



**STATE OF NORTH CAROLINA**

**CARTERET COMMUNITY COLLEGE**

**Invitation for Bids: 02182025A**

**Date of Issue: February 24, 2025**

**Proposal Opening Date: May 1, 2025**

**At**

106 Banks Street Morehead City, NC / RHUE BLDG

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

[Jeremy Thompson](#)

Email: [thompsonj@carteret.edu](mailto:thompsonj@carteret.edu)

Phone: [252-222-6040](tel:252-222-6040)

**STATE OF NORTH CAROLINA**  
**Carteret Community College**

**Request for Bid# 02182025A**

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 is to be filled out and returned with your proposal.  
Failure to do so may subject your proposal to rejection.**

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Federal ID Number or Social Security Number

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Vendor Name

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NC Contractor License Number or 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>

## STATE OF NORTH CAROLINA Carteret Community College

Refer <u>ALL</u> Inquiries regarding this IFB to Jeremy Thompson 106 Banks Street Morehead City, NC 252-222-6040 <a href="mailto:thompsonj@carteret.edu">thompsonj@carteret.edu</a>	Invitation for Bid #: 02182025A
	Bids will be publicly opened: May 1, 2025 2:00pm
Using Agency: Carteret Community College	Commodity No. and Description: 721029 – Facility Maintenance and Repair Services
Requisition No.:	

### **EXECUTION**

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

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

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

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

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

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

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

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

**By executing this bid, Vendor certifies that it has read and agreed to the INSTRUCTION TO VENDORS and the NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein. These documents can be accessed from the 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:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Bid Number: 02182025A

Vendor:

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**VALIDITY PERIOD**

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

**ACCEPTANCE OF BIDS**

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

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

The attached certification, by \_\_\_\_\_.

**(Authorized Representative of Carteret Community College)**

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## 1.0 PURPOSE AND BACKGROUND

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Carteret Community College (hereafter “the College” or “College”) invites bids from contractors to furnish all necessary personnel, equipment and materials to provide lawn care and maintenance of the grounds located at 3505 Arendell Street, Morehead City, NC 28557.

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

### 1.1 CONTRACT TERM

The Contract shall have an initial term of (1) one year, beginning on the date of final Contract execution (the “Effective Date”) and shall be evaluated 30 days prior to the end of the Contract. The Vendor shall begin work under the Contract within (5) Five business days of the Effective Date. Annual Contract Term: July 1 – June 30

The evaluation will be completed in person and on-site with the Contractor and the Operations and Facilities Department. The scope of work detailed in Section 5 will be reviewed for completeness and quality.

At the end of the Contract’s initial term, and after evaluation, Carteret Community College shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The College will give the Vendor written notice of its intent to exercise each option no later than five (5) business days before the end of the Contract’s then-current term. In addition to any optional renewal terms, and with the Vendor’s concurrence, the College reserves the right to extend the Contract after the last active term.

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

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## 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://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 the College determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The College may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State/College 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/College 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. The State/College will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	College	February 24, 2025 by COB
Hold Pre-Bid Meeting/Site Visit	College	March 18, 2025 at 1:00pm
Submit Written Questions	Vendor	April 8, 2025 by COB
Provide Response to Questions	College	April 18, 2025 by COB
Submit Bids	Vendor	May 1, 2025 by 2:00pm – RHUE BLDG
Contract Award	College	May 14, 2025 by COB
Contract Effective Date	College	July 1, 2025

**2.5 SITE VISIT / PRE-BID CONFERENCE**

**URGED and CAUTIONED Site Visit**

Date: 03/18/2025  
 Time: 1:00 PM - Eastern Time  
 Location: Carteret Community College / Main Campus  
 3505 Arendell Street Morehead City, NC 28557  
 McGee Building / Joslyn Hall

Contact #: [252]723-0063

**Instructions:** Vendor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this IFB. A non-mandatory site visit is scheduled for this IFB (see above). 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 IFB.

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.

Written questions shall be e-mailed to [thompsonj@carteret.edu](mailto:thompsonj@carteret.edu) by the date and time specified above. Question submittals should include a reference to IFB#02182025A. This is the only manner in which questions will be received.

Questions received prior to the submission deadline date, the College’s response, and any additional terms deemed necessary by the State/College will be posted and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State or College 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.

**Mailing address of hand delivery of bid OR via US Postal Service:**

Bid Number: 02182025A

OR

**Carteret Community College  
Attn: Jeremy Thompson  
3505 Arendell Street  
Morehead City, NC 28557**

Attend Bid Opening:  
**Bid Opening will be held in RHUE BLDG  
106 Banks Street Morehead City, NC**

## 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.

Vendors shall include the following items and attachments in the Bid Package:

- a) Cover Letter, which must contain 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) Completed version of ATTACHMENT A: PRICING
- 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

## 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 and include specific pricing. Any alternate bid must be clearly marked with the legend: **Alternate**

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**Bid #02182025A** and must be submitted as an offer with a separate price and be contained in a separate bid package. Each bid must be complete and independent of other bids offered.

## 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.

The following definitions, acronyms, and abbreviations are also relevant to this IFB: *N/A*

## 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 offering a competitive price, not necessarily the lowest price, but the bid that can fully meet or exceed the specifications provided herein, to include any required verifications, set out here in, such as but not limited to past performance, appropriate man power, schedule availability, references, licensure, and financial documents.

While the intent of this IFB is to award a Contract 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 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.

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

At the date and time provided in the 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/College will make Award(s) based on the evaluation and will notify the awarded Vendor and post the award 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 College.**

The College reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the 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: THIS WILL NOT BE APPLICABLE TO THIS BID

- 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

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### 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.

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### 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 College for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative, supplies, and other similar fees or costs. Complete ATTACHMENT A: PRICING FORM. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

#### 4.2 INVOICES

Vendor shall invoice the College Operations and Facilities Department. The standard format for invoicing shall be a single invoice for each completed month of service. Advanced billing will not be processed. Invoices shall include detailed information to allow the College to verify pricing and scope of work completed as relevant to this IFB:

Vendor’s Billing Address, Customer Account Number, College Contract or Purchase Order Number, Date of invoice, Itemized Descriptions of monthly scope of work, and price.

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

#### 4.3 FINANCIAL STABILITY

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

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State/College is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the College within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The College 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. The College shall 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 shall be considered in the evaluation of the Bid.

**4.6 BACKGROUND CHECKS**

Background checks will not be required for this IFB.

**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/College. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s 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 College. Vendor shall further agree that it will notify the College of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The College will approve or disapprove the requested substitution in a timely manner. The College may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the College may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

**4.8 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, equipment, 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**

IMPORTANT: At the Vendor’s sole expense, the insurance requirements set forth in the North Carolina General Terms and Conditions, Insurance paragraph, are minimal requirements. Before commencement of any work, Vendor shall provide a Certificate of Insurance in satisfactory form as evidence of required insurance. Continued coverage must be provided for the entire term of awarded Contract.

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

- a) **Employer’s Liability** \$1,000,000
- b) **Commercial General Liability** \$1,000,000 per occurrence
- c) **Automobile** \$1,000,000 combined single limit Bodily injury and property damage

B. The Certificate of Insurance should list the Certificate Holder as follows: Carteret Community College 3505 Arendell Street Morehead City, NC 28557

## 5.0 SPECIFICATIONS AND SCOPE OF WORK

The College is requesting bids from NC Registered and Licensed Landscape Contractors to provide landscape maintenance services at its Main Campus, Public Safety Training Facility Campus, and White Tail Drive Firing Range Campus. This includes furnishing all materials, labor, supervision, tools, supplies and other expenses necessary to maintain the landscape in an attractive condition throughout the contract period. Scope also includes special treatment along waterfront and storm water ponds. A TIME OF DAY SCHEDULE OF ACTIVITY TO BE PROVIDED BY CONTRACTOR and a review of noise concerns of occupants to be reviewed with Operations and Facilities point of contact.

SPECIAL MONTHS are noted below and will require coordination with Contractor to assure all campus areas are prepared and completed prior to and in anticipation of these noted months:

- May – Graduation
- August and January – Start of new student semesters
- June – Big Rock Tournament

### 5.1 SPECIFICATIONS

The description of services that The College is seeking are listed below. Services offered by the Vendor must meet or exceed the listed Specification to be considered for award:

- A) General Qualifications of the Landscape Contactor
  - a. Be a current and valid NC Registered Landscape Contractor
  - b. Hold a current and valid NC Pesticide Applicator License
- B) Grounds Maintenance
  - a. Pick up trash and debris before mowing on three sites: Main Campus, Fire Tower, Firing Range
  - b. Power sweep or blow and vacuum all-natural debris from parking lots, sidewalks, driveways, common areas and entry areas. This is a YEAR-ROUND requirement on Main Campus.
  - c. Fall leaf droppage to be blown from lawns, planting beds, and all hardscape areas and composted or removed from Main Campus on a timely basis during prime leaf dropping season (November – February)
  - d. Prune any tree limbs that are encroaching over walkways or that may present a safety hazard to equipment or staff. Main Campus Only
  - e. Assess ornamental shrubbery with Operations and Facilities point of contact on all ornamental shrubbery and maintain in an aesthetically pleasing shape. Prune and maintain ornamentals at least two times per year. Main Campus Only
  - f. Removal of diseased, damaged, or dead trees, shrubs or bushes shall be included in this IFB and confirmation is to be issued by Operations and Facilities point of contact prior to performance of scope. Main Campus Only
  - g. A compost site is located on the West end of campus, and is the responsibility of Contractor to turn over as necessary to help promote the decaying process. Contract may add to compost area. A vegetation dumpster is provided and paid for by College and is located at the Rhue building – North side. Contractor may install limbs and vegetative debris in dumpster as long as it does not exceed the maximum height of sidewalls.
- C) Lawn Maintenance and Fertilization
  - a. The grass shall be cut on Main Campus (approx. 46 ac) lawn areas, unless specified otherwise by Operations and Facilities point of contact, to a height of 3 inches and no shorter. Lawn mowing shall occur weekly (weather permitting) during the growing season (March – October), weather permitting. At other times of the year, the grass shall be cut AS NEEDED or when the grass reaches a height of not more than 4.5 inches (November – February)
  - b. The grass shall be cut on OFF-SITE locations every two weeks (March-October). Fire Tower (approx. 6 ac), Firing Range ( approx. 3 ac). Trimming and herbicide apply to OFF-SITE locations.

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- c. Bags, mulching blades, or guards covering the grass discharge chutes on mowers are to be used adjacent to buildings and parked vehicles at all times
  - d. The Contractor shall power blow all sidewalks, drive entrances, and parking areas after each grass cutting to keep a neat appearance. As much as the layout will allow, mowing shall be performed in a manner that will prevent discharge of clippings into shrubs, flower beds, and waterways.
  - e. The Contractor shall trim/edge around all walks, curbs, buildings, trees, roads, planting bed areas, etc. and edging shall be performed with each mowing.
  - f. Fertilizer, aeration and seeding shall be provided and applied to lawn areas annually or as needed to maintain the Arendell Street corridor in an aesthetically pleasing appearance. Areas to be defined by Operations and Facilities point of contact.
- D) Storm Water and Retention Ponds
- a. The Contractor to mow and trim around five (5) retention ponds to a height of 6 inches on banks feeding South West inlet and outlet pipes.
  - b. Clean debris from ponds including trash, leaves, limbs, and vegetative growth and OMIT the use of pesticides/herbicides other than for the use of algae control.
  - c. Ponds are to be maintained per storm water management guidelines. SEE ATTACHMENT C.
- E) Shoreline
- a. Shoreline from the Bryant dock to the McGee dock is to be well maintained but carefully maintained as this is a high traffic and large rental area for the College. Hand grooming required YEAR ROUND.
  - b. Weed trimming is permissible in rock areas unless designated as a “natural area”. Trimming beyond the rock is not permissible and will require hand removal of trees or invasive species.
  - c. Hand groom gravel walking trails (during growing season) along shoreline.
  - d. Allow natural vegetation to grow along edge of shoreline or to a maintained height of 3.5 inches.
  - e. Absolutely no herbicides are to be applied to this area. SEE CAMPUS MAP
  - f. Clean up of wood, trash and dead vegetation along the shoreline that washes in with tides.
  - g. Wetlands: there are three designated wetlands along the shoreline and these areas are to be hand groomed twice per year and strictly under the direction of Operations and Facilities point of contact.
- F) Herbicides/Pesticides
- a. Lawn areas shall receive pre-emergent in the spring and post-emergent controls shall be applied once per year for weeds that break the pre-emergent barrier and are designated as the Arendell corridor areas.
  - b. Non-Lawn areas to be treated during growing season only with Eco Friendly or Organic weed controls or hand weeding method. Controls are to be used in non-lawn areas such as vegetative beds, paved or concrete areas, and at workout stations and volleyball courts. Any areas without grass should be treated as non-lawn areas. Product data is to be provided to Operations and Facilities point of contact prior to application. In designated areas, vegetative growth should remain as a “natural area” and untouched.
  - c. Paved/Concrete areas shall be sprayed in joints/cracks to keep it free from unwanted vegetative growth. Designated locations along the hog slat at the shoreline shall NOT be sprayed and should be hand weeded as directed by Operations and Facilities point of contact. Some shoreline vegetation is regulated and is not to be removed.
  - d. Pesticides shall be applied for ant control in spray or granular form in lawns, at sidewalks and parking lots, except for areas designated as Shoreline or Wetland. All chemicals shall be as environmentally friendly as possible. Spraying of chemicals shall be applied ONLY during ideal conditions. Wind conditions are to be assessed prior to every application.
- G) Mulching
- a. All plant beds and designated natural areas shall be replenished with brown hardwood mulch (Chocolate cypress landscaper mulch or similar) twice per year – Spring and Fall. Mulch to be installed February 1 to April 1<sup>st</sup>, and to be completed prior to Graduation ceremonies. **\*\*a penalty will be applied if mulching prior to Graduation is not achieved. October 1<sup>st</sup> -November 25<sup>th</sup> for Fall application. (approx. 80 yards)**
  - b. If additional applications are requested, they shall be billed separately based on current unit pricing.

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- c. Creation/addition of mulched bed areas may substitute mowing areas where vegetation does not easily grow. Designation of potential bed areas are to be discussed and reviewed by Operation and Facilities.
  - d. Mulch thickness shall not exceed 4 inch base around trees and beds.
- H) Shrub/Flower Beds
- a. Shrub and flower beds shall be kept free of weeds at all times. Hand weeding and herbicide applications may be used to control weeds...refer to Section E and Section F for clarification.
  - b. Vines growing through shrubbery and on buildings shall be removed.
  - c. Beds shall be monitored for the infestation of insects and the appearance of diseases. Notify Operations and Facilities point of contact immediately upon discovery.
  - d. Install annuals or perennials at McGee Building, HCAC Building, Bryant Student Center and Smith Building (Approximately 8 designated areas). Plants and designated areas to be discussed with Operations and Facilities point of contact.
- I) Storm Preparedness and Clean-Up (ALTERNATE #1)
- a. Snow/ Ice Event – salt shall be provided and placed prior to event at all MAIN CAMPUS sidewalks.
  - b. Removal of snow/ice in major parking lots and major sidewalk entrances as soon as possible after event.
  - c. Hurricane/Severe Weather – cleanup shall be part of this Contract. Contractor shall act immediately upon direction of the Operations and Facilities point of contact for grounds clean-up post storm. Including but not limited to: leaf removal, limbs, trash, and debris. This includes all of MAIN CAMPUS and shoreline.
- J) Irrigation
- a. Programming of irrigation system (based on weather and plant requirements) for systems at McGee Building, main drive entrance and Smith Building.
  - b. Head adjustment and cleaning of system and troubleshooting is included in this Contract.
  - c. Damages to the system shall be brought to the attention of the Operations and Facilities point of contact to review pricing and grant approvals prior to repair.
  - d. Programming schedule to be set to operate and finish BEFORE College business hours.
  - e. Inspections and testing of irrigation system may be performed during business hours, but must be scheduled with the College in advance to avoid interference with College activities.
- K) Additional Work
- a. Shrub and Tree replacement outside of the scope of Contract will be negotiated and approved on a case-by-case basis and paid independently of this Contract, upon approval from Operations and Facilities point of contact
  - b. Tree removal- whether from disease or storm damage, shall be negotiated and approved on a case-by-case basis and paid independently of the Contract, upon approval from Operations and Facilities point of contact.
- L) CMAST
- a. The CMAST property consists of approximately 6 acres of intensely groomed area including parking, one infiltration basin, and a 1.5 acre field that shall be maintained within the scope of this Contract but to be priced and billed separately on a monthly basis.
  - b. CMAST requirements are the same specifications as items A – K and all decisions and authorizations for this acreage will be handled by the Carteret CC Operations and Facilities point of contact.

**VENDOR'S RESPONSE**

Item #	Specifications	Product/Service Offered Meets Specification
A.	<i>General Qualifications</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
B.	<i>Grounds Maintenance</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
C.	<i>Lawn Maintenance and Fertilization</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
D.	<i>Retention Ponds</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
E.	<i>Shoreline</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
F.	<i>Herbicides</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
G.	<i>Mulching</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
H.	<i>Shrub/Flower Beds</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
I.	<i>Storm Preparedness and Clean-up (Alternate #1)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
J.	<i>Irrigation</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
k.	<i>Additional Work</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
L.	<i>CMAST</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO

**5.2 TASKS/DELIVERABLES**

N/A

**5.3 CERTIFICATION AND SAFETY LABELS**

Contractor to provide SDS sheets to Operations and Facilities on ALL products/chemicals used within this scope.

**5.4 DEVIATIONS**

The nature of all deviations from the Specifications listed herein shall be clearly described by the Contractor. Otherwise, it will be considered that items offered by the Contractor 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/College that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

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**6.0 CONTRACT ADMINISTRATION**

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

**6.1 CONTRACT MANAGER AND CUSTOMER SERVICE**

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

<b>Contract Manager Point of Contact</b>	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the College for customer service, a customer service point of contact. This contact shall be the College’s point of contact for customer service-related issues such as billing, insurance, and contract documentation.

<b>Customer Service Point of Contact</b>	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

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## **6.2 POST AWARD PROJECT REVIEW MEETINGS**

The Contractor, at the request of the College, shall be required to meet periodically with the Operations and Facilities point of contact for review meetings. The purpose of these meetings will be to review satisfaction of scope of work, upcoming events, changes in seasonal work times and/or other items such as problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

## **6.3 CONTINUOUS IMPROVEMENT**

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

## **6.4 PERIODIC STATUS REPORTS**

N/A

## **6.5 ACCEPTANCE OF WORK**

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

Acceptance of Contractor's work shall be based on the following criteria:

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

## **6.6 FAITHFUL PERFORMANCE**

N/A

## **6.7 TRANSITION ASSISTANCE**

N/A

## **6.8 DISPUTE RESOLUTION**

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

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## 6.9 CONTRACT CHANGES

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

## 6.10 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>

**The remainder of this page is intentionally left blank**

**ATTACHMENT A: PRICING FORM**

Complete and return the Pricing associated with this IFB in the below table.

Item #	Unit/Months	Description	Monthly Price	Extended Price
1	12	Lawn care and grounds maintenance per attached scope of work and any addendums for Carteret CC Main Campus, Firing Range and Fire Tower sites.	\$ _____	\$ _____
2	12	Lawn care and grounds maintenance per attached scope of work and any addendums for CMAST	\$ _____	\$ _____
3	1 each	Unit price per man-hour for additional requests outside of scope of work	\$ ____/hr per manhour	
4	1 each	Unit price per man-hour for additional equipment requests outside of scope of work	\$ ____/hr per manhour	
5	Alternate #1	Storm Preparedness and Clean-up	\$ _____	\$ _____

**ATTACHMENT B: INSTRUCTIONS TO VENDORS**

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

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

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



**ATTACHMENT D: HUB Supplemental Vendor Information**

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.

**PART II: PROCUREMENT OF GOODS - SUPPLIERS**

For Goods procurements, are you using Tier 2 suppliers?  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

**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 the completion of this form should be presented during the Q&A period through the process defined in the Solicitation document.

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**

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**

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?

**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.
3. 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**

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

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

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 in 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 this 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.

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

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

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