University of North Carolina at Greensboro

Invitation for Bid #: 69-3402

Integrated Communications Technology Solutions & Services Convenience Contract - 26

Date Issued: Wednesday, June 10, 2026

Mandatory Pre-Bid Meeting: Wednesday, June 17, 2026 @ 3pm-4pm

Bid Due Date: Monday, July 20, 2026 no later than 2pm EDT

Bid Opening Date: Monday, July 20, 2026 @ 2:30pm EDT

Direct all inquiries concerning this IFB to:

Jim Riedel

Senior Procurement Specialist

Email: jmriedel@uncg.edu

Phone: (336) 334-4462

University of North Carolina at Greensboro

Invitation for Bid #

69-3402

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 shall be sufficient cause to reject your bid.

____

Vendor Name

____

Vendor eVP #

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

Electronic responses ONLY will be accepted for this solicitation.

Refer ***ALL*** Inquiries regarding this IFB to: **Jim Riedel** **2nd Floor, Room 203F** **840 Neal Street** **Greensboro, NC 27403** **336-334-4462** **jmriedel@uncg.edu**	**Invitation for Bids # 69-3402** All information being presented as a response to this IFB must be received ONLY **via the eVP (Electronic Vendor Portal) no later than 2:00PM EDT on Monday, July 20, 2026.** All responses received with a date/time stamp of being after 7/20/2026 at 2:00pm EDT will not be considered. **The bid opening will occur at 2:30pm EDT on Monday, July 20, 2026 via Microsoft Teams.**
Using Agency: UNC Greensboro **Requisition No.: TBD**	**Commodity No. and Description: 8116 - Integrated Communications Technology Solutions & Services**

EXECUTION

In compliance with this Invitation for Bids (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),
- that 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 Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with UNC Greensboro, or from any person seeking to do business with UNC Greensboro. By execution of this bid response to the IFB, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees or agents of Vendor's 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 cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		

PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		
VENDOR'S AUTHORIZED SIGNATURE:	**DATE:**	E-MAIL:

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. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

BID ACCEPTANCE

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

FOR STATE USE ONLY: Offer accepted and Contract awarded this ____ day of _______________, 20____, as indicated on the attached certification, by ____

(Authorized Representative of UNC Greensboro)

Contents

1.0 PURPOSE AND BACKGROUND

The University of North Carolina at Greensboro (UNCG) is actively seeking Contractors to provide “turnkey” services for integrated communications technology solutions & services to include, but not limited to, telecommunications cabling installations, moves, changes, and repairs to new and existing local area voice, data, or video network and systems located in UNCG-managed facilities. The awarded contractor is expected to perform all work in full compliance with OSHA standards meeting all national, state, and local codes. Bids shall list quoted Time and Material rates at the University campus. The awarded contractor will fulfill the requirements contained herein. Any contract resulting from award of this solicitation will be a convenience contract and the University makes no guarantee as to any minimum level of spend under the contract.

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

1.1 CONTRACT TERM

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

At the end of the Contract’s initial term, UNC Greensboro shall have the **option**, in its sole discretion, **to renew** the Contract on the same terms and conditions for up to **four (4) additional one-year terms.** UNC Greensboro will give the Vendor written notice of its intent to exercise each option no later than fifteen (15) days before the end of the Contract’s then-current term. In addition, UNC Greensboro reserves the right to extend a contract term after the last active term.

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

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

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

2.2 E-PROCUREMENT FEE (Not Applicable)

ATTENTION: The E-Procurement fee may apply to this solicitation. See 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 also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions, issues, or exceptions regarding any component within this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If UNC Greensboro 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. UNC Greensboro 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 contact award.

Other than through this process or negotiation under 01 NCAC 05B.0503, UNC Greensboro rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s bid. 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).

UNC Greensboro 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 through 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. UNC Greensboro will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	UNCG	Wednesday, June 10, 2026
Hold **Mandatory** Pre-Bid Conference	UNCG	Wednesday, June 17, 2026 @ 3pm-4pm
Submit Written Questions	Vendor	Wednesday, June 24, 2026 no later than 1pm EDT
Provide Responses to Questions	UNCG	Tuesday, June 30, 2026
Submit Bids **via eVP**	Vendor	Monday, July 20, 2026 no later than 2pm EDT
Proposal Opening **via Microsoft Teams**	UNCG	Monday, July 20, 2026 @ 2:30pm EDT
Contract Award	UNCG	TBD
Contract Effective Date	UNCG	TBD

2.5 PRE-BID CONFERENCE

Mandatory Pre-Bid Conference

Date: Wednesday, June 17, 2026
Time: 3pm – 4pm EDT
Location: 840 Neal Street
Room Number 205 (Procurement Services Conference Room)
Greensboro, NC 27403
Contact #: Natsu L. Carr – Communications Infrastructure – (336) 334-4160

__Instructions__: It shall be MANDATORY that each Vendor representative be present for a pre-bid conference. Attendees must meet promptly. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. **LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN, PARTICIPATE IN THE PRE-BID CONFERENCE NOR SHALL THEIR BID BE CONSIDERED.** Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

The purpose of this visit *[or conference]* is for all prospective Vendors to apprise themselves with the conditions and requirements which will affect the performance of the work called for by this IFB. Vendors shall stay for the duration of the site visit *[or conference]*. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this IFB.

Vendors are cautioned that any information released to attendees during the site visit *[or* conference*]*, 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 **jmriedel@uncg.edu** by the date and time specified above. Vendors will enter "IFB # *69-3402:* Questions" as the subject for the email. Question submittals will include a reference to the applicable IFB section and be submitted in a format shown below:

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

Questions received prior to the submission deadline date, UNC Greensboro's response, and any additional terms deemed necessary by UNC Greensboro 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 an Addendum to this IFB.

2.7 BID SUBMITTAL AND MICROSOFT TEAMS OPENING INFORMATION

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

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the 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 date and time of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid submission deadline will be rejected.

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

Critical updated information may be included in Addenda to this IFB. It is important that all Vendors responding on this IFB periodically check UNC Greensboro'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.

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/213440010877609?p=NWpUXDlqH7gvM8zGp1
Meeting ID: 213 440 010 877 609
Passcode: eA38V8aa

Need help? | System reference
Dial in by phone
+1 336-790-7381,,59627265# United States, Greensboro
Find a local number
Phone conference ID: 596 272 65#
For organizers: Meeting options | Reset dial-in PIN

2.8 BID CONTENTS

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

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

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 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

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) Proof of Required Certifications, Section 5.2

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 bids must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid #69-3402 *[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.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

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

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria UNC Greensboro 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 UNC Greensboro's best interest.

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

While the intent of this IFB is to award a Contract(s) to multiple Vendors for all line items, UNC Greensboro 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 UNC Greensboro to do so. A primary award may also be designated, with secondary or tertiary awards, as may be required to service the needs of the University.

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

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

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

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

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

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

UNC Greensboro 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 UNC Greensboro 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 UNC Greensboro.

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 are 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. If negotiation is anticipated, 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, UNC Greensboro will make Award(s) based on the evaluation and post the award(s) to UNC Greensboro'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 UNC Greensboro.

UNC Greensboro 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 UNC Greensboro.

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, UNC Greensboro 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 UNC Greensboro:

a) Total cost to UNC Greensboro
b) Level of quality provided by the Vendor
c) Process and performance capability across multiple jurisdictions
d) Protection of UNC Greensboro’s information and intellectual property
e) Availability of pertinent skills
f) Ability to understand UNC Greensboro’s business requirements and internal operational culture
g) Particular risk factors such as the security of UNC Greensboro’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 UNC Greensboro; 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, UNC Greensboro will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy UNC Greensboro’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 UNC Greensboro 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 in a requirement would allow for UNC Greensboro to receive a better bid, **the Vendor is encouraged to submit these items in the form of a question during the question and answer period in accordance with the Bid Questions Section above.**

4.1 PRICING

Bid price shall constitute the total cost to UNCG for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. **Tax shall be excluded from pricing.** Complete ATTACHMENT A: PRICING FORM and include in Vendor’s proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

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

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

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

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

4.1.1 Import Tariff Temporary Surcharge

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

4.2 PRODUCT IDENTIFICATION

SUITABILITY FOR INTENDED USE

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

4.3 TRANSPORTATION AND IDENTIFICATION

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

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

4.4 DELIVERY AND INSTALLATION

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

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

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

4.5 AUTHORIZED RESELLER

The Vendor shall be authorized by the manufacturer to distribute or resell the products and/or maintenance offered in this IFB. The Vendor shall provide a signed statement from the manufacturer confirming authorization *[choose one* with its bid response *OR* upon request from the agency.*]* Failure to provide this statement shall constitute sufficient grounds for rejection of Vendor's offer, at the discretion of UNC Greensboro.

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

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

4.6 WARRANTY

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

4.7 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 UNC Greensboro'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.

4.8 REFERENCES

Vendors shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which your company has supplied the exact model of equipment offered. **References shall not be from the same company or from the soliciting State entity.** In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has supplied the same or similar model of equipment offered. UNC Greensboro *may* contact these users to determine quality level of the offered equipment; as well as but not limited to user satisfaction with Vendor performance. Information obtained may be considered in the evaluation of the bid.

4.9 VENDOR EXPERIENCE

In its Bid, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to UNCG. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.10 VENDOR'S REPRESENTATIONS

If the bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of UNC Greensboro 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.

4.11 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 the ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. UNC Greensboro is requiring this certification to minimize potential performance issues from contracting with a Vendor that is financially unstable. This Certification shall be deemed continuing, and from the date of the Certification to the expiration of the Contract, the Vendor shall notify UNC Greensboro within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

4.12 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

4.13 SUBCONTRACTORS

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

4.14 SECRETARY OF STATE REGISTRATION

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

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

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

4.15 SUSTAINIBILITY EFFORTS

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

4.16 BACKGROUND CHECKS

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

5.0 PRODUCT SPECIFICATIONS

The University of North Carolina at Greensboro (UNCG) is actively seeking Contractors to provide "turnkey" services for integrated communications technology solutions & services to include, but not limited to, telecommunications cabling installations, moves, changes, and repairs to new and existing local area voice, data, or video network and systems located in UNCG-managed facilities. The awarded contractor is expected to perform all work in full compliance with OSHA standards meeting all national, state, and local codes. Bids shall list quoted Time and Material rates at the University campus. The awarded contractor will fulfill the requirements contained herein. Any contract resulting from award of this solicitation will be a convenience contract and the University makes no guarantee as to any minimum level of spend under the contract.

5.1 SPECIFICATIONS

Furnish, deliver, and provide all necessary labor, equipment, and materials to perform any telecommunications cabling installation, maintenance and repairs that may be required on University grounds. All work shall be performed in full compliance with OSHA standards meeting all national, state, and local codes. All parts and components provided must be factory new, without defects. Any waste debris generated as a result of the contractor's work must be removed by the contractor and be properly disposed of in full compliance with all EPA, federal, state, and local guidelines. All work will be scheduled and performed under the direction of either University ITS employees, UNCG Police employees or UNCG Parking Services employees.

Projects may require one or more of the following:

- **Inside Plant:** Horizontal and vertical cabling can consist of both copper and fiber in new buildings, major renovations, and minor moves, adds, changes (MACs) and repairs.
- **Outside Plant:** Fiber installations that provide for inter-building connectivity may include trenching, directional boring, conduit placement, terminations, splicing, aerial inspections, and repairs.
- **Security Cameras:** New indoor and outdoor security cameras are approved by UNCG Police and are often integrated in UNCG's enterprise video recording management system.
- **Electronic Door Access:** UNCG uses Transact Campus to manage campus identification cards as well as door access control.
- **AV-related Projects:** UNCG uses a variety of AV equipment in classrooms and conference rooms.
- **Other Endpoints:** In addition to security cameras and electronic door controls, UNCG may require installation services for other networked devices, such as switches, servers, UPS, or wireless access points.

5.2 CONTRACTOR REQUIREMENTS

- Contractor **must** hold a valid license for the performance of specified services within the State of North Carolina.
- Contractor **must** have a minimum of five (5) years' experience in the field.
- Contractor **must** have a local presence (office or shop) **within a one hundred (100) mile radius** of the main University campus.
- Contractor **must** hold appropriate certifications required for each Project. Contractor **must** be willing and capable for obtaining additional certifications as needed to perform the requested work.
- Bid responses **must** include the following information in order to be considered for contract award:
    - Listing of contractor's qualifications
    - All applicable licensing and certification specified in regard to the company and the contractor's employees assigned to the University.

CERTIFICATION	**Vendor: Select the Certification(s) you hold**	**REQUIRED FOR**
CommScope AMP NET CONNECT Design & Installation (ND&I)	☐	Copper cabling installations and repairs (primarily Inside Plant and some Outside Plant). **Must be able to provide a 25-year Warranty System.**
Corning Cable System Network of Preferred Installers (NPI)	☐	Fiber installations and repairs (primarily Outside Plant and some Inside Plant). **Must be able to provide a 25-year Cable Infrastructure Warranty.**
Registered Communications Distribution Designer (RCDD)	☐	Design services for customized installation or other specialty work for new construction and major renovations. **Must be able to provide an in-house Designer.**
BICSI Installer/Technician	☐	Structured cabling. **Must be able to provide proof that Contractor has BICSI and manufacturer certified personnel to do UNCG Telecom Cabling Work.**
exacqVision	☐	Procurement and configuration of exacqVision hardware and software
Axis Certified Installer	☐	Procurement and installation of Axis security cameras.
Illumia (formerly Transact Campus / Blackboard)	☐	Procurement and installation of Illumia (formerly Transact Campus / Blackboard) door access hardware and software
AVIXA CTS	☐	Procurement and installation of AV structured cabling and equipment

Vendors <u>must</u> provide this requisite proof of their respective selected certifications above, as well as Proof of Insurance, as attachments with their bid response. Failure to include this information <u>will</u> result in the rejection of the bid.

5.3 CERTIFICATION AND SAFETY LABELS

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

5.4 CONTRACT PERFORMANCE REQUIREMENTS

Contractor must adhere to UNCG's Design and Construction Guidelines, Division 16000, which are updated periodically and can be found at https://facdc.uncg.edu/resources/#guidelines/. Contractor must be familiar with and abide by UNCG's policies, procedures, rules, and regulations related to Environmental Health and Safety. Contractor shall be responsible for obtaining and displaying any and all parking permits required for contractor vehicles while on campus and is responsible for any violation fees associated with non-compliance of parking regulations.

Contractor must be able to provide 25-year manufacturer warranty on new installations and to extend the coverage of existing manufacturer's warranties for MACs for each copper (category 5E, 6, or 6A, up to including UNCG's current standard) or fiber optic cable. Contractor must be equipped for and have capabilities to install, maintain and troubleshoot aerial and underground fiber-optic cable. Contractor shall have BICSI and manufacturer-certified personnel on staff to perform structured cabling work (one helper to attend each certified installer or technician is acceptable). Contractor must own and be proficient in the use of cable test equipment.

For each project, job, or work order, Contractor will

- Provide free estimates, including a bill of materials for routine MACs within two (2) business days of request from an authorized UNCG representative. Designing for customized installations, consulting, or provision of budgetary planning estimates will be done at no charge with requested deliverables within five (5) business days.
- Provide project/schedule information to the ITS representative so that other UNCG offices can be informed (e.g., Police, Facilities, Parking Operations).
- Will be responsible for the safe storage, environmental protection, security and proper handling of UNCG-issued material and equipment.
- Take necessary precautions and actions to protect employees, subcontractors, and the general public from exposure to asbestos or other hazardous materials. Any work hazards or impediments shall be immediately reported to UNCG ITS.
- Keep premises clean and free of debris during the progress of site work.
- Replace damaged ceiling tiles and repair damage to building and grounds.
- Provide electronic as-built, test results, and warranty information in a format approved the University; fiber optic loss measurements and OTDR traces must be included when applicable.
- Provide manufacturer's warranty/certification documentation for structured cabling within thirty (30) days of work completion.
- Provide a one-year warranty on all material and workmanship for each Project.

Vendor must be available to respond to emergency calls at all times. Expected response times are:

- Two (2) hours during normal business hours, Monday through Friday, 8am – 5pm, excluding UNCG holidays.
- Four (4) hours outside of normal business hours, weekends and UNCG holidays.

Service restoration within twelve (12) hours of notification by an authorized UNCG representative is expected.

The conduct of the Contractor's personnel must be above reproach concerning students, employees, visitors, drugs, firearms and language. There shall be no contact between the Contractor's employees and students or University employees, with the exception of the appointed University representatives. The possession or use of drugs, including alcohol, or firearms on University property is strictly prohibited. The use of profane language by the Contractor's employees is strictly prohibited at all times, including profane language directed at fellow Contractor employees. The University reserves the right to require immediate removal of any Contractor staff if their personal conduct is inappropriate or unprofessional.

The University reserves the right to secure this and similar work by other means and from other sources as deemed to be in the University's best interests. Any contract resulting from award of this solicitation will be a convenience contract and the University makes no guarantee as to any minimum level of spend under the contract. The University also reserves the right to make multiple contract awards if deemed by the University to be in its best interests.

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 UNC Greensboro a contract manager. The contract manager shall be UNC Greensboro'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 UNC Greensboro for customer service. The customer service point of contact shall be UNC Greensboro'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

UNC Greensboro encourages the Vendor to identify opportunities to reduce the total cost UNC Greensboro. A continuous improvement effort consisting of various ideas to enhance business efficiencies as performance progresses.

6.3 ACCEPTANCE OF WORK

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

UNC Greensboro shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such Services, 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 UNC Greensboro 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, UNC Greensboro 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 INVOICES

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

Vendor's Billing Address, NC Vendor ID Number, Customer Account Number, NC Contract Number, Order Date, Buyer's Purchase Order Number, Invoice Number, Invoice Date, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, Unit of Measure and total cost.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS ACCEPTED. Invoices shall be sent to the address stated on the Purchase Order, under Billing Address or emailed to: acctpay@uncg.edu

6.5 DISPUTE RESOLUTION

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

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

6.6 TRANSITION ASSISTANCE

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, Vendor shall provide, at the option of the University, up to six (6) months after such end date all such reasonable transition assistance requested by the University, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the University or its designees. If the University exercises this option, the Parties agree that such transition assistance shall be deemed to be governed by the terms and conditions of this Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The University shall 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.

6.7 PRODUCT RECALL

Vendor expressly assumes full responsibility for prompt notification to the Buyer listed on the face of this IFB of any product recall in accordance with the applicable state or federal regulations. The Vendor shall support UNC Greensboro, as necessary, to promptly replace any such products, at no cost to UNC Greensboro.

6.8 CONTRACT CHANGES

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

7.0 ATTACHMENTS

IMPORTANT NOTICE

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE

LINKS FOR ATTACHMENTS B-G CAN BE FOUND AT

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

ATTACHMENT A: PRICING

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

FURNISH AND DELIVER: Communications Cabling and Wiring Services Costs

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

VENDOR: Please fill out the table below and be sure to specify the Unit of Measure for each line item entered.

	Materials and/or Equipment Description	Unit Price	UOM
1		$	
2		$	
3		$	
4		$	
5		$	
6		$	
7		$	
8		$	
9		$	
10		$	
11		$	
12		$	
13		$	
14		$	
15		$	
16		$	
17		$	
18		$	
19		$	
20		$	

Subcontracted Services:

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

<table>
<tr><th></th><th>Subcontractor Company Name</th><th>Contact Name</th><th>Contact Email Address</th><th>Contact Phone Number</th></tr>
<tr><td rowspan="2">1</td><td></td><td></td><td></td><td></td></tr>
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<tr><td>Description of Subcontracted Services Provided →</td><td colspan="3"></td></tr>
</table>

Labor Rates:

Provide an hourly labor cost for all types of work to be performed. Regular hours are defined as Monday through Friday, 8AM-5PM. Overtime is defined as nights and weekends; Federal, State or University observed holidays; and emergency response to the University Campus during off hours.

Work Type Classification	Description	Regular Hours	Overtime Hours
Inside Plant	Horizontal and vertical cabling consisting of both copper and fiber in new buildings, major renovations, and minor moves, adds, changes (MACs) and repairs.	$ ___________ Per Hour	$ ___________ Per Hour
Outside Plant	Fiber installations that provide for inter-building connectivity which may include trenching, directional boring, conduit placement, terminations, splicing, aerial inspections, and repairs.	$ ___________ Per Hour	$ ___________ Per Hour
Security Cameras	New indoor and outdoor security cameras approved by UNCG Police and may be integrated in UNCG's enterprise video recording management system.	$ ___________ Per Hour	$ ___________ Per Hour
Electronic Door Access	UNCG uses Illumia (formerly Transact Campus / Blackboard) to manage campus identification cards as well as door access control.	$ ___________ Per Hour	$ ___________ Per Hour
Audio Visual	AV equipment approved by UNCG ITS for use in classrooms and conference rooms.	$ ___________ Per Hour	$ ___________ Per Hour
Other Endpoints	Installation services for other networked devices, such as switches, servers, UPS, or wireless access points.	$ ___________ Per Hour	$ ___________ Per Hour

Delivery and Installation:

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

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

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

Warranty:

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

Invoices:

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

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors are incorporated herein by this reference.

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

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

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form.

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form.

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor.

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

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

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