



STATE OF NORTH CAROLINA

NORTH CAROLINA CENTRAL UNIVERSITY

Invitation for Bid #: 61-IFB25023

RESIDENTIAL HALLS HOUSING – JANITORIAL SERVICES

Date of Issue: January 15, 2026

Bid Opening Date: February 10, 2026

At 2:00 PM EST Local Time

Direct all inquiries concerning this IFB to:

Bernell Bright

Strategic Purchasing Manager

Email: bbright3-t@nccu.edu

Phone: 919 530-6877



STATE OF NORTH CAROLINA

Invitation for Bid

61-IFB25023

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

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

Vendor Name

Vendor eVP#

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

ELECTRONIC RESPONSES ONLY WILL BE ACCEPTED FOR THIS SOLITATION

<h2 style="margin: 0;">STATE OF NORTH CAROLINA</h2> <h3 style="margin: 0;">NORTH CAROLINA CENTRAL UNIVERSITY</h3>	
Refer <u>ALL</u> Inquiries regarding this IFB to: Contact: Email:	Invitation for Bid #: 61-IFB25023 Bids will be publicly open: 02/10/2026 at 2:00 PM EST Local Time via NC Evp
Using Agency: North Carolina Central University Requisition No.: TBA	Commodity No. and Description: 7611 Janitorial Services

EXECUTION

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

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

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

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

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

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

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

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

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

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

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

Bid Number: 61-IFB25023

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 IFB.

ACCEPTANCE OF BIDS

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

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

The attached certification, by _____.

(Authorized Representative)

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1.0 PURPOSE AND BACKGROUND

The purpose of this Invitation for Bids (IFB) is to seek competitive bids from qualified vendors to establish an Agency Contract to provide North Carolina Central University (the “State”) with Janitorial Services – Residential Halls for the North Carolina Central University campus. The state is seeking a contractor whose combination of experience and expertise will provide quality, timely, and cost-effective services to the state on an as needed basis. No minimum or maximum use is guaranteed.

1.1 CONTRACT TERM

The Contract shall have an initial term of one (1) year beginning on the date of final Contract execution (the “Effective Date”). The Vendor shall begin work under the Contract within ten (10) business days of the Effective Date or sooner.

At the end of the Contract’s initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than 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 State reserves the right to extend the Contract after the last active term.

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

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: 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://eprocmnt.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

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

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

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

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

2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	State	1/15/2026
Hold Pre-Bid Conference/Site-Visit	State	1/28/26 @ 9:00 AM EST
Submit Written Questions	Vendor	1/30/2026 by 2:00 PM EST
Provide Response to Questions	State	2/3/2026
Submit Bids	Vendor	2/10/2026 by 2:00 PM EST
Contract Award	State	TBD

2.5 SITE VISIT and PRE-BID CONFERENCE

Urged and Cautioned Pre-Bid Conference and Site Visit

Date: January 28, 2025

Time: 9:00 AM Eastern Time

Location: NCCU Physical Plant Conference Room, 206 Eagle Campus Drive.

Available parking option: NCCU Latham Parking deck, 205 E. Lawson St., Durham NC 27707

Contact for parking and conference location information **only**: Harold Seegars (O) 919 530-7244

or

Purchasing Contact #: 919 530-6877

Instructions: Vendor representatives are URGED and CAUTIONED to attend the pre-bid conference and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this IFB. A non-mandatory site visit is scheduled for this IFB Submission of a bid shall constitute sufficient evidence of Vendor’s compliance and no allowance will be made for unreported conditions which a prudent vendor would recognize as affecting the performance of the work called for in this IFB.

Vendors are cautioned that any information released to attendees during the pre-bid *conference and/or site*, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this IFB, must be confirmed by written addendum before it can be considered to be a part of this IFB and any resulting contract.

Your failure to attend will not relieve the contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work or proceeding to successfully perform the work without additional expense to the State.

2.6 BID QUESTIONS

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

Written questions shall be emailed to bbright3-t@ncu.edu by the date and time specified above. Vendors should enter “IFB #61-IFB25024: Questions” as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

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

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made

in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and an addendum to this IFB.

2.7 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk of late submission due to unintended or unanticipated delay, or technical issue. **It is the Vendor's sole responsibility to ensure its bid has been received via the eVP as described in this IFB by the specified time and date of opening.** The date and time of receipt will be electronically stamped by the system when received. Any bid or portion thereof received or attempted to be submitted after the bid submission deadline will be rejected.

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

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

2.8 BID CONTENTS

Vendors shall populate all attachments of this IFB 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 State rejecting Vendor's bid, in the State's sole discretion.

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

- a) Completed and signed versions of all EXECUTION PAGES, along with the body of the IFB.
- b) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- c) Vendor's Response. (Sections: (6.1 Contract Manager and Customer Service 6.0 Licenses/Permits/Insurance.)
- d) Completed version of ATTACHMENT A: PRICING
- e) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- f) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- g) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- h) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

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

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

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

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 BID EVALUATION PROCESS

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

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

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

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

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

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

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

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

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

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

4.1 PRICING

The bid price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor’s response.

4.2 INVOICES

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

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

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

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding

being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

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

4.4 HUB PARTICIPATION

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

4.5 REFERENCES

Vendor may 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 State contacts these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.6 BACKGROUND CHECKS

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

4.7 PERSONNEL

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

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

4.8 VENDOR'S REPRESENTATIONS

If Vendor's bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract.

Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

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

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5.0 SPECIFICATIONS AND SCOPE OF WORK

The residential halls are utilized by a variety of students as their place of residence on a daily basis. We are seeking a vendor that can provide quality janitorial services that meet or exceed requirements for health and cleanliness.

It is vital that Trash is empty, and debris is removed to help prevent infestation issues.

5.0 GENERAL

Current Hours of operation for services are:

Monday- Friday 5:00 P.M. to 9:00 P.M. Saturday and Sunday- 10:00 A.M. to 2:00P.M.

The University reserves the right to make modifications to the work hours

Each shift should have a leader/supervisor whose name and contact information is on file to contact at a moment's notice. The supervisor should be designated on sign in sheet and all staff should sign into and out at a designated location.

5.1 TASKS/DELIVERABLES

SECTION I: GENERAL CLEANING REQUIREMENTS

A. SCHEDULE OF PERFORMANCE

DUTIES

Empty all trash cans, clean and replace liner. Pick up all trash or debris on the floor. Use a sanitizer cleaner if needed

Work does not include restrooms in student rooms. This contract covers all public and gang style restrooms and showers.

Number are as follows:

Annie Day

Bathroom/Common Area Count Common Area Bathrooms - 8

One men's and one women's bathroom in the basement. One men's and one women's bathroom on the ground floor and one unisex bathroom beside the elevator on floors 1st through 4th.

Common Area Lounges - 4

One computer room in the basement. A library one the 1st floor and two setting lounges on the 3rd and 4th floors

laundry Rooms - 1

One community laundry room in the basement

Chidley North

Bathroom/Common Area Count Common Area Bathrooms - 2

One men's and one women's bathroom on the first floor of the building near the lobby. Common Area Lounges - 6

Six community lounges, two per floor. Laundry Rooms - 4

Laundry Rooms - 2

Two community laundry rooms, one in the basement on the high side of the building and one in the basement on the low side of the building.

Ruffin Hall

Bathroom/Common Area Count Common Area Bathrooms - 2

One men's and one women's bathroom on the first floor of the building near the lobby. Common Area Lounges - 2

Two community lounges. One on the second floor and one on the 3rd floor. Laundry Rooms - 3

Three community laundry rooms, one per floor on all three floors.

Egleson Hall

Bathroom/Common Area Count Common Area Bathrooms - 2

One men's and one women's bathroom on the first floor of the building near the lobby. Gang Bathrooms - 16

Two gang bathrooms per floor from floors 2 through 9. Laundry Rooms - 4

Four community laundry rooms

New Res II

Bathroom/Common Area Count

Common Area Bathrooms - 4

Two men's and Two women's bathrooms on the first floor of the building near the lobby.

Gang Bathrooms - 6

Six gang bathrooms, two each on the 3rd, 4th and 5th floors

Common Area Lounges - 4

Four community lounges, one per floor behind the main elevator.

Laundry Rooms - 2

Two community laundry rooms, one in the basement on the high side of the building and one in the basement on the low side of the building.

Eagle Landing

Bathroom/Common Area Count

Common Area Bathrooms - 2

One men's and one women's bathroom on the first floor of the building near the multipurpose room

Common Area Lounges - 4

Four community laundry rooms, one per floor on all four floors.

White/ McLean

Bathroom/ Common Area Count- 7

One men's and one women's bathroom in the basement. One men's and one women's bathroom on the ground floor and one unisex bathroom beside the elevator on floors 1st through 4th.

Common Area Lounges - 2

One computer room in the basement. A library one the 1st floor and two setting lounges on the 3rd and 4th floors.

Laundry Room -1

One community laundry room in the basement

Rush

Bathroom/ Common Area Count-4

One men's and one women's bathroom in the basement. One men's and one women's bathroom on the ground floor and one unisex bathroom beside the elevator on floors 1st through 4th.

Common Area Lounges - 2

One computer room in the basement. A library one the 1st floor and two setting lounges on the 3rd and 4th floors.

Laundry Rooms-1

One community laundry room in the basement

SECTION II: SPECIAL REQUEST CLEANING DUTIES

Special Request Cleaning Duties are to be performed only upon request from Contract Administrator. Project costs are to be determined on a time and material.

ANSWERING SERVICE - 24 Hour and Pager - The Vendor will maintain a 24-hour local or Toll-Free telephone number and response time shall be within one hour by a responsible management official of the firm. If a daytime person(s) is required, the Vendor will provide a pager in order for Work Control to contact Vendor's personnel.

KEYS - Keys for entry to the building will be provided by the Facility Management Division. No deposit will be required; however, a charge of \$100.00 per key for keys lost or not returned will be required at the termination of the contract. There shall also be a \$100.00 charge for replacement keys and payment is due upon receipt of such key.

SCHEDULE OF PERFORMANCE -. General daily nightly duties will be performed between the hours of 6:00 PM and 10:00 PM, M-F and 8:00am – Noon on Saturdays, unless otherwise specified. The hours to be worked and the times will be coordinated with the Contract Administrator. The Vendor is to notify the NCCU University at (919) 530-5210 when performing work at times not scheduled with the Contract Administrator.

SUBCONTRACTING - Any and all subcontracting must be approved by the University. The normal day-to-day cleaning **should not be subcontracted**.

EQUIPMENT - The Vendor shall furnish all necessary equipment, and materials necessary for professionally performing all work in the contract. The Vendor will reimburse losses to the Contracting Agency caused by inferior work quality, equipment, or materials.

SUPPLIES - The Contracting Agency will furnish all supplies, to include but not limited to deodorizers, cleaning supplies and trash can liners.

UTILITIES - The Contracting Agency will provide the Vendor with all normal utilities necessary for performing this contract (electricity, lights, water, etc.). Upon written request from the Contracting Agency, the Vendor will comply with all energy conservation requirements initiated by State Government.

STORAGE - The Contracting Agency will provide the Vendor with reasonable storage space for equipment and materials. The Contracting Agency will provide security to protect the Vendor from loss of equipment and supplies through the normal security procedures in effect with the building. The Vendor shall keep all janitorial closets, storage rooms, and other space assigned to their use clean, orderly and locked at all times. Any exceptions must have prior written approval from the Contracting Agency.

CONTRACT COMPLAINT PROCEDURES - The Vendor shall correct all complaints and respond to special requests for services within one (1) day of complaints; and, both major and minor complaints shall be investigated during the same working day. Any complaint which cannot be corrected during the same working day or which cannot be dealt with for reasons beyond the Vendor's control shall be specifically reported to the Contract Administrator on the same day. Failure to do so may result in a Letter of Failure/Unsatisfactory Performance/Cure Notice and grounds for default.

The Vendor and Contractor Administrator, in writing, will mutually agree upon a time for completion of uncorrected complaints. If the Vendor does not honor the written agreement, then the Contract Administrator shall have cause for any and all of the following actions on behalf of the Contracting Agency:

Services will be obtained from within the Contracting Agency's own staff or from another available source without prior notice to the Vendor. - Cost for these services will be charged to the Vendor, and a letter of failing/unsatisfactory performance will be provided to the Vendor and again constituting grounds for default.

ADJUSTMENT PERIOD - The Successful Vendor should be given a sixty (60) day adjustment period to bring the building up to acceptable janitorial standards. Inspections with a 'Failing Rating' during the first 60 days of the contract period will not be counted against the Vendor nor counted in the cumulative total failings used for cancellation.

EMERGENCY SPECIAL CLEAN UP SERVICES - Vendor must respond to emergency requests within two (2) hours after contact from the Contract Administrator or designated representative from Facility Management. Vendors must provide necessary equipment to extract water from carpets and floors, to remove debris, trash, dirt, or mud resulting from leaks, floods or

overflows. Special Clean-up rates per hour listed on the cost proposal page will be used when billing for providing emergency services

SECTION IV: COMMUNICATIONS AND REPORTING

INSPECTION OF WORK - The University will receive feedback form students and staff with comments, suggestions and complaints. The Contract Administrator will review all comments with the selected vendor at Monthly Work Conferences.

WORK CONFERENCES - Monthly, as requested, the Vendor will meet the Contract Administrator or designee of the Contracting Agency for a conference on the past performance of the contract.

COMMUNICATION SERVICES - The Vendor shall constantly provide the Contract Administrator with an up-to-date list of local office location (address), telephone numbers, a business office number, emergency contact number, a cell phone and or a pager and a fax number. An e-mail address should also be provided if available. The Vendor or a responsible management official of the firm shall respond within one (1) hour after telephone contact from the contract administrator at all times. If e-mail addresses are provided in the contract, the Vendor shall respond to any complaints within twenty-four (24) hours after receiving an e-mail request.

INSPECTION - The Vendor must provide all services no less frequently than the schedule specified. The Contracting Agency will inspect the premises to ascertain whether the services are being satisfactorily provided. The Contracting Agency will conduct unaccompanied Random inspections and accompanied Monthly inspections.

The unaccompanied Random inspections will be unannounced and made at the discretion of the Contracting Agency. These random inspections will be conducted by the Contracting Agency at any time.

Inspection results will be reviewed by the Contract Administrator and discussed at the Monthly Work Conferences with the Vendor.

At its discretion the University may conduct an inspection with the Contracted Vendor to determine and jointly evaluate and collaborate on the successes of the cleaning program and identify any areas that need improvement.

SECTION V: VENDOR EMPLOYEE POLICY

Vendor agrees to be responsible for and shall provide general supervision of all employees and subcontractor employees working under this agreement. The Vendor will be required to ensure all employees assigned to perform on this contract conduct themselves in a professional manner, by using appropriate language, being of good integrity and character, and using a work ethic that presents positivity and production.

SUPERVISION - The Vendor, in an effort to ensure proper on-sight general supervision, shall designate one of its employees, assigned to perform on this contract during shifts, as their official on-sight representative (i.e. Supervisor). The Supervisor should sign in in that capacity. All supervisors should provide contact information to the Contract Administrator who will share it with staff and security.

The Supervisor will be responsible for having direct supervision of Vendor's other employees assigned to perform on this contract.

The Supervisor must remain on-site during their assigned work times and days.

The Supervisor must have the ability to communicate fluently in English, or an English-speaking interpreter must be available, at all times, to communicate in English.

The Supervisor shall be the Vendor's representative, authorized to coordinate with the Contract Administrator, and serving as the first line of resolution in work or occupant employee situations or concerns.

SAFETY - The Vendor should ensure all employees follow the manufacturer's instructions for proper product use of all cleaning supplies. The Vendor is to ensure all Safety Data Sheets (SDS) or previously known as Material Safety Data Sheets (MSDS) are made available to their employees, and that they're made aware of the SDS's use and purpose. The Vendor shall ensure all employees are following the established safety practices and utilize the appropriate Personal Protective Equipment (PPE), for any cleaning supplies being used by the employee.

RULES - The Vendor shall ensure that all employees abide by the following rules:

- Vendor shall provide employees with name tags that are displayed prominently.
- Employees shall wear a distinct uniform shirt, provided by the Vendor, with a 2-inch by 4-inch (minimum size) Vendor's logo permanently affixed. These shirts must be worn at all times, while on the premises. The Vendor is to ensure all employees assigned to perform on this contract are clothed in presentable attire at all times. No shorts or open-toed shoes shall be worn.
- Employees shall not disturb any papers, boxes or other materials except in trash receptacles or designated areas for trash or unless such material is properly identified.
- Employees shall report any property loss or damage to the Vendor's Supervisor immediately. The Supervisor shall report such damage immediately to the Contracting Agency in writing, specifying the location and extent of damage.
- Employees shall not open drawers, file cabinets, or use any telephones except public pay phones unless given specific prior approval by the Contracting Agency.
- Employees shall not leave keys in doors or admit anyone in any building or office who is not a designated employee of the Vendor (i.e. children, relatives, friends, etc.). All doors, which were locked upon entry, will be immediately re-locked.
- Employees shall not engage in excessive or inappropriate conversation with university employees, other employees of the Vendor, tenants or visitors to the building.
- Employees shall not remove any articles or materials from the premises, regardless of its value or regardless of any employee's or tenant's permission. This is to include the contents of, or any item found in, trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose. Items identified as suitable for recycling are to be placed in appropriate recycling containers.
- Employees shall abide by rules and regulations set forth by North Carolina Central University that affect the performance of the work.
- Each employee of the Vendor should have at least six (6) months to twelve (12) months of experience as a janitorial employee.
- Supervisory employees should have at least one year of experience as a cleaning supervisor.

Upon written request of the Contracting Agency to the Vendor, any Vendor's employee who fails to abide by these or other rules established by the North Carolina Central University will be immediately terminated.

The Vendor must ensure the below listed training is provided to each employee assigned to university buildings and that said employee has successfully completed the training within thirty (30) days of the effective date of the contract or within thirty (30) days of a new employee's effective date. Each employee assigned to State Buildings must receive the following training on a yearly basis. Vendor provided Training - This training shall be obtained by the Vendor:

- a) Blood borne pathogens, per OSHA requirements & NC Administrative Code 13NCAC 7C.0101 (a) (96)
- b) Hazard Communications
- c) Fire Extinguisher
- d) Personal Protective Equipment
- e) Asbestos and Mold Awareness

- f) Ladder Safety
- g) Fluorescent Lamp/Bulb Recycling

Vendor will be responsible for providing necessary safety training to employees working on campus which includes

- a) initial and annual awareness training on the hazards of using cleaning chemicals in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200)
- b) exposure to blood borne pathogens as described in the OSHA Blood borne Pathogens Standard (29 CFR 1910.1030) & NC Administrative Code 13NCAC 7C.0101 (a) (96)
- c) Hazard Communications
- d) Fire Extinguisher
- e) Personal Protective Equipment
- f) Asbestos and Mold Awareness
- g) Ladder Safety
- h) Fluorescent Lamp/Bulb Recycling

Training documentation may be requested by the Contracting Agency any time during the contract period.

In addition, vendor staff must receive COVID-19 awareness training including general information about the virus, how to avoid becoming ill, signs and symptoms of infection, what to do in the event of illness, and the protocol for notifying employer. Vendor will notify Contracting Agency immediately of any vendor personnel with known or suspected COVID-19 infection who have been on the NCCU campus to allow contact tracing by the Contracting Agency. Vendor will provide a Contracting Agency with documentation confirming COVID-19 training prior to staff being able to work on campus. The Contracting Agency has the right to request that the Vendor terminate the contract and/or have the untrained employees removed from working in the building. It shall be considered failing if the Vendor fails to follow the training request.

Section VI. 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.

Section VII. TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, an 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.

Section VIII. CERTIFICATION AND SAFETY LABELS

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act.

5.2 CERTIFICATION AND SAFETY LABELS

Any manufactured items and/or fabricated assemblies provided hereunder that are subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be

constructed and approved in a manner acceptable to the appropriate inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization *acceptable to govern inspection where the item is to be located*, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers’ Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

5.3 DEVIATIONS

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

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 State a contract manager. The contract manager shall be the State’s point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

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

The Vendor shall be required to designate and make available to the State 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:	

6.2 POST AWARD PROJECT REVIEW MEETINGS

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

6.4 MONTHLY STATUS REPORTS

The Vendor shall be required to provide Reports to the designated Contract Lead monthly. This report shall include, at a minimum, information concerning these reports and shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the Purchasing Agency. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

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

6.5 ACCEPTANCE OF WORK

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

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

The following are examples of unacceptable Vendor's work product:

- a) Repeat Work Orders – More than two (2) repeat work orders for the same issue in the same room, to be confirmed by the Contract Administrator.

Follow-up on-call backs – if vendor cannot be reached during the normal business hours or call back is scheduled and vendor does not show to perform services.

6.6 LICENSES/PERMITS/INSURANCE

Item #	Requirement	Included with Response
1	Copy of Vendor’s current and valid NC License/ Certifications/ Registrations are attached.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Copy of Vendor’s Certificate of Insurance attached.	<input type="checkbox"/> YES <input type="checkbox"/> NO

6.7 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to ___60 days to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.8 DISPUTE RESOLUTION

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

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

6.9 CONTRACT CHANGES

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

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

7.0 ATTACHMENT A. PRICING FORM

FURNISH AND DELIVER:

Vendor shall furnish all necessary parts, labor, transportation, equipment, tools, materials and supplies as may be required to provide Janitorial Services for North Carolina Central University (Student Center) in accordance with the terms and conditions and specifications fully incorporated herein.

ITEM	QTY	Description	WEEKLY COST	MONTHLY COST	ANNUAL COST (52 Weeks -12Months)
1.	1	Annie Day Shephard as described in Section 5.0 and 5.1	\$ _____	\$ _____	\$ _____
2.	1	Chidley Hall as described in Section 5.0 and 5.1	\$ _____	\$ _____	\$ _____
3.	1	New Res 2 as described in Section 5.0 and 5.1	\$ _____	\$ _____	\$ _____
4.	1	Rush Hall as described in Section 5.0 and 5.1	\$ _____	\$ _____	\$ _____
5.	1	White Hall as described in Section 5.0 and 5.1	\$ _____	\$ _____	\$ _____
6.	1	Ruffin Hall as described in Section 5.0 and 5.1	\$ _____	\$ _____	\$ _____
7.	1	Eagleson Hall as described in Section 5.0 and 5.1	\$ _____	\$ _____	\$ _____
Totals for line items 1-7			\$ _____	\$ _____	\$ _____
LINE ITEMS 1-7 TOTAL CONTRACT VALUE FOR ONE (1) YEAR					\$ _____

PRICING SEPARATELY BLEOW

8.	1	Eagles Landing as described in Section 5.0 and 5.1	\$ _____	\$ _____	\$ _____
Totals for line items 1-8			\$ _____	\$ _____	\$ _____
LINE ITEMS 1-8 TOTAL CONTRACT VALUE FOR ONE (1) YEAR					\$ _____

VENDOR NOTE: THE STATE RESERVES THE RIGHT TO MAKE AN MULTIPLE AWARD ON ANY OR ALL OPTIONS FOUND TO BE IN THE BEST INTEREST OF THE UNIVERSITY.

****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 IFB, which can be found on the table above.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

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

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

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

ATTACHMENT E: CUSTOMER REFERENCE FORM

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

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

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

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

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