UNC GREENSBORO
Procurement Services

University of North Carolina at Greensboro

Invitation for Bid #: 69-3403

Electrical Installation Maintenance & Repairs Convenience Contract - 27

Date Issued: Friday, August 7, 2026

Bid Due Date: Wednesday, September 2, 2026 @ 2PM EDT

Bid Opening Date: Wednesday, September 2, 2026 @ 2:30PM EDT

Direct all inquiries concerning this IFB to:

Jim Riedel

Senior Procurement Specialist

Email: jmriedel@uncg.edu

Phone: (336) 334-4462

University of North Carolina at Greensboro

Invitation for Bid #

69-3403

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://evp.nc.gov/SignIn

Electronic responses through the eVP (Electronic Vendor Portal) ONLY will be accepted for this solicitation.

Refer *ALL* Inquiries regarding this IFB to: **Jim Riedel** **2nd Floor, Room 203F** **840 Neal Street** **Greensboro, NC 27403** **336-334-4462** **jmriedel@uncg.edu**	**Invitation for Bid #: 69-3403** All information being presented as a response to this IFB must be received ONLY **via the eVP (Electronic Vendor Portal) no later than 2:00pm EDT Wednesday, September 2, 2026.** All responses received with a date/time stamp of being after 9/2/2026 at 2:00pm EDT will not be considered. **The Bid Opening will occur at 2:30pm EDT on Wednesday, September 2, 2026 via Microsoft Teams.**
Using Agency: UNC Greensboro	**Commodity No. and Description: 721515 Electrical System Services**
Requisition No.: TBD	

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 UNCG, or from any person seeking to do business with UNCG. 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:		
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 IFB.

ACCEPTANCE OF BIDS

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

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

The attached certification, by ____.

(Authorized Representative of UNC Greensboro)

Contents

1.0 PURPOSE AND BACKGROUND

The University of North Carolina at Greensboro (UNCG) is actively seeking Contractor(s) capable of performing any Electrical equipment installation, maintenance and repairs that may be required on University grounds. The successful Contractor will be responsible for certified installs to any related electrical equipment. The contractor is expected to perform all work in full compliance with OSHA standards meeting all national, state, and local codes.

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

1.1 CONTRACT TERM

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

At the end of the Contract's initial term, UNCG 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.** UNCG will give the Vendor written notice of its intent to exercise each option no later than fifteen (15) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, UNCG reserves the right to extend the Contract after the last active term for a period of up to 180 days in 90-day-or-less increments.

1.2 CONVENIENCE CONTRACT

Any contract resulting from award of this solicitation will be a convenience contract and the University makes no guarantee as to any minimum level of spend under the contract.

1.3 NON-EXCLUSIVITY

UNC Greensboro reserves the right to go off contract and to obtain services from any qualified vendor that proves to be in the best interest of the University.

Bids shall be submitted in accordance with the terms and conditions of this RFP 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 (Not Applicable)

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 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 UNCG 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. UNCG 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, UNCG 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).

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

2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	UNCG	Friday, August 7, 2026
Hold Pre-Bid Meeting/Site Visit	UNCG	N/A
Submit Written Questions	Vendor	Wednesday, August 19, 2026, **no later than 2pm EDT**
Provide Response to Questions	UNCG	Monday, August 24, 2026
Submit Bids **via eVP**	Vendor	Wednesday, September 2, 2026, **no later than 2pm EDT**
Bid Opening **via Microsoft Teams (Bid Opening will be recorded)**	UNCG	Wednesday, September 2, 2026, @ 2:30pm EDT **Bid Opening Link**
Contract Award	UNCG	TBD

2.5 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 **jmriedel@uncg.edu** by the date and time specified above. Vendors should enter "IFB # *69-3403* 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, UNCG's response, and any additional terms deemed necessary by UNCG 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.

2.6 BID SUBMITTAL

Electronic responses through the eVP (Electronic Vendor Portal) ONLY will be accepted for this solicitation.

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.

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

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

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

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

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check UNCG'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.

2.7 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 UNCG rejecting Vendor's bid, in UNCG's sole discretion.

Vendor IFB responses shall include **returning or uploading all pages, keeping the integrity of the original solicitation (i.e. keeping pages in original order)**. **Any additional information the vendor would like to include in its bid should be included at the end of the completed bid document.**

a) Cover Letter, which must include all of the following: (i) a statement that confirms that the Vendor has read the IFB in its entirety, including all links, and all Addenda released in conjunction with the IFB; (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 Bid Number.
c) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
d) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
e) Vendor's Bid addressing all Specifications of this solicitation.
f) Completed version of ATTACHMENT A: PRICING

g) Completed version of ATTACHMENT D: CUSTOMER REFERENCE FORM

h) Completed version of ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR

i) Completed and signed version of ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION

2.8 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid #69-3403 *[for 'name of Vendor']*". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

The following definitions, acronyms, and abbreviations are also relevant to this IFB: *[delete if not adding unique definitions]*

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 UNCG 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 UNCG'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.**

The intent of this IFB is to award a Contract(s) to multiple Vendor(s). UNCG 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 UNCG to do so.

UNCG 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 the 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 procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's bid or qualifications, the content of another Vendor's bid, 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 bids, 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 bid 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 procurement lead named in this IFB regarding requirements of the IFB (prior to bid submission) or the status of the award (after submission) are excepted from this provision.

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

UNCG 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 UNCG 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 UNCG.

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, UNCG will make Award(s) based on the evaluation and post the award(s) to UNCG'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 UNCG.

UNCG 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 UNCG.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

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

a) Total cost to UNCG
b) Level of quality provided by the Vendor
c) Process and performance capability across multiple jurisdictions
d) Protection of UNCG's information and intellectual property
e) Availability of pertinent skills

f) Ability to understand UNCG's business requirements and internal operational culture
g) Particular risk factors such as the security of UNCG'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 UNCG; 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, UNCG will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy UNCG'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 UNCG 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 UNCG to receive a better bid, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Bid Questions Section above.

4.1 PRICING

Bid price shall constitute the total cost to UNCG 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 Bid. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

All prices shall be firm against any increase for 180 days. After the initial 180 day period, a request for increase may be submitted with UNCG reserving the right to accept or reject the increase, or cancel the contract.

Any price changes, which might be permitted during the contract period must be general, either by reason of market change or on the part of the contractor to other customers. After the initial period, a request for increase may be submitted to UNCG and such action by UNCG shall occur not later than 15 days after the receipt by UNCG of properly documented request for price increase. Any increases accepted shall become effective no later than 30 days after the expiration of the original 15 days reserved to evaluate the request for increase.

Price accordingly to no more than two (2) decimal places after the decimal point. Any numerical digits beyond two decimal places will not be rounded, but instead will be truncated to only the first two decimal places. Whether the quantity is exact, estimated or a range, only one unit price per line item will be accepted. If more than one unit price is given per line item, proposer's response may be rejected.

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

4.1.1 Import Tariff Temporary Surcharge

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

4.2 PRODUCT IDENTIFICATION

SUITABILITY FOR INTENDED USE

Vendors are requested to offer only items directly complying with the specifications herein or comparable items which will provide the equivalent capabilities, features and diversity called for herein. UNCG reserves the right to evaluate all bids for suitability for the required use and to award the one best meeting requirements and considered to be in UNCG's best interest.

4.3 TRANSPORTATION AND IDENTIFICATION

The Vendor shall deliver Free-On-Board (FOB) Destination to any requested location within UNCG of North Carolina with all transportation costs and fees included in the total bid price.

When an order is placed using a purchase order, the purchase order number shall be shown on all packages and shipping manifests to ensure proper identification and payment of invoices. If an order is placed without using a purchase order, such as via phone, the Buyer's name shall be shown on all packages. A complete packing list shall accompany each shipment. Vendors shall not ship any products until they have received an order.

4.4 DELIVERY AND INSTALLATION

The Vendor shall deliver Free-On-Board (FOB) Destination to the following location(s):

Facilities Operations
800 Oakland Avenue
Greensboro, NC 27412
Attn: David Alcon
Email: JDALCON@uncg.edu
Phone: 336.256.1077

For completion by Vendor: Delivery will be made from ____ (city, state) within _____ consecutive calendar days after receipt of purchase order. Promptness of delivery may be used as a factor in the award criteria.

Delivery shall not be considered to have occurred until installation has been completed. Upon completion of the installation, the Vendor shall remove and properly dispose of all waste and debris from the installation site. The Vendor shall be responsible for leaving the installation area clean and ready to use.

4.5 AUTHORIZED RESELLER

The Vendor shall be authorized by the manufacturer to distribute or resell the products and/or maintenance offered in this IFB. The Vendor shall provide a signed statement from the manufacturer confirming authorization with its bid response. Failure to provide this statement may constitute sufficient grounds for rejection of Vendor's offer, at the discretion of UNCG.

Vendor is the: ☐ **Manufacturer** ☐ **Dealer** ☐ **Reseller** ☐ **Distributor**

Authorized: ☐ **Yes** ☐ **No** **Attached Manufacturer's Authority:** ☐ **Yes** ☐ **No**

4.6 WARRANTY

Manufacturer's standard warranty shall apply. Vendors shall include a copy of the manufacturer's standard warranty with the bid response.

4.7 MAINTENANCE OPTION

Following expiration of the above warranty, Vendor, or its third-party service provider, shall maintain the system specifications and performance level in accordance with the manufacturer's published specifications and those of this IFB. Maintenance shall include all parts, remedial maintenance labor, travel and living expenses incurred. Except as specifically provided for elsewhere herein, coverage shall be at least for 8:00 am ET to 5:00 pm ET, Monday through Friday, except State recognized holidays and shall include a minimum of two (2) preventive and safety maintenance inspections per year. UNCG shall have the option to accept the maintenance coverage in this paragraph at the price offered in ATTACHMENT A: PRICING of this IFB, if applicable.

4.8 DESCRIPTIVE LITERATURE

DESCRIPTIVE LITERATURE/CERTIFICATION

Each bid shall be accompanied by complete descriptive literature, specifications, certifications, and all other pertinent data necessary for thorough evaluation of the item(s) offered and sufficient to determine compliance of the item(s) with the specifications. Failure to include such information may be a sufficient basis for rejection of the bid.

4.9 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 F: CERTIFICATION OF FINANCIAL CONDITION. UNCG 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 UNCG 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.

4.10 VENDOR EXPERIENCE

In its Bid, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to UNCG. 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.

4.11 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT D: CUSTOMER REFERENCE FORM, for which it has provided services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope. UNCG may contact these users to determine whether the services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Bid.

4.12 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 UNCG.

4.13 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 UNCG. 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. UNCG will approve or disapprove the requested substitution in a timely manner. UNCG may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, UNCG may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.14 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 UNCG 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.

4.15 AGENCY INSURANCE REQUIREMENTS

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

4.16 SUBCONTRACTORS

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

4.17 SECRETARY OF STATE REGISTRATION

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

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

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

4.18. SUSTAINIBILITY EFFORTS

According to G.S. 143-58.2, it is the policy of this State to encourage and promote the purchase of products with recycled content and to purchase items that are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost effective. The bid must describe how environmental requirements relate to clear labeling of the environmental/sustainability attributes (e.g. environmental certifications, total and post-consumer recycled content, etc.) of products in the proposed product catalogs, demonstrating the ability to run usage reports that include information about each product's environmental/sustainability attributes, packaging and recycling of spent products.

5.0 SCOPE OF WORK

UNCG is seeking a Contractor to provide installation, maintenance and repair services for any related electrical equipment, at quoted Time and Material rates at the University campus. The awarded contractor will fulfill the requirements contained herein. Any contract resulting from award of this solicitation will be a convenience contract and the University makes no guarantee as to any minimum level of spend under the contract.

5.1 GENERAL

Furnish, deliver, and provide all necessary labor, equipment, and materials to perform any electrical equipment installation, maintenance and repairs that may be required on University grounds. The successful contractor will be responsible for certified installs to any related electrical equipment. All work shall be performed in full compliance with OSHA standards meeting all national, state, and local codes. All parts and components provided must be factory new, without defects. Any waste debris generated as a result of the contractor's work must be removed by the contractor and be properly disposed of in full compliance with all EPA, federal, state, and local guidelines. All work will be scheduled and performed under the direction of University Facilities Management employees.

5.2 CONTRACTOR REQUIREMENTS

• Must hold a valid license for the performance of specified services within the State of North Carolina.

• Contractor must have a minimum of five (5) years' experience in the field.

• Must have a local presence (office or shop) within a one hundred (100) mile radius of the main University campus.

• Bid responses must include the following information in order to be considered for contract award:

o Listing *of* contractor's qualifications;

o A detailed and comprehensive report of the contractor's safety program;

o All applicable licensing and certification specified in regard to the company and the contractor's employees assigned to the University.

5.3 CONTRACT PERFORMANCE REQUIREMENTS

• The Contractor must provide a written estimate to the Facilities Operations representative for review prior to beginning any work. The Contractor must not perform any work without the receipt of a University purchase order exempt during an emergency.

• A detailed list of materials and the cost of the material must be included in the estimate.

• A copy of all invoices for materials purchased by the contractor for the project must be attached to the UNCG invoice for partial or final project payment.

• Upon arrival to the campus, the Contractor must report to the designated Facilities Operations representative; all work performed will be under the direction of said representative.

• The Contractor shall examine the work site, taking necessary precautions to ensure the work site is properly barricaded, and designated as such with the proper signage.

• The Contractor's technicians will communicate to the representative any safety concerns in reference to the work site conditions.

• Contractor must notify the University Facilities Operations representative at the first sign of any abnormality.

• The Contractor's technicians must be capable of working in extreme temperatures (indoor and outdoor).

• All work must be performed in a safe and professional manner.

• The Contractor's technicians will report to work at the University with all proper PPE and commercial grade equipment required to perform work related tasks.

• Contractor's technicians will not be allowed to use University owned equipment in the performance of contracted services.

• The bulk of service will take place during normal operating hours, but work on nights, weekends, holidays, or on an emergency basis may also be required under this contract.

• Technicians must be trained in safety and first aid pertaining to the hazards of the work performed.

• Once contacted the Contractor must respond within 2 business days to review the scope of work and provide an estimate within 3 additional business days. The Contractor must be available to start work within 5 business days upon notification by UNCG Purchase Order. The Facilities Operations representative will provide additional information indicating the required response action at the time of occurrence.

• Emergency response time must be within twenty-four (24) hours after notification by the University to perform emergency repairs.

• The Contractor must carry commercial liability, workmen's compensation, and full automotive insurance coverage. The Contractor shall ensure that a current certificate of insurance is on file at the University throughout the duration of the contract.

• Contractor must use only new material to performed work under this contract. 1he contractor must also seek the approval of the University Facilities representative prior to using used material.

• In the event of damage occurring to University equipment or property as a result of the negligence of the Contractor's employees, the Contractor shall be responsible for the repair and/or replacement of University property and equipment, as well as any damaged private property.

• In addition to OSHA, state and local codes, the Contractor must comply with University Safety Office requirements.

• All work shall be completed in a professional manner per all applicable building codes and industry standards.

5.4 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.

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 UNCG a contract manager. The contract manager shall be UNCG'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 UNCG for customer service. The customer service point of contact shall be UNCG'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 INVOICES

Vendor shall invoice the Procurement Entity. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Procurement Entity with an invoice for each order. Invoices shall include detailed information to allow Procurement Entity to verify pricing at point of receipt matches the correct price from the original date of order.

Invoices associated with this convenience contract and associated purchase order(s) must include detailed material, labor, equipment and sub-contract costs in accordance with the rate schedules above including number of hours for each labor classification and copies of supporting material, equipment and sub-contract invoices.

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.

6.3 CONTINUOUS IMPROVEMENT

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

6.4 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 Manager.

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

6.5 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 UNCG, at the option of UNCG, 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 UNCG or its designees. If UNCG 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. UNCG 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.

6.6 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 UNCG's Contract Manager for resolution. Any claims by UNCG 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.

6.7 CONTRACT CHANGES

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

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7.0 ATTACHMENTS

IMPORTANT NOTICE

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE

LINKS FOR ATTACHMENTS B-F CAN BE FOUND AT

https://www.doa.nc.gov/divisions/purchase-contract/vendor-forms

ATTACHMENT A: PRICING

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

FURNISH AND DELIVER:Electrical Installation, Maintenance and Repair Costs

Labor Rates:

Provide an hourly labor cost for all types of work to be performed. Regular hours are defined as Monday through Friday, 8AM-5PM. Overtime is defined as nights and weekends; Federal, State or University observed holidays; and emergency response to the University Campus during off hours. The hourly rate must include all costs associated with direct and indirect labor required to perform the services including travel, overhead and profit. No additional charges associated with labor will be allowed, including mileage or per diem rates.

Employee Classification	Regular Hours	Overtime Hours
NC Licensed Electrical Contractor Foreman	$	$
Journeyman Level Technician	$	$
Electrical Helper	$	$

Tariff	Description	Percentage
Temporary Tariff Surcharge % (Provide Description and Reasoning) →		___________%

Delivery and Installation:

The Vendor shall deliver Free-On-Board (FOB) Destination to the following locations:

- Successful Vendor shall complete delivery as specified for each project.

Delivery shall not be considered to have occurred until installation has been completed. Upon completion of the installation, the Vendor shall remove and properly dispose of all waste and debris from the installation site. The Vendor shall be responsible for leaving the installation area clean and ready to use.

Warranty:

Manufacturer's standard warranty shall apply. Vendors shall include a copy of the manufacturer's standard warranty with each respective quote.

Invoices:

Invoices associated with this convenience contract and associated purchase order(s) must include detailed material, labor, equipment and sub-contract costs in accordance with the rate schedules above including number of hours for each labor classification and copies of supporting material, equipment and sub-contract invoices.

Materials and Equipment: include a **"market basket"** of items ***typically*** needed to perform the tasks and/or services satisfactorily, and their respective pricing, according to the requirements of this bid:

Equipment Cost Proposal:

Provide a list of contractor-owned equipment that may be beneficial including type and size and hourly and daily rental rates or provide price sheet for contractor-owned equipment to be used during this contract. (If additional space is needed, please include on a separate sheet of paper and submit it with your bid response).

Equipment	Type and Size	Owned (O) / Rented (R)	Cost / Hour	Cost / Day
Example: Arc Flash Suit	Category 2 - XL	O	$	$
Example: Chain Hoist	Electric	R	$	$

Equipment Rental:

An hourly, daily, or monthly rate, whichever option is the most cost effective and best suited for the job for equipment rented by the contractor shall be detailed in the estimate. The contractor should demonstrate that they have tried to find the best available pricing for the rented equipment. A copy of all equipment invoices rented by the contractor for the project must be attached to UNCG invoice for partial or final project payment.

Subcontracted Services:

When allowed and expressly approved by the University ITS representative, a specialty subcontractor may be used throughout the contract term. Please provide a list of preferred subcontractors:

	Subcontractor Company Name	Contact Name	Contact Email Address	Contact Phone Number
1				
	Description of Subcontracted Services Provided →			
2				
	Description of Subcontracted Services Provided →			
3				
	Description of Subcontracted Services Provided →			
4				
	Description of Subcontracted Services Provided →			
5				
	Description of Subcontracted Services Provided →			
6				
	Description of Subcontracted Services Provided →			

UNCG is exempt from sales and/or use taxes on qualifying purchases. The UNCG Tax exempt number is 400004.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors are incorporated herein by this reference.

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions are incorporated herein by this reference.

ATTACHMENT D: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form.

ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor.

ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition.

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