



**STATE OF NORTH CAROLINA**

**Pitt Community College**

**Invitation for Bid #: 115-6176**

**Waste Removal Services**

**Date of Issue: March 21, 2025**

**Bid Opening Date: April 16, 2025**

**At 2:00 PM ET**

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

**Jane Alligood**

**Director of Purchasing & Contracts**

**Email: [jralligood610@my.pittcc.edu](mailto:jralligood610@my.pittcc.edu)**

**Phone: 252-493-7641**



## STATE OF NORTH CAROLINA

### Invitation for Bid #

**115-6176**

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

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

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

\_\_\_\_\_  
Vendor eVP#

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

***Electronic responses ONLY will be accepted for this solicitation.***



## STATE OF NORTH CAROLINA Pitt Community College

<b>Refer <u>ALL</u> Inquiries to: Jane Alligood</b> <b>Director of Purchasing &amp; Contracts</b> <b>E-Mail: <a href="mailto:jralligood610@my.pittcc.edu">jralligood610@my.pittcc.edu</a></b>	<b>Invitation for Bid #: 115-6176</b>
	<b>Bids will be publicly opened: April 16, 2025 @ 2:00 PM ET</b>
<b>Using Agency: Pitt Community College</b>	<b>Commodity No. and Description: 761216 Nonhazardous waste disposal</b>
<b>Requisition No.: N/A</b>	

### 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 PCC, or from any person seeking to do business with PCC. By execution of this response to the IFB, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

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

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

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

**VALIDITY PERIOD**

Offer shall be valid for at least one-hundred twenty (120) days from date of bid opening, unless otherwise stated here: \_\_\_\_\_ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

**ACCEPTANCE OF BIDS**

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

**FOR STATE USE ONLY:** Offer accepted and Contract awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, as indicated on the attached certification, by \_\_\_\_\_.

(Authorized Representative of Pitt Community College)

## Contents

<b>1.0</b>	<b>PURPOSE AND BACKGROUND .....</b>	<b>5</b>
<b>1.1</b>	<b>CONTRACT TERM .....</b>	<b>5</b>
<b>2.0</b>	<b>GENERAL INFORMATION.....</b>	<b>5</b>
<b>2.1</b>	<b>INVITATION FOR BID DOCUMENT.....</b>	<b>5</b>
<b>2.2</b>	<b>E-PROCUREMENT FEE .....</b>	<b>5</b>
<b>2.3</b>	<b>NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS.....</b>	<b>5</b>
<b>2.4</b>	<b>IFB SCHEDULE .....</b>	<b>6</b>
<b>2.5</b>	<b>BID QUESTIONS.....</b>	<b>6</b>
<b>2.6</b>	<b>BID SUBMITTAL .....</b>	<b>6</b>
<b>2.7</b>	<b>BID CONTENTS .....</b>	<b>7</b>
<b>2.8</b>	<b>ALTERNATE BIDS.....</b>	<b>7</b>
<b>2.9</b>	<b>DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....</b>	<b>7</b>
<b>3.0</b>	<b>METHOD OF AWARD AND BID EVALUATION PROCESS .....</b>	<b>8</b>
<b>3.1</b>	<b>METHOD OF AWARD.....</b>	<b>8</b>
<b>3.2</b>	<b>CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....</b>	<b>8</b>
<b>3.3</b>	<b>BID EVALUATION PROCESS .....</b>	<b>8</b>
<b>3.4</b>	<b>PERFORMANCE OUTSIDE THE UNITED STATES .....</b>	<b>9</b>
<b>3.5</b>	<b>INTERPRETATION OF TERMS AND PHRASES.....</b>	<b>9</b>
<b>4.0</b>	<b>REQUIREMENTS .....</b>	<b>9</b>
<b>4.1</b>	<b>PRICING.....</b>	<b>10</b>
<b>4.2</b>	<b>INVOICES.....</b>	<b>10</b>
<b>4.3</b>	<b>FINANCIAL STABILITY .....</b>	<b>10</b>
<b>4.4</b>	<b>HUB PARTICIPATION .....</b>	<b>10</b>
<b>4.5</b>	<b>REFERENCES .....</b>	<b>10</b>
<b>4.6</b>	<b>BACKGROUND CHECKS.....</b>	<b>10</b>
<b>4.7</b>	<b>PERSONNEL.....</b>	<b>10</b>
<b>4.8</b>	<b>VENDOR'S REPRESENTATIONS .....</b>	<b>11</b>
<b>4.9</b>	<b>AGENCY INSURANCE REQUIREMENTS MODIFICATION .....</b>	<b>11</b>
<b>5.0</b>	<b>SPECIFICATIONS AND SCOPE OF WORK .....</b>	<b>11</b>
<b>5.1</b>	<b>SPECIFICATIONS .....</b>	<b>12</b>
<b>5.2</b>	<b>TASKS/DELIVERABLES .....</b>	<b>12</b>
<b>5.3</b>	<b>DEVIATIONS.....</b>	<b>14</b>
<b>6.0</b>	<b>CONTRACT ADMINISTRATION.....</b>	<b>15</b>

<b>6.1 CONTRACT MANAGER AND CUSTOMER SERVICE .....</b>	<b>15</b>
<b>6.2 CONTINUOUS IMPROVEMENT .....</b>	<b>15</b>
<b>6.3 ACCEPTANCE OF WORK.....</b>	<b>15</b>
<b>6.4 TRANSITION ASSISTANCE.....</b>	<b>16</b>
<b>6.5 PRICE ADJUSTMENTS.....</b>	<b>16</b>
<b>6.6 DISPUTE RESOLUTION.....</b>	<b>16</b>
<b>6.7 CONTRACT CHANGES.....</b>	<b>16</b>
<b>7.0 ATTACHMENTS.....</b>	<b>17</b>
<b>ATTACHMENT A: PRICING.....</b>	<b>17</b>
<b>ATTACHMENT B: INSTRUCTIONS TO VENDORS .....</b>	<b>22</b>
<b>ATTACHMENT C: NORTH CAROLINA GENERAL TERMS &amp; CONDITIONS.....</b>	<b>22</b>
<b>ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.....</b>	<b>22</b>
<b>ATTACHMENT E: CUSTOMER REFERENCE FORM .....</b>	<b>22</b>
<b>ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR .....</b>	<b>22</b>
<b>ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION .....</b>	<b>22</b>
<b>ATTACHMENT H: DESIGNATED DAYS FOR TRASH &amp; CARDBOARD PICKUP .....</b>	<b>23</b>
<b>ATTACHMENT I-a: DUMPSTER LOCATION MAPS – 1 OF 3 – MAIN CAMPUS .....</b>	<b>24</b>
<b>ATTACHMENT I-b: DUMPSTER LOCATION MAPS – 2 OF 3 – GREENVILLE CENTER &amp; LET .....</b>	<b>25</b>
<b>ATTACHMENT I-c: DUMPSTER LOCATION MAPS - 3 OF 3 – FARMVILLE CENTER &amp; FIRING RANGE .....</b>	<b>26</b>

## 1.0 PURPOSE AND BACKGROUND

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The purpose of the Invitation of Bids (IFB) is to seek competitive bids from qualified Vendors to provide waste removal and recycling services at various Pitt Community College (PCC) campus locations. PCC has five (5) campus sites located in Pitt County that require services. The successful Vendor will provide all labor, dumpsters, and services required to collect trash from PCC's on-campus and off-campus locations and deliver said materials to the appropriate locations for disposal. Below are the five (5) locations:

- PCC Main campus - 1986 Pitt Tech Road, Winterville, NC
- Law Enforcement Training Center (LET) – 2096 Central Park Drive, Winterville, NC
- Greenville Center – 3107 South Memorial Drive, Greenville, NC
- PCC Farmville Center – 8880 West Marlboro Road, Farmville, NC
- Public Safety Training Center (Firing Range) – 2833 Ellen Farm Rd, Bethel, NC

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

### 1.1 CONTRACT TERM

The Contract shall have an initial term of three (3) years, beginning on the date of final Contract execution (the "Effective Date") or July 1, 2025, whichever is later.

At the end of the Contract's initial term, PCC 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. PCC 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, PCC 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 NOT an E-Procurement solicitation. Paragraph entitled ELECTRONIC PROCUREMENT subsections (d) and (e) of the North Carolina General Contract Terms and Conditions, do not apply to this solicitation.**

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

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

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

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If PCC 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. PCC 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, PCC 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).

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

## 2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	PCC	March 21, 2025
Submit Written Questions	Vendor	April 4, 2025 no later than 5:00 PM ET
Provide Response to Questions	PCC	April 11, 2025 by midnight
Deadline to Submit Bids / Bid Opening	Vendor	April 16, 2025 @ 2:00 PM ET
Tentative Contract Award	PCC	May 30, 2025
Contract Start Date	PCC	July 1, 2025

## 2.5 BID QUESTIONS

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

Written questions shall be emailed to [jraligood610@my.pittcc.edu](mailto:jraligood610@my.pittcc.edu) by the date and time specified above. Vendors should enter "IFB # 115-6176: Questions" as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

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

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

## 2.6 BID SUBMITTAL

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

If applicable to this IFB and using eVP, all proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: <https://eprocurement.nc.gov/news-events/evp-updates-vendors>.



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

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

## 2.7 BID CONTENTS

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

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

- a) Cover Letter, which must include all of the following: (i) a statement that confirms that the Vendor has read the IFB in its entirety, including all links, and all Addenda released in conjunction with the IFB; (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- d) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- e) Vendor's Response
  - 1. Certificate of Liability to be provided with Proposal Section 5.0 SPECIFICATIONS AND SCOPE OF WORK
  - 2. Responses to Required Specifications Section 5.1 SPECIFICATIONS
  - 3. Responses to Section 6.1 CONTRACT MANAGER AND CUSTOMER SERVICE
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- k) Completed version of ATTACHMENT H: DESIGNATED DAYS FOR TRASH & CARDBOARD PICKUP

## 2.8 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: **"Alternate Bid #115-6176 [for 'name of Vendor']"**. Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

## 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

### **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 PCC 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 PCC'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, PCC 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 PCC to do so.

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

#### **3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION**

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

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

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

#### **3.3 BID EVALUATION PROCESS**

Only responsive submissions will be evaluated.

**PCC 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 PCC 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 PCC.

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

PCC 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 PCC.

### **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, PCC 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 PCC:

- a) Total cost to PCC
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of PCC's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand PCC's business requirements and internal operational culture
- g) Particular risk factors such as the security of PCC'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 PCC; 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, PCC will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy PCC'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 PCC 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 PCC 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 PCC for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's response.

#### **4.2 INVOICES**

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

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

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

#### **4.3 FINANCIAL STABILITY**

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

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. PCC 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 PCC 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 provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. PCC 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**

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

#### **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 PCC. 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. PCC will approve or disapprove the requested substitution in a timely manner. PCC may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, PCC 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 PCC under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

#### **4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION**

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

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

#### **5.0 SPECIFICATIONS AND SCOPE OF WORK**

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PCC is seeking a waste disposal service provider for the main campus and its off-site locations. The successful Vendor will provide all labor, tools, equipment, materials, dumpsters, and services required to collect Municipal Solid Waste from the designated PCC locations and dispose of it in accordance to Industry standard and North Carolina rules and regulations. Vendor must be licensed to do business in North Carolina. All Drivers must be licensed and insured to drive the vehicle required to empty the dumpsters and dispose of collected waste. PCC will require a copy of Vendor’s Certificate of Liability as part of the proposal.

## 5.1 SPECIFICATIONS

The Vendor must be able to provide the following dumpsters, empty the collected waste, and dispose of it in the local landfills. PCC will need a total of thirty-one (31) dumpsters. The general specifications for dumpsters are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award. **Each 4-yard or 8-yard dumpster shall be labeled as “Trash” or “Cardboard”.**

### VENDOR'S RESPONSE

<i>Quantity</i>	<i>Specifications</i>	<i>Product/Service Offered Meets Specification</i>
12	4 Yard Front Load Trash Dumpster with Plastic Lids and must have side access	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	8 Yard Front Load Trash Dumpster with Plastic Lids and must have side access	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	8 Yard Front Load Cardboard Dumpster with Plastic Lids	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	20 Yard Open Top Construction Dumpster	<input type="checkbox"/> YES <input type="checkbox"/> NO
1	30 Yard Open Top Construction Dumpster	<input type="checkbox"/> YES <input type="checkbox"/> NO
1	30 Yard Commingled Dumpster	<input type="checkbox"/> YES <input type="checkbox"/> NO

The Vendor who is awarded this IFB must be flexible with the number of dumpsters that are required. PCC is starting out with a total of thirty-one (31). As new projects and renovations are completed and the buildings become occupied, additional dumpsters will be required. Quantity and size will be determined at the appropriate time. Adjustments will be made to the open order and the IFB will be amended accordingly.

## 5.2 TASKS/DELIVERABLES

Initially, the Vendor will be required to deliver and set in place thirty-one (31) dumpsters within five (5) days of final Contract execution (the “Effective Date”) or July 1, 2025, according to the Pitt Community College Waste Containers and Locations table provided below. See ATTACHMENT I for locations of each dumpster indicated with a yellow triangle. Once in place, the Vendor will start collection, transporting, and disposing of the waste for each dumpster as requested in the table.

1. When emptying each dumpster, it is required the dumpster be put back in the exact location they were found.
2. In the event the Vendor is not able to accomplish this task on any given day, please contact the Facilities Services Department. Provide a reason for the interruption in service and a solution to the problem.
3. Immediately report any damage found while performing the work to the Facilities Services Department. The Vendor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of Vendor personnel while performing the work on PCC properties.
4. In the event that there is a failure of any of the Vendor’s dumpsters, the Vendor will be required to replace it at no cost to PCC. Contact the Facilities Services Department to arrange for the replacement. If the failure poses an immediate danger or even a concern, it is to be replaced immediately.

The following is a list of waste containers (dumpsters) needed for each location. The requested dumpster size and quantity is included for each location.

## Pitt Community College Waste Containers and Locations

PCC Main campus - 1986 Pitt Tech Road, Winterville, NC				
	Location of Dumpster	Qty	Type of Container	Frequency of Disposal
1	Humber	1	4 yd trash	Weekly
2	Vernon White	1	4 yd trash	Weekly
3	Vernon White	1	8 yd cardboard	Weekly
4	Everette	1	4 yd trash	Weekly
5	Fulford	1	4 yd trash	Weekly
6	Fulford	1	8 yd cardboard	Weekly
7	Reddrick	1	8 yd trash	Weekly
8	Leslie	1	4 yd trash	Weekly
9	Goess Student Center	1	4 yd trash	Weekly
10	Goess Student Center	1	8 yd cardboard	Weekly
11	Goess Student Center	1	8 yd trash	3 times per week
12	AB Whitley	1	4 yd trash	Weekly
13	Goess CIT	1	4 yd trash	Weekly
14	Facilities Services	1	4 yd trash	Weekly
15	Facilities Services	1	8 yd cardboard	Weekly
16	Williams	1	8 yd trash	Weekly
17	Russell	1	8 yd trash	Weekly
18	Russell	1	8 yd cardboard	Weekly
19	Ball Field	1	4 yd trash	Weekly
20	Smith	1	4 yd trash	Weekly
21	Smith	1	8 yd cardboard	Weekly

<b>PCC Main campus - 1986 Pitt Tech Road, Winterville, NC (AS NEEDED DISPOSAL)</b>				
22	CIT Construction	1	20 yd open top	As Needed
23	CIT Construction	1	20 yd open top	As Needed
24	Facilities Services Construction	1	30 yd open top	As Needed
25	Facilities Services Recycling	1	30 yd commingle	As Needed

<b>Law Enforcement Training Center (LET) – 2096 Central Park Drive, Winterville, NC</b>				
26	Law Enforcement Center	1	4 yd trash	Weekly

<b>Greenville Center – 3107 South Memorial Drive, Greenville, NC</b>				
27	Greenville Center	1	8 yd trash	Weekly
28	Greenville Center	1	8 yd cardboard	Weekly

<b>PCC Farmville Center – 8880 West Marlboro Road, Farmville, NC</b>				
29	Farmville Center	1	8 yd trash	Monthly

<b>Public Safety Training Center (Firing Range) – 2833 Ellen Farm Rd, Bethel, NC</b>				
30	Firing Range	1	8 yd trash	Weekly
31	Firing Range	1	8 yd cardboard	Weekly

### 5.3 DEVIATIONS

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



## 6.0 CONTRACT ADMINISTRATION

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

### 6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

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

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

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

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

### 6.2 CONTINUOUS IMPROVEMENT

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

### 6.3 ACCEPTANCE OF WORK

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

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

#### **6.4 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 PCC, at the option of PCC, for up to three (3) 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 PCC or its designees. If PCC 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. PCC 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 PRICE ADJUSTMENTS**

Prices proposed by the Vendor shall be firm against any increase for thirty (30) days from the effective date of the Contract. Price increase requests shall be submitted in writing to the Contract Lead, which shall include the reason(s) for the request and contain supporting documentation for the need. Price increases will be negotiated and agreed to by both PCC and Vendor in advance of any price increase going into effect. PCC is not obligated to accept pricing adjustments or increases and reserves the right to accept or reject them in part or in whole. Price de-escalation or decreases may be requested by PCC at any time.

#### **6.6 DISPUTE RESOLUTION**

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

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

#### **6.7 CONTRACT CHANGES**

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

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## 7.0 ATTACHMENTS

### **\*\*IMPORTANT NOTICE\*\***

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

#### **ATTACHMENT A: PRICING**

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

<b>YEAR ONE July 1, 2025 - June 30, 2026</b>				
<b>Location</b>	<b>Qty</b>	<b>Container Size/Type</b>	<b>Monthly Price</b>	<b>Annual Cost</b>
PCC Main Campus	11	4-Yard Trash Dumpster	\$	\$
PCC Main Campus	4	8-Yard Trash Dumpster	\$	\$
PCC Main Campus	6	8-Yard Cardboard Dumpster	\$	\$
LET Center	1	4-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Cardboard Dumpster	\$	\$
Farmville Center	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Cardboard Dumpster	\$	\$
<b>YEAR ONE July 1, 2025 - June 30, 2026 TOTALS</b>			\$	\$
<b>CIT Construction - (2) 20-Yard Open Top Dumpsters</b>				
Monthly Rental Fee			\$	
Haul Fee			\$	
Disposal Cost per Ton, as needed			\$	
<b>Facilities Construction - (1) 30-Yard Open Top Dumpster</b>				
Monthly Rental Fee			\$	
Haul Fee			\$	
Disposal Cost per Ton, as needed			\$	
<b>Facilities Recycling - (1) 30-Yard Commingle Dumpster</b>				
Monthly Rental Fee			\$	
Haul Fee			\$	
Disposal Cost per Ton, as needed			\$	

**YEAR TWO July 1, 2026 - June 30, 2027**

Location	Qty	Container Size/Type	Monthly Price	Annual Cost
PCC Main Campus	11	4-Yard Trash Dumpster	\$	\$
PCC Main Campus	4	8-Yard Trash Dumpster	\$	\$
PCC Main Campus	6	8-Yard Cardboard Dumpster	\$	\$
LET Center	1	4-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Cardboard Dumpster	\$	\$
Farmville Center	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Cardboard Dumpster	\$	\$
<b>YEAR TWO July 1, 2026 - June 30, 2027 TOTALS</b>			\$	\$

**CIT Construction - (2) 20-Yard Open Top Dumpsters**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**Facilities Construction - (1) 30-Yard Open Top Dumpster**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**Facilities Recycling - (1) 30-Yard Commingle Dumpster**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**YEAR THREE July 1, 2027 - June 30, 2028**

Location	Qty	Container Size/Type	Monthly Price	Annual Cost
PCC Main Campus	11	4-Yard Trash Dumpster	\$	\$
PCC Main Campus	4	8-Yard Trash Dumpster	\$	\$
PCC Main Campus	6	8-Yard Cardboard Dumpster	\$	\$
LET Center	1	4-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Cardboard Dumpster	\$	\$
Farmville Center	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Cardboard Dumpster	\$	\$
<b>YEAR THREE July 1, 2027 - June 30, 2028 TOTALS</b>			\$	\$

**CIT Construction - (2) 20-Yard Open Top Dumpsters**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**Facilities Construction - (1) 30-Yard Open Top Dumpster**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**Facilities Recycling - (1) 30-Yard Commingle Dumpster**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**OPTIONAL YEAR FOUR July 1, 2028 - June 30, 2029**

Location	Qty	Container Size/Type	Monthly Price	Annual Cost
PCC Main Campus	11	4-Yard Trash Dumpster	\$	\$
PCC Main Campus	4	8-Yard Trash Dumpster	\$	\$
PCC Main Campus	6	8-Yard Cardboard Dumpster	\$	\$
LET Center	1	4-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Cardboard Dumpster	\$	\$
Farmville Center	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Cardboard Dumpster	\$	\$
<b>YEAR FOUR July 1, 2028 - June 30, 2029 TOTALS</b>			\$	\$

**CIT Construction - (2) 20-Yard Open Top Dumpsters**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**Facilities Construction - (1) 30-Yard Open Top Dumpster**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**Facilities Recycling - (1) 30-Yard Commingled Dumpster**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**OPTIONAL YEAR FIVE July 1, 2029 - June 30, 2030**

Location	Qty	Container Size/Type	Monthly Price	Annual Cost
PCC Main Campus	11	4-Yard Trash Dumpster	\$	\$
PCC Main Campus	4	8-Yard Trash Dumpster	\$	\$
PCC Main Campus	6	8-Yard Cardboard Dumpster	\$	\$
LET Center	1	4-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Trash Dumpster	\$	\$
Greenville Center	1	8-Yard Cardboard Dumpster	\$	\$
Farmville Center	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Trash Dumpster	\$	\$
Firing Range	1	8-Yard Cardboard Dumpster	\$	\$
<b>YEAR FIVE July 1, 2029 - June 30, 2030 TOTALS</b>			\$	\$

**CIT Construction - (2) 20-Yard Open Top Dumpsters**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**Facilities Construction - (1) 30-Yard Open Top Dumpster**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

**Facilities Recycling - (1) 30-Yard Commingled Dumpster**

Monthly Rental Fee	\$
Haul Fee	\$
Disposal Cost per Ton, as needed	\$

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**ATTACHMENT B: INSTRUCTIONS TO VENDORS**

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

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

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**ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS**

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

<https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

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**ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION**

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

<https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

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**ATTACHMENT E: CUSTOMER REFERENCE FORM**

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

<https://ncadmin.nc.gov/media/15503/open>

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

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

<https://www.doa.nc.gov/pandc/onlineforms/form-location-workers-09-2021/download>

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**ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION**

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

<https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

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

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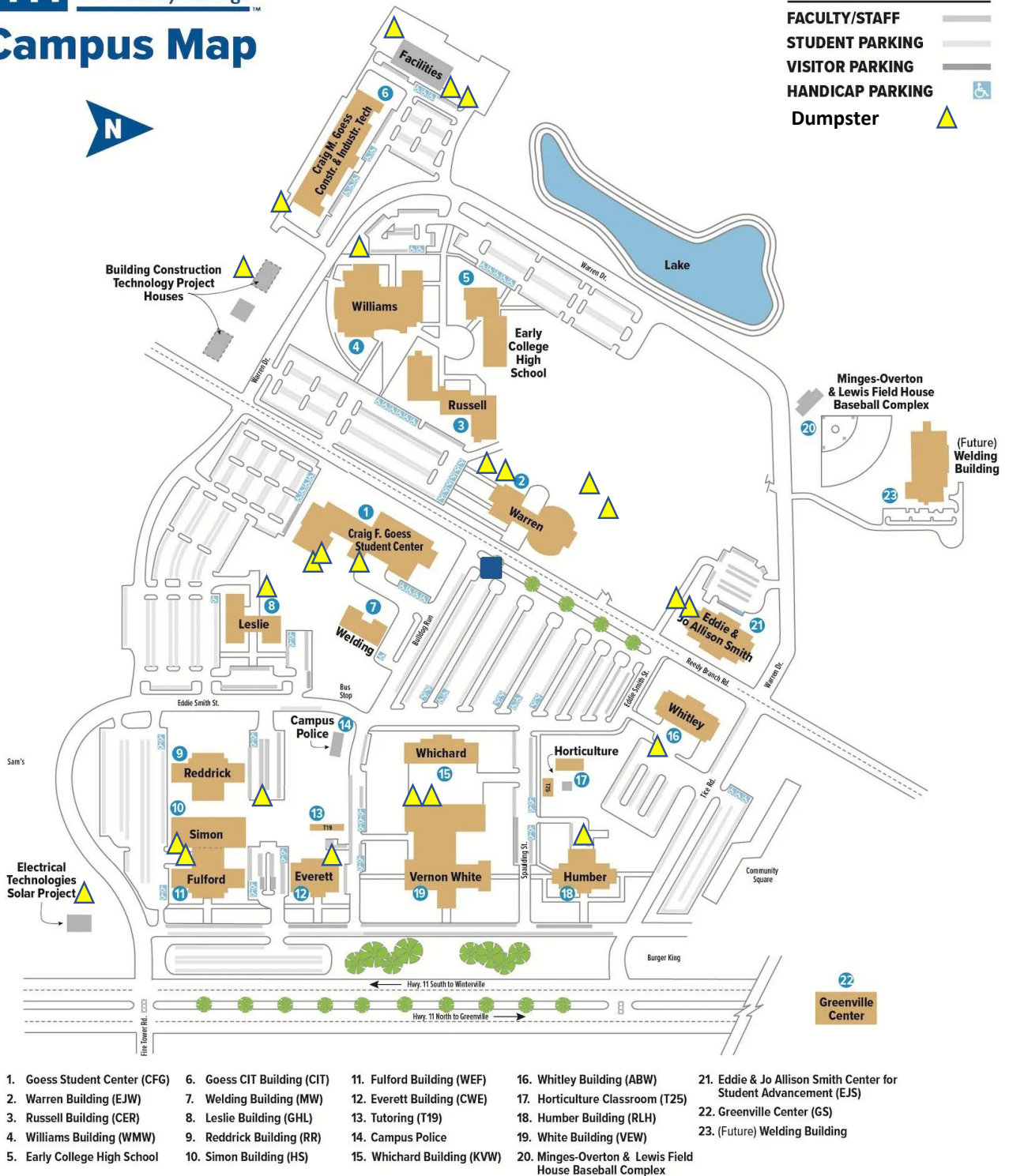


**ATTACHMENT H: DESIGNATED DAYS FOR TRASH & CARDBOARD PICKUP**

Complete and return the Pitt Community College Designated Day for Pickup table with the proposed day(s) for cardboard and trash pickup for each building. With the exception of the 8-yard trash for Goess that is required 3 times per week and the Farmville Center that is required monthly, all other dumpsters are required to be emptied weekly.

**Pitt Community College Designated Pickup Days**

	Location of Dumpster	Qty	Type of Container	Designated Day for Cardboard/Waste Pickup
1	Humber	1	4 yd trash	
2	Vernon White	1	4 yd trash	
3	Vernon White	1	8 yd cardboard	
4	Everette	1	4 yd trash	
5	Fulford	1	4 yd trash	
6	Fulford	1	8 yd cardboard	
7	Reddrick	1	8 yd trash	
8	Leslie	1	4 yd trash	
9	Goess Student Center	1	4 yd trash	
10	Goess Student Center	1	8 yd cardboard	
11	Goess Student Center	1	8 yd trash	MWF
12	AB Whitley	1	4 yd trash	
13	Goess CIT	1	4 yd trash	
14	Facilities Services	1	4 yd trash	
15	Facilities Services	1	8 yd cardboard	
16	Williams	1	8 yd trash	
17	Russell	1	8 yd trash	
18	Russell	1	8 yd cardboard	
20	Ball Field	1	4 yd trash	
21	Smith	1	4 yd trash	
22	Smith	1	8 yd cardboard	
23	Law Enforcement Center	1	4 yd trash	
24	Greenville Center	1	8 yd trash	
25	Greenville Center	1	8 yd cardboard	
26	Farmville Center (Monthly)	1	8 yd trash	
27	Firing Range	1	8 yd trash	
28	Firing Range	1	8 yd cardboard	

**ATTACHMENT I-a: DUMPSTER LOCATION MAPS – 1 OF 3 – MAIN CAMPUS**

11/12/24

**ATTACHMENT I-b: DUMPSTER LOCATION MAPS – 2 OF 3 – GREENVILLE CENTER & LET**

Greenville Center located at 3107 S Memorial Dr, Greenville, NC

Greenville Annex located behind Greenville Center at 550 Dexter St, Greenville, NC



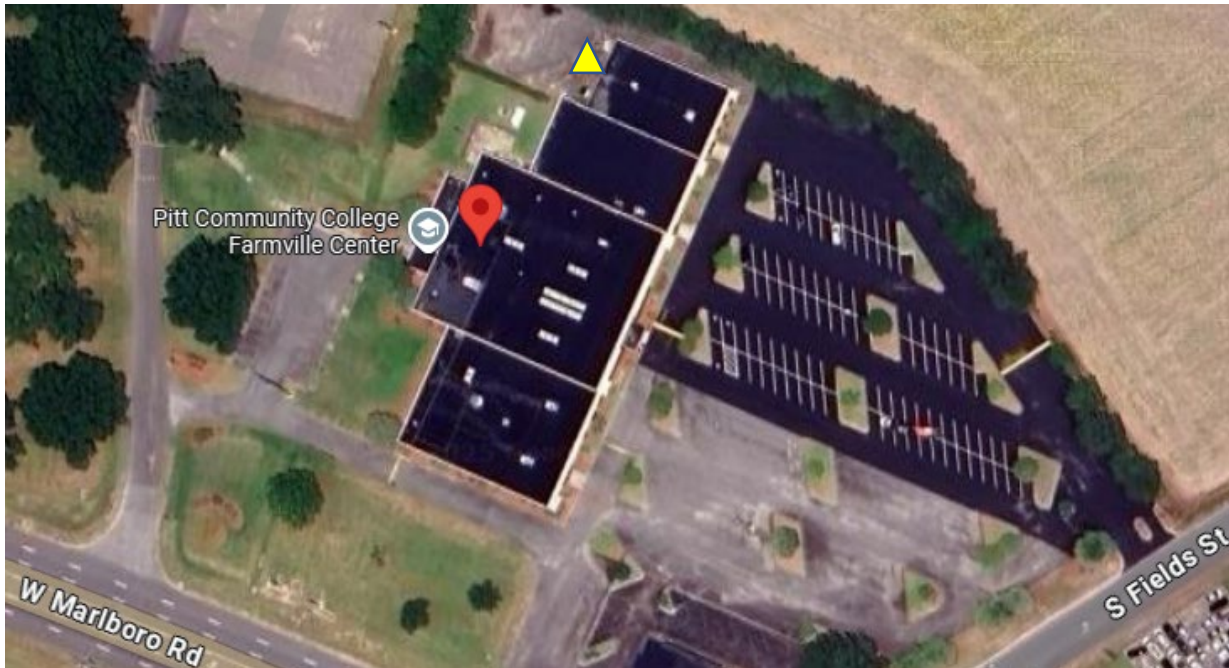
Law Enforcement Training (LET) located at 2096 Central Park Dr, Winterville, NC (to the left of Sam's Club)





**ATTACHMENT I-c: DUMPSTER LOCATION MAPS - 3 OF 3 – FARMVILLE CENTER & FIRING RANGE**

Farmville Center located at 8880 W Marlboro Rd Farmville, NC



Public Safety Training Center (Firing Range) located at 2833 Ellen Farm Rd, Bethel, NC

