issues that cause flooding during heavy rain, spills, biohazard, blood clean up.

4. Security Plans and Procedures: Outline the security measures and plans to ensure the safety and security of the facilities that include access cards and keys.

5. Communication Scheme: Outline how the vendor will maintain open communication through weekly updates, monthly KPI and inspection reports, a dedicated customer service contact and participate in monthly project reviews when required.

6. After-Hours Response: Detail the procedures for fielding and responding to emergency calls after hours.

7. Environmental, Health, and Safety Management Plan: Provide draft of the vendor’s comprehensive janitorial and custodial program that includes but not limited to: OSHA training and bloodborne pathogen protocols.

8. Maintenance Schedule and Coordination:

a. **Maintenance Procedures:** Vendor will follow the cleaning frequencies outline in section Task and Deliverables that includes but are not limited to: daily, weekly, monthly and quarterly task, annual deep cleaning of carpet, window cleaning, special event, graduation support and Preventive Maintenance Plans for floor care and high traffic areas.

b. **Schedule:** Specify the days and times for each employee on each campus.

c. **Coordination:** Explain how you will coordinate without on-site teams to ensure minimal disruptions to the operations of Durham Tech.

9. Compliance and Documentation

Vendor will submit the following within the technical approach:

- a. Operation and Custodial Management Plan
- b. Work Management Plan
- c. Preventive Maintenance Schedule
- d. If vendor is using their own software, please provide example and name of software
- e. Safety and Training Program
- f. Green Cleaning techniques and procedures
- g. Sample of monthly report
- h. Emergency response plan
- i. Any internal procedures for cleaning requirements
- j. Staffing organization chart

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

| Contract Manager Point of Contact | |
|--|--|
| Name: | |
| Office Phone #: | |
| Mobile Phone #: | |
| Email: | |

The Vendor shall be required to designate and make available to Durham Tech for customer service. The customer service point of contact shall be the State’s point of contact for customer service-related issues (define roles and responsibilities).

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

6.1.2 EMERGENCY RESPONSE CONTACT INFORMATION

The vendor shall designate and make available to Durham Tech two (2) contacts for emergency response services. Emergency service responses are required within 30 minutes during working hours and within one (1) hour after operating hours. Individuals in this category would also be available for after-hours immediate need calls.

| | Emergency Response Contact #1 | Emergency Response Contact #2 |
|---------------------|--------------------------------------|--------------------------------------|
| Name | | |
| Office Phone | | |
| Mobile Phone | | |
| Email | | |

6.2 INVOICES

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

- a) Invoice must be submitted monthly to accountspayable@durhamtech.edu. All invoice backup reports and spreadsheets must be emailed with the invoice.

- b) Invoice must include:
 - a. Purchase Order Number
 - b. Vendor’s Billing Address and Phone Number
 - c. Customer Account Number
 - d. Billing/Invoicing Dates
 - e. Day Porter Charges
 - f. Nightly Cleaning Charges
 - g. Grand Total Amount
 - h. Explanations of any credits due back to the owner for services not performed as a deduction.

Additional Services are to be invoiced separately and follow the same format as the monthly invoices.

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

6.3 POST AWARD BUSINESS REVIEW MEETINGS

The Vendor, at the request of Durham Tech, shall be required to meet monthly with Durham Tech for Business Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and Durham Tech performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.4 CONTINUOUS IMPROVEMENT

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

6.5 MONTHLY STATUS REPORTS

The vendor shall be required to provide monthly Management Reports to the designated Contract Lead by the second Monday of each month, detailing activities from the previous month. These reports shall be well-organized and easy to read. The vendor shall submit these reports electronically to stevens@durhamtech.edu using Microsoft Excel and as needed, either Microsoft PowerPoint or Microsoft Word.

This report shall include, at a minimum

- 1. Information concerning work accomplished during the reporting period,
- 2. Work to be accomplished, problems, work plans and schedules.

The vendor shall submit a sample of their monthly report with the bid proposal, including:

- 1. Reports should include metrics such as work orders received, open/closed status, inspections, event cleanups, corrective maintenance, support maintenance, emergency maintenance, deficiencies, and labor hours for each category.
- 2. Separate data by campus locations for clarity and detailed analysis.

Meetings will be held at Main Campus building 7 Conference room or via web conference using Microsoft Teams.

6.6 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements as detailed in ATTACHMENT J: SPECIFICATIONS & SCOPE OF WORK and recognized and customarily accepted industry practices. Durham Tech shall be the sole judge of the quality and required frequency of the services provided. Durham Tech will determine when “as needed and/or as requested” services will be performed. Performance shall be considered complete when the Services or Goods are approved as acceptable by Durham Tech’s Housekeeping Supervisor.

Acceptance of Vendor’s work product shall be based on the following criteria:

The acceptance of work performed under this contract will be based on the vendor's consistent delivery of the agreed upon daily, weekly, monthly, and yearly housekeeping services. All services must meet the standards established by the college, and work must be completed to a level that ensures classrooms, offices, hallways, conference rooms, auditoriums, bathrooms, and any other assigned occupied spaces remain clean, sanitary, and ready for use.

Failure to properly complete required tasks over a three-day period, whether the work was not performed, performed incorrectly, or did not meet the defined quality standards, may be considered grounds for determining that the services are unacceptable. This evaluation applies to all covered buildings and occupied spaces and will be measured against the documented scope of services, performance schedules, and maintenance expectations agreed upon at the time of the contract award.

In addition to the physical cleaning services, adherence to all managerial promises made by the vendor will be included in the acceptance criteria. This includes staffing levels, supervisory oversight, communication practices, and responsiveness to concerns. Any promised vehicles, tools, or equipment required to properly complete the work must be provided, kept in good working order, and used as specified in the proposal or contract.

If deficiencies are identified, the vendor will be notified and given a reasonable period of time to correct the issues. Continued failure to meet expectations, repeated deficiencies, or noncompliance with agreed upon services may result in corrective actions, financial penalties, or termination of the contract. The college reserves the right to determine the acceptability of all work performed based on these criteria.

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

6.6.1 MEASURABLE PERFORMANCE CRITERIA

The measurable performance criteria for this contract are based on the successful completion of three primary service areas: daytime housekeeping services, nighttime housekeeping services, and floor care services. Each of these service areas will account for thirty three percent of the total contract value. Performance in these areas will be evaluated through daily inspections and documentation of service completion across all assigned campus facilities.

The college consists of sixteen buildings, and each building must receive all required services every day in accordance with the agreed upon daily, weekly, monthly, and yearly housekeeping standards. A building is considered properly serviced when all scheduled tasks within that service category are completed, and the facility meets the cleanliness and readiness expectations of the college. This includes classrooms, offices, hallways, conference rooms, auditoriums, and bathrooms.

If a building is not serviced, is serviced incorrectly, or does not meet the required cleanliness level within any of the three service categories, the college will have the right to deduct the daily cost allocated to the missed category for that specific building. Deductions will be calculated by applying the appropriate percentage of the total contract cost to the building and service area that was not completed. This structure ensures that evaluations and deductions are building based and not tied to the work of individual vendor employees.

This measurable performance approach provides a clear framework for monitoring service delivery, promoting accountability, and maintaining consistent cleanliness standards throughout the campus.

6.7 FAITHFUL PERFORMANCE

Any Contract may include terms ensuring a Vendor's performance such as: (1) a bond, or similar assurance; (2) liquidated damages; (3) a percentage of the Contract value held as a retainage; (4) withholding final payment contingent on acceptance of the final

deliverable; and (5) any other provision that assures performance of the Vendor. The parties agree that the Vendor shall be subject to the following faithful performance requirements:

- Upon award, the awarded Vendor shall provide a performance bond. The value of the performance bond shall be the total dollar amount equal to three (3) months of the contract price and shall remain in force during the duration of the contract, including extension(s). The performance bond shall be delivered to the purchasing office no later than fifteen (15) days after written notification of award.
- The vendor agrees with the performance bond requirement as stated above:
 Yes No

6.8 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to Durham Tech, at the option of Durham Tech, for up to six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to Durham Tech or its designees. If Durham Tech 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. Durham Tech shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.9 DISPUTE RESOLUTION

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

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

6.10 CONTRACT CHANGES

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

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

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

ATTACHMENT A: PRICING

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

General Cleaning

| Building | Square Footage | Monthly Cost without Supplies | Total Yearly Cost without supplies (Monthly Cost x 12months) |
|-------------------------|-----------------------|--------------------------------------|---|
| Building 1 | 53,700 | | |
| Building 2 | 56,100 | | |
| Building 3 | 32,400 | | |
| Building 4 | 50,300 | | |
| Building 5 | 33,200 | | |
| Building 6 | 12,500 | | |
| Building 7 | 12,000 | | |
| Building 9 | 51,100 | | |
| Building 10 | 58,500 | | |
| Building 11 | 47,460 | | |
| Building 20 | 13,100 | | |
| Duke Street North | 34,000 | | |
| Northern Durham Center | 38,800 | | |
| Orange County Campus | 40,000 | | |
| American Tobacco Campus | 11,137 | | |
| | | | |
| Grand Total | | | |

Major Maintenance Service

| Building | Square Footage | Carpet Service (shampoo, steam, dry clean) Twice a year | Floor Service (strip, wax, buff) Twice a year | Turbo Wash Restroom Floors Twice a year | Total |
|-------------------------|----------------|--|--|--|-------|
| Building 1 | 53,700 | | | | |
| Building 2 | 56,100 | | | | |
| Building 3 | 32,400 | | | | |
| Building 4 | 50,300 | | | | |
| Building 5 | 33,200 | | | | |
| Building 6 | 12,500 | | | | |
| Building 7 | 12,000 | | | | |
| Building 9 | 51,100 | | | | |
| Building 10 | 58,500 | | | | |
| Building 11 | 47,460 | | | | |
| Building 20 | 13,100 | | | | |
| Duke Street North | 34,000 | | | | |
| Northern Durham Center | 38,800 | | | | |
| Orange County Campus | 40,000 | | | | |
| American Tobacco Campus | 11,137 | | | | |
| | | | | | |
| Grand Total | | | | | |

Total Annual Calculated Proposal Price \$ _____
 (Total Yearly Cost without supplies + Total Yearly Major Maintenance Service Cost)

Emergency and/or Unscheduled Work Rate
 Monday-Friday \$ _____ per hour per employee

Saturday

\$ _____ per hour per employee

Additional Square Footage Rates

If space needs to be added during the term of the contract, it shall be done at the following rate:

- Carpet Service (shampoo, steam, dry clean) \$ _____ per square foot, per occurrence
- Floor Service (strip, wax buff) \$ _____ per square foot, per occurrence
- Turbo Washing restroom floors \$ _____ per square foot, per occurrence

Additions beyond the Scope of the Bid Document

Additional areas will be added to contract due to new construction. This cost is not to be calculated in bid price for this proposal.

| | |
|--|----------------------|
| Building 12 (Scheduled Completion December 2027) | 80000 square footage |
| General Cleaning Labor and Equipment | \$ |
| Carpet Service (shampoo, steam, dry clean)-twice a year | \$ |
| Floor Service (strip, wax buff)-twice a year | \$ |
| Turbo Washing restroom floors-twice a year | \$ |
| Total | \$ |
| | |
| Orange County Campus Addition (Scheduled Completion December 2026) | 14000 square footage |
| General Cleaning Labor and Equipment | \$ |
| Carpet Service (shampoo, steam, dry clean)-twice a year | \$ |
| Floor Service (strip, wax buff)-twice a year | \$ |
| Turbo Washing restroom floors-twice a year | \$ |
| Total | \$ |
| | |
| Building 13(Scheduled Completion April 2027) | 35000 square footage |
| General Cleaning Labor and Equipment | \$ |
| Carpet Service (shampoo, steam, dry clean)-twice a year | \$ |
| Floor Service (strip, wax buff)-twice a year | \$ |
| Turbo Washing restroom floors-twice a year | \$ |
| Total | \$ |
| | |
| Grand Total | \$ |

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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

<https://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open>

ATTACHMENT E: CUSTOMER REFERENCE

Complete and return Customer References Information which can be found below:

| | |
|------------------------|--|
| Agency or Firm Name | |
| Business Address | |
| Contact Person | |
| Telephone | |
| Square Footage Cleaned | |
| | |
| Agency or Firm Name | |
| Business Address | |
| Contact Person | |
| Telephone | |
| Square Footage Cleaned | |
| | |
| Agency or Firm Name | |
| Business Address | |
| Contact Person | |
| Telephone | |
| Square Footage Cleaned | |

Largest Square Footage Presently Cleaning: _____

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

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

<https://www.doa.nc.gov/pandc/onlineforms/pc-worker-location-92021-pdf/open>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

<https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open>

ATTACHMENT H: SPECIFICATIONS & SCOPE OF WORK

1. Scope

The Contractor shall provide complete, effective, and efficient janitorial services. This includes all reasonable and necessary labor, supervision, materials, equipment, and supplies to ensure contracted areas are clean, hygienic, and adequately stocked. At a minimum, your proposal must address the questions below:

- Indicate each staff members and sub-consultant’s assignments and responsibilities.
- Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
- Bidders must describe how they verify that staff adequately perform the services described by this RFP. Also, include who within your company inspects, approves, and verifies delivery of service(s), and how corrective actions with staff are implemented
- Bidders must describe a plan for overall customer security (i.e., employee background checks, etc.), as well as define a specific plan for key control and Vendor access to Durham Tech location(s)
- Explain the type of training that is provided to the employees before placing them on the job assignment
- Provide any ongoing training that your company provides to employees (i.e. weekly, quarterly, semi-annual training, attendance to seminars, certifications held, etc.)
- Describe your plan to provide the services due to unforeseen circumstances (i.e. staff no show, equipment failure, etc.).
- *Note: If any standard janitorial duties are not explicitly mentioned, they are still considered part of the services required.*

2. Health & Safety Requirements

Bloodborne Pathogens

- All Contractor employees must be trained in proper procedures for handling bloodborne pathogens.
- Training must comply with OSHA requirements and the North Carolina Administrative Code – 13NCAC7C.0101 (a) (96) when applicable.

SDS

- SDS sheets must be approved before submitted or brought onsite by vendor without prior approval of the Housekeeping Supervisor.
- SDS on all Durham Tech provided chemicals and cleaning supplies will be provided in easily accessible areas for custodial staff.

3. Non-Performance of Work

Complaint Response

- The Contractor or a responsible management official must respond to Durham Technical Community College within four (4) hours of being contacted, during normal business hours.
- All complaints—major or minor—must be investigated on the same working day.

Preferred Communication

- It is preferred that the Contractor have a web-based work order system or, at a minimum, an actively monitored email account.

Escalation

- If a complaint cannot be resolved on the same day, is deemed unreasonable, or is outside the Contractor’s control, it must be reported to the Contract Manager immediately.
- If unresolved issues are valid and not corrected, the College may obtain services elsewhere without prior notice. Costs will be charged to the Contractor.
- The College may terminate the contract with five (5) days written notice via certified mail. Remaining payments may be held for up to 60 days to assess costs and damages. The Contractor is liable for excess costs for up to 12 months or the contract term, whichever is shorter.

4. Subcontracting

- The general day-to-day cleaning services cannot be subcontracted.
- All cleaning tasks, including daily, weekly, bi-weekly, and monthly services, must be performed by the Contractor’s employees.

5. Communication & Response

- The Contractor must maintain a local or toll-free telephone number for communication related to the contract.
- A responsible management official or the Contractor must respond within **four (4) hours** of contact during Durham Technical Community College’s normal business hours.

6. Quality Assurance Plan

The proposal must include a Quality Assurance Plan with the following elements:

- **Comprehensive Program Information**
 - Frequency of quality inspections
 - Inspectors and their roles
 - How poor performance is addressed
 - Measures for reducing employee turnover
 - Supervision and management strategies
 - Information dissemination to the College
- **Improvement Implementation**
 - Clear strategy for implementing necessary improvements
- **References & Reports**
 - Submit a Quality Assurance Report from a current client/customer
 - Provide a Site Quality Analysis report from a current customer (including service level grades and areas for improvement)
- **Site Evaluation**
 - Conduct the evaluation with Durham Technical Community College’s Housekeeping Supervisor

7. Equipment and Supplies

- **Vendor Provided Equipment and Supplies**
 - Wet Mops
 - Mop Buckets
 - Brooms
 - Dustpans
 - Vacuum Cleaner
 - Auto Scrubber
 - Side by Side Burnisher
 - Kaivac Cleaning System
 - Carpet Cleaner Machine
- **Durham Tech Provided Equipment and Supplies**
 - Trash Bags
 - Feminine Hygiene Liners

- Paper Products
 - Soap
 - All Dilution System Chemicals
 - Furniture polish
 - Stainless steel cleaner
 - Buffer spray
 - Sanitizing chemicals
 - Disposable gloves
 - Bloodborne pathogen cleanup kits
 - Floor finish
 - Stripper
 - Cleaners
 - Floor Pads
- **Custodial Golf Cart and/or other Transportation**
- The Custodial company expected to provide a measure of transportation for its employees to assist in their Custodial duties. The custodian will be responsibilities with transporting all trash from buildings' interior trashcans to the outdoor dumpsters.
 - If the Custodial company chooses to provide golf carts, these may be parked outside. No indoor parking is available.
 - If the Custodial company chooses to use cars or trucks, the vehicles must have a vehicular license tag and the custodial employees driving these vehicles must have a valid driver's license and provide proof of license to Durham Tech.

8. Durham Tech Provided Services

- Inventory
- Order and restock Durham Tech provided supplies
- Transport supplies from Durham Tech's central storage to custodial storage closets on a weekly basis
- Transport recycling boxes & packing materials left in hallway for recycling
- Cleaning interior of large trashcans used for recycle material

9. Key Issuing Policy

- All keys and swipe cards must be signed for by the Custodial employee they are issued to. There will be NO "informal" key swapping, key reassignment or loaning of keys to other Custodial employees. All keys will be issued or reassigned by Durham Tech only. Those keys will be secured in our Facility Services building and should be picked up and returned before and after each individual shift. Key rings are to have a tracking device secured on them to ensure they can be located if misplaced.
- It will be the Account or Assistant Manager's responsibility to retrieve keys and swipe cards from any Custodial employee whose employment is terminated for any reason.
- Upon termination of any Custodial key or card holder, the Durham Tech Facility Supervisor is to be notified immediately (this applies to days, nights or weekends) so that the swipe card may be de-activated and the key retrieved.
- Periodically, Durham Tech will take inventory of keys and swipe cards to ensure that all keys and card issued are accounted for.
- Swipe cards will be issued and required to enter the buildings after hours.
- The custodial contractor shall bear full responsibility for all keys and access cards issued to its employees. Any loss, theft, or failure to return issued keys or access badges shall result in the vendor assuming full financial responsibility for all associated consequences.

10. Schedule of Performance

- **General Daytime Cleaning:**
 - Services must be provided between **7:00 a.m. and 4:00 p.m.** Monday through Friday, including all buildings and listed locations (Main Campus, Orange County Campus, Northern Durham Campus and Duke Street North Campus, except during Durham Technical Community College scheduled holidays and closings.

- **General Evening Cleaning:**
 - Services must be provided between **7:00 p.m. and 12:00 a.m.** Monday through Friday, including all buildings and listed locations (Main Campus, Orange County Campus, Northern Durham Campus and Duke Street North Campus, except during Durham Technical Community College scheduled holidays and closings.

11. Position Requirements

- Account Manager
- Assistant Account Manager
- Nine Day Porters for Main Campus, Orange County Campus, Northern Durham Campus and Duke Street North Campus. Hours 7:00am-4:00pm, Monday – Friday. Porters are required to sign in prior to the start of their shift and sign out upon completion of their shift at Building 7.
- ATC-Trash Daily, and service offices and one time per week
- Eleven Evening Housekeepers for Main Campus, Orange County Campus, and Duke Street. Hours 7:00pm-12:00am, Monday – Friday. Porters are required to sign in prior to the start of their shift and sign out upon completion of their shift at Building 7.
- Saturday Porter for Main Campus-2-hour coverage after 4:00pm. Porter is required to sign in prior to the start of their shift and sign out upon completion of their shift at Building 20.
- One Floater for Main Campus
- Four Floor Techs for Main Campus, Orange County Campus, Northern Durham Campus and Duke Street North Campus

12. Staffing Duties

- **Account Manager and Assistant Manager:**
 - For the Custodial company must do an onsite visit and meet with the Durham Tech Facility Supervisor as determined by Facility Supervisor.
 - Will need to be available at all times for phone calls from the Durham Tech Facility Supervisor.
 - Hiring Policy: Durham Tech reserves the right to have hiring input for new employees before the Custodial company makes a final hiring decision. Durham Tech reserves the right to request background checks for new and existing employees assigned.
 - Account manager or Assistant Manager is required to do a daily walkthrough of all areas to verify that all custodial work is being done according to Durham Tech expectations.
 - Will need to do a complete walkthrough twice a month with the Durham Tech Facility supervisor of all areas to address any Durham Tech concerns. Account Manager needs to be available at all times for phone calls from the Durham Tech Facility Supervisor.
 - Provide a quarterly list of current custodial employees assigned to Durham Tech. Provide written verification of new employee safety training.
 - Either the Account Manager and Assistant Manager must be on site at all times when contracted staff are on campus.
 - Durham Tech will provide a touchdown location for the custodial management
 - Contractor will be responsible for providing all IT and office equipment

- **Day Porter Duties**
 - Wipe down restroom sinks, countertops, toilets and urinals

- Stock all restroom paper supplies and soap
 - Dust window sills inside and outside on first floor only
 - Clean water fountains, wipe down vending machines, wipe down elevators, entryway windows, sweep stairs, wipe down tables, dusting furniture
 - Vacuum public spaces
 - Business Office, ITS Offices and Human Resource Offices must be completed during day shift
- **Evening Housekeeping Duties**
- Wipe down restroom sinks, countertops, toilets, urinals and sweep and mop floors
 - Stock all restroom paper supplies and soap
 - Vacuum interior rooms as assigned
 - Empty Trash can and Replace liners
 - Sweep and mop classrooms, clean whiteboards and trays, reset classroom furniture
 - Office care to consist of trash removal, carpet care and dusting
- **Floor Care**
- FLOORING: VCT:
 - Daily: Classroom and hallways dust Mopping and wet mopping/auto scrubbing and scuff removal
 - Weekly: Burnish all hallways and common areas
 - Monthly: Burnish all classrooms and tabs
 - VCT Waxing:
 - The Custodial company is responsible for annual VCT floor waxing.
 - Top scrub or strip to be determined by facility supervisor. Coats of finish determined by facility supervisor.
 - All floor is to be completed as scheduled. Any change in the schedule requires a 24-hour notice to the Housekeeping Supervisor.
 - Custodial company will be responsible for moving all furniture required for stripping and waxing. Durham Tech ITS Department will disconnect and reconnect any computers, printers, copiers or any other IT device.
 - Carpet
 - Daily: Entrance mats and public spaces
 - Weekly: Office carpet and Clean carpet stains using approved carpet cleaners Contract housekeeping, staff is responsible for reporting to management when carpet stains are identified so that carpet extraction can be schedule.
 - Ceramic Tile
 - Daily: Wet mop floors
 - Weekly (or more frequent if needed): Wet clean tile walls
 - Grout cleaning & sealing: Quarterly
 - Monthly: Clean Floor Grout
 - Bi-annual (every 6 months): Clean Wall Group
 - Vinyl Cleaning:
 - Weekly: Wipe down
- **Event Cleaning**
- The custodial company will be responsible for cleaning after events during normal working hours.
 - Special event coverage for after hours; a separate contract will be offered and submitted for the events and given to the Housekeeping Supervisor for approval.

- **Classrooms**
 - Daily: Straighten tables & chairs, clean white boards and trays, empty trashcans, sweep and mop floors.
 - Weekly: Dust Blinds and Window Sills.

- **Computer Labs**
 - Daily: Trash cans emptied. Clean and straighten tables and chairs, clean white boards, sweep and mop floors.
 - Weekly: Dust surfaces, Blinds and Window Sills.

- **Restrooms**
 - Daily: Clean toilets, urinals, sinks, countertops, mirrors, dispensers, empty trash, change liners in hygiene boxes
 - Weekly: Wipe down stall partitions and pour hot water down floor drains

- **Exterior Common Areas**
 - Custodians are required to clean trash and spills at the dumpster areas that are a result of the custodians throwing trash into dumpsters.

- **Breakrooms**
 - Daily: Clean Tables & chairs and reset, wipe down vending machines, microwaves, trashcans, sweep and mop floors.

- **Lobbies (All Buildings)**
 - Daily: Empty trash, vacuum entrance mats, clean glass on doors inside and outside, Sweep and mop floors.
 - Weekly: Wipe down window sills and wall scuffs.

- **Conference Rooms: (all buildings)**
 - Daily: Empty Trash cans, vacuum and reset room.
 - Stairwells:
 - Daily: Sweep, spot mop
 - Weekly: Clean handrails and complete mop, dusting of ledges and window sills.

- **Elevators**
 - Daily: sweep and mop, wipe down paneling, polish stainless steel elevator doors and control panels, clean thresholds and threshold grooves.

- **Vestibules**
 - Daily: vacuum all entry mats, metal thresholds and threshold grooves.

- **Custodial Storage Rooms**
 - Daily: Storage rooms and shelving to be kept neat and orderly. Mop sinks to be kept clean. Chemical dilution systems to be wiped down.

- **Glass Walls and Glass Surfaces**
 - Daily: All entrance doors (interior and exterior)
 - Bi-annual (every 6 months): All interior windows of all rooms

- **Stainless Steel**

- Daily: Clean elevator doors and control panels and drinking fountains
- Weekly (or more often if necessary): Polish drinking fountains, kitchen and breakroom appliances, counters and workstations, door kick plates, door push plates
- **Upholstered Seating**
 - Weekly: Vacuum all fabric in auditoriums and remove stains.
 - Weekly: Damp wipe all vinyl upholstery in lobbies, common areas and classrooms.

ATTACHMENT I: WEEKLY INSPECTIONS

1. Academic Classrooms & Lecture Halls

- **Items to Check:**
 - Floors (tile, carpet, baseboards)
 - Desks, tables, podiums
 - Whiteboards/chalkboards & trays
 - Trash & recycling bins
 - Door handles & push plates
 - Windowsills & glass (lower panels)
 - AV touch surfaces
- **Discrepancies to Look For:**
 - Trash not emptied or liners overflowing
 - Sticky residue or graffiti on desks
 - Dust buildup on ledges and baseboards
 - Marker stains left on boards
 - Spills on floors not spot-cleaned
 - Fingerprints on glass and door hardware

2. Offices & Administrative Areas

- **Items to Check:**
 - Carpets & hard floors
 - Desk surfaces (non-personal areas only)
 - Trash & recycling
 - Break areas within offices
 - Door glass & partitions
- **Discrepancies:**
 - Missed trash removal
 - Visible dust on desks and shelving
 - Coffee spills or food crumbs
 - Carpet stains not extracted
 - Unclean glass panels

3. Restrooms

- **Items to Check:**
 - Toilets, urinals, sinks
 - Mirrors & partitions
 - Floors & floor drains
 - Dispensers (soap, towel, tissue)
 - Trash & sanitary bins
 - Odor control

- **Discrepancies:**
 - Soap/towel dispensers empty
 - Water spots on mirrors
 - Urine or hard-water stains
 - Overflowing trash
 - Strong odors present
 - Wet floors without signage

4. Student Centers & Common Areas

- **Items to Check:**
 - Seating (chairs, couches, tables)
 - Floors & floor mats
 - Trash stations
 - Glass railings
 - Vending & kiosk areas
- **Discrepancies:**
 - Food debris under furniture
 - Stained upholstery
 - Trash overflow
 - Unclean vending areas
 - Smudged glass railings

5. Hallways & Corridors

- **Items to Check:**
 - Carpet and tile
 - Baseboards
 - Wall scuffs
 - Door frames
 - Bulletin boards & signage
- **Discrepancies:**
 - Unreported spills or stains
 - Gum on floors
 - Scuff marks on walls
 - Dust accumulation
 - Unapproved postings left up

6. Stairwells & Elevators

- **Items to Check:**
 - Stair treads & landings
 - Handrails
 - Elevator floors & mirrors
 - Control panels
 - Wall surfaces
- **Discrepancies:**
 - Dirt buildup on stair edges
 - Sticky handrails
 - Fingerprints on mirrors
 - Debris in elevator tracks

- Graffiti or wall damage

7. Laboratories (Non-Hazardous Cleaning Scope)

- **Items to Check:**
 - Floors & entrances
 - Trash (non-biohazard)
 - Sinks & countertops (if allowed)
 - Door glass
 - **Discrepancies:**
 - Dust near entrances
 - Trash missed
 - Water spots on counters
 - Smudged door glass
- ⚠ (No chemical or hazardous material handling by housekeeping)

8. Libraries & Study Areas

- **Items to Check:**
 - Tables and chairs
 - Trash & recycling
 - Floors between shelving
 - Printers/copier areas
 - Quiet rooms
- **Discrepancies:**
 - Paper debris left on floors
 - Dust on tables
 - Trash overflow
 - Toner residue near printers
 - Smudged glass study rooms

9. Café in Building 10 (Non-Kitchen Scope)

- **Items to Check:**
 - Seating areas
 - Floors and mats
 - Trash & compost bins
 - Windows & entry doors
- **Discrepancies:**
 - Sticky floors under tables
 - Food debris in corners
 - Overflowing trash
 - Grease buildup at entrances

10. Auditoriums, Theaters & Event Spaces

- **Items to Check:**
 - Seating (under & between rows)
 - Stage apron
 - Aisles & exits
 - Trash & recycling

- **Discrepancies:**
 - Food wrappers left behind
 - Spills on steps
 - Dust on stage edges
 - Trash under seating

11. Building Entrances & Lobbies

- **Items to Check:**
 - Walk-off mats
 - Glass doors & windows
 - Trash receptacles
 - Directory signage
- **Discrepancies:**
 - Saturated or dirty mats
 - Heavy fingerprinting on glass
 - Trash overflow
 - Dust on signage

12. Supply Closets & Janitorial Rooms

- **Items to Check:**
 - Proper chemical labeling
 - Mop sinks clean
 - Floors & drains
 - Inventory organization
- **Discrepancies:**
 - Unlabeled chemicals
 - Dirty mop sinks
 - Standing water
 - Cluttered storage

13. Exterior Entrances (Housekeeping Scope)

- **Items to Check:**
 - Immediate sidewalks (within 10 feet)
 - Entry mats
 - Cigarette receptacles
- **Discrepancies:**
 - Litter buildup
 - Overflowing cigarette containers
 - Slippery wet entryways

8.0 EXHIBITS

EXHIBIT 1: MAP OF CAMPUS LOCATIONS

EXHIBIT 2: BUILDING FLOOR PLANS

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



COLLINS BUILDING FLOOR PLAN
(INCLUDING 2004 ADDITION & RENOVATION)

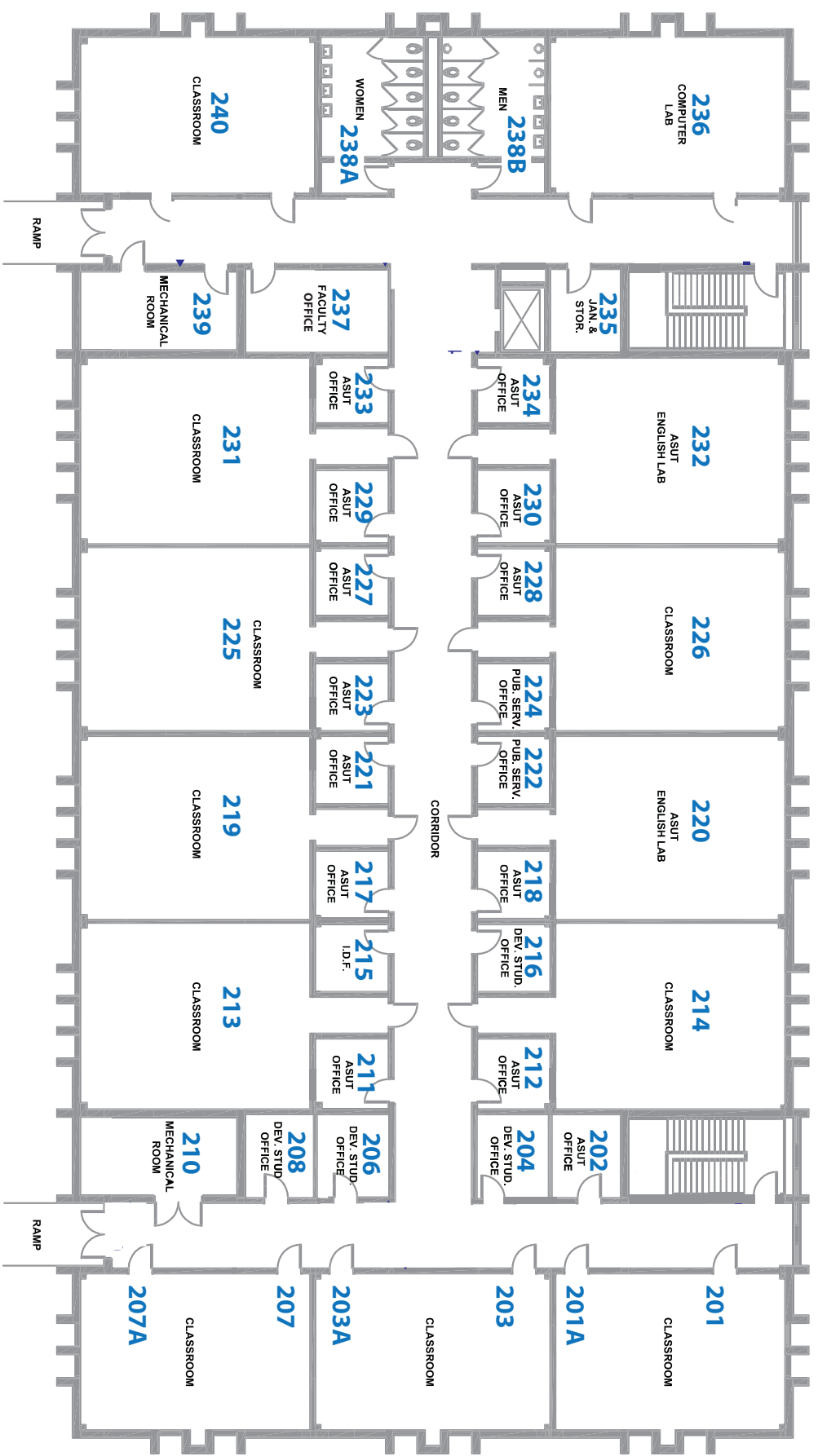
WHITE BUILDING
FIRST FLOOR PLAN

WHITE BUILDING
FIRST FLOOR PLAN

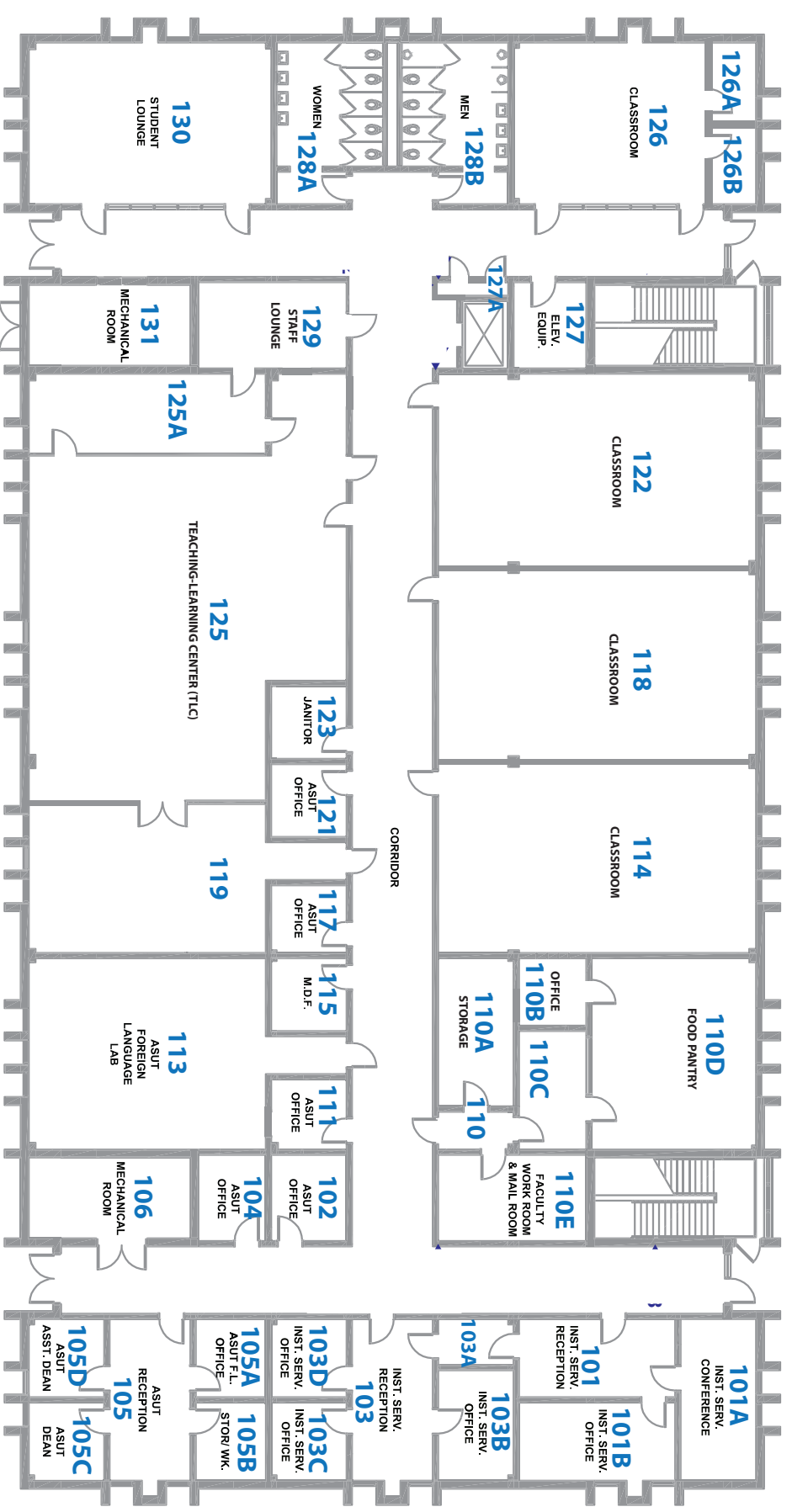
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|--|--|---|---|--|---|
| Project: Main Campus Interior Plan Customer: Durham Technical Community College Sales Rep: Brenda Dunaway CSR/PM: | Planning R1 Planning R2 R3 R4 | 27 May 2015 26 June 2015 06 August 2015 11 January 2016 02 March 2016 | Phudson Phudson Phudson Ckelly Ckelly | Work Order : Approved By: Approved Date: Customer approval is required prior to production. | Buildings 1 & 2 White & Collins Bldgs page Scale: N/A |


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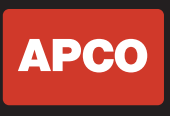


PHILLIPS BUILDING 2ND FLOOR PLAN



PHILLIPS BUILDING 1ST FLOOR PLAN

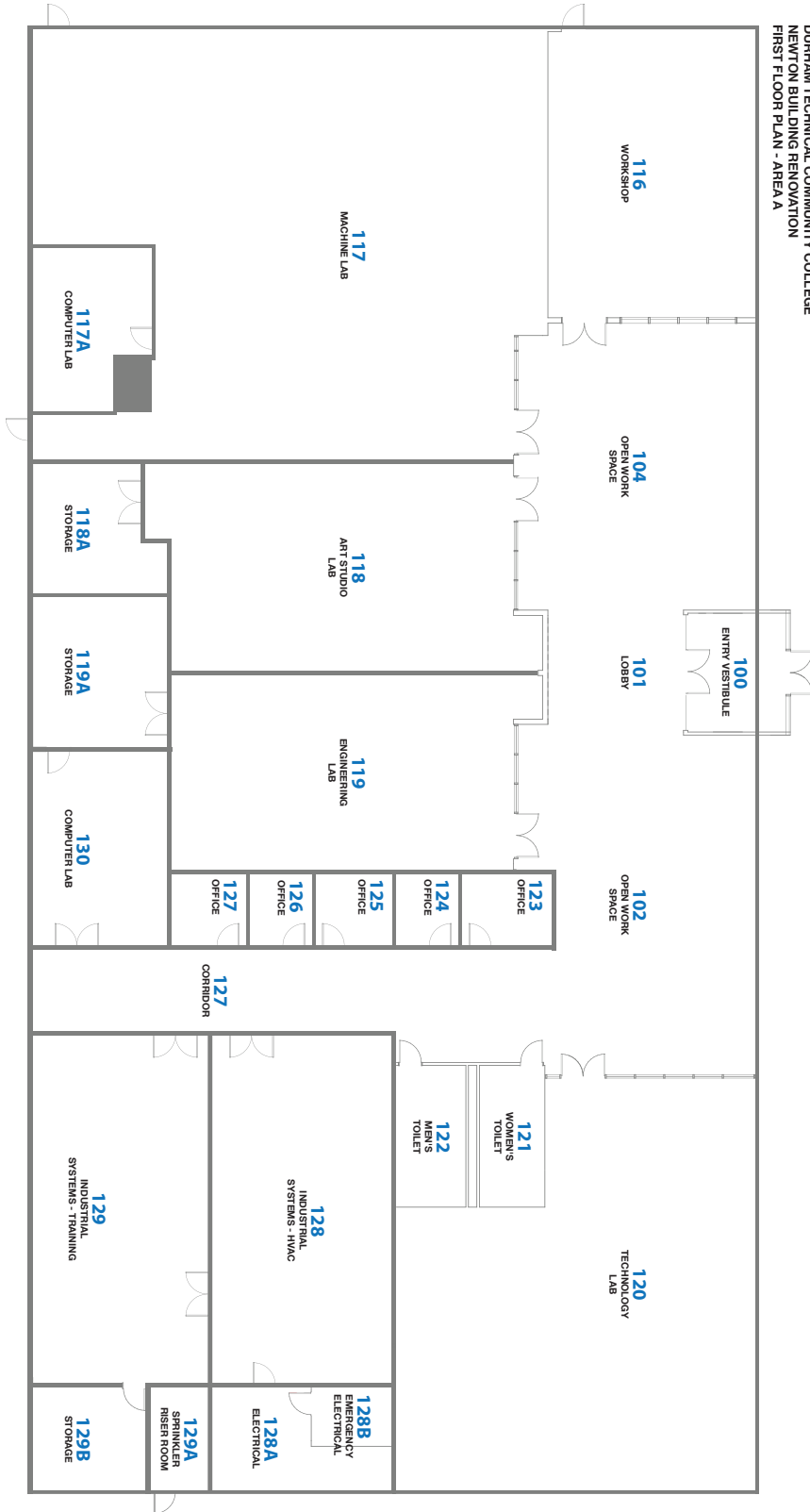
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DURHAM TECHNICAL COMMUNITY COLLEGE
 NEWTON BUILDING RENOVATION
 FIRST FLOOR PLAN - AREA A



Colors depicted are a general representation of the color specified.
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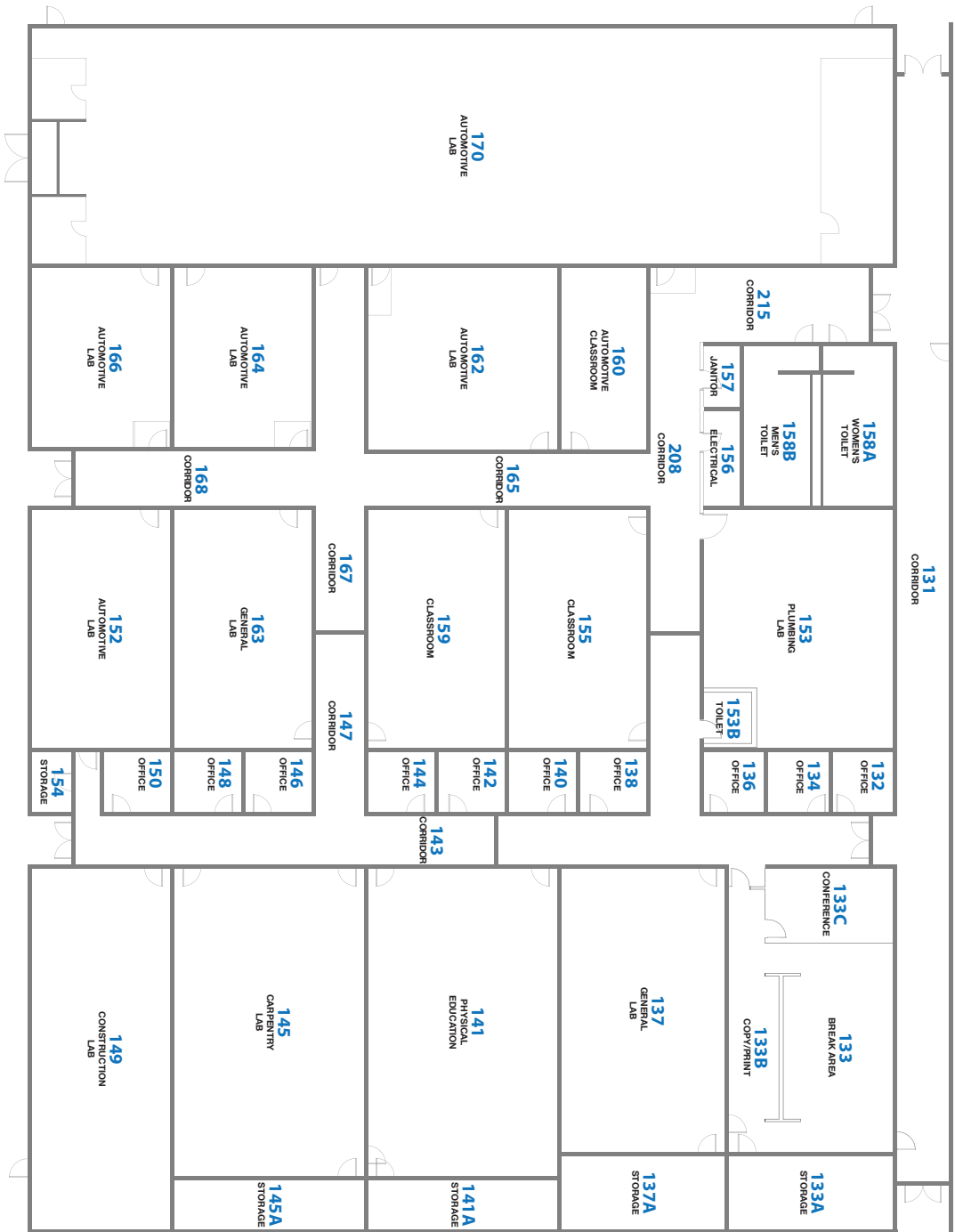
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|---------------------------|--|
| Project Reference: | Project: Newton Building Renovation - Durham Technical Community College |
| Sales Rep: | Brenda Dunaway |
| CSR/PM: | Allison Vandiver |

| | | |
|----------------|---------------|------------------|
| Status: | Date: | Drawn By: |
| Planning | 30, Nov. 2021 | R. Rodriguez |


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| Production Info: |
| Work Order #: TBD |
| Approved By: |
| Approved Date: |
| Customer approval is required prior to production. |

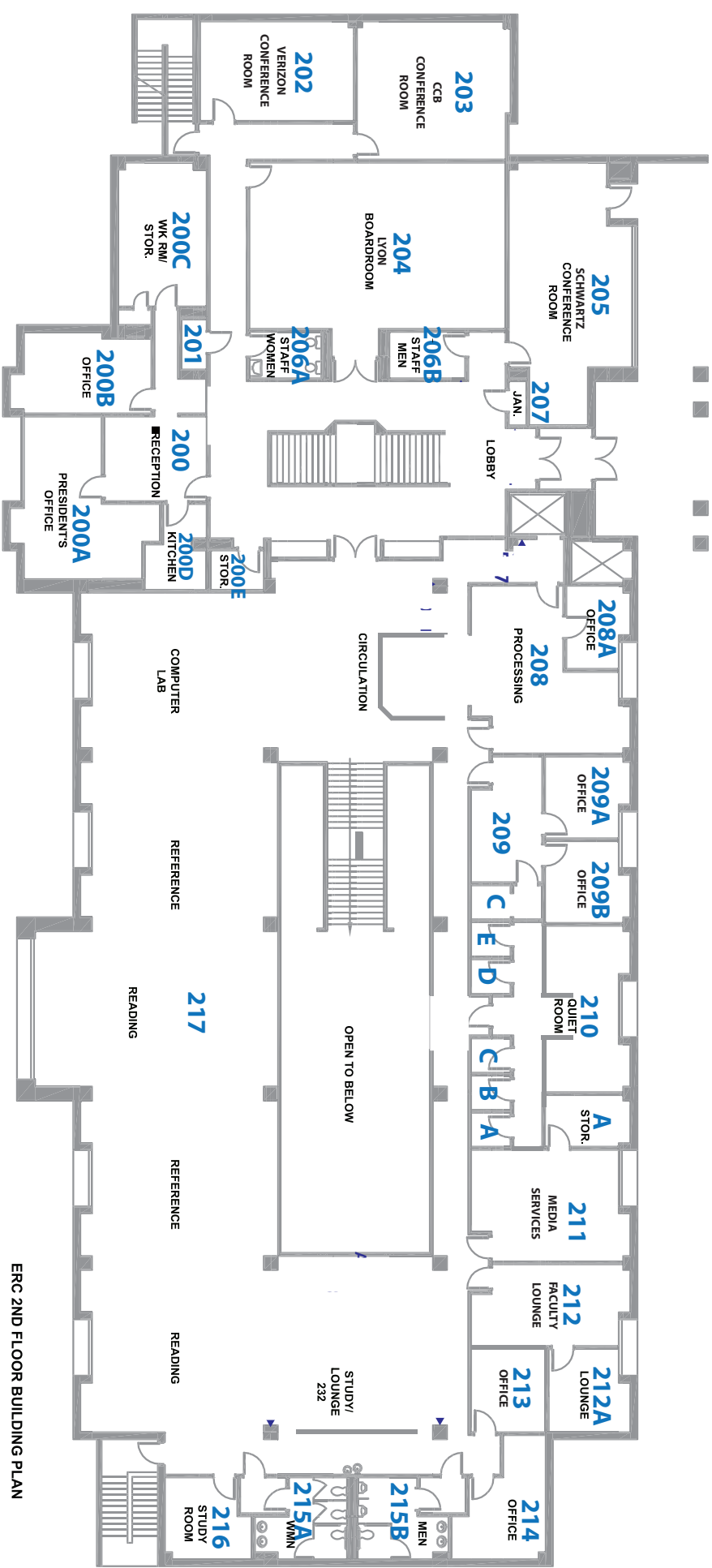
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|--------------------------|
| Sign Type: |
| A |
| Area A |
| First Floor Plans |
| Scale: No Scale |

DURHAM TECHNICAL COMMUNITY COLLEGE
 NEWTON BUILDING RENOVATION
 FIRST FLOOR PLAN - AREA B

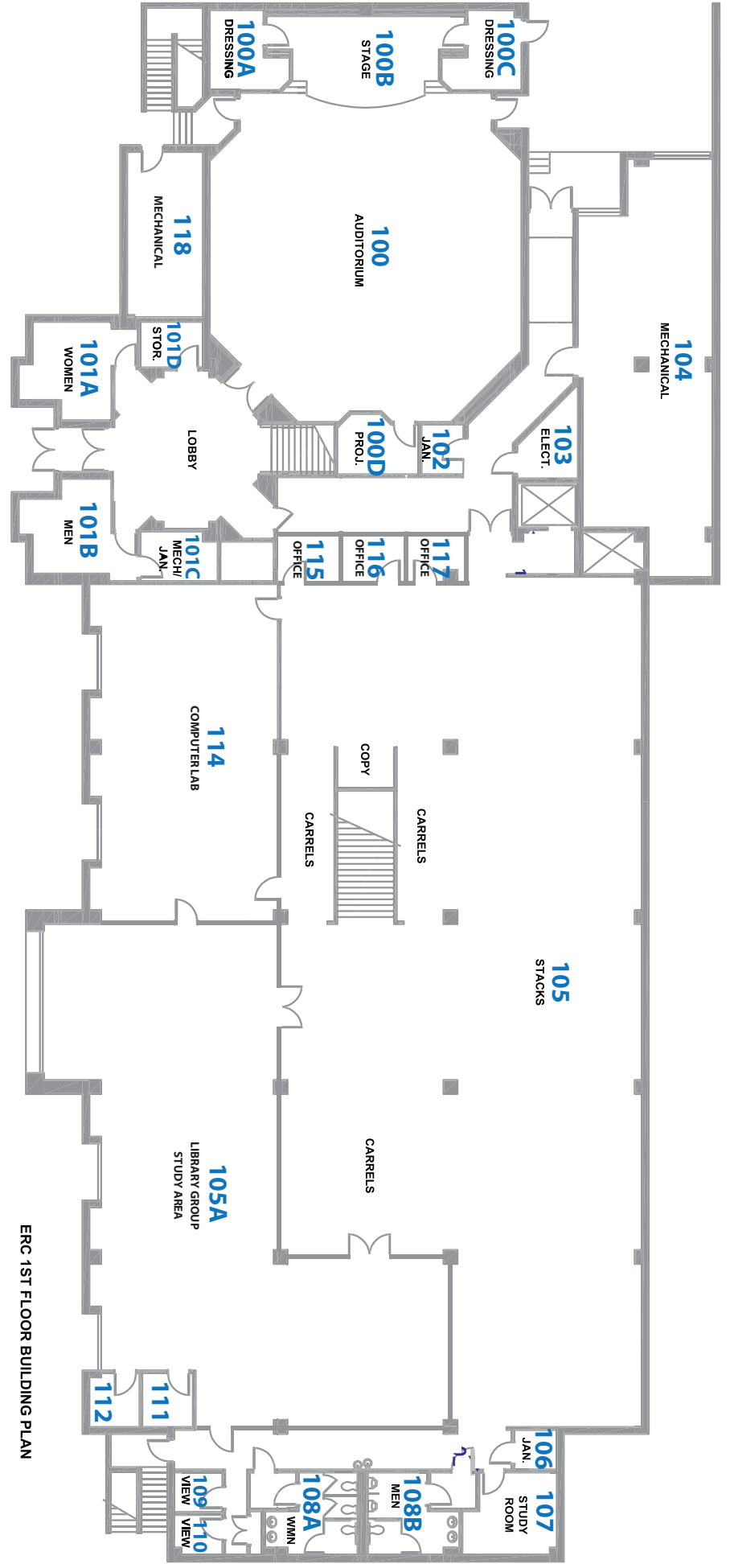


Colors depicted are a general representation of the color specified.
 If color selection is critical, please request sample for approval.

| | | | | |
|--|--|---|--|--|
|  <p>Corporate Headquarters 388 Grant Street SE Atlanta, GA 30312-2227 Ph: 404.688.9000, Fax: 404.577.3847 Email: sales@apcosigns.com</p> | <p>Project Reference:</p> <p>Project: Newton Building Renovation - Durham Technical Community College</p> <p>Sales Rep: Brenda Dunaway</p> <p>CSR/PM: Allison Vandiver</p> | <p>Status: Planning</p> <p>Date: 30, Nov. 2021</p> <p>Drawn By: R. Rodriguez</p> | <p>Production Info:</p> <p>Work Order #: TBD</p> <p>Approved By:</p> <p>Approved Date:</p> <p>Customer approval is required prior to production.</p> | <p>Sign Type:</p> <p>B</p> <p>Area B</p> <p>First Floor Plans</p> <p>Scale: No Scale</p> |
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ERC 2ND FLOOR BUILDING PLAN

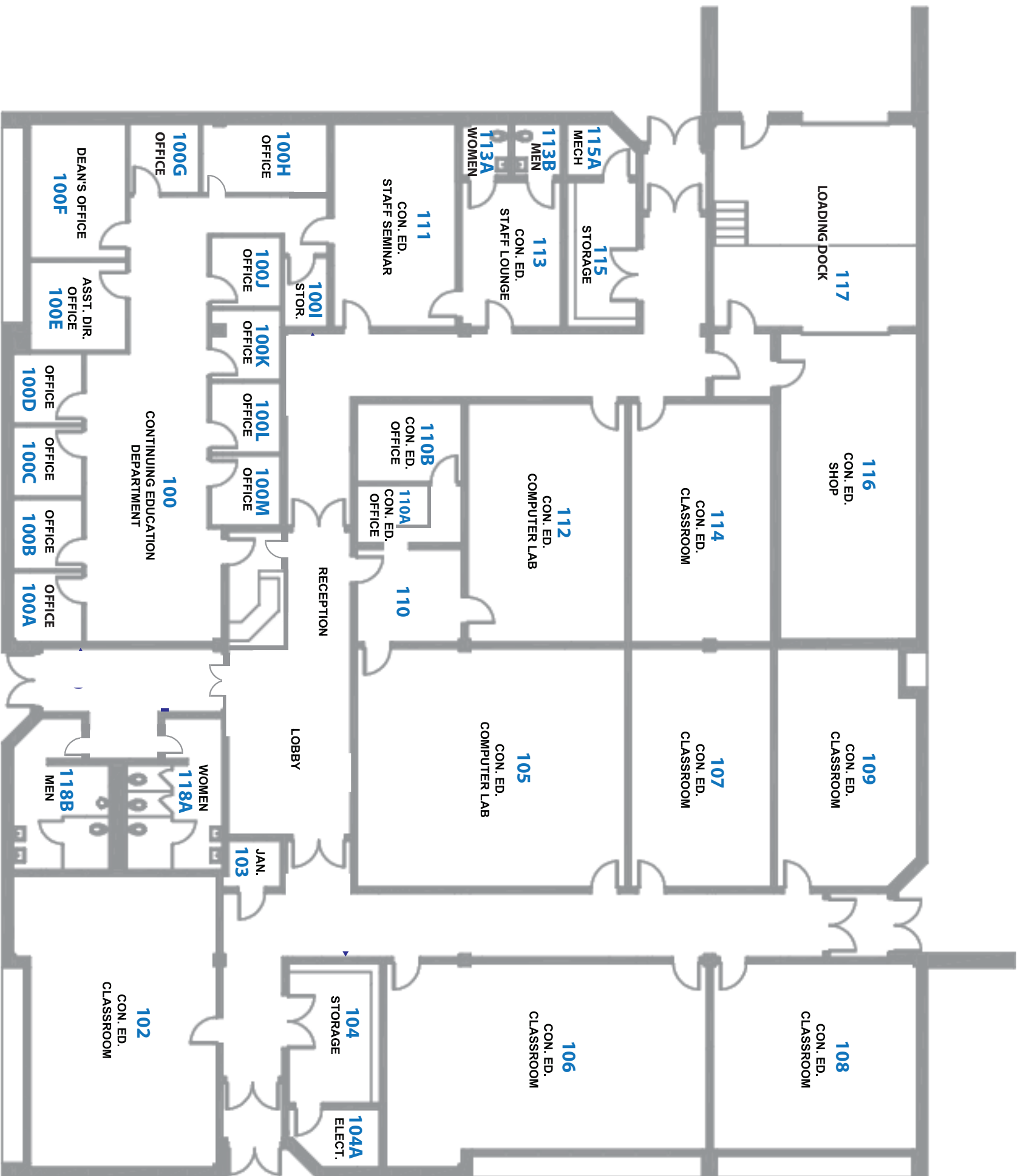


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| Project Reference: | Status: | Date: | Drawn By: | Production Info: | Sign Type: |
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| Project: Main Campus Interior Plan Customer: Durham Technical Community College Sales Rep: Brenda Dunaway CSR/PM: | Planning Planning R1 R4 R5 | 27 May 2015 26 June 2015 08 March 2016 26 April 2016 | Phudson Phudson Ckelly | Work Order : Approved By: Approved Date: Customer approval is required prior to production. | Building 5 Ed Resources Bldg page Scale: N/A |



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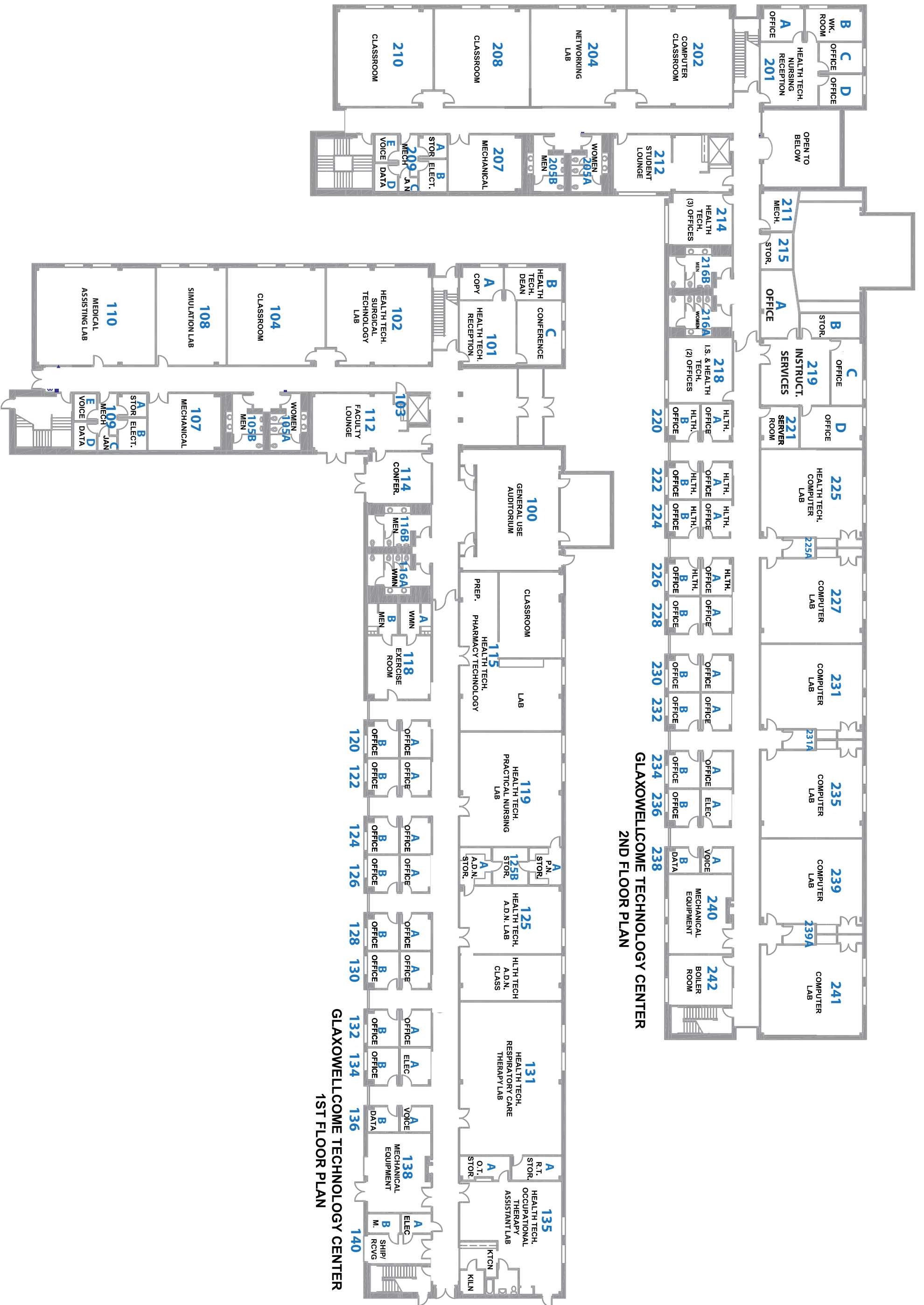
CEC FLOOR PLAN


| Project Reference: | Status: | Date: | Drawn By: | Production Info: | Sign Type: |
|--|-------------------------------|--|------------------------------|--|---|
| Project: Main Campus Interior Plan Customer: Durham Technical Community College Sales Rep: Brenda Dunaway CSR/PM: | Planning Planning R1 R4 | 27 May 2015 26 June 2015 08 March 2016 | Phudson Phudson Ckelly | Work Order : Approved By: Approved Date: Customer approval is required prior to production. | Building 6 CCE Bldg page Scale: N/A |



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| | | | | | |
|---|---|---|---|---|--|
|  Corporate Headquarters 388 Grant Street SE Atlanta, GA 30312-2227 Ph: 404.688.9000, Fax: 404.577.3847 Email: sales@apcosigns.com apcosigns.com | Project Reference: Project: Main Campus Interior Plan Customer: Durham Technical Community College Sales Rep: Brenda Dunaway CSR/PM: | Status: Planning Date: 27 May 2015 26 June 2015 10 March 2016 25 May 2016 | Drawn By: Phudson Phudson Ckelly Ckelly | Production Info: Work Order : Approved By: Approved Date: Customer approval is required prior to production. | Sign Type: Building 9 GlaxoSmithKline Bldg page Scale: N/A |
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**STUDENT SERVICES CENTER
FIRST FLOOR PLAN**

Sign Type: **Building 10**
Wynn Building Level 1
page

Production Info:
Work Order :
Approved By:
Approved Date:
Customer approval is required prior to production.
Scale: N/A

Drawn By: CKelly
Date: 27 May 2015
22 April 2016
01 June 2016
Status: Planning
Revised
R5

Project Reference:
Project: Main Campus Interior Plan
Customer: Durham Technical Community College
Sales Rep: Brenda Dunaway
CSR/PM:

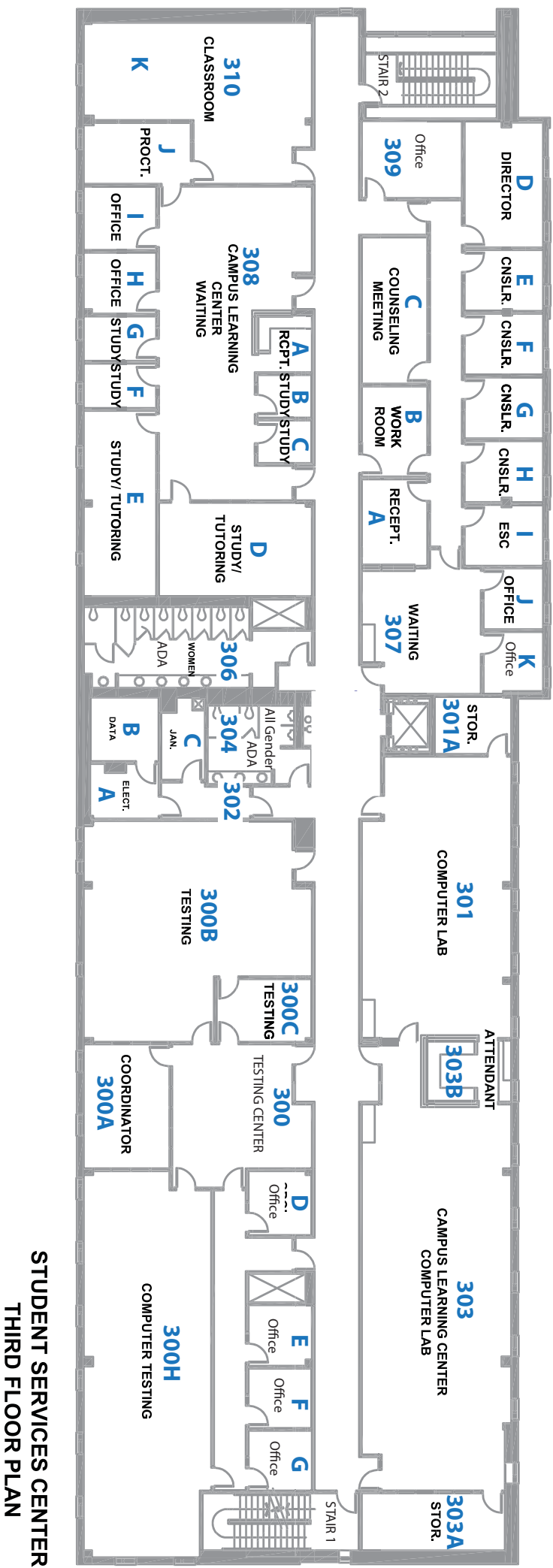
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Email: sales@apcosigns.com





**STUDENT SERVICES CENTER
SECOND FLOOR PLAN**

| | | | | | | |
|--|---|--|--|----------------------------|--|--|
| Corporate Headquarters 388 Grant Street SE Atlanta, GA 30312-2227 Ph: 404.688.9000, Fax: 404.577.3847 Email: sales@apcoesigns.com | Project Reference: Main Campus Interior Plan Durham Technical Community College Brenda Dunaway CSR/PM: | Status: Planning Revised R5 | Date: 27 May 2015 22 April 2016 01 June 2016 | Drawn By: CKelly | Production Info: Work Order: Approved By: Approved Date: Customer approval is required prior to production. | Sign Type: Building 10 Wynn Building Level 2 page Scale: N/A |
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STUDENT SERVICES CENTER
THIRD FLOOR PLAN

| Project Reference: | Status: | Date: | Drawn By: | Production Info: | Sign Type: |
|--|---------------------------|--|-----------|--|---|
| Project: Main Campus Interior Plan Customer: Durham Technical Community College Sales Rep: Brenda Dunaway CSR/PM: | Planning Revised R5 | 27 May 2015 22 April 2016 01 June 2016 | CKelly | Work Order : Approved By: Approved Date: Customer approval is required prior to production. | Building 10 Wynn Building Level 3 page Scale: N/A |



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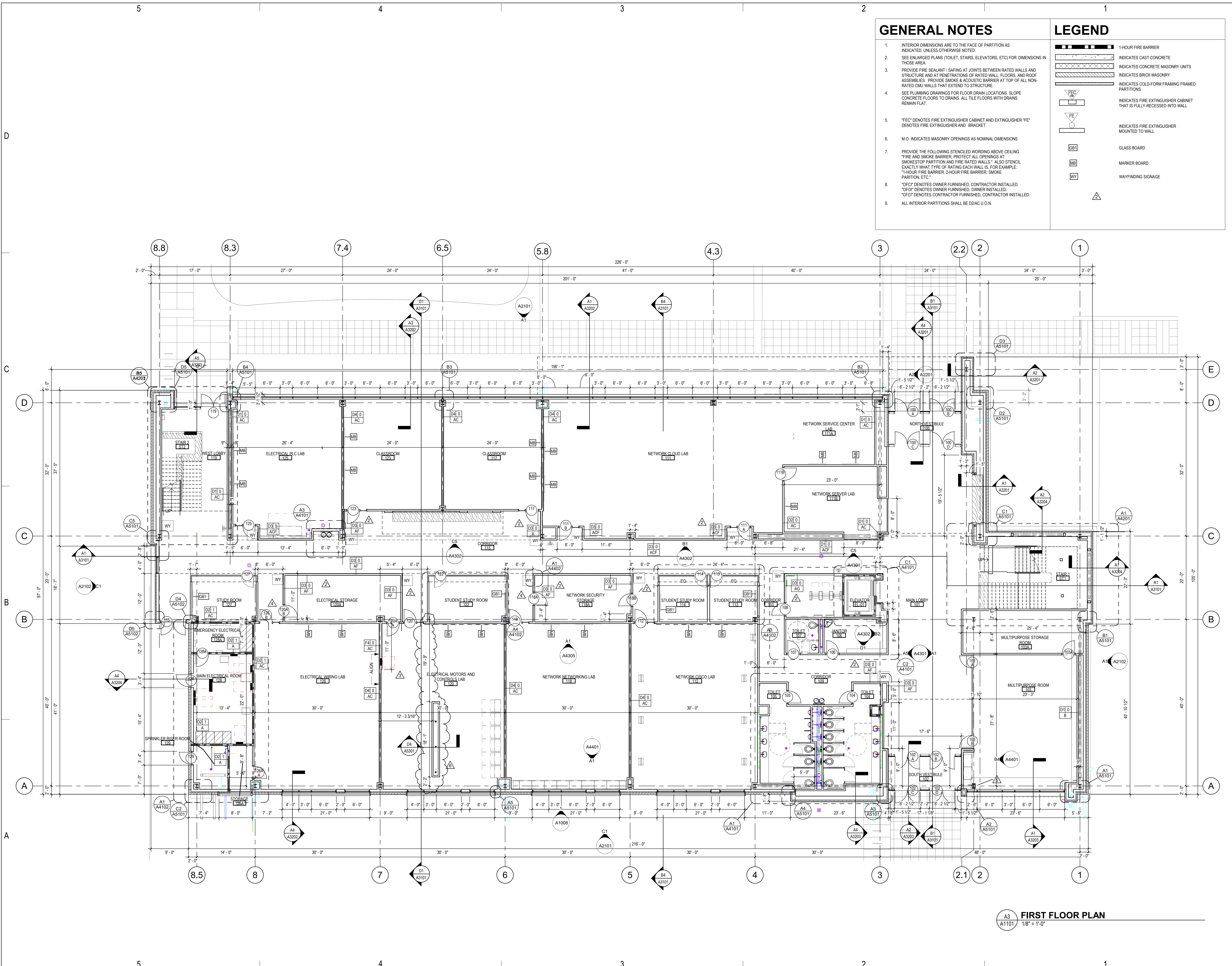
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GENERAL NOTES

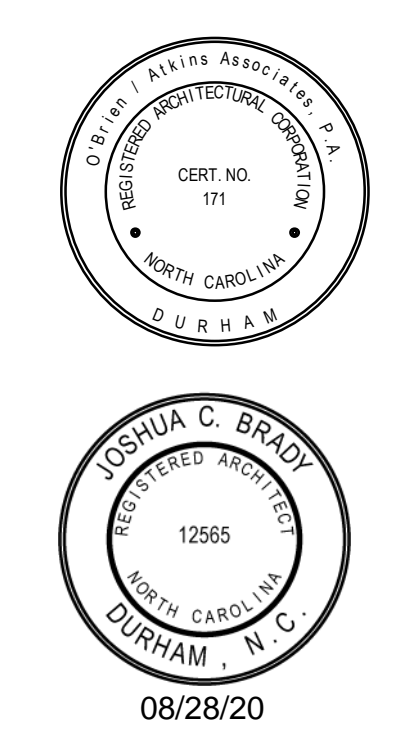
- INTERIOR DIMENSIONS ARE TO THE FACE OF PARTITION AS INDICATED, UNLESS OTHERWISE NOTED.
- SEE ENLARGED PLANS (TOILET, STAIRS, ELEVATORS, ETC) FOR DIMENSIONS IN THOSE AREAS.
- PROVIDE FIRE SEALANT / SAFING AT JOINTS BETWEEN RATED WALLS AND STRUCTURE AND AT PENETRATIONS OF RATED WALL, FLOORS, AND ROOF ASSEMBLIES. PROVIDE SMOKE & ACOUSTIC BARRIER AT TOP OF ALL NON-RATED CMU WALLS THAT EXTEND TO STRUCTURE.
- SEE PLUMBING DRAWINGS FOR FLOOR DRAIN LOCATIONS. SLOPE CONCRETE FLOORS TO DRAINS. ALL TILE FLOORS WITH DRAINS REMAIN FLAT.
- "FEC" DENOTES FIRE EXTINGUISHER CABINET AND EXTINGUISHER "FE" DENOTES FIRE EXTINGUISHER AND BRACKET.
- M.O. INDICATES MASONRY OPENINGS AS NOMINAL DIMENSIONS
- PROVIDE THE FOLLOWING STENCILED WORDING ABOVE CEILING "FIRE AND SMOKE BARRIER, PROTECT ALL OPENINGS AT SMOKESTOP PARTITION AND FIRE RATED WALLS". ALSO STENCIL EXACTLY WHAT TYPE OF RATING EACH WALL IS. FOR EXAMPLE: "1-HOUR FIRE BARRIER, 2-HOUR FIRE BARRIER, SMOKE PARTITION, ETC."
- "OFCI" DENOTES OWNER FURNISHED, CONTRACTOR INSTALLED. "OFCO" DENOTES OWNER FURNISHED, CONTRACTOR INSTALLED. "CFCI" DENOTES CONTRACTOR FURNISHED, CONTRACTOR INSTALLED.
- ALL INTERIOR PARTITIONS SHALL BE D2/AC U.O.N.

LEGEND

- 1-HOUR FIRE BARRIER
- INDICATES CAST CONCRETE
- INDICATES CONCRETE MASONRY UNITS
- INDICATES BRICK MASONRY
- INDICATES COLD-FORM FRAMING FRAMED PARTITIONS
- INDICATES FIRE EXTINGUISHER CABINET THAT IS FULLY-RECESSED INTO WALL
- INDICATES FIRE EXTINGUISHER MOUNTED TO WALL
- GLASS BOARD
- MARKER BOARD
- WAYFINDING SIGNAGE



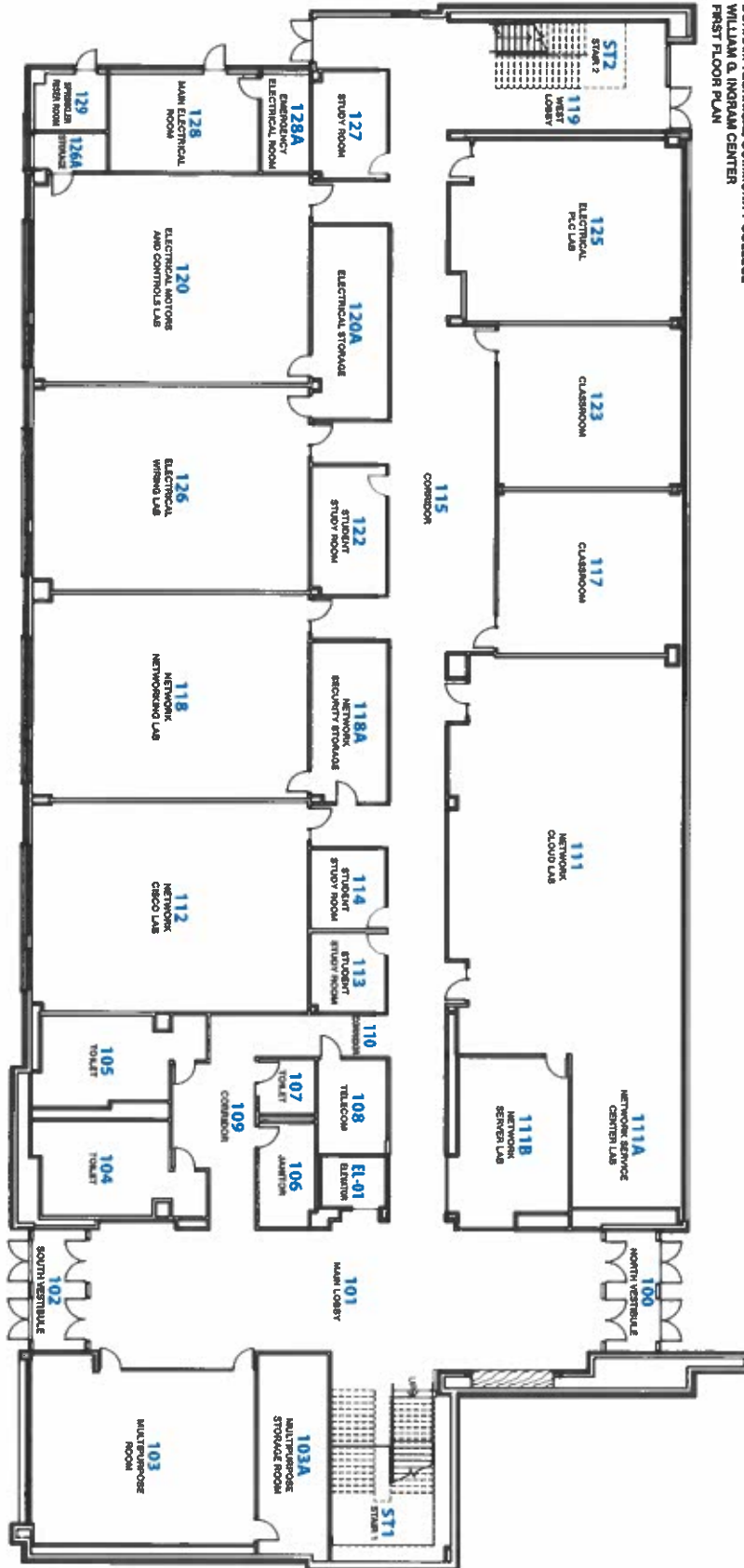
A3
A1101 **FIRST FLOOR PLAN**
1/8" = 1'-0"



| REVISION SCHEDULE | DATE | DESCRIPTION |
|-------------------|----------|------------------|
| 1 | 08/21/20 | AGENCY REVISIONS |
| 2 | 08/23/20 | AGENCY REVISIONS |
| 3 | 08/23/20 | AGENCY REVISIONS |
| 4 | 08/23/20 | AGENCY REVISIONS |
| 5 | 08/23/20 | AGENCY REVISIONS |
| 6 | 08/23/20 | AGENCY REVISIONS |


Bld 11. 1st Floor

DURHAM TECHNICAL COMMUNITY COLLEGE
WILLIAM G. INGRAM CENTER
FIRST FLOOR PLAN



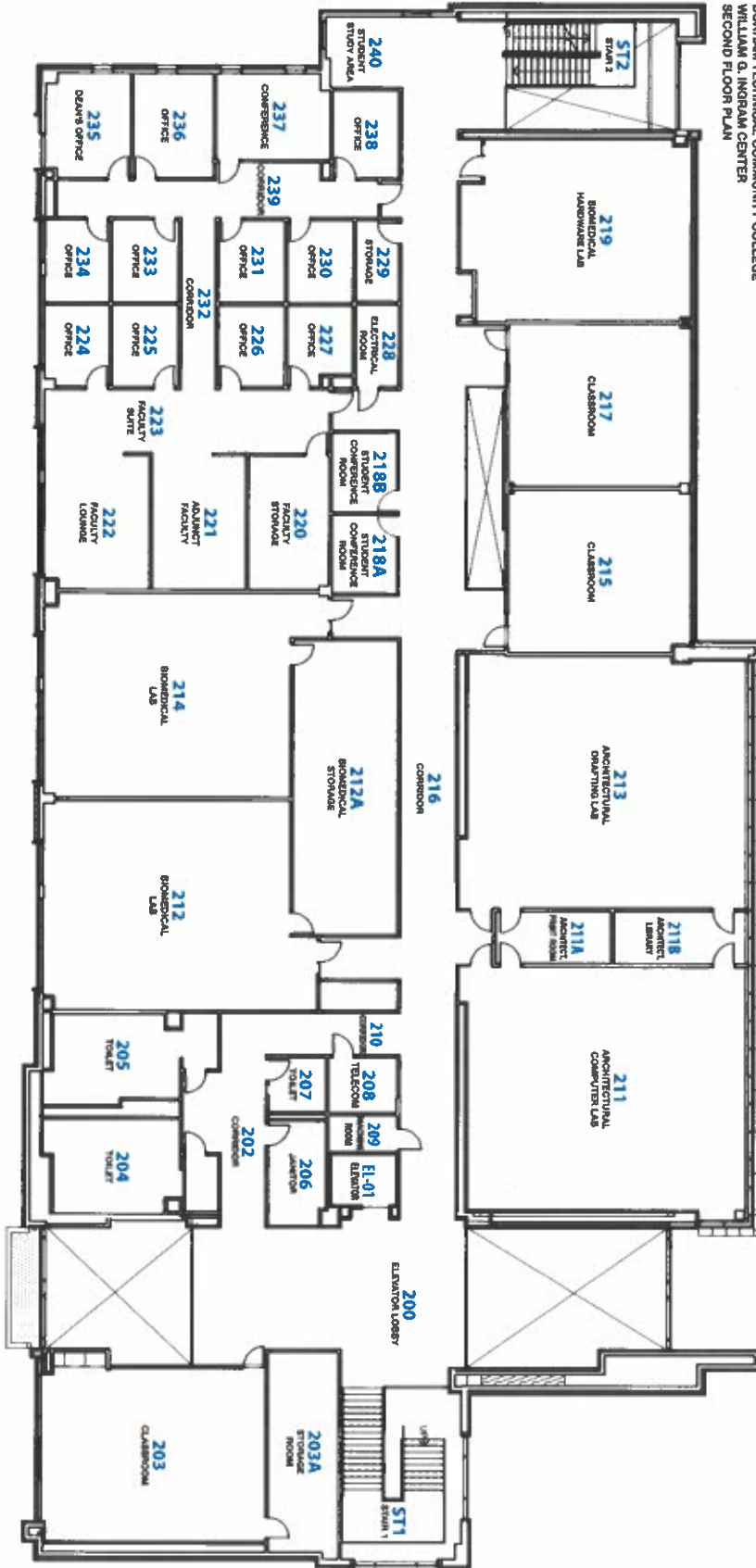
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|---|--|---|---|---|---|---|
|  <p>Corporate Headquarters 318 Gales Ferry Ct Atlanta, GA 30312-2227 Tel: 404.888.2000 Fax: 404.888.2847 www.apco.com contact@apco.com</p> | <p>Project: DTCC - William G. Ingram Center - Bordeaux Construction</p> <p>Sales Rep: Brenda Dunaway</p> <p>CSR/PM: Alex Moreno/Alison Vandiver</p> | <p>Status: Initial Plan Revision 1 Revision 2 Revision 3 Revision 4 Revision 5</p> | <p>Date: 20. Mar. 2020 10. Apr. 2020 30. Oct. 2020 02. Dec. 2021 07. Dec. 2021 09. Dec. 2021</p> | <p>Drawn By: NKV NKV APV APV R. Rodriguez R. Rodriguez</p> | <p>Production Info: Work Order #: 481168 Approved By: Approved Date: Customer approval is required prior to production</p> | <p>Sign Type: Floor 1 First Floor Sign Location Plans Scale: No Scale</p> |
|---|--|---|---|---|---|---|

Bid 11 2nd Floor

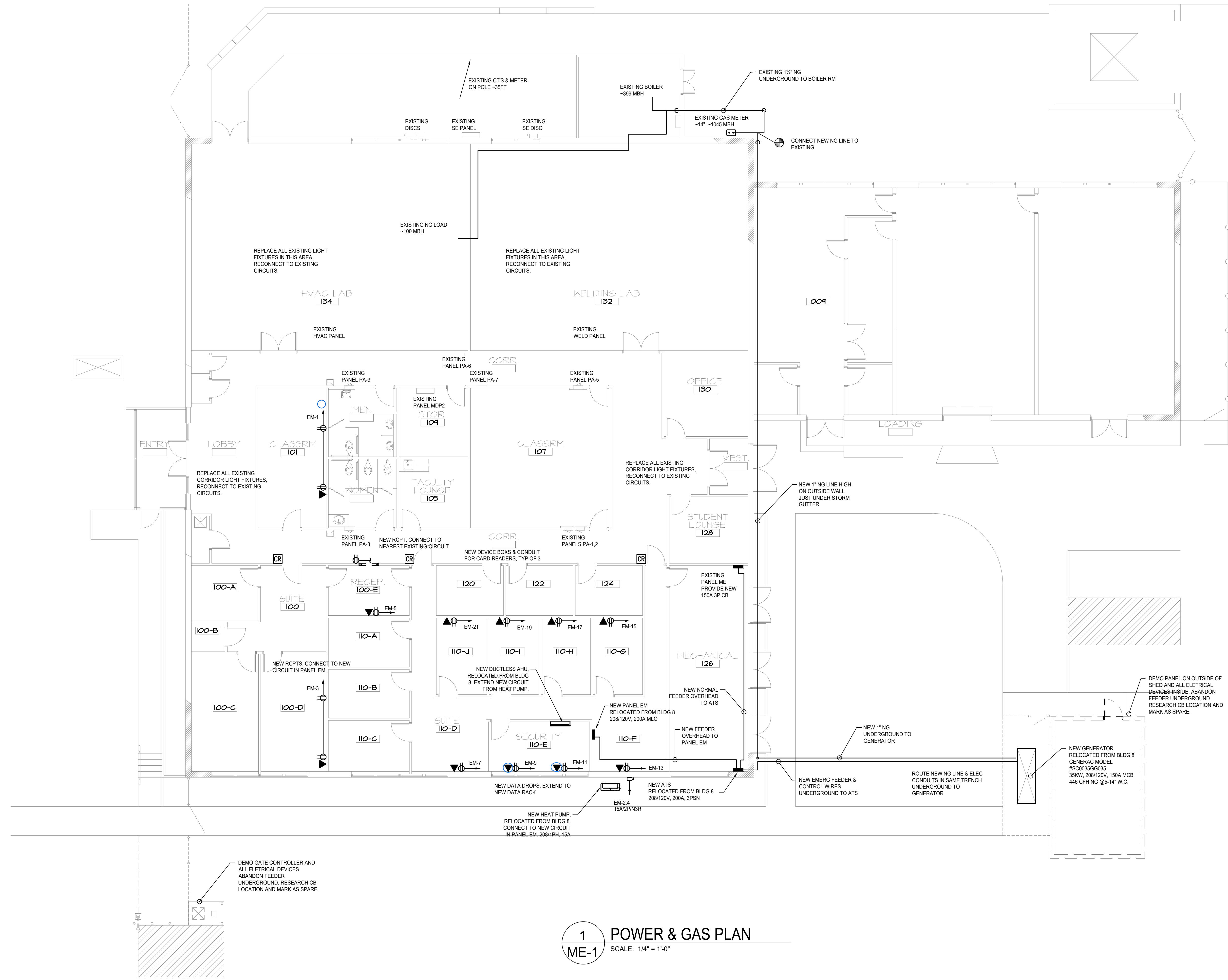
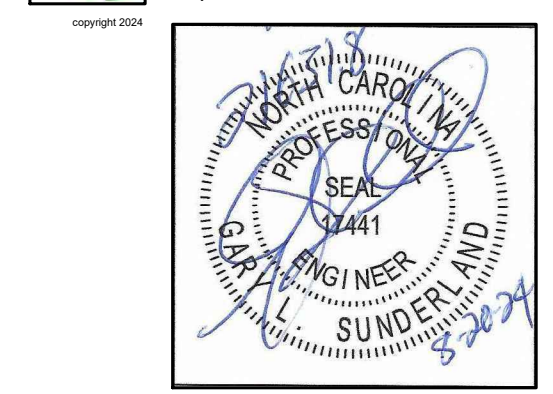
DURHAM TECHNICAL COMMUNITY COLLEGE
WILLIAM G. INGRAM CENTER
SECOND FLOOR PLAN



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| | | | | | | | |
|--|---|------------|---------------|---------------|-----------------|---|--|
|  <p>APCO Corporate Headquarters 483 Gantt Street, SE Atlanta, GA 30316-2227 PH: 770.588.5300, Fax: 770.527.3840 apco@sales11.apconet.com</p> | Project Reference: | | Signs | Date | Drawn By | Production Info: | Sign Type |
| | Project: DTCC - William G. Ingram Center - Bordeaux Construction | | Initial Plan | 20. Mar. 2020 | NKV | Work Order # 481164 | Floor 2 Second Floor Sign Location Plans Scale: No Scale |
| | Sales Rep: Brenda Duna-way | | Revision 1 | 10. Apr. 2020 | NKV | Approved By: | |
| | CSR/PM: Alex Moreno/Allison Vandiver | | Revision 2 | 30. Oct. 2020 | APV | Approved Date: | |
| | | | Revision 3 | 02. Dec. 2020 | APV | Customer approval is required prior to production. | |
| | | Revision 4 | 07. Dec. 2021 | R. Rodriguez | | | |
| | | Revision 5 | 09. Dec. 2021 | R. Rodriguez | | | |

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1 POWER & GAS PLAN
 ME-1 SCALE: 1/4" = 1'-0"

prepared for
PERMIT SET
 project name
DTCC CPSS OFFICES
 DTCC BUILDING 20
 807 BACON STREET
 DURHAM, NC 27703
 project number
 202412-CPSS
 SE# 21631.8
 drawing title

drawing scale
 orientation
 revision history

| Mark | Date | Description |
|----------------|---------|-------------------|
| ??? | | PERMIT REVIEW SET |
| Issue/Revision | | |
| CAD File Name | 21631.8 | |
| Drawn By | GLS/JWB | |
| Checked By | GLS | |
| Plot Date | | |
| Reviewed by | GLS | |
| Designed by | GLS | |
| Submitted By | | |
| Drawing Code | | |

issue date
 08/20/2024
 sheet index
ME-1

EXHIBIT C-1

SPACE PLAN

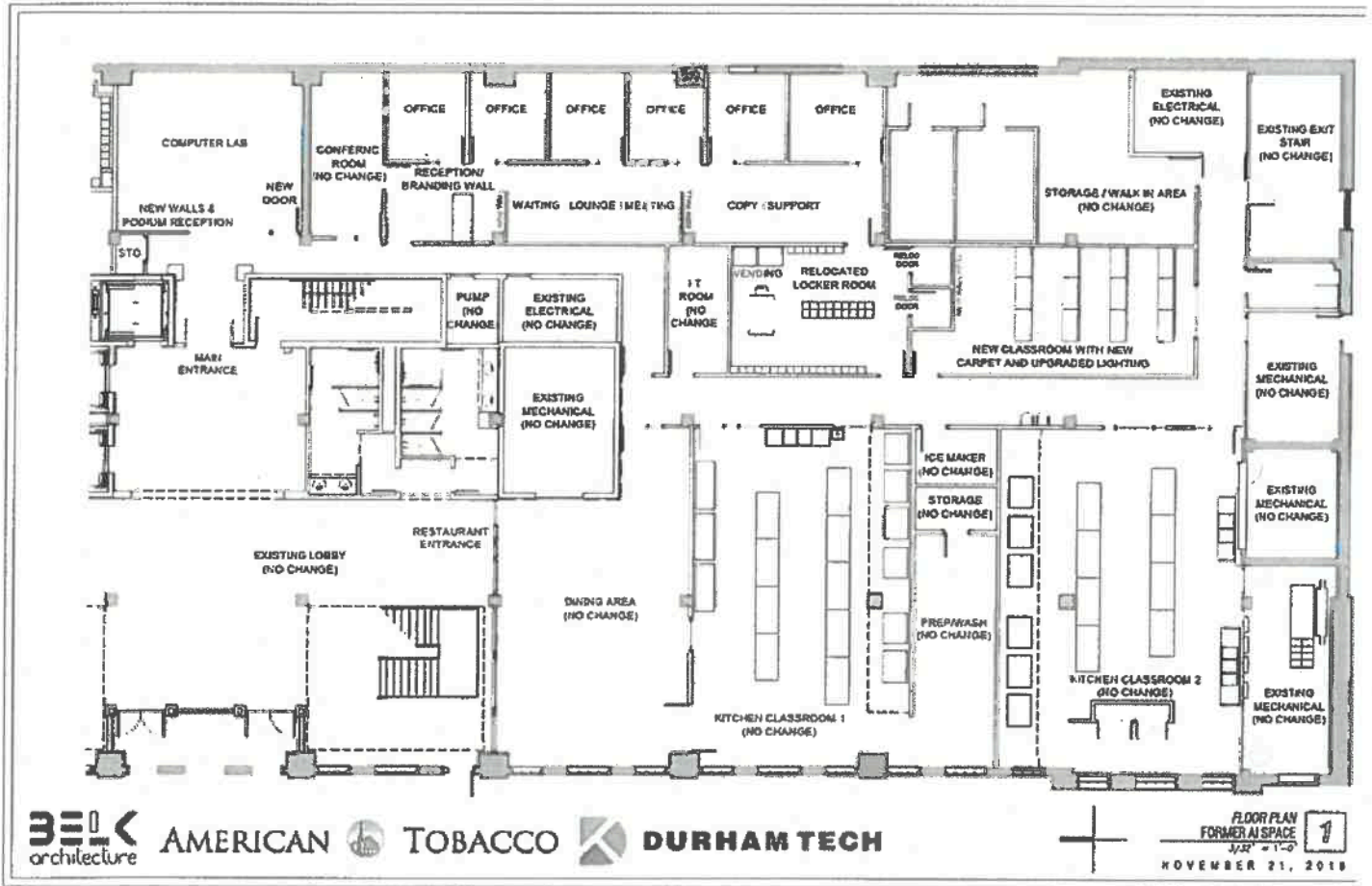
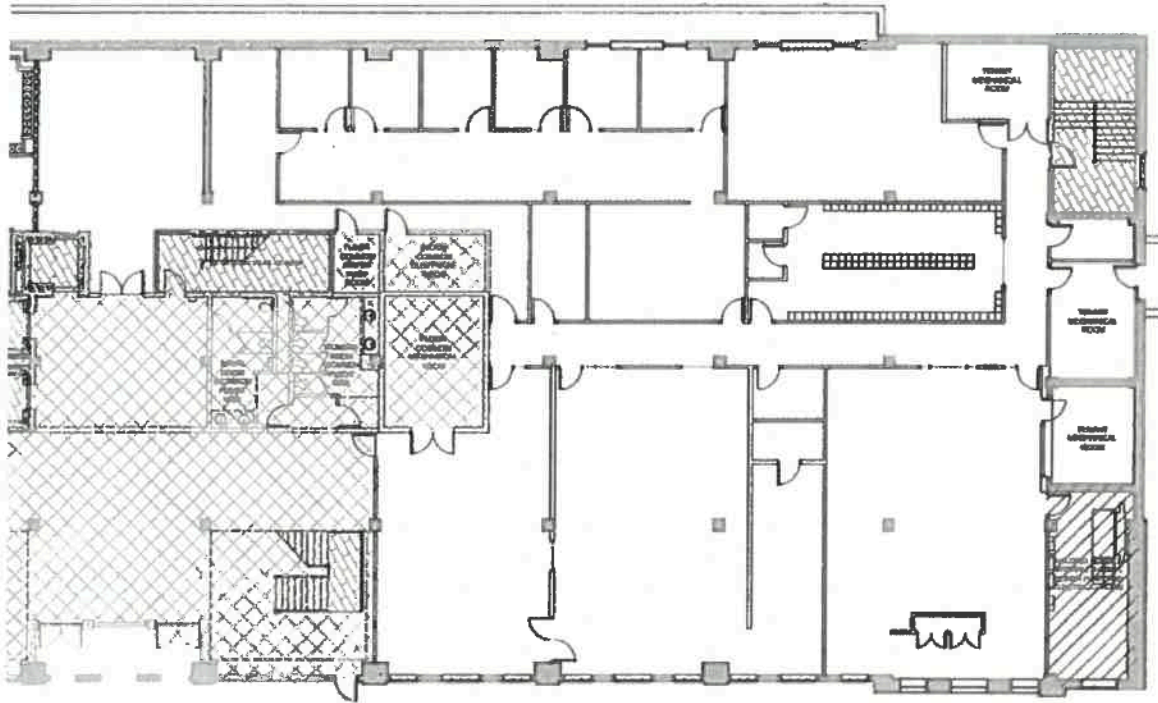


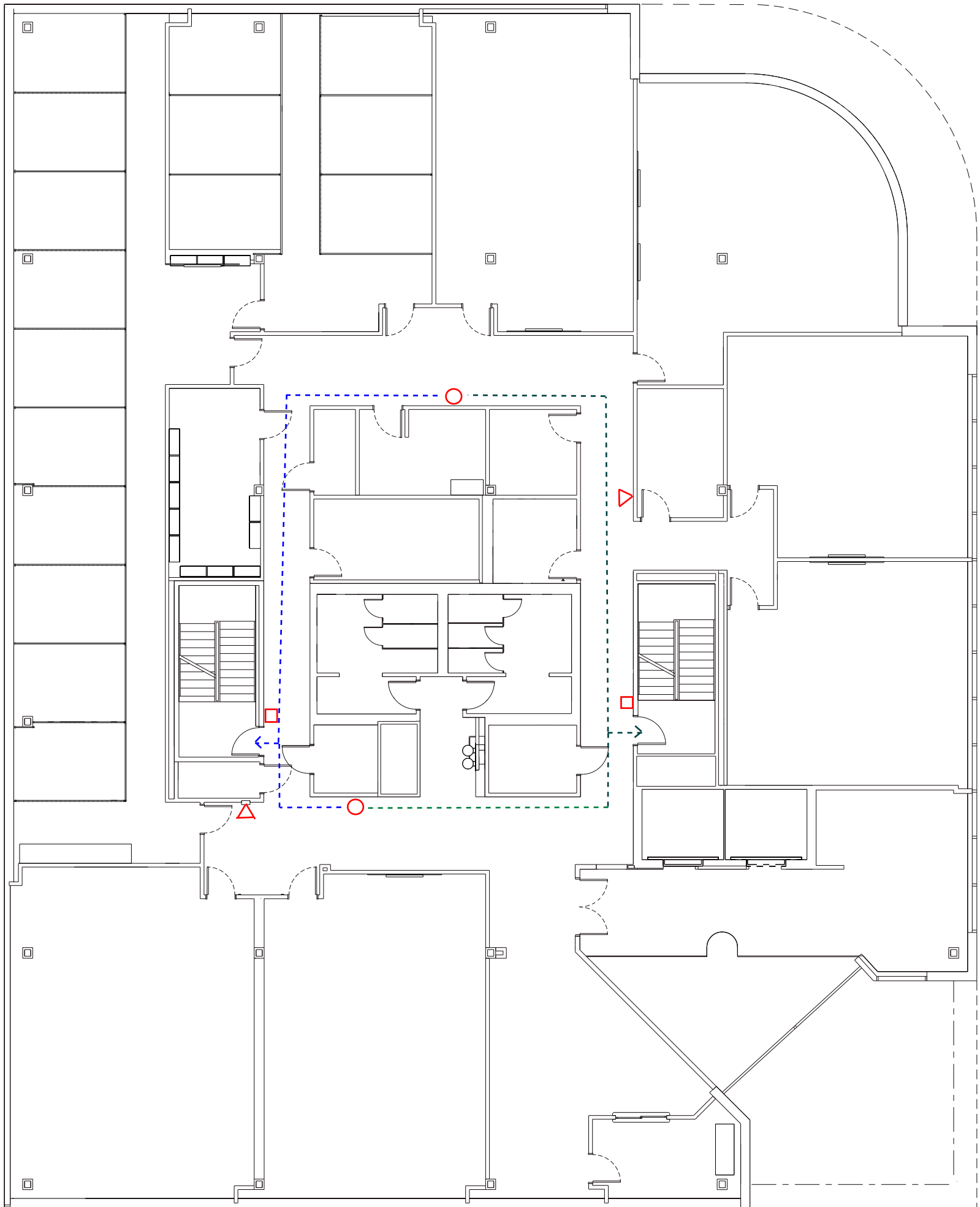
EXHIBIT E
FLOOR PLANS









TENANT PLAN
SUITE 200 - BASEMENT, FOWLER BUILDING
 $1/16" = 1'-0"$

200
1 of 2

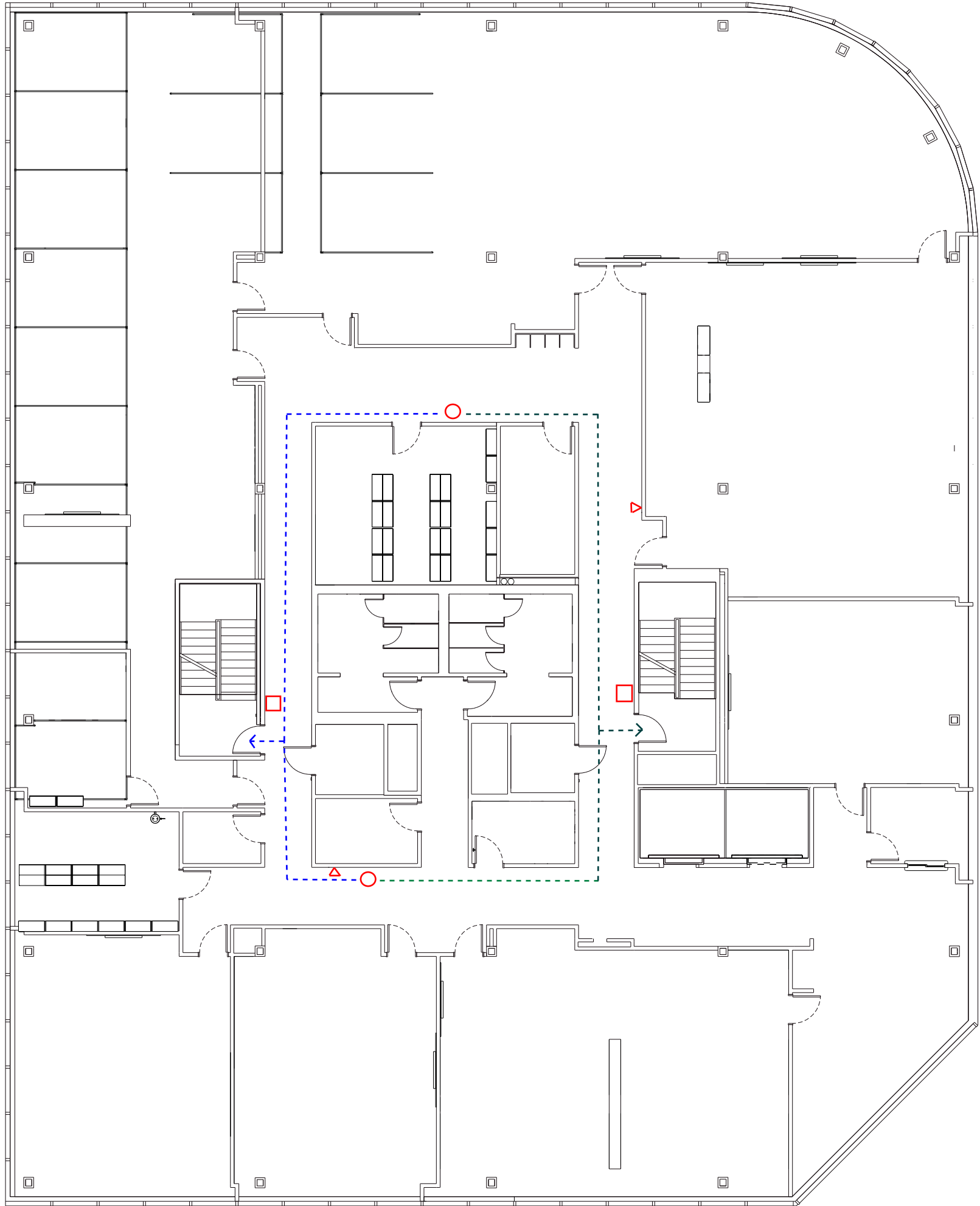
DSN Floor 3



LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route
-  Fire Extinguishers
-  Fire Pulls
-  Fire Valves

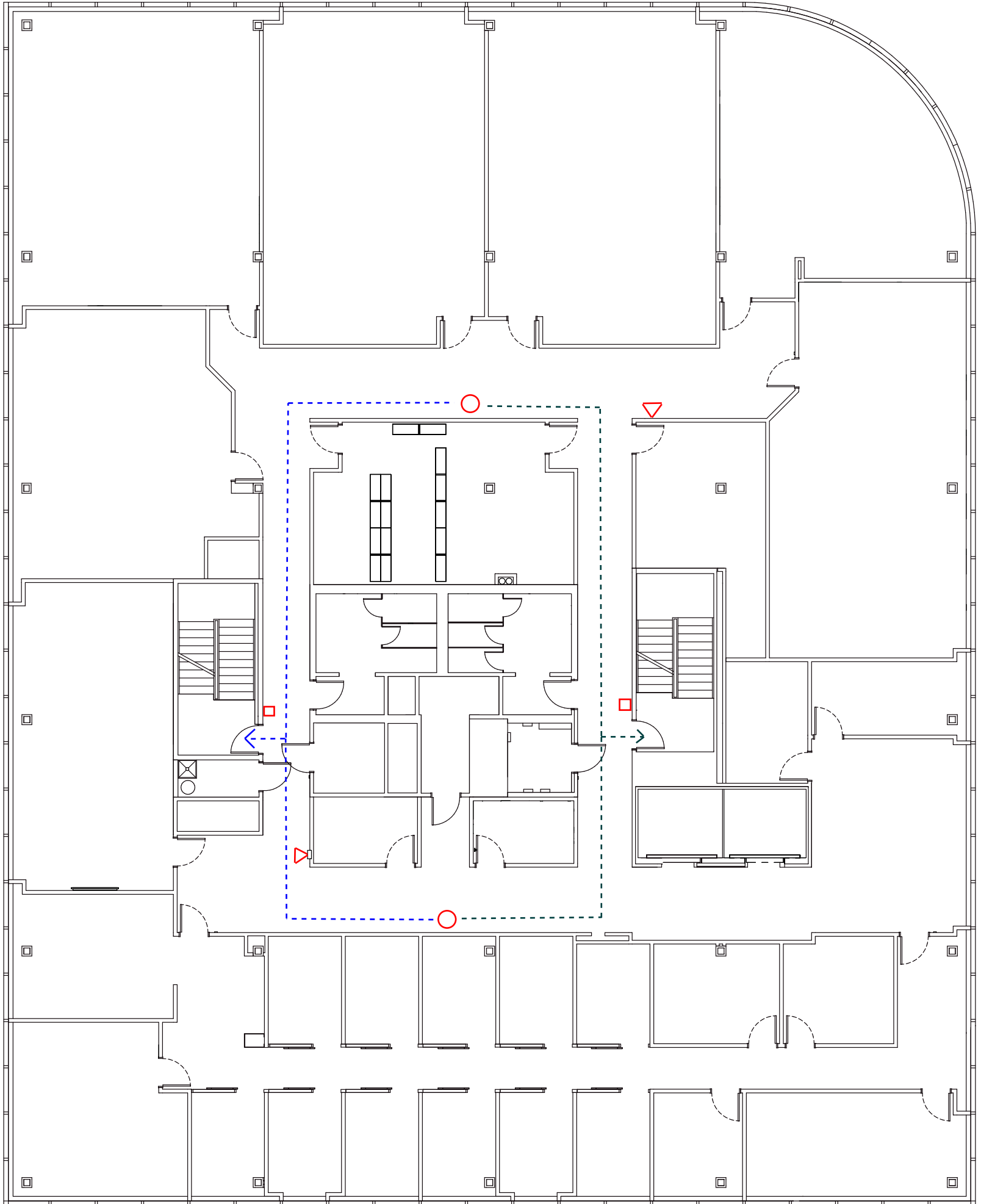
6 E@ 8^aad&









LEGEND

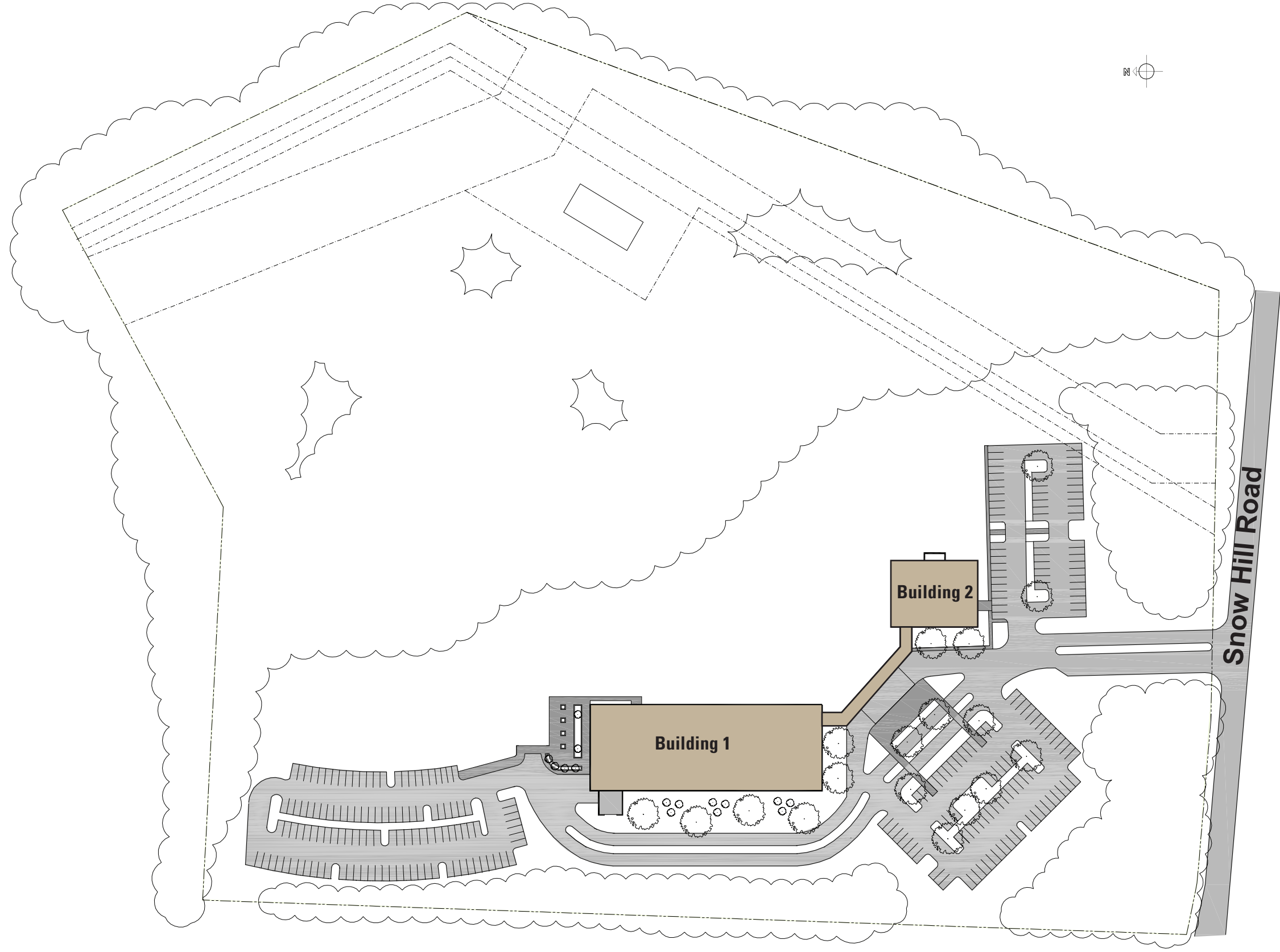
- ⬆️ You Are Here
- ➡️ Primary Evacuation Route
- ➡️ Secondary Evacuation Route
- ▲ Fire Extinguishers
- Fire Pulls
- Fire Valves

DSN Floor 5



LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route
-  Fire Extinguishers
-  Fire Pulls
-  Fire Valves



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 Email: sales@apcosigns.com

Project Reference:
 Project: North Campus Interior Plan
 Customer: Durham Technical Community College
 Sales Rep: Brenta Dunaway
 CSR/PM:

Status: Planning
Date: 27 May, 2015
Drawn By:

Production Info:
 Work Order :
 Approved By:
 Approved Date:

Sign Type:
North Campus
 Site Plan
 page 1 of 3
 Scale: N/A



Building 1
North Campus

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Project Reference:
Project: North Campus Interior Plan
Customer: Durham Technical Community College
Sales Rep: Brenda Dunaway
CSR/PM:

Status: Planning
Date: 27 May, 2015

Production Info:
Work Order:
Approved By:
Approved Date:

Sign Type:
Building 1
North Campus
page 2 of 3
Scale: N/A



Building 2
North Campus

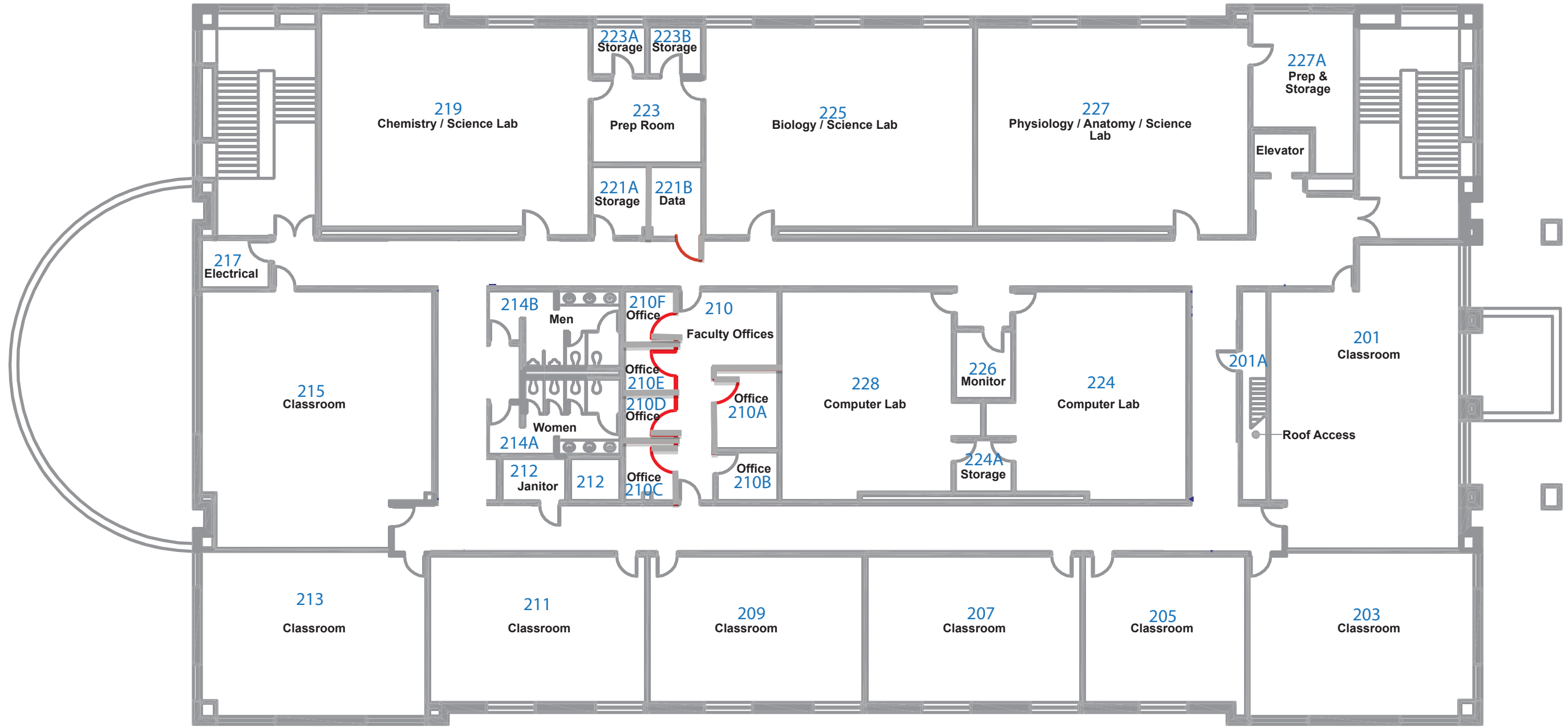
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|---|--|----------------------------|------------------------------|--|---|
| Corporate Headquarters 388 Grant Street SE Atlanta, GA 30312-2227 Ph: 404.688.9000, Fax: 404.577.3847 Email: sales@apcosigns.com | Project Reference: North Campus Interior Plan Durham Technical Community College Brenda Dunaway Sales Rep: CSR/PM: | Status: Planning | Date: 27 May, 2015 | Drawn By: Production Info: Work Order : Approved By: Approved Date: <small>Customer approval is required prior to production.</small> | Sign Type: Building 2 North Campus page 3 of 3 Scale: N/A |
| | | | | | |



| | | | |
|--|---|--|---|
| Project Reference: | Orange County Campus Interior Plan Durham Technical CC | Sales Rep: Brenda Dunaway | CSR/PM: Brenda Dunaway |
| Production Info: | Work Order: Approved By: Approved Date: | Drawn By: D. DeLassus Ckelly | Sign Type: Level 1 Orange County Bldg |
| Status: | Planning Revised R5 | Date: 27 May 2015 24 May 2016 02 June 2016 | Scale: N/A |
| Customer approval is required prior to production. | | | |

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Sign Type:
Level 2
 Orange County Bldg

Production Info:
 Work Order:
 Approved By:
 Approved Date:
 Customer approval is required prior to production.

Drawn By:
 D. DeLassus
 Ckely

Date:
 27 May 2015
 24 May 2016
 02 June 2016

Project Reference:
 Project: Orange County Campus
 Interior Plan
 Customer: Durham Technical CC
 Sales Rep: Brenda Dunaway
 CSR/PM:

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 Atlanta, GA 30312-2227
 Ph: 404.688.9000, Fax: 404.577.3847
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DURHAM TECH

TEMPORARY PARKING PERMIT

License No. _____

Building/Location: Building 5

2/28/26

Expiration Date

J. Walker

Issued By

**PLEASE PRINT. WRITE YOUR LICENSE TAG NUMBER ON THE LINE INDICATED AND
DISPLAY ON VEHICLE DASH, DRIVER'S SIDE.**



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is prohibited at any time on college property.**