

# **STATE OF NORTH CAROLINA**

## **DEPARTMENT OF ADULT CORRECTION**

**Invitation for Bid #: 52-IFB-2205457220-JJC**

### **PEST CONTROL SERVICES**

**Date of Issue: May 28, 2026**

**Bid Opening Date: June 25, 2026**

**At 2:00PM - ET**

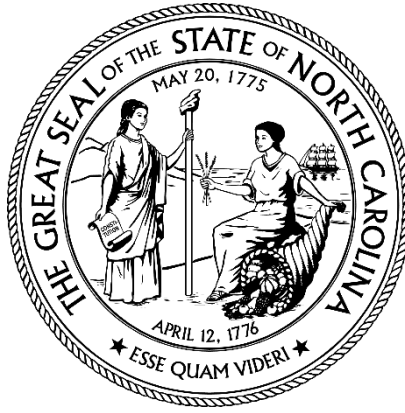
**Direct all inquiries concerning this RFQ to:**

**Jeffrey Just**

**Procurement Specialist III**

**Email: [jeffrey.just@dac.nc.gov](mailto:jeffrey.just@dac.nc.gov)**

**Phone: 919-906-0879**



## STATE OF NORTH CAROLINA

### Invitation for Bid #

**52-IFB-2205457220-JJC**

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>

<b>STATE OF NORTH CAROLINA DEPARTMENT OF ADULT CORRECTION</b>	
<p>Refer <u>ALL</u> Inquiries regarding this IFB to the procurement lead through the Message Board in the Sourcing Tool. See section 2.6 for details.</p>	<p>Invitation for Bid No.: 52-IFB-2205457220-JJC</p>
	<p>Bids will be publicly opened: June 25, 2026, 2:00PM – ET</p> <p>Microsoft Teams meeting</p> <p>Join:  <a href="https://teams.microsoft.com/meet/213156499098090?p=oNXCMKvEXMzehGPcfv">https://teams.microsoft.com/meet/213156499098090?p=oNXCMKvEXMzehGPcfv</a>                      Meeting ID: 213 156 499 098 090                      Passcode: eY3zP6uY</p>
	<p><a href="#">Need help?   System reference</a></p> <p>Dial in by phone                      +1 984-204-1487,,2304491# United States, Raleigh</p> <p><a href="#">Find a local number</a></p> <p>Phone conference ID: 230 449 1#                      Join on a video conferencing device                      Tenant key: ncgov@m.webex.com                      Video ID: 112 634 801 3</p>
<p>Using Agency: NC DAC – All Institutions</p>	<p>Commodity No. and Description: 721021 – Pest Control</p>
<p>Requisition No.: RQ279231</p>	

**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.

Bid Number: 52-IFB-2205457220-JJC

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

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

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

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

**VALIDITY PERIOD**

Offer shall be valid for at least ninety (90) 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.

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

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The purpose of this Invitation for Bids (IFB) is to seek competitive bids from qualified vendors to establish an Agency Contract to provide pest control services on an “as needed” basis if and when ordered by the Department of Adult Correction (DAC) with one or more licensed pest control vendors who can provide efficient and effective treatment and control of all pests in all of its facilities and buildings and as needed, treatment and control of all pests in and on the adjacent grounds, as defined in this contract.

### 1.1 BACKGROUND

The Department of Adult Correction operates and manages more than fifty (50) multiple-building correctional facilities, various commodity production plants, poultry and cattle farms, warehouses and numerous office buildings throughout the state. These facilities and buildings vary widely in size, floor layout and functionality. Many of the prison units have hundreds of inmates and staff, while other buildings have a very small number of inhabitants. All prison units have food service areas, bath areas, kitchen facilities, and dormitory areas, and other facilities have livestock barns and poultry houses. All facilities, regardless of size and function, have one thing in common, pests, which must be treated and controlled, and types of prevalence of pests vary considerably from one facility to the next. For bidding purposes, correctional facilities, manufacturing plants and administrative buildings to be covered by the agreement are divided into four (4) geographic areas, as follows:

- 1) Central Region
- 2) Eastern Region
- 3) South Central Region
- 4) Western Region

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

### 1.2 CONTRACT TERM

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the “Effective Date”) or July 1, 2026, whichever is later.

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 thirty (30) days before the end of the Contract’s then-current term. In addition to any optional renewal terms, and with the Vendor’s concurrence, the State reserves the right to extend the Contract after the last active term.

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

## 2.0 GENERAL INFORMATION

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### 2.1 INVITATION FOR BID DOCUMENT

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

### 2.2 E-PROCUREMENT FEE

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

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

#### What is the Ariba Network?

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

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

<http://eprocmnt.nc.gov/training/Vendor-training>.

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

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

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

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

**The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon during negotiations and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s bid as 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	May 28, 2026
Hold Urged and Cautioned Site Visit	State	See section 2.5 below for details
Submit Written Questions	Vendor	June 17, 2026, by 2:00PM
Provide Response to Questions	State	June 19, 2026
Submit Bids	Vendor	June 25, 2026, by 2:00PM
Contract Award	State	TBD

**2.5 SITE VISIT**

**Urged and Cautioned Site Visits**

**Instructions:** Vendor representatives **STRONGLY URGED and CAUTIONED** to schedule a site visit at any of those facilities (*service site*) listed in this document to apprise themselves of all data and conditions which may affect the performance of the work and service called for or reasonably implied by this Invitation for Bid. **Site visits should be scheduled prior to June 15, 2026.** Site visits may be scheduled by contacting the Point of Contact (POC) at each site listed under ATTACHMENT J: SITE LOCATION. Submission of a bid shall constitute sufficient evidence of this 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 bid.

Vendor is cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Invitation for Bid, must be confirmed by written addendum before it can be considered to be a part of this bid

Vendors may visit and thoroughly inspect each facility and its contiguous, adjacent grounds on which a bid is to be made. Vendors may consult with appropriate officials at each site to precisely determine the scope of work, e.g., which interior areas shall be treated monthly, which interior areas shall be treated on an “as needed” basis, the types of pests (not present) to be treated for and controlled, and the most appropriate time of day, week and month to perform the required services. For example, treatment for kitchens and dining areas shall not be scheduled during mealtimes.

**Date/Time:** Vendors shall contact the unit Superintendent, Administrative Officer, Maintenance Supervisor, or another manager to make arrangements for a pre-bid site visit.

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

## 2.6 BID QUESTIONS

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

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter “**IFB # 52-IFB-2205457220-JJC– Questions**” as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

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

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

## 2.7 BID SUBMITTAL

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

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

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

Tips for Using the Sourcing Tool

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

If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public

Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

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

**2.8 BID CONTENTS**

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

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

- a) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- b) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- c) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- d) Vendor’s Response: Section 4.10 Secretary of State Registration; 5.1 Vendor shall provide a copy of current state license with Bid response; 6.1 Contract Manager and Customer Service
- e) Completed version of ATTACHMENT A: PRICING FORM
- f) Completed and signed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- j) ATTACHMENT I: ALCOHOL/DRUG FREE WORKPLACE POLICY
- k) ATTACHMENT J: LIST OF FACILITY LOCATIONS

**2.9 ALTERNATE BIDS**

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: “Alternate Bid #52-IFB-2205457220-JJC [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, Vendor shall follow the specific instructions for uploading Alternate Bids in the Sourcing Tool.

**2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

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

**3.0 METHOD OF AWARD AND BID EVALUATION PROCESS**

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**3.1 METHOD OF AWARD**

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

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

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

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

**3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION**

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

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the 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 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 procurement lead named in this IFB regarding requirements of the IFB (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

**3.3 BID EVALUATION PROCESS**

Only responsive submissions will be evaluated.

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

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

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

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

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

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

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

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

**3.4 PERFORMANCE OUTSIDE THE UNITED STATES**

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

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

**3.5 INTERPRETATION OF TERMS AND PHRASES**

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

**4.0 REQUIREMENTS**

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

**4.1 PRICING**

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

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

**4.1.1 Import Tariff Temporary Surcharge**

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in **ATTACHMENT A: PRICING SUBMITTAL WORKBOOK** as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended to be temporary and based on current tariff implications specific to related commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any

temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The state is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

**4.2 TRANSPORTATION AND IDENTIFICATION**

The Vendor shall deliver Free-On-Board (FOB) Destination to any requested location within the State of North Carolina.

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 Purchasing Entity’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.

**4.3 FINANCIAL STABILITY**

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

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

**4.4 HUB PARTICIPATION**

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

**4.5 REFERENCES**

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

**4.6 BACKGROUND CHECKS**

Vendor and its personnel are required to provide or undergo background checks at Vendor’s expense prior to beginning work with the State. As part of Vendor background, the following details must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;

- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its bid herein or a statement that there are none.

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

**4.7 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:

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

**4.10 SUBCONTRACTORS**

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

**4.11 SECRETARY OF STATE REGISTRATION**

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award.

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

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

## 5.0 SCOPE OF WORK

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### 5.1 GENERAL SCOPE

The Department of Adult Correction (DAC) seeks treatment and control of pests which are currently present in its facilities and buildings and on the adjacent grounds or may reasonably be expected to appear at some point during the course of the contract.

**Termites and birds are NOT included.**

The Department of Adult Correction (DAC) requires the following:

- 1) **All pests** are included in the coverage except birds and termites. Services to treat for nuisance birds and termite infestations shall be established separately from the scope of this agreement.
- 2) **If the elimination of rodents requires the placement of rodent traps, vendor shall be responsible for supplying, monitoring, and disposing of rodent traps as needed.**
- 3) **All buildings** (unless excluded by site officials for security reasons) are included in the performance of this contract.
- 4) **All interior areas of each building** (unless excluded by site officials for security reasons) are included and shall be subject to monthly treatment.
- 5) **All contiguous, adjacent grounds** are included and shall be treated on an “as needed” basis. The adjacent grounds shall be identified and designated by appropriate site officials (POC), and the frequency of treatment in these areas shall be at the discretion of appropriate site officials. **This includes fire ants.** Adjacent fields containing livestock and crops are excluded from this contract.

The specific items and any specifications that the Procurement Entity is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

If DAC officials inform the pest control vendors that a particular pest has been seen, or that signs of a particular pest have been detected, the vendor(s) shall prepare on that visit or come prepared on the next visit to treat for that specific pest.

Vendors shall be expected to treat and keep under close, on-going control any and all varieties of insects, and all species of rodents, reptiles, spiders, (to include Brown Recluse and Black Widow) and all other pests which are now present, suspected or reasonably anticipated, inside, and in or on the contiguous, adjacent grounds of each facility and building covered by this agreement. Contiguous, adjacent grounds are generally defined as those grounds within the primary security fence of a prison complex within three (3) feet of each building. However, DAC site officials may want to expand or limit this definition, depending on the function and layout of the facility and the type of prevalence of pests which require treatment and control.

Contiguous and adjacent grounds to be included on a site-by-site basis. Vendors may be requested to treat contiguous, adjacent grounds on a regular monthly basis or on an “as needed” basis.

Vendors shall reasonably anticipate and shall be expected to treat for and control such common and uncommon pests as: flies, roaches, ants, mosquitoes, fleas, sand fleas, wasps, hornets, spiders, water bugs, rats, mice, fire ants, gnats, mites, crickets, beetles, snakes, scorpions, ticks, bees, love bugs, centipedes, moths, silverfish, fire ants, bedbugs, earwigs, and any other pests which are known to be present or may at some point be present and are appropriately reported to the vendors by DAC officials on a site-by-site basis.

#### A. Target Areas and Target Pests

As an **integral element** of the overall pest control strategy, vendors shall determine and identify, through site inspection visits and discussions with appropriate (knowledgeable) site officials, target areas and target pests.

Target areas are defined as those areas in or around a building where pests are most prevalent and are known to frequent in large numbers. Target areas shall receive primary, concentrated emphasis and treatment from the vendors. Each location will probably have several target areas, both inside and outside the buildings. For example, kitchens, garbage collection areas, barns, dining areas, food storage areas, bath areas, etc. **Target areas shall include offender living areas**

(unless excluded by site officials for security reasons). During the site visits, vendors and appropriate site officials shall identify, designate and concur on specific target areas.

**Clarification Statement:** It is noted here that target areas and target pests will not remain static but can reasonably be expected to vary during the course of the contract. For example, flies, roaches and other insects are more prevalent during warmer weather and tend to congregate in specific areas. Vendors and site officials shall maintain ongoing dialogue to ensure that target areas and target pests are accurately identified.

#### B. Frequency of Treatment

Vendors shall perform pest control services at each site not less than once each calendar month, each treatment visit being spaced approximately 27-30 days apart, whenever possible and practical. For example, if the first service visit for the month of January is on the 12<sup>th</sup>, the February treatment shall be scheduled, if possible and practical, between February 8<sup>th</sup> and February 11<sup>th</sup>. Some locations may require the frequency of services to occur more than once per month.

Awarded vendors shall meet and become acquainted with the primary contact person at the site. This contact person will be responsible for working in partnership with the vendors to coordinate and schedule all treatment visits. The Superintendent or Manager at each location will designate a primary contact person for pest control services.

**The vendor shall contact the unit designee to schedule each monthly service visit at least 24 hours in advance. Some locations may require service visits to occur after normal business hours. Upon arrival at the unit, the vendor technician shall announce his/her arrival to the unit designee prior to beginning work and discuss with the designee specific pest control problems which may exist. When work has been completed, the vendor technician shall complete the manifest and delivery receipt (ticket) and present them to the same unit designee prior to departing the site.**

#### C. Emergency Call-back

Approximately 5-7 days following a scheduled treatment, appropriate officials at the site shall make a determination as to the effectiveness of the treatment. If site officials have reason to believe the treatment was ineffective, they shall contact the vendors and request a second, follow-up treatment, explaining the reasons for the request and identifying the areas they feel require further treatment. The telephone notification will be followed by a written memorandum from the unit to the vendor, with a copy of the memo emailed to [jeffrey.just@dac.nc.gov](mailto:jeffrey.just@dac.nc.gov) in DAC Purchasing. Vendors shall respond to this emergency callback within 48 hours after receiving the request, revisit the site, and if vendors concur that additional treatment is needed, they shall re-treat those areas where treatment was ineffective. Emergency callback and treatment shall be at **no additional cost** to the Department, and shall not affect (extend, shorten or negate) the next scheduled monthly visit.

**Clarification Statement:** Vendors may not be REQUIRED to re-treat. A vendor's final decision on whether to re-treat or not shall be made by the vendor, following the vendor's investigation and good-faith discussion with appropriate site officials. However, vendors **ARE** expected to appear (make a return visit) and investigate when requested to do so by site officials.

#### D. Manifest / Delivery Tickets

**Following** each scheduled treatment and each emergency callback treatment, vendors shall furnish to appropriate officials at the site the following:

1. A checklist indicating the areas treated.
2. A list of chemicals used in each area.
3. A delivery receipt (ticket)\* signed by the exterminator's representative/technician **and** the appropriate site official that reflects the address, telephone number and name of vendor.
4. Obtain the signature of the authorized site official verifying that service has been rendered.
5. This must be done and will be monitored. Any deviation could result in non-compliance of contract.

#### E. Materials

The materials used in pest control treatment work shall conform to Federal, State, and local ordinances and laws and shall be acceptable to the Department of Adult Correction. Rodenticides shall be used with all due precaution to prevent the possibility of accident or injury to humans, domestic animals and pets. Special care shall be exercised in the use of liquid insecticides in areas having asphalt, mastic, or linoleum floor surfaces. All pest control work shall be performed in a safe, professional manner, in accordance with the most modern and effective pest control techniques and procedures. Vendors using chemicals considered hazardous or potentially hazardous to the health of humans and domestic animals, groundwater contamination, etc., shall furnish to the site official all appropriate and current MSDS (safety data sheets).

**F. Time Required for Each Treatment**

The amount of time a service technician shall spend at each facility on each visit will vary from one facility to the next. Therefore, no minimum or maximum time shall be stipulated. The service technician(s) shall be expected to remain at the site until a thorough and effective treatment has been administered in **all areas**. In some cases, due to the **size** of the facility, technician(s) may not be able to finish the job in a single day and shall be required to return to the site the following day to complete the work. No technician should come to a facility expecting to complete the task in 30 minutes.

**Clarification Statement:** A vendor may be able to adequately treat a facility in two hours on one visit, but that same facility **may** require three or **more** hours the next visit. The goal is to maintain pest-free facilities.

**G. Add-on Option**

DAC **reserves** the right to add or delete buildings / service areas during the term of the contract. When new buildings are added to an existing site or existing buildings are expanded and become operational, the pest control vendor **responsible** for the site will be requested to submit an amended price for the total facility complex. DAC reserves the right at any time to add space or reduce the amount of space to be treated, during the course of the contract.

**H. Fogging**

Officials at many DAC facilities feel that fogging is an effective pest control treatment method, particularly in food preparation and food service areas. Therefore, vendors shall quote a one-time price for fogging, for each facility, on ATTACHMENT A: PRICING FORM. Fogging shall be requested by the units, as needed, with a maximum of four per facility area, per year. The fogging treatments shall occur between scheduled monthly visits, if practical. For example, if a unit receives a monthly treatment on January 12, and the next monthly visit is scheduled for February 10, a fogging treatment, if requested by the unit, shall be administered on or about January 25. No specific number of fogging treatments are guaranteed by the Department. Some units may elect to use their total allotment on four fogging treatments during a calendar year; others may elect to use none. If a fogging is ordered for the kitchen, many pest control technicians think this only means the cook area. If vendor doesn't fog the dining area and storage rooms, then vendor is not performing a proper fogging. Vendor shall work with site staff to coordinate covering and cleaning surfaces during fogging process.

**Clarification Statement:** Units that request fogging treatments may have more than one (1) interior area within the compound to be fogged. If the vendor's fogging price for one (1) area is \$35 and the unit has two (2) areas to be fogged on each visit, the price for providing fogging services to that unit would be \$70 per trip. Vendors shall determine the number of areas to be fogged on a site-by-site basis.

**I. Service Technicians**

Vendors are reminded that much of the pest control services rendered pursuant to the terms and conditions of this agreement will be within the confines of correctional institutions and in close proximity to prison offenders. While delivering pest control treatment inside of the prison compounds, vendors' personnel shall abide by the rules, regulations, and instructions of correctional officers at all times. Vendor personnel and service technicians with **felony convictions** shall not be permitted to deliver, assist, or observe pest control services within a prison compound.

**J. Current State License**

Vendor shall provide a copy of current state license with Bid response and prior to any contract renewals if so opted by the State.

**5.2 DEVIATIONS**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.

DAC Contract Manager: Jeffrey Just, 919-866-3669, jeffrey.just@dac.nc.gov

**6.1 CONTRACT MANAGER**

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

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

**6.2 INVOICES**

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

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date and Buyer’s Purchase Order Number.

**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 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 six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the 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.

## 6.5 DISPUTE RESOLUTION

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

## 6.6 CONTRACT CHANGES

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

## 6.7 ATTACHMENTS

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

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

## 6.8 DAC ADDITIONAL TERMS

1. **ALCOHOL/DRUG FREE WORKPLACE POLICY:** A copy of the Department’s Alcohol/Drug Free Workplace Policy is attached to this solicitation. The contractor shall use reasonable and good faith efforts to ensure that employees/staff are aware of the Department’s policy. The contractor understands that its employees/staff are required to abide by these standards. The contractor further understands that possession, use, manufacture, or distribution of illegal drugs or alcohol in violation of this policy, by employees/staff participating in the performance of this contract, may result in immediate termination of this contract for cause.
2. **PREA:** The NC Department of Adult Correction is committed to a standard of zero-tolerance pertaining to unduly familiar or sexually abusive behavior either by another juvenile or by staff, volunteer, vendor, contractor or party. Staff, volunteers, vendors, contractors or parties are strictly prohibited from engaging in personal dealings or any conduct of a sexual nature with any inmate or juvenile. Conversation and conduct with any inmate or juvenile must be professional at all times. Sexual acts between a juvenile or inmate and staff, volunteer, vendor, contractor or party may violate North Carolina law. Additionally, sexual acts between a juvenile or inmate and staff member will contradict the standards of the federal Prison Rape Elimination Act of 2003 (PREA). Such acts also may be punishable, at a minimum, as a Class E felony in North Carolina. Under North Carolina, consent of the inmate or juvenile may not be available as a defense for an individual who is charged criminally based on sexual conduct with the inmate or juvenile. Also, pursuant to PREA standards, no juvenile or inmate can consent to engage in sexual activity with staff, volunteers, vendors, contractors or parties. Any contractual facility will comply with the national standards to prevent, detect, and respond to PREA (115.12, 212, 312) and permit the Department to monitor this aspect of the contract to ensure compliance with the PREA standards. As a valued partner with DAC, it is important to remember that if you become aware of a report of any incidents of unduly familiar or sexually abusive behavior or sexual harassment, you have a duty to report this information immediately to your contact person with the Agency, by email to [prea@dac.nc.gov](mailto:prea@dac.nc.gov), or the DAC PREA office at (919) 825-2754.

Additionally, it may violate North Carolina law to sell or give an inmate or juvenile any alcoholic beverages, barbiturate or stimulant drug, or any narcotic, poison or poisonous substance, except upon the prescription of a physician; and it may violate North Carolina law to give an inmate or juvenile any tobacco or tobacco products, alcohol, or cell phones. It may also violate NCDAC policy to convey to or take from any juvenile or inmate any

letters, or verbal messages; to convey any weapon or instrument by which to effect an escape, or that will aid in an assault or insurrection; to trade with any inmate for clothing or stolen goods or to sell any inmate any article forbidden by NCDAC policy.

By signing this document, you acknowledge that you understand and will abide by this policy as outlined above.

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**ATTACHMENT A: PRICING FORM**

Vendor shall furnish all necessary parts, labor, transportation, equipment, tools, materials and supplies as may be required to provide Pest Control Services for The North Carolina Department of Adult Correction in accordance with the terms and conditions and specifications fully incorporated herein.

**CENTRAL REGION**

UNIT NAME	PEST CONTROL TREATMENT PER MONTH COST (Each)	FOGGING TREATMENT AS NEEDED COST (Each)	TOTAL ANNUAL COST FOR PEST CONTROL
Anson Correctional Institution			
Anson Minimum Correctional Facility			
Anson Metal Products Plant Correction Enterprises			
Apex Office of Staff Development and Training (OSDT)			
Apex Central Pharmacy			
Apex Warehouse Facility			
Caswell Correctional Center			
Central Prison			
Central Prison Laundry			
Central Prison Healthcare Complex			
Central Supply Warehouse			
Construction and Major Maintenance Warehouse			
Dan River Prison Work Farm			
Division of Prisons Administration – 831 W. Morgan Street			
Division of Prisons Administration – 840 W. Morgan Street			
Division of Prisons Administration – 844 W. Morgan Street			
Enterprise Packaging Plant			
Facility Management Building – Western Boulevard			
Franklin Correctional Center			
Granville Correctional Institution			
Janitorial Products Plant – Warren (Correction Enterprises)			
NCCIW Sewing and Metal Tag Plant (Correction Enterprises)			

UNIT NAME	PEST CONTROL TREATMENT PER MONTH COST (Each)	FOGGING TREATMENT AS NEEDED COST (Each)	TOTAL ANNUAL COST FOR PEST CONTROL
North Carolina Correctional Institution for Women			
NCCIW (Raleigh CCW Campus)			
NCCIW Healthcare Facility			
Nash Correctional Institution			
North Piedmont CRV			
Nash Optical Plant (Correction Enterprises)			
Optical Plant			
Orange Correctional Center			
Piedmont S. Central Regional Maintenance Yard (Asheboro)			
Print Plant - Nash (Correction Enterprises)			
Quick Copy Plant (formerly Duplicating) Correction Enterprises			
Randolph Correctional Center			
Sandy Ridge Bus Terminal (DOP Bus Station)			
Sign Plant (Bunn, NC) Correction Enterprises			
Wake Correctional Center			
Wake Enterprise Admin Building			
Warehouse Engineering, Hodges Street, Raleigh			
Warren Correctional Institution			

**TOTAL EXTENDED PRICE FOR CENTRAL REGION: \$ \_\_\_\_\_**

- Vendor to provide a fixed price for Rodent Traps to include placement, monitoring and removal:

Price per rodent trap: \$ \_\_\_\_\_

**EASTERN REGION**

UNIT NAME	PEST CONTROL TREATMENT PER MONTH COST (Each)	FOGGING TREATMENT AS NEEDED COST (Each)	TOTAL ANNUAL COST FOR PEST CONTROL
Bertie Correctional Institution			
Carteret Correctional Center			
Chase Laundry (Correction Enterprises)			
Craven Correctional Institution			
DART Center (Formerly DART Cherry)			
Eastern Correctional Institution			
Eastern Regional Maintenance & Eastern Regional Office (Greenville)			
Greene Correctional Institution			
Hyde Correctional Institution			
Johnston Correctional Institution			
Maury Correctional Institution			
Neuse Correctional Institution			
Pamlico Correctional Institution			
Pasquotank Correctional Institution			
Roanoke River Correctional Institution			
Roanoke River Cannery			
Roanoke River Farms			
Tyrrell Prison Work Farm			

**TOTAL EXTENDED PRICE FOR EASTERN REGION: \$ \_\_\_\_\_**

- Vendor to provide a fixed price for Rodent Traps to include placement, monitoring and removal:

Price per rodent trap: \$ \_\_\_\_\_

**SOUTH CENTRAL REGION**

UNIT NAME	PEST CONTROL TREATMENT PER MONTH COST (Each)	FOGGING TREATMENT AS NEEDED COST (Each)	TOTAL ANNUAL COST FOR PEST CONTROL
Albemarle Correctional Institution			
Columbus Correctional Institution			
Columbus Sewing Plant			
Harnett Correctional Institution			
Lumberton Correctional Institution			
Moore County Recycling/ Sign Reclamation Plant			
Meat Processing Plant – Harnett (Correction Enterprises)			
New Hanover Correctional Center			
Pender Sewing (Plant Correction Enterprises)			
Pender Correctional Institution			
Richmond Correctional Institution			
Robeson CRV			
Sampson Correctional Institution			
Sampson Laundry			
Sandhills Maintenance Complex (Raeford)			
Sanford Correctional Center			
Scotland Correctional Institution <b>**REQUIRES SERVICE TWICE PER MONTH**</b>			
Scotland Sewing Plant			
South Central Regional Office (Raeford)			
South Coastal Office – OSDT (Raeford)			
Southeast Branch Maintenance Yard SE (Clinton)			
Southern Correctional Institution			
Southern Coastal Plains RE			
Tabor Correctional Institution			
Tabor Sewing Plant			

**TOTAL EXTENDED PRICE FOR SOUTH CENTRAL REGION: \$ \_\_\_\_\_**

- Vendor to provide a fixed price for Rodent Traps to include placement, monitoring and removal:

Price per rodent trap: \$ \_\_\_\_\_

<b>WESTERN REGION</b>			
<b>UNIT NAME</b>	<b>PEST CONTROL TREATMENT PER MONTH COST (Each)</b>	<b>FOGGING TREATMENT AS NEEDED COST (Each)</b>	<b>TOTAL ANNUAL COST FOR PEST CONTROL</b>
Alexander Correctional Institution			
Alexander Upholstery and Woodworking Plant - Statesville (Correction Enterprises)			
Avery Mitchell Correctional Institution			
Black Mountain CCW			
Broughton Laundry			
Caldwell Correctional Center			
Catawba Correctional Center			
Craggy Correctional Center – CLOSING SUMMER 2026			
Craggy Laundry – CLOSING SUMMER 2026			
Davidson Correctional Center			
Foothills Correctional Institution			
Foothills Minimum Custody Unit			
Foothills Burke CRV Campus			
Forsyth Correctional Center			
Gaston Correctional Center			
Lincoln Correctional Center			
Marion Correctional Institution			
Marion Sewing Plant			
Mountain View Correctional Institution			
Piedmont Reupholstery Plant			
Piedmont Correctional Institution			
Rutherford Correctional Center			
Western Region Maintenance Yard			
Western CCW			
Wilkes Correctional Center			

**TOTAL EXTENDED PRICE FOR WESTERN REGION: \$ \_\_\_\_\_**

- Vendor to provide a fixed price for Rodent Traps to include placement, monitoring and removal:

Price per rodent trap: \$ \_\_\_\_\_

**ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION**

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Solicitation #: \_\_\_\_\_

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

Historically Underutilized Businesses (HUBs) consist of minority, women, and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) from one of these categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, the disable, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing individual(s) from these categories as subcontractors to perform the functions required in this Solicitation. The Vendor shall respond to questions below, as applicable.

**PART I: HUB CERTIFICATION**

Is Vendor a NC-certified HUB entity?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, provide Vendor #: \_\_\_\_\_

If no, does Vendor qualify for certification as HUB?      Yes \_\_\_\_\_      No \_\_\_\_\_

Vendors that check “yes” will be referred to the HUB Office for assistance in acquiring certification.

Company Name	Company Address	Website Address	Contact Name	Contact Email	Contact Phone	NC HUB certified?	Percent of total bid price

**PART III: PROCUREMENT OF SERVICES - SUBCONTRACTORS**

For Services procurements, are you using Subcontractors to perform any of the services being procured under this solicitation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, then provide the following information:

Company Name	Company Address	Website Address	Contact Name	Contact Email	Contact Phone	NC HUB certified?	Percent of total bid price

Need more information?

Questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at 984-236-0130 or [huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov)

**ATTACHMENT E: CUSTOMER REFERENCE TEMPLATE**

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Solicitation #: \_\_\_\_\_

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

**Instructions:** Vendor shall use this template to submit three (3) customer references with its offer.

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

**ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR**

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Solicitation #: \_\_\_\_\_

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

In accordance with NC General Statute G.S. 143-59.4, Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of The Contract.

Vendor shall complete items 1 and 2 below.

1. Will any work under this Contract be performed outside of the United States?  YES - NO

If "YES":

- a) List the location(s) outside of the United States where work under the Contract will be performed by the Vendor, any subcontractors, employees, or any other persons performing work under the Contract.
- b) Specify the manner in which the resources or workers will be utilized:

2. Where within the United States will work be performed?

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**NOTES:**

- 1. The State will evaluate the additional risks, costs, and other factors associated with the utilization of workers outside of the United States prior to making an award.
- 2. Vendor shall provide notice in writing to the State of the relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons performing services under the Contract to a location outside of the United States.

All Vendor or subcontractor personnel providing call or contact center services to the State of North Carolina under the Contract shall disclose to inbound callers the location from which the call or contact center services are being provided.

**ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION**

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Solicitation #: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

The undersigned hereby certifies that: [check all applicable boxes]

The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: \_\_\_\_\_ (If no audit within past 18 months, explain reason below)

The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

The Vendor is current on all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of The Contract.

He or she is authorized to make the foregoing statements on behalf of the Vendor.

**Note:** This shall constitute a continuing certification and Vendor shall notify the Contract Lead within 30 days of any material change to any of the representations made herein.

— If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason(s) in the space below. Failure to include an explanation may result in Vendor being deemed non-responsive and its submission rejected in its entirety.



\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

**[This Certification must be signed by an individual authorized to speak for the Vendor]**

## **ATTACHMENT I: ALCOHOL/DRUG-FREE WORKPLACE POLICY**

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### POLICY

It is the policy of the Department of Adult Correction to provide a work environment free of alcohol and drugs in order to ensure the safety and well-being of employees, correctional clientele, and the general public. All employees of the Department of Adult Correction, including permanent full-time, trainee, and permanent part-time, permanent hourly, probationary, and temporary shall abide by this policy.

### PURPOSE

This document is intended to advise managers and employees of the guidelines of an alcohol/drug free workplace, and to set out the penalties for violation(s) of the guidelines.

### PROCEDURES/OPERATIONAL GUIDELINES

All employees of the Department of Adult Correction are expected to be physically and mentally prepared and able to perform their assigned duties throughout the workday. No employee shall report to the work site impaired by or suffering from the effects of drugs or alcohol.

Individuals reporting for work under the influence or the effects of alcohol and/or drugs shall be issued discipline, up to and including dismissal, consistent with the policy governing personal conduct.

No employee shall manufacture, distribute, or dispense controlled substances (drugs/alcohol) at the work site or away from the work site. No employee shall use "across the counter" medication to the point of impairment while at the work site, or in any situation which may bring discredit to the Department. Use or abuse shall be viewed as personal misconduct and shall be cause for immediate disciplinary action up to and including dismissal.

Possession of an illegal substance in any situation, at work or away from the work site shall be cause for discipline. Possession of controlled substances, i.e. Prescription medication or alcohol, must be in compliance with existing laws. Violations will result in discipline up to and including dismissal based on personal misconduct.

Employees who are arrested, detained, or served a warrant for any alcohol/drug related incident, at the work site or away from the work site have 24 hours to file a written report of the situation with the work unit supervisor/manager, i.e. Warden, Superintendent, Branch Manager. The work unit supervisor/manager shall make a recommendation for appropriate disciplinary action based on the facts of the case after conducting a thorough investigation.

If sufficient facts cannot be obtained due to pending litigation, the work unit supervisor/manager shall request, in writing, that any recommendation for disciplinary action be delayed until the court has disposed of the matter. Once the legal proceedings have been completed, the employee shall furnish a certified copy of the court disposition within 48 hours of the judgment. The recommendation for discipline shall be made at this time, if not previously addressed.

Any conviction of a drug or alcohol related offense, which occurred at the work site, shall be reported to the federal government by the Personnel Office; therefore, such offenses shall be reported to the Personnel Office by the appropriate manager so that the Personnel Office may comply with the requirement.

The Department of Adult Correction utilizes the State Employee Assistance Program (EAP) administered through the Office of State Personnel. The EAP provides employees with a comprehensive referral service to aid in coping with or overcoming personal problems, including drug and alcohol problems. Consultants with the State EAP will provide managerial/supervisory training and coordinate employee orientation.

**ATTACHMENT J: SITE LOCATIONS**

The following information is provided to assist prospective bidders determine the number of and location of DAC facilities. Point of Contact information may have changed between the creation of the following list and publication.

<b>CENTRAL REGION</b>	
<b>ANSON – METAL PRODUCTS PLANT</b> PO BOX 310 POLKTON, NC 28135 CAMDEN CHURCH RD – TEL 704-695-1400 POC: MIKE HORNE	<b>ANSON CORRECTIONAL INSTITUTION</b> 552 PRISON CAMP ROAD POLKTON, NC 28135 TEL – 704-272-4972
<b>ANSON MINIMUM</b> 246 PRISON CAMP ROAD POLKTON, NC 285135 TEL-704-694-1559 POC: DOUG CLANTON	<b>APEX OFFICE OF STAFF DEVELOPMENT AND TRAINING (OSDT)</b> MSC 4213, RALEIGH, NC 27699-4213 2211 SCHIEFFELIN ROAD, APEX, NC 27505 POC: CAROLYN TODD TEL-919-367-7100
<b>APEX CENTRAL PHARMACY</b> MSC 4213 RALEIGH, NC 27699-4213 2211 SCHIEFFELIN ROAD, APEX, NC 27505 POC: CAROLYN TODD TEL - 919-367-7100	<b>APEX WAREHOUSE FACILITY</b> PO BOX 29540, RALEIGH, NC 27626-0540 2301 SCHIEFFELIN ROAD, APEX, NC 27505 POC: KYLE BRADEN TEL- 919-387-1000
<b>CASWELL CORRECTIONAL CENTER</b> PO BOX 217, YANCEYVILLE, NC 27379 4444 COUNTRY HOME ROAD, BLANCH, NC POC: DAVID CASSADY TEL- 336-694-4531	<b>CENTRAL PRISON</b> 1300 WESTERN BLVD RALEIGH, NC 27606 POC: LT WILLIAM OATES TEL – 919-733-0800
<b>CENTRAL PRISON HEALTHCARE COMPLEX</b> 1300 WESTERN BLVD RALEIGH, NC 27606	<b>ENTERPRISE PACKAGING PLANT</b> 522 PRISON CAMP ROAD POLKTON, NC 28135
<b>CENTRAL PRISON LAUNDRY ANNEX</b> 1300 WESTERN BLVD RALEIGH, NC 27606-2148 POC: LT WILLIAM OATES TEL- 919-733-0800	<b>CENTRAL SUPPLY WAREHOUSE</b> 200 LEAGAN DRIVE RALEIGH, NC 27603 POC: GARY DUDLEY TEL- 919-662-4367
<b>CONSTRUCTION &amp; MAJOR MAINTENANCE/ WAREHOUSE ENGINEERING</b> 1401 HODGES STREET RALEIGH, NC 27604 TEL – 919-733-3649 POC: SCOTT SMITH	<b>DAN RIVER PRISON WORK FARM</b> PO BOX 820, YANCEYVILLE, NC 27379-0820 981 MURRAY ROAD, BLANCH, NC 27212 TEL – 336-694-1583 POC: PAUL JOSEY/CHERYL FUQUAY
<b>DOP ADMINISTRATION – RANDALL BLDG</b> 831 W MORGAN STREET RALEIGH, NC 27603-1658 POC: TRICIA DEAL TEL – 984-255-6002	<b>DOP ADMINISTRATION</b> 844 W MORGAN STREET RALEIGH, NC 27603-1658 POC: TRICIA DEAL TEL – 984-255-6002
<b>DOP ADMINISTRATION</b> 840 W MORGAN STREET RALEIGH, NC 27603-1657 POC: TRICIA DEAL TEL – 984-255-6002	<b>FACILITY MANAGEMENT BUILDING – WESTERN BLVD</b> 1400 WESTERN BOULEVARD RALEIGH, NC 27606 TEL – 919-618-9655
<b>FRANKLIN CORRECTIONAL CENTER</b> PO BOX 155 BUNN, NC 27508-0155 5918 HWY 39 SOUTH TEL – 919-496-6119 POC: LOUIS SOUTHALL	<b>GRANVILLE CORRECTIONAL INSTITUTION</b> 1001 VEAZY ROAD BUTNER, NC 27509 POC: ANDREW RIGGLEMAN TEL – 919-575-3070
<b>JANITORIAL PRODUCTS PLANT</b> 231 SOUL CITY BLVD NORLINA, NC 27563 POC: ITENA LYNCH TEL- 252-456-1168	<b>NCCIW SEWING &amp; METAL TAG PLANT</b> 1150 MARTIN LUTHER KING BLVD RALEIGH, NC 27610 POC: CHRISTOPHER WINSTEAD TEL – 919-733-0867
<b>NC CORRECTIONAL INSTITUTION FOR WOMEN (NCCIW)</b>	<b>NCCIW HEALTHCARE FACILITY</b>

1034 BRAGG STREET RALEIGH, NC 27610-3846 TEL – 919-733-4340 POC: LUIS DIAZ/ZACH RITTER	1034 BRAGG STREET RALEIGH, NC 27610
<b>NASH CORRECTIONAL INSTITUTION</b> PO BOX 600 NASHVILLE, NC 27856-0600 2869 US HWY 64A – TEL – 252-459-4455 POC: JEFF PERRY	<b>NORTH PIEDMONT CORRECTIONAL CENTER FOR WOMEN</b> 1400 THOMAS STREET LEXINGTON, NC 27292 TEL 336-242-1259 POC: DEBORAH CHRISTON / ISAAC ROGERS
<b>OPTICAL PLANT</b> ALT HWY 64A WEST NASHVILLE, NC POC: ERWIN SUGG TEL- 252-459-6200	<b>ORANGE CORRECTIONAL CENTER</b> 2110 CLARENCE WALTER RD HILLSBOROUGH, NC 27278-8746 POC: SHELTON ROGERS TEL – 919-732-9301
<b>PIEDMONT S. CENTRAL REGIONAL MAINTENANCE YARD</b> 2758 US HIGHWAY 220 BUSINESS SOUTH ASHEBORO, NC 27204 POC: APRIL GRUCA TEL – 336-629-0731	<b>PRINT PLANT</b> PO BOX 600 NASHVILLE, NC 27856-0600 HWY 64 WEST TEL – 252-459-6409 POC: JOSEPH JONES
<b>QUICK COPY PLANT (Formerly Duplicating)</b> 1150 MARTIN LUTHER KING JR BLVD RALEIGH, NC 27610 TEL 919-733-0175 POC: ZACHARY RITTER	<b>RANDOLPH CORRECTIONAL CENTER</b> PO BOX 4128 ASHEBORO, NC 27204-4128 2760 HWY 220 S (BUS) - TEL 336-625-2578 POC: SGT GERALD FREEMAN/ISAAC ROGERS
<b>SANDY RIDGE BUS TERMINAL (DOP BUS STATION)</b> 4711 SANDY CAMP ROAD HIGH POINT, NC 27265 TEL – 919-618-9655	<b>SIGN PLANT – BUNN</b> PO BOX 155 BUNN, NC 27508-0155 HWY 39 SOUTH – TEL 919-496-3095 POC: TONY RADFIRD
<b>WAKE CORRECTIONAL CENTER</b> 1000 ROCK QUARRY ROAD RALEIGH, NC 27610-3826 TEL – 919-733-7988 POC: ANTHONY PERRY	<b>WAKE ENTERPRISE ADMIN BUILDING</b> 225 US 70 HWY EAST GARNER, NC 27529 TEL – 919-618-9655
<b>WAREHOUSE ENGINEERING</b> 1301-1401 HODGES STREET RALEIGH, NC 27604 TEL – 919-618-9655	<b>WARREN CORRECTIONAL INSTITUTION</b> 379 COLLINS ROAD MANSON, NC 27553 POC: CHARLES ANDERSON TEL – 252-456-3400

**EASTERN REGION**

<b>BERTIE CORRECTIONAL INSTITUTION</b> 218 COOPER HILL ROAD WINDSOR, NC 27983 TEL – 252-794-8600 POC: DAVID BUCHANAN	<b>CARTERET CORRECTIONAL CENTER</b> P.O. BOX 220 NEWPORT NC 28570 1084 ORANGE ST - TEL 252-223-5100 POC MATTHEW SOLOMITO
<b>CHASE LAUNDRY (CORRECTION ENTERPRISE)</b> 201 STEVENS MILL ROAD GOLDSBORO, NC 27530 TEL 919-581-1037 POC: JERRY PHILLIPS	<b>CRAVEN CORRECTIONAL INSTITUTION</b> 600 ALLIGATOR RD / PO BOX 839 VANCEBORO, NC 28586 TEL 252-244-3337 EXT 5341 POC: SGT MARY PEELE / STEVE DELISLE
<b>DART CHERRY PROGRAM</b> PO BOX 812 GOLDSBORO, NC 27533-0812 HWY 581/ASHE STREET O'BERRY BLDG TEL – 919-731-7930 POC: WILLIAM GOODMAN	<b>EASTERN CORRECTIONAL INSTITUTION</b> PO BOX 215 MAURY, NC 28554-0215 HWY 903 – TEL 252-747-8101 POC: GILBERT SMITH
<b>EASTERN REGIONAL MAINTENANCE; E REG. OFFICE PERSONNEL (SAME BLDG, ONE PO)</b>	<b>GREENE CORRECTIONAL CENTER</b> PO BOX 39

401 W. BELVOIR RD GREENVILLE, NC 27835 POC HOPE WILLIS TEL 252-525-4446	MAURY, NC 28554-0039 2699 HWY 903 – TEL 252-747-3676 POC: CAPT. BENITA HOLLOWELL
<b>HYDE CORRECTIONAL INSTITUTION</b> 1305 STATE ROAD SWAN QUARTER, NC 27885 1305 STATE ROAD – TEL 252-926-1810 POC: GARY PRITCHETT	<b>JOHNSTON CORRECTIONAL CENTER</b> 2465 US HWY 70 WEST SMITHFIELD, NC 27577-7617 TEL 919-934-8388 POC: CODY RHODES
<b>MAURY CORRECTIONAL INSTITUTION</b> 2568 MOORE ROUSE ROAD HOOKERTON, NC 28538 TEL – 252-653-5333	<b>NEUSE CORRECTIONAL CENTER</b> 701 STEVENS MILL ROAD GOLDSBORO, NC 27533-8009 TEL 919-731-1967 POC: BOBBY RILEY
<b>PASQUOTANK CORRECTIONAL INSTITUTION</b> 100 KITTY HAWK LANE ELIZABETH CITY, NC 27909 527 COMMERCE DRIVE – TEL 252-331-4881 POC: DAVID MITCHELL/ KATINA JORDAN	<b>PAMLICO CORRECTIONAL INSTITUTION</b> 601 NORTH 3 <sup>RD</sup> STREET BAYBORO, NC 28515 TEL 252-745-3074
<b>ROANOKE RIVER CORRECTIONAL INSTITUTION</b> PO BOX 137 TILLERY, NC 27887 HWY 561 – TEL 252-826-5621 POC: JACKIE HESTER	<b>ROANOKE RIVER CANNERY</b> P.O. BOX 137 TILLERY NC 27887 HWY 561 - TEL 252-826-2263 POC: DAVID CONNOR
<b>ROANOKE RIVER PRISON FARM</b> PO BOX 137 TILLERY, NC 27887 HWY 561 – TEL 252-826-3821 POC: DAVID INSCOE	<b>TYRRELL PRISON WORK FARM</b> PO BOX 1216 620 SNELL ROAD, COLUMBIA, NC 27925 TEL 252-796-1085 POC: JAMES OLECKI
<b>SOUTH CENTRAL REGION</b>	
<b>ALBEMARLE CORRECTIONAL INSTITUTION</b> PO BOX 458 BADIN, NC 27253 – 44150 AIRPORT ROAD NEW LONDON, NC TEL 704-422-3036 POC: WILLIAM LISK	<b>COLUMBUS CORRECTIONAL INSTITUTION</b> PO BOX 8 BRUNSWICK, NC 28424-0008 1255 PRISON CAMP ROAD – TEL 910-642-3285 POC: MATTHEW HAYES
<b>COLUMBUS ENTERPRISE SEWING PLANT</b> 1201 PRISON CAMP ROAD WHITEVILLE, NC 28472-1201 POC: WANDA GERALD TEL 910-914-4182	<b>HARNETT CORRECTINAL INSTITUTION</b> PO BOX 1569 LILLINGTON, NC 27546-1569 1210 E MCHEILL STREET – TEL 910-893-2751 POC: ALAN STEPHENSON/CATHY JUDGE
<b>LUMBERTON CORRECTIONAL INSTITUTION</b> PO BOX 1649 LUMBERTON, NC 28359-1649 75 LEGEND ROAD – TEL 910-618-5574 POC: DALE MILLER	<b>MEAT PROCESSING PLANT (HARNETT)</b> PO BOX 1569 LILLINGTON, NC 27546-1569 1204 E MCNEILL STREET – TEL 910-893-4499 POC: TORREY LEACH
<b>MOORE CO RECYCLING / SIGN RECLAMATION PLANT</b> PO BOX 805 CARTHAGE, NC 28327-0805 981 PRIEST HILL ROAD – TEL 910-947-2316 POC: RICHARD NICHOLSON	<b>NEW HANOVER CORRECTIONAL CENTER</b> PO BOX 240 WILMINGTON, NC 28402-0240 332 DIVISION DRIVE – TEL 910-251-2666 POC: EDWARD BASDEN
<b>PENDER CORRECTIONAL CENTER</b> PO BOX 1058 BURGAW, NC 28425-1058 906 PENDERLEA ROAD – TEL 910-259-8735 POC: RAYMOND KRYNICKI	<b>PENDER SEWING PLANT</b> PO BOX 1058 BURGAW, NC 28425-1058 906 PERDERLEA ROAD TEL 910-259-8073 POC: JACQUELINE GORDON

<p><b>RICHMOND CORRECTIONAL (FORMERLY MORRISON)</b>                  PO BOX 169                  HOFFMAN, NC 28347-0169                  CADDEL ROAD – TEL 910-281-3161                  POC: CAPT. ROBYN COLEMAN / LEE SNELL</p>	<p><b>ROBESON CRV CENTER</b>                  872 NC HWY 711                  LUMBERTON, NC                  TEL 910-618-5535                  POC: JOSEPH BYRD / DALE MILLER</p>
<p><b>SAMPSON CORRECTIONAL INSTITUTION</b>                  INCLUDES ADJACENT MAINTENANCE YARD / 7 MINIMUM FACILITY                  PO BOX 9999, CLINTON, NC 28328-0999                  700 N. WEST BLVD – TEL 910-592-2151                  POC: ALAN BAGGETT</p>	<p><b>SAMPSON CENTRAL LAUNDRY</b>                  120 NORTH BLVD                  CLINTON, NC 28328-1810                  HWY 421 NORTH 2 M TEL 910-592-7968                  POC: JERRY PHILLIPS OR ALAN BAGGETT</p>
<p><b>SANFORD CORRECTIONAL CENTER</b>                  PO BOX 2490                  SANFORD, NC 27330-2490                  417 ADVANCEMENT CENTER RD – TEL 919-895-7036                  POC: PHILLIP VURRO / MELANIE SHELTON</p>	<p><b>SCOTLAND CORRECTIONAL INSTITUTION</b>                  PO BOX 1808                  LAURINBURG, NC 28353                  22385 MCGRITS BRIDGE RD – TEL 910-844-3078                  POC: KENNETH LOCKLEAR / CHRIS ADAMS</p>
<p><b>SCOTLAND SEWING PLANT</b>                  22385 MCGRITS BRIDGE ROAD                  LAURINBURG, NC 28352</p>	
<p><b>SANDHILLS MAINTENANCE COMPLEX</b>                  180 SANDHILLS DRIVE                  RAEFORD, NC 28376                  TEL 336-629-0731                  POC: APRIL GRUCA</p>	<p><b>DOP SOUTH CENTRAL REGIONAL OFFICE</b>                  180 SANDHILLS DRIVE, BLDG A                  RAEFORD, NC 28376                  TEL 910-944-2359                  POC: CHARISSA LILES</p>
<p><b>SOUTHEAST BRANCH MAINTENANCE</b>                  704 NORTHWEST BLVD.                  CLINTON, NC 28328                  TEL 336-629-0731                  POC: APRIL GRUCA</p>	<p><b>OSDT – SOUTH COASTAL OFFICE</b>                  180 SANDHILLS DRIVE                  RAEFORD, NC 28376                  TEL 910-944-4735                  POC: CORNELL DUNCAN / SIMONE BAILEY</p>
<p><b>SOUTHERN COASTAL PLAINS REGIONAL OFFICE</b>                  1 CIRCLE DRIVE                  RAEFORD, NC 28376                  TEL – 919-618-9655</p>	<p><b>SOUTHERN CORRECTIONAL</b>                  272 EAST GLEN ROAD                  TROY, NC 27371                  TEL 910-572-3784                  POC: WILLIAM ALLRED</p>
<p><b>TABOR CORRECTIONAL INSTITUTION</b>                  4600 SWAMP FOX HWY                  HWY 904 W                  TABOR CITY, NC 28463                  TEL 910-653-6413                  POC: CHRISTOPHER SOLES / WILLIAM SUGGS</p>	<p><b>TABOR SEWING PLANT</b>                  4600 SWAMP FOX HIGHWAY WEST                  TABOR CITY, NC 28463</p>
<b>WESTERN REGION</b>	
<p><b>ALEXANDER CORRECTIONAL INSTITUTION</b>                  PO BOX 909 TAYLORSVILLE, NC 28681                  633 OLD LANDFILL RD – TEL 828-632-1331                  POC: ALLEN HUFFMAN</p>	<p><b>ALEXANDER UPHOLSTERY AND WOODWORKING</b>                  633 OLD LANDFILL ROAD                  TAYLORSVILLE, NC 28681                  TEL 828-632-1331                  POC: TESS JANSEN</p>
<p><b>AVERY MITCHELL CORRECTIONAL INSTITUTION</b>                  600 AMITY PARK LANE                  SPRUCE PINE, NC 28777                  TEL 828-765-0229                  POC: HENRY “BUTCH” HOYLE</p>	<p><b>BLACK MOUNTAIN SUBSTANCE ABUSE TREATMENT CENTER</b>                  1449 NORTH FORK ROAD                  BLACK MOUNTAIN, NC 28711                  TEL 828-259-6200                  POC: DEBBIE HUGHES</p>
<p><b>BROUGHTON LAUNDRY</b>                  1000 S. STERLING AVENUE                  MORGANTON, NC 28655-3938                  TEL: 828-438-5571                  POC: TRAVIS PLEMMONS</p>	<p><b>BURKE CRV CENTER (FOOTHILLS CAMPUS)</b>                  5161 WESTERN AVE                  MORGANTON, NC                  TEL 828-433-4036                  POC: RICHARD BRISTOL</p>

<p><b>CALDWELL CORRECTIONAL CENTER</b>                  480 PLEASANT ROAD                  LENOIR, NC 28645                  TEL 828-726-2509 EXT 224                  POC: MICHELLE MILLS</p>	<p><b>CATAWBA CORRECTIONAL CENTER</b>                  1347 PRISON CAMP ROAD                  NEWTON, NC 28658                  OFF HWY 321 – TEL 828-466-5521                  POC: TIMOTHY MAYNOR</p>
<p><b>CRAGGY PRISON LAUNDRY</b>                  PO BOX 8909                  HWY 251 NORTH (BEHIND OLD PRISON)                  TEL 828-232-2425                  POC: MICHAEL GREENE</p>	<p><b>CRAGGY CORRECTIONAL CENTER</b>                  PO BOX 8909                  ASHEVILLE, NC 28814-8909                  HWY 251 NORTH – TEL 828-645-5315                  POC: JONATHAN WARREN / PATRICIA MCENTIRE</p>
<p><b>DAVIDSON CORRECTIONAL CENTER</b>                  1400 THOMASON STREET                  LEXINGTON, NC 27292-5924                  TEL 336-249-7528                  POC: BENJAMIN BURTON</p>	<p><b>FOOTHILLS CORRECTIONAL CENTER</b>                  5161 WESTERN AVENUE                  MORGANTON, NC 28655-7643                  5150 WESTERN AVE – TEL 828-438-5585                  POC: CAPT. JAMES GOODSON</p>
<p><b>FOOTHILLS MINIMUM CUSTODY UNIT</b>                  5150 WESTERN AVENUE                  MORGANTON, NC 28655-7643                  5150 WESTERN AVE – TEL 828-438-5585                  POC: CAPT. JAMES GOODSON</p>	<p><b>FORSYTH CORRECTIONAL CENTER</b>                  307 CRAFT DRIVE                  WINSTON SALEM, NC 27105-2539                  TEL 336-896-7041                  POC: STEVN NIDAY / TIMOTHY CISCEL</p>
<p><b>GASTON CORRECTIONAL CENTER</b>                  PO BOX 556 / 520 JUSTICE COURT                  DALLAS NC, 28034-0556                  HWY 279 WEST – TEL 704-922-3861                  POC: CHRISTOPHER NICHOLS</p>	<p><b>LINCOLN CORRECTIONAL CENTER</b>                  464 ROPER DRIVE                  LINCOLNTON, NC 28092                  TEL 704-735-0485                  POC: JEFFREY MCGHEE</p>
<p><b>MARION CORRECTIONAL INSTITUTION</b>                  PO BOX 2405                  MARION, NC 28752-2405                  HENREDON ROAD – TEL 828-659-7810                  POC: BRET BULLIS / CAPT. VERNON RICHARDS</p>	<p><b>MOUNTAIN VIEW CORRECTIONAL INSTITUTION</b>                  PO BOX 708                  SPRUCE PINE, NC 28777                  545 AMITY PARK ROAD – TEL 828-765-0956                  POC: DEXTER GIBBS / DARRELL WOODY</p>
<p><b>PIEDMONT CORRECTIONAL INSTITUTION</b>                  1245 CAMP ROAD                  SALISBURY, NC 28147-9222                  1245 CAMP ROAD – TEL 704-639-7540                  POC: JEFF LANNING / WESLEY MABRY</p>	<p><b>PIEDMONT REUPHOLSTERY PLANT</b>                  1245 CAMP ROAD                  SALISBURY, NC 28147-1245                  TEL 704-639-7947                  POC: RICHARD ATHAY</p>
<p><b>RUTHERFORD CORRECTIONAL CENTER</b>                  PO BOX 127                  SPINDALE, NC 28160-0127                  901 LEDBETTER ROAD TEL 828-286-4121                  POC: TIM SHELTON</p>	<p><b>SEWING PLANT – MARION</b>                  PO BOX 2405                  MARION, NC 28752-2405                  HENREDON ROAD – TEL 828-659-6002                  POC: MARK WILLIAMS</p>
<p><b>WESTERN REGION MAINTENANCE YARD</b>                  3205 FRIENDLY PARK RD                  LENOIR, NC 28645                  TEL 828-726-2517                  POC: JONATHAN ZIMMERMAN</p>	<p><b>WESTERN CORRECTIONAL CENTER (formerly Swannanoa)</b>                  55 LAKE EDEN ROAD                  BLACK MOUNTAIN, NC 28711                  TEL 828-259-6000                  POC: APRIL SHOUP</p>
<p><b>WILKES CORRECTIONAL CENTER</b>                  404 STATESVILLE ROAD                  N WILKSBORO, NC 28659                  TEL 828-726-2517                  POC: RALPH PRINCE / WENDY JOHNSON</p>	