

STATE OF NORTH CAROLINA

Blue Ridge Community College

Request for Proposal #: 80_BRCC202301

Beverage and Snack Vending Services

Date of Issue:

October 16, 2023

Proposal Opening Date:

November 15, 2023

At 9:00 AM, ET

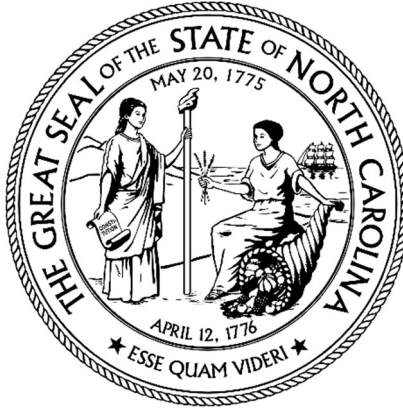
Direct all inquiries concerning this RFP to:

Sharon Howell

Purchasing Technician

Email: sb_howell@blueridge.edu

Phone: 828-694-1711



STATE OF NORTH CAROLINA

Request for Proposal

80_BRCC202301

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://vendor.ncgov.com/vendor/login>

Sealed, mailed responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA Blue Ridge Community College	
Refer <u>ALL</u> Inquiries regarding this RFP to: Sharon Howell Purchasing Technician- Projects and Procurement Email: sb_howell@blueridge.edu Phone: 828-694-1711	Request for Proposal #: 80_BRCC202301
	Proposals will be publicly opened: November 15, 2023 at 9:00 AM Location: 180 West Campus Drive Patton Building Room 167 Flat Rock, NC 28731 Contact #: 828-694-1711
Using Agency: Blue Ridge Community College Requisition No.:	Commodity No. and Description: 901019 – Food and beverage equipment rental or leasing and maintenance services

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:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

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

ACCEPTANCE OF PROPOSAL

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

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

Blue Ridge Community College (the College) requests proposals from qualified, experienced, and sustainable vendors who will partner with the College to provide and service beverage and snack vending machines containing a variety of beverage and snack products at designated locations on our Henderson County Campus, Transylvania County Campus and at our Health Sciences Center.

The College is a two-year, comprehensive post-secondary institution located in the mountains of Western North Carolina. It serves Henderson and Transylvania counties. During the Fall 2022 semester, the College's student population consisted of 3,501 curriculum students and more than 6,000 continuing education students.

Blue Ridge Community College Henderson County Campus is located on 143 acres on College Drive, between Airport Road and South Allen Road in Flat Rock, North Carolina. The 13-building complex provides over 358,000 square feet of floor space of classrooms, shops, labs, a library, a learning center, office space, and a student activities facility, all centered around a beautiful lake. The campus hosts a 450-seat performing auditorium, a 1,000-seat conference hall, television recording studio, a lecture center, a technology training center, and a two-way interactive distance learning center.

The Transylvania County Campus is located on nine acres on the corner of Oak Park Drive and Osborne Road in Brevard, North Carolina. Our multi-building campus houses both curriculum and continuing education classes. It is also home to the Blue Ridge Innovation Center, a 3,500 square foot facility for small business incubation and entrepreneurship programs.

The Health Sciences Center houses educational programs for Blue Ridge Community College and Wingate University, as well as the Comprehensive Cancer Center for Pardee Hospital.

Situated near the Blue Ridge Mountains of North Carolina at an altitude of 2,140 feet, the College is easily accessible via Interstate 26, Highways 64, 25, 191, and 176. Commercial air service is provided by several major airlines which serve the Asheville Regional Airport located twelve miles north of Hendersonville. The location between the metropolitan areas of Asheville, North Carolina, and Greenville, South Carolina, place the College near the center of a rapid growth area in southwestern North Carolina. This location is also near several vacation/recreation destinations which include Flat Rock, the Pisgah National Forest, Brevard, Bat Cave- Chimney Rock, Biltmore House, and the Blue Ridge Parkway.

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

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

1.1 CONTRACT TERM

The Contract shall have an initial term of **three (3)** years, beginning on the date of final Contract execution (the "Effective Date").

At the end of the Contract's initial term, the College shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The College will give the Vendor written notice of its intent to exercise each option no later than ninety (90) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the College reserves the right to extend the Contract after the last active term.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

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

General information on the E-Procurement Services can be found at: <http://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 College 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 College 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 College 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 College 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 College will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	College	October 13, 2023
Hold Pre-Proposal Meeting/Site Visit	College	October 27, 2023
Submit Written Questions	Vendor	October 31, 2023
Provide Response to Questions	College	November 2, 2023
Submit Proposals	Vendor	November 15, 2023
Contract Award	College	December 1, 2023

2.5 SITE VISIT or PRE-PROPOSAL CONFERENCE

Mandatory Site Visit

Date: October 27, 2023
 Time: 1:00 PM Eastern Time
 Location: 180 West Campus Drive
 Patton Building Room 167
 Flat Rock, NC 28731
 Contact #: 828-694-1711

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.

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 sb_howell@blueridge.edu by the date and time specified above. Vendors should enter "RFP # 80_BRCC202301: Questions" as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

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

Questions received prior to the submission deadline date, the College s response, and any additional terms deemed necessary by the College 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 State 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.

Address for delivery of proposal
<p><i>PROPOSAL NUMBER: 80-BRCC202301-Beverage and Snack Vending</i> Blue Ridge Community College Attn: Sharon Howell 180 West Campus Drive Flat Rock, NC 28731</p>

CAUTION: For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the College’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’s purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via facsimile (FAX) machine, telephone, or email in response to this RFP shall NOT be accepted.**

- a) Submit a **signed, original executed** proposal response, 2 of photocopies, 1 un-redacted copies on CD, DVD or flash drive and, if required, 1 redacted (Proprietary and Confidential Information Excluded) copies on CD, DVD or flash drive of your proposal simultaneously to the address identified in the table above.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) Copies of proposal files must be provided on separate read-only CD’s, DVD’s or flash drives. File contents **shall NOT** be password protected but shall be in .PDF or .XLS format and shall be capable of being copied to other sources.

Proposal must contain the entire Technical and Cost. Proposal including any proprietary information should have the following label: 1) Vendor name; (2) the RFP number; and (3) the due date.

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 the College rejecting Vendor's proposal, in the College'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

2.9 ALTERNATE PROPOSALS

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

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the College’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

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

The College 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 the 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 purchaser named above, any department secretary, agency head, members of the General Assembly and Governor’s office); or private entity, if the communication refers to the content of Vendor’s 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 purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The College 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 the College reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the College.

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 is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of

offerors and the Goods and Services offered shall be tabulated at the time of opening. 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 College 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 College.

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

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 College:

EVALUATION MATRIX:

Financial Proposal

Maximum Weighted Score: 90 Points

- The total perceived value of the proposal including total return to the College
- Enhancements for exclusivity rights
- Costs to users
- Risks and benefits among stakeholders
- Relevance, desirability

Firm Expertise and Experience

Maximum Weighted Score: 60 Points

- References, qualifications, and background
- Expertise in providing service to college campuses, past performance
- Financial resources/stability, social and legal responsibility
- Organization structure/support staff
- Availability of pertinent skills

Functional/Technical Proposal:

Maximum Weighted Score: 90 Points

- Quality, desirability, branding, variety, and appropriateness of all products offered
- Efficiencies, cost savings
- Sustainability
- Partnerships and community engagement
- Health and wellness
- Responsiveness and flexibility
- Proposed route labor and schedule, management and staff
- Repairs and maintenance response
- Completeness of proposal
- Age, design, quality, energy efficiency and features of equipment

Vision and Growth:

Maximum Weighted Score: 60 Points

- Marketing initiatives
- Vending program branding and identity concepts
- Plans and initiatives to increase revenue of College vending
- Understanding of industry drivers to maximize opportunities
- Ability to understand the College’s business requirements and internal operational culture

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Financial Proposal	30		
Firm Expertise and Experience	20		
Functional Technical Proposal	30		
Vision and Growth	20		
Final Score (Maximum = 300)			

Score Points

- | | |
|---|--------------------------|
| 0 – Missing or Does Not Meet Expectations | 2 – Meets Expectations |
| 1 – Partially Meets Expectations | 3 – Exceeds Expectations |

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the College; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract

conditions. In determining whether proposals should be evaluated or rejected, the College will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the College’s needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the College exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the College 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.

Required Cold Beverage Vending Services:

The contractor shall be required to provide Beverage Vending Service that:

- a. Supplies new or like new (less than three (3) years old and shows no damage or marks) equipment.
- b. Supplies a variety of beverage products to meet the needs of the College population.
- c. Provides properly trained labor to perform functions of loading, investigating complaints of machine or credit/debit card reader malfunction, and technical repair.

Cold Beverage Vending Product Specification:

- a. Mixture of carbonated and non-carbonated cold beverages. Exact mixture may vary per location and change throughout the year to meet customer requests and sales volume.
- b. Cold beverage machines that contain carbonated beverages shall contain a minimum of two (2) diet soda options, one of which must be caffeine-free, non-cola soda.
- c. Functional beverages, i.e. sports drinks (in various flavors) including energy drinks.
- d. Water and water-based drinks, i.e. vitamin waters, flavored waters, diluted juices (may contain added sugar).
- e. Be labeled according to federal labelling laws and guidelines.
- f. All products to be nationally recognized brands with some allowance for regional favorites.
- g. All products will be removed from vending machines no later than the date that its freshness dating expires. All products will be considered past-date and un-saleable according to the manufacturer’s freshness date stamped on the package.

General Cold Beverage Vending Machine Information:

1. The Contractor must install equipment on site.
2. The Contractor must provide machines that are capable of being moved through standard-sized interior doors and elevator doors.
3. The Contractor must provide all parts, on-site maintenance, and on-site repairs to all machines.
4. Machines must be equipped with credit/debit card readers and re-circulating bill accepters with the capability to recycle currency for the purpose of providing bills as change. Contractors should be aware that due to PCI compliance and liability issues, credit/debit card readers being proposed must operate on a cellular network that must be in full compliance with the PCI Security Council standards. The College will NOT provide any network connectivity for credit/debit card transactions.
5. Machines shall be UL approved with visible indication on the machine.
6. Machines shall be ENERGY STAR rated.
7. All equipment must include a ground fault circuit interrupter (GFCI) as part of the power supply cord.
8. Machines must use 120-volt electrical receptacle with maximum 12-amp circuit.
9. All machines shall utilize vandal-proof mechanism capable of accepting payment in all three (3) forms simultaneously: coins; bills (at minimum \$1 and \$5 bills); and electronic payment. Furthermore, bill accepters must have the capability to recycle currency for the purpose of providing bills as change.
10. Machine shall be set to return money if out of stock. No force vending is allowed.
11. Inventory stock for machines should be at least 50% of products filled at all times. Out of stock products should be limited to one (1) selection.
12. The Contractor is responsible for the repairs and maintenance of the credit/debit card readers as necessary and must make arrangements for service.
13. Equipment found to be problematic or non-compliant must be replaced upon the request of the College. The College reserves the right to request a new machine.
14. The Contractor may be required to place and keep equipment in some locations that may perform below the Contractor's sales requirements. The College will consider a request by the Contractor to remove, downsize, or relocate the equipment in the event of extremely poor sales. However, the College will not eliminate service if doing so will create a hardship on the building occupants.
15. The Contractor shall be responsible for the maintenance, repair, and replacement of all vending equipment. The contractor shall agree to hold the College harmless for any repairs of vandalism that may occur.
16. The College will require the Contractor to comply with any product recall due to possible concern for the public's health. The Contractor will be required to remove affected product from the machines if requested.
17. Vending machines shall be compliant with the provision of the Americans with Disabilities Act (ADA).
18. Additional vending machine locations may be added throughout the contract period on an as needed basis and agreed upon by the College and the contractor prior to services being provided.

Required Snack Vending Services:

The contractor shall be required to provide Snack Vending Service that:

1. Supplies new or like new (less than three (3) years old and shows no damage or mars) equipment.
2. Supplies a variety of snack products to meet the needs of the College population.
3. Provides properly trained labor to perform functions of loading, investigating complaints of machine or credit card reader malfunction, and technical repair.

Snack Vending Product Specification:

- a. General snack items should include candy, chips, crackers, & gum.
- b. Healthy snack items should include baked chips, granola bars, seeds, nuts, nutrition bars, craft popcorn, and trail mixes.
- c. May include food products that can be held at room temperature, i.e. canned fruit, meat snacks (beef jerky), chips & dips, etc.
- d. May include the addition of cold food machine(s) containing fresh sandwiches and salads at select location(s) on campus.
- e. All products to be labeled with nutritional information as required by law.
- f. Be labeled according to federal labelling laws and guidelines.
- g. All products to be nationally recognized brands with some allowance for regional favorites.
- h. All products will be removed from vending machines no later than the date that its freshness dating expires. All products will be considered past-date and un-saleable according to the manufacturer's freshness date stamped on the package.
- i. Any product produced by the Contractor must be prepared in a facility that meets all local, state, and federal requirements for the production of food products and has received no less than a score of 95 or better or an equivalent inspection rating.

General Snack Vending Machine Information:

1. The Contractor must provide new or like new (less than three (3) years old and shows no damage or mars) equipment.
2. The Contractor must install equipment on site.
3. The Contractor must provide machines that are capable of being moved through standard-sized interior doors and elevator doors.
4. The Contractor must provide all parts, on-site maintenance, and on-site repairs to all machines.
5. Machines must be equipped with credit/debit card readers and re-circulating bill accepters with the capability to recycle currency for the purpose of providing bills as change. Contractors should be aware that due to PCI compliance and liability issues, credit/debit card readers being proposed must operate on a cellular network that must be in full compliance with the PCI Security Council standards. The College will NOT provide any network

connectivity for credit/debit card transactions.

6. Machines shall be UL approved with visible indication on the machine.
7. Machines shall be ENERGY STAR rated.
8. All equipment must include a ground fault circuit interrupter (GFCI) as part of the power supply cord.
9. Machines must use 120-volt electrical receptacle with maximum 5-amp circuit.
10. All machines shall utilize vandal-proof mechanism capable of accepting payment in all three (3) forms simultaneously: coins; bills (at minimum \$1 and \$5 bills); and electronic payment. Furthermore, bill accepters must have the capability to recycle currency for the purpose of providing bills as change.
11. Machine shall be set to return money if out of stock. No force vending is allowed.
12. Inventory stock for machines should be at least 50% of products filled at all times. Out of stock products should be limited to one (1) selection.
13. The Contractor is responsible for the repairs and maintenance of the credit/debit card readers as necessary and must make arrangements for service.
14. Equipment found to be problematic or non-compliant must be replaced upon the request of the College. The College reserves the right to request a new machine.
15. The Contractor may be required to place and keep equipment in some locations that may perform below the Contractor's sales requirements. The College will consider a request by the Contractor to remove, downsize, or relocate the equipment in the event of extremely poor sales. However, the College will not eliminate service if doing so will create a hardship on the building occupants.
16. The Contractor shall be responsible for the maintenance, repair, and replacement of all vending equipment. The contractor shall agree to hold the College harmless for any repairs of vandalism that may occur.
17. The College will require the Contractor to comply with any product recall due to possible concern for the public's health. The Contractor will be required to remove affected product from the machines if requested.
18. Vending machines shall be compliant with the provision of the Americans with Disabilities Act (ADA).
19. Additional vending machine locations may be added throughout the contract period on an as needed basis and agreed upon by the College and the contractor prior to services being provided.

4.1 PRICING

Proposal price shall constitute the total cost to the College 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.

4.2 INVOICES

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

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: Blue Ridge Community College
Attn: Business Office
180 W Campus Dr
Flat Rock, NC 28731
- c) Invoices must bear the correct contract number and purchase order number to ensure prompt payment. The Vendor's failure to include the correct purchase order number may cause delay in payment.
- d) Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor and the original signature of the Vendor's project manager.

4.3 FINANCIAL STABILITY

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

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

4.4 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this 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.

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

4.6 REFERENCES

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

4.7 BACKGROUND CHECKS

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

Vendor’s response to these requests shall be considered a continuing representation, and Vendor’s failure to notify the College within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

4.7.1 VENDOR BACKGROUND CHECK AGREEMENT

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the College in order to perform Services under this Contract:

YES NO

4.8 PERSONNEL

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

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

4.9 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 College 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.

4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

4.11 QUESTIONS TO VENDOR

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

1. Specify the amount of commission as a percentage to be paid to the College from the total NET sales (DEFINED AS TOTAL GROSS SALES MINUS SALES TAX) for all vending machines based upon the retail price of the beverage. State the beverage description, size, price, and commission percentage you propose to pay for vending machine beverages. The Contractor shall pay the College the percentage of commission on NET sales (DEFINED AS TOTAL GROSS SALES MINUS SALES TAX) on a monthly basis within thirty (30) calendar days following the end of each month. (Reference Attachment A)
2. Specify the amount of commission as a percentage to be paid to the College from the total NET sales (DEFINED AS TOTAL GROSS SALES MINUS SALES TAX) for all vending machines based upon the retail price of the snack. State the snack description, size, price, and commission percentage you propose to pay for vending machine snacks. The Contractor shall pay the College the percentage of commission on NET sales (DEFINED AS TOTAL GROSS SALES MINUS SALES TAX) on a monthly basis within thirty (30) calendar days following the end of each month. (Reference Attachment A)
3. Specify the guaranteed annual commission. (Reference Attachment A)
4. Define how price increases will be determined and scheduled. (Reference Attachment A)
5. Provide any marketing/advertising support your organization is willing to provide to encourage product sales and volume. (Reference Attachment A)
6. The Contractor shall agree to be a partner and sponsor of designated College volunteers, activities, and special events that benefit the College at large. Sponsorships may include product donations. Define the nature of your organization’s sponsorship (i.e. amount of donated product per year). (Reference Attachment A)
7. As the College’s exclusive provider of carbonated and non-carbonated beverages, provide additional financial support that your organization will provide (i.e. amount of scholarships and/or cash contributions to the College’s Educational Foundation). (Reference Attachment A)
8. As the College’s provider of vending snacks, provide additional financial support that your organization will provide (i.e. amount of scholarships and/or cash contributions to the College’s Educational Foundation). (Reference Attachment A)
9. Provide your organization’s delivery schedule and means of taking product orders from the College.

10. Provide your organization’s response time for service calls.

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

The College seeks proposals from qualified, experienced, and sustainable vendors who will partner with the College to provide and service beverage and snack vending machines containing a variety of beverage and snack products per the requirements listed in section 4.0 of this RFP. Furthermore, the vendor must address each question listed in section 4.11 of this RFP.

Currently, the College has twenty-two (22) carbonated and non-carbonated beverage machines and ten (10) snack machines located on our campuses and centers with total sales volume of \$84,991 in 2022 and \$106,530 in 2023. The table below displays current beverage machine locations:

Building & Location	# of Beverage Machines	# of Snack Machines	# Pepsi Machines
Flat Rock – Flat Rock, NC	One (1)	One (1)	0
Patton – Flat Rock, NC	One (1)	One (1)	0
Killian – Flat Rock, NC	One (1)	One (1)	0
Technology Education and Development Center – Flat Rock, NC	One (1)	One (1)	0
Sink – Flat Rock, NC	Two (2)	Two (2)	One (1)
Spearman - Flat Rock NC	0	One (1)	One (1)
Innovative High Schools – Flat Rock, NC	0	0	One (1)
Health Sciences Center, Hendersonville, NC	One (1)	One (1)	0
Straus & Applied Technology – Brevard NC	One (1)	Two (2)	Two (2)

The successful vendor shall have the exclusive right to provide beverages and snacks for sale at the Henderson County Campus, the Transylvania County Campus, the third (3rd) floor of the Health Sciences Center, and the Innovative High Schools located on our Henderson County Campus. The Innovative High School is part of the Henderson County Public School System (HCPS) and all beverages and snacks sold at this location must comply with the Henderson County Public School’s (HCPS) regulations and requirements.

5.2 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 TECHNICAL APPROACH

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

6.0 CONTRACT ADMINISTRATION

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

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

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

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

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the College, shall be required to meet periodically **Quarterly** with the College for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and the

College performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

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

6.4 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the College, at the option of the College, 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 the College or its designees. If the College exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The College 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.

6.5 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the College’s Contract Manager for resolution. Any claims by the College 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.

6.6 CONTRACT CHANGES

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

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ATTACHMENT A: PRICING (Con't)

Vendor Commission Payment	Year 1	Year 2	Year 3
Guarantee Amount			

Define how price increases will be determined and scheduled.

The Contractor shall agree to be a partner and sponsor of designated College volunteers, activities, and special events that benefit the College at large. Sponsorships may include product donations, marketing support, support to the College’s Student Government Association, and/or signing bonuses). Define the nature of your organization’s sponsorship (i.e. amount of donated product, marketing support, support to the College’s SGA, and/or signing bonuses per year).

List the Nature of Partnership Opportunities	Year 1 Dollar Amount	Year 2 Dollar Amount	Year 3 Dollar Amount

As the College’s exclusive provider of carbonated and non-carbonated beverages and snacks, provide additional financial support that your organization will provide (i.e. amount of scholarships and/or cash contributions to the College’s Educational Foundation).

List Scholarship and/or Cash Contributions to the College’s Educational Foundation	Year 1 Dollar Amount	Year 2 Dollar Amount	Year 3 Dollar Amount

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

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

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_North-Carolina-General-Terms-and-Conditions_11.2021.pdf

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://files.nc.gov/ncdoa/pandc/OnlineForms/Form_HUB-Supplemental-Vendor-Information_9.2021.pdf

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Customer_Reference_Template_09.2021.pdf

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://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Location-of-Workers_09.2021.pdf

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_Certification-of-Financial-Condition_09.2021.pdf

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