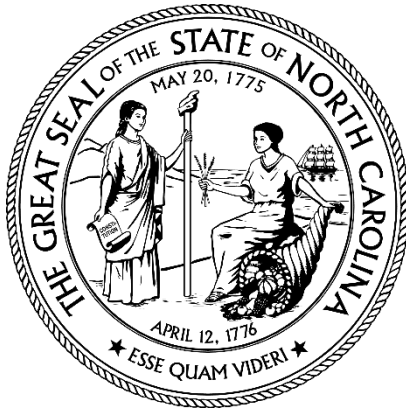


Shepherd Response

Awarded Line Items

Item #	Project ID	Address	Shepherd Response			
			Date MHU Available in Days	Price for MHU	MHU Daily Storage	For Evaluation Purposes
				Price offered includes <u>60 days</u> holding the MHU on vendor lot prior to delivery and installation.	Daily price for 4 Months (120 Days) <u>BEYOND</u> the <u>60 days</u> included storage in the MHU price.	MHU Price (95%) + Storage Price (5%) calculated for 120 days <i>Ref. Section 3.1 METHOD OF AWARD</i>
6			30	\$ 139,338.33	\$ 250.00	\$ 133,871.41
15			30	\$ 137,483.33	\$ 250.00	\$ 132,109.16
32			45	\$ 152,250.54	\$ 500.00	\$ 147,638.01
35			30	\$ 154,691.10	\$ 250.00	\$ 148,456.55
42			45	\$ 155,115.13	\$ 500.00	\$ 150,359.37
54			30	\$ 142,849.58	\$ 250.00	\$ 137,207.10
			MHU TOTAL	\$ 881,727.99		
					Evaluation Total	\$ 849,641.59



STATE OF NORTH CAROLINA

DEPARTMENT OF PUBLIC SAFETY

Office of Recovery and Resiliency (NCORR)

Invitation for Bid #: 19-IFB-446351328 -DAD

Manufactured Housing Units (MHU); Turnkey Delivery and Installation

Date Issued: June 13, 2022

Bid Opening Date: June 27, 2022 at 2:00 PM ET

Direct all inquiries concerning this IFB to:

Angie Dunaway

NCORR Chief Procurement Officer

Email: angie.dunaway@ncdps.gov

Phone: 919-609-0937



STATE OF NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Refer ALL inquiries regarding this IFB to: angie.dunaway@ncdps.gov	Invitation for Bids # 19-IFB-446351328-DAD
Contract Type: Open Market	Bids will be opened: June 27, 2022 at 2:00 PM ET
Commodity No.: 721110 Single family dwelling construction services (UNSPSC)	Using Agency: NCDPS, NCORR
	Requisition No.: n/a

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.
- 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.

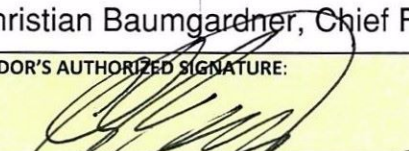
As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25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

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.

This procurement complies with the State's own procurement laws, rules and procedures per 2 CFR § 200.317.

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: Shepherd Response, LLC		
STREET ADDRESS: 1332 Baez Street	P.O. BOX:	ZIP: 27608
CITY & STATE & ZIP: Raleigh, NC 27608	TELEPHONE NUMBER: 609-214-3627	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE:		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: Christian Baumgardner, Chief Financial Officer		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE: 	DATE: 6/27/22	EMAIL: christian@shepherd-response.com

VALIDITY PERIOD

Offer shall be valid for at least 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.

ACCEPTANCE OF BID

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 28th day of June, 2022, as indicated on the attached certification, by Regina Dunaway
(Authorized Representative of the Department of Public Safety).

IFB Number: 19-IFB-446351328 -DAD
 IFB Description: Manufactured Housing Units (MHU)
 Vendor Name: Shepherd Response, LLC

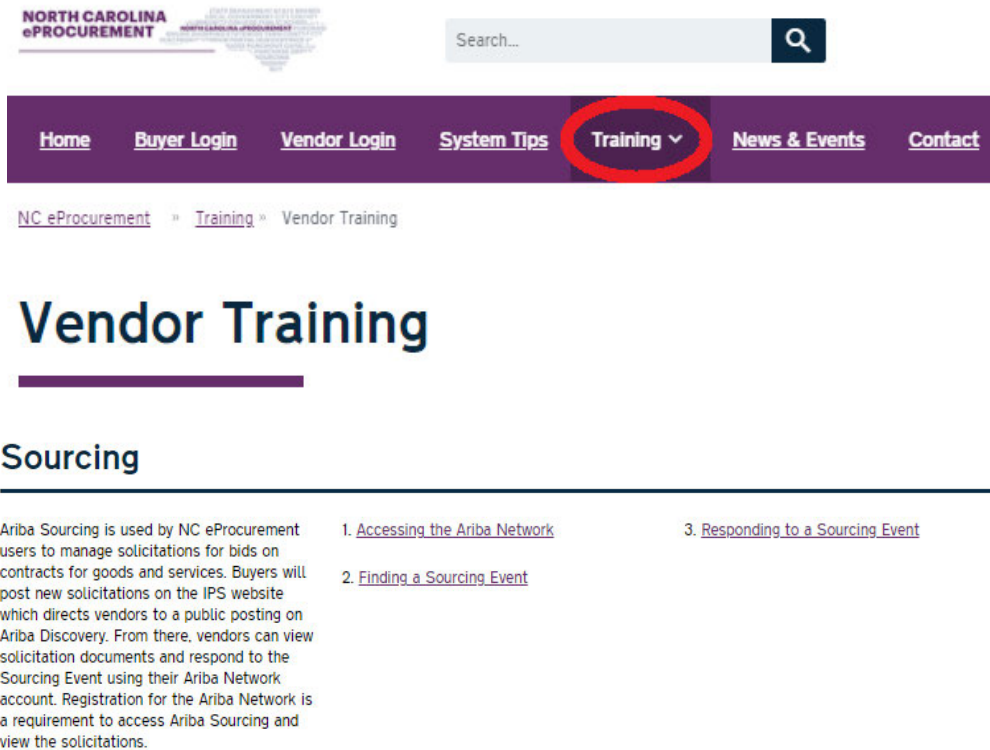
Item #	Project ID	Address	City	County	MHU Type	MHU Bedroom Composition	MHU Bathroom Composition	Minimum SQ FT	Construction Type	ADA Required (Y/N)	Watermark Height in inches for Elevation	Date MHU Available in Days	Price for MHU		MHU Daily Storage	For Evaluation Purposes
													Price offered includes 60 days holding the MHU on vendor lot prior to delivery and installation.	Daily price for 4 Months (120 Days) BEYOND the included 60 days storage in the MHU price.		
1					Singlewide	2	1	535	MHU Replace	No	N/A	60	\$ 129,904.43	\$ 1,082.54	\$ 129,904.43	
2					Singlewide	2	1	583	MHU Replace + Elevation	Yes	0" INTERIOR 24"EXTERIOR	90	\$ 224,285.00	\$ 1,869.04	\$ 224,285.00	
3					Doublewide	3	2	1688	MHU Replace + Elevation	No	0" INTERIOR 12"EXTERIOR	60	\$ 229,989.30	\$ 1,916.58	\$ 229,989.30	
4					Doublewide	3	2	1118	MHU Replace	No	N/A	30	\$ 174,038.75	\$ 250.00	\$ 166,836.81	
5					Singlewide	3	2	1089	MHU Replace	Yes	N/A	90	\$ 192,300.00	\$ 1,602.50	\$ 192,300.00	
6					Singlewide	2	1	583	MHU Replace + Elevation	No	0" INTERIOR 12"EXTERIOR	30	\$ 139,338.33	\$ 250.00	\$ 133,871.41	
7					Singlewide	4	2	1026	MHU Replace + Elevation	Yes	0" INTERIOR 32"EXTERIOR	120	\$ 249,550.00	\$ 2,079.58	\$ 249,550.00	
8					Doublewide	4	2	1420	MHU Replace + Elevation	No	0" INTERIOR 24"EXTERIOR	30	\$ 239,298.98	\$ 250.00	\$ 228,834.03	
9					Doublewide	3	2	1147	MHU Replace	No	N/A	30	\$ 174,038.75	\$ 250.00	\$ 166,836.81	
10					Singlewide	2	2	951	MHU Replace	No	N/A	60	\$ 163,163.43	\$ 1,359.70	\$ 163,163.43	
11					Doublewide	3	2	1262	MHU Replace	No	N/A	60	\$ 221,853.75	\$ 1,848.78	\$ 221,853.75	
12					Singlewide	2	1	941	MHU Replace	Yes	N/A	90	\$ 198,710.00	\$ 1,655.92	\$ 198,710.00	
13					Doublewide	4	2	1803	MHU Replace	No	N/A	30	\$ 218,893.98	\$ 250.00	\$ 209,449.28	
14					Doublewide	4	2	1384	MHU Replace	Yes	N/A	120	\$ 297,787.50	\$ 2,481.56	\$ 297,787.50	
15					Singlewide	2	1	607	MHU Replace + Elevation	No	0" INTERIOR 0"EXTERIOR	30	\$ 137,483.33	\$ 250.00	\$ 132,109.16	
16					Singlewide	2	2	720	MHU Replace	No	N/A	30	\$ 118,933.33	\$ 250.00	\$ 114,486.66	
17					Singlewide	2	2	925	MHU Replace	No	N/A	30	\$ 129,069.58	\$ 250.00	\$ 124,116.10	
18					Doublewide	3	2	1572	MHU Replace	No	N/A	60	\$ 211,606.80	\$ 1,763.39	\$ 211,606.80	
19					Doublewide	3	2	1655	MHU Replace + Elevation	Yes	0" INTERIOR 39"EXTERIOR	120	\$ 327,225.00	\$ 2,726.88	\$ 327,225.00	
20					Singlewide	3	2	898	MHU Replace + Elevation	No	0" INTERIOR 30"EXTERIOR	90	\$ 218,925.00	\$ 1,824.38	\$ 218,925.00	
21					Doublewide	3	2	1390	MHU Replace + Elevation	Yes	4" INTERIOR 38"EXTERIOR	45	\$ 213,359.67	\$ 500.00	\$ 205,691.68	
22					Doublewide	3	2	1131	MHU Replace	Yes	N/A	120	\$ 297,787.50	\$ 2,481.56	\$ 297,787.50	
23					Doublewide	3	2	1716	MHU Replace	No	N/A	60	\$ 248,730.80	\$ 2,072.76	\$ 248,730.80	
24					Doublewide	3	3	1686	MHU Replace	No	N/A	30	\$ 217,436.48	\$ 250.00	\$ 208,064.65	
25					Doublewide	4	2	2148	MHU Replace	Yes	N/A	120	\$ 377,463.75	\$ 3,145.53	\$ 377,463.75	
26					Doublewide	4	2	1751	MHU Replace	Yes	N/A	120	\$ 307,713.75	\$ 2,564.28	\$ 307,713.75	
27					Doublewide	3	2	1214	MHU Replace	No	N/A	60	\$ 187,173.75	\$ 1,559.78	\$ 187,173.75	
28					Singlewide	3	2	839	MHU Replace + Elevation	Yes	0" INTERIOR 6"EXTERIOR	90	\$ 218,472.50	\$ 1,820.60	\$ 218,472.50	
29					Doublewide	3	2	1396	MHU Replace	Yes	N/A	120	\$ 307,713.75	\$ 2,564.28	\$ 307,713.75	
30					Singlewide	3	2	1025	MHU Replace + Elevation	No	0" INTERIOR 24"EXTERIOR	60	\$ 164,798.40	\$ 1,373.32	\$ 164,798.40	
31					Doublewide	4	2	1501	MHU Replace	No	N/A	45	\$ 225,641.63	\$ 500.00	\$ 217,359.54	
32					Singlewide	2	2	873	MHU Replace + Elevation	No	0" INTERIOR 14"EXTERIOR	45	\$ 152,250.54	\$ 500.00	\$ 147,638.01	
33					Singlewide	2	2	975	MHU Replace + Elevation	No	3" INTERIOR 32"EXTERIOR	60	\$ 193,592.59	\$ 1,613.27	\$ 193,592.59	
34					Singlewide	3	2	931	MHU Replace + Elevation	Yes	0" INTERIOR 24"EXTERIOR	90	\$ 224,285.00	\$ 1,869.04	\$ 224,285.00	
35					Singlewide	2	2	1035	MHU Replace + Elevation	No	0" INTERIOR 12"EXTERIOR	30	\$ 154,691.10	\$ 250.00	\$ 148,456.55	
36					Doublewide	4	2	2030	MHU Replace + Elevation	No	0" INTERIOR 37"EXTERIOR	45	\$ 253,565.58	\$ 500.00	\$ 243,887.30	
37					Singlewide	3	2	1293	MHU Replace + Elevation	Yes	0" INTERIOR 20"EXTERIOR	90	\$ 238,493.33	\$ 1,987.44	\$ 238,493.33	
38					Singlewide	2	1	832	MHU Replace	No	N/A	60	\$ 129,904.43	\$ 1,082.54	\$ 129,904.43	
39					Singlewide	4	2	1038	MHU Replace + Elevation	No	4" INTERIOR 40"EXTERIOR	45	\$ 231,045.83	\$ 500.00	\$ 222,493.54	
40					Singlewide	3	2	905	MHU Replace	Yes	N/A	90	\$ 192,300.00	\$ 1,602.50	\$ 192,300.00	
41					Doublewide	3	2	1200	MHU Replace	No	N/A	45	\$ 180,606.25	\$ 500.00	\$ 174,575.94	
42					Singlewide	3	2	903	MHU Replace + Elevation	No	0" INTERIOR 36"EXTERIOR	45	\$ 155,115.13	\$ 500.00	\$ 150,359.37	
43					Doublewide	4	2	2056	MHU Replace	No	N/A	45	\$ 225,641.63	\$ 500.00	\$ 217,359.54	
44					Singlewide	2	2	887	MHU Replace	Yes	N/A	90	\$ 192,300.00	\$ 1,602.50	\$ 192,300.00	
45					Doublewide	3	2	1616	MHU Replace + Elevation	Yes	0" INTERIOR 26"EXTERIOR	120	\$ 323,162.50	\$ 2,693.02	\$ 323,162.50	
46					Doublewide	3	2	1561	MHU Replace + Elevation	Yes	0" INTERIOR 24"EXTERIOR	120	\$ 322,537.50	\$ 2,687.81	\$ 322,537.50	
47					Doublewide	3	2	1411	MHU Replace	No	N/A	45	\$ 185,149.25	\$ 500.00	\$ 178,891.79	
48					Singlewide	3	2	1039	MHU Replace	No	N/A	45	\$ 136,328.50	\$ 500.00	\$ 132,512.08	
49					Singlewide	3	2	912	MHU Replace	No	N/A	45	\$ 128,990.13	\$ 500.00	\$ 125,540.62	
50					Singlewide	3	2	1052	MHU Replace	No	N/A	45	\$ 136,328.50	\$ 500.00	\$ 132,512.08	
51					Doublewide	3	2	1156	MHU Replace + Elevation	No	0" INTERIOR 14"EXTERIOR	45	\$ 200,429.17	\$ 500.00	\$ 193,407.71	
52					Doublewide	3	2	1433	MHU Replace + Elevation	Yes	0" INTERIOR 12"EXTERIOR	120	\$ 318,787.50	\$ 2,656.56	\$ 318,787.50	
53					Doublewide	4	2	1616	MHU Replace	No	N/A	30	\$ 217,436.48	\$ 250.00	\$ 208,064.65	
54					Singlewide	3	2	918	MHU Replace + Elevation	No	0" INTERIOR 12"EXTERIOR	30	\$ 142,849.58	\$ 250.00	\$ 137,207.10	
55					Doublewide	3	2	1496	MHU Replace	No	N/A	60	\$ 210,039.30	\$ 1,750.33	\$ 210,039.30	
56					Doublewide	3	2	1504	MHU Replace + Elevation	No	4" INTERIOR 46"EXTERIOR	60	\$ 282,202.88	\$ 2,351.69	\$ 282,202.88	

MHU TOTAL \$ 11,890,719.85
 Evaluation Total \$ 11,723,321.83

This IFB is conducted via the State’s NEW eProcurement Sourcing tool.

Vendors are strongly encouraged to allow adequate time to appraise themselves of the NEW process.

Vendor training on the NEW Sourcing tool is located at <https://eprocurement.nc.gov/training/vendor-training>



Questions regarding how to use the **NEW Sourcing tool** contact the NC eProcurement HelpDesk; Monday through Friday from 7:30 am ET to 5:00 pm ET.

Telephone: **888-211-7440 Option 2**

Email: vendor@nc.gov

The below Sourcing Tool steps will be shown, and explained, at the pre-bid conference.

3 Solicitation Document and Details

This section contains the details of the Solicitation, including details on the intent, use, duration, and scope of the goods and / or services being requested, information on the Solicitation process and instructions on how to respond, and the State's terms and conditions. Any issued Addenda to this Solicitation will be posted in this section.

3.1 SOLICITATION DOCUMENT (download the IFB attached in this section)

This document includes details on the intent, use, duration, and scope of the goods and / or services being requested, information on the solicitation process and instructions on how to respond, and the State's terms and conditions.

Vendor shall upload in Section 6 a completed fully executed version of the IFB, (all pages of the IFB) including ATTACHMENT A: PRICING. IFB DOWNLOAD

3.2 ATTACHMENT A: PRICING

Download and complete ATTACHMENT A: PRICING. Upload completed Attachment A in Section 5. 19-IFB-446351328-DAD_MHU_Attachment A_PRICING.xlsx

4 Vendor Identification

This section requires Vendor to provide identifying information.

4.1 NORTH CAROLINA CUSTOMER NUMBER

For internal State agency processing, please provide your company's NC electronic Vendor Portal (eVP) Customer Number, which can be found at https://vendor.ncgov.com/vendor/login.

Vendors responding to this Solicitation are required to be registered in the North Carolina eProcurement System. If your company is not registered in the North Carolina eProcurement System, click on the Register now link at the bottom of the Login screen. Vendors may contact the North Carolina eProcurement Help Desk for assistance in obtaining their Customer Number or completing the registration process at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM EST to 5:00 PM EST (except State holidays).

Answer

5 Pricing Submittal

This section contains the pricing questions that the State is seeking responses from Vendors.

5.1 ATTACHMENT A: PRICING SUBMITTAL

Vendor shall download, complete, and upload the completed Attachment A: Pricing Excel file that was downloaded from Section 3.

Answer Attach a file

6 Vendor Response

This section contains the information that the State is asking the Vendors to provide responses.

6.1 RETURN UN-REDACTED Vendor Response and ALL Pages of the IFB (including Attachment A: Pricing) completed and executed.

Vendor shall upload in this Section a completed fully executed UN-REDACTED version of the IFB document; along with the Vendor's offer. The IFB is located above in Section 3 Event.

Vendor is advised to confirm that it has reviewed and provided all requested information and ALL pages of the IFB are returned; including Attachment A: Pricing.

Reference IFB Section 2.7 BID SUBMITTAL and Section 2.8 BID CONTENTS.

Answer Attach a file

6.2 REDACTED Copy.

Vendor shall upload in this Section a REDACTED version of the IFB response; IF the Vendor determines their offer contains confidential information.

If NO information is deemed confidential upload a document so stating.

Reference IFB Section 2.7 BID SUBMITTAL and Section 2.8 BID CONTENTS.

Answer Attach a file

Table of Contents

- 1.0 PURPOSE AND BACKGROUND 7**
 - 1.1 CONTRACT TERM7
- 2.0 GENERAL INFORMATION 7**
 - 2.1 INVITATION FOR BIDS DOCUMENT7
 - 2.2 E-PROCUREMENT FEE.....7
 - 2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS.....7
 - 2.4 IFB SCHEDULE8
 - 2.5 PRE-BID CONFERENCE8
 - 2.6 BID QUESTIONS.....9
 - 2.7 BID SUBMITTAL.....9
 - 2.8 BID CONTENTS11
 - 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....11
 - 2.10 CONTRACT MONITORING12
- 3.0 METHOD OF AWARD AND BID EVALUATION PROCESS..... 12**
 - 3.1 METHOD OF AWARD.....12
 - 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS13
 - 3.3 BID EVALUATION PROCESS.....13
 - 3.4 PERFORMANCE OUTSIDE THE UNITED STATES.....14
 - 3.5 INTERPRETATION OF TERMS AND PHRASES14
- 4.0 REQUIREMENTS..... 14**
 - 4.1 PRICING14
 - 4.2 INVOICES15
 - 4.3 FINANCIAL STABILITY15
 - 4.4 HUB PARTICIPATION15
 - 4.5 OPTIONAL BACKGROUND CHECKS16
 - 4.6 PERSONNEL.....16
 - 4.7 VENDOR’S REPRESENTATIONS.....16
 - 4.8 AGENCY INSURANCE REQUIREMENTS MODIFICATION.....16
 - 4.9 FEDERAL COVID-19 VACCINATION REQUIREMENT.....16
- 5.0 SPECIFICATIONS AND SCOPE OF WORK..... 16**
- 6.0 CONTRACT ADMINISTRATION..... 19**
 - 6.1 PROJECT MANAGER AND CUSTOMER SERVICE19
 - 6.2 POST AWARD PROJECT REVIEW MEETINGS.....19
 - 6.3 ACCEPTANCE OF WORK19
 - 6.4 FAITHFUL PERFORMANCE.....19
 - 6.5 DISPUTE RESOLUTION20
 - 6.6 CONTRACT CHANGES20

ATTACHMENT A: PRICING..... 21

ATTACHMENT B: INSTRUCTIONS TO VENDORS..... 22

ATTACHMENT C: NORTH CAROLINA GENERAL CONTRACT TERMS & CONDITIONS 25

ATTACHMENT D: HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) 36

ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR..... 37

1.0 PURPOSE AND BACKGROUND

The North Carolina Office of Recovery and Resiliency (NCORR), a division of the North Carolina Department of Public Safety (DPS), is soliciting bids from qualified Vendors that have specific experience and qualifications in the areas identified in this solicitation to provide turn-key manufactured housing units and installation. The work will include, but is not limited to: supplying the manufactured housing unit and delivery and installation. Demolition of the existing structure, site design and preparation, and homeowner move-out and move-in assistance is not part of this solicitation.

NCORR was established to receive and administer any grant awarded by the U.S. Department of Housing and Urban Development (HUD) to North Carolina for the purposes of recovering from a major disaster and mitigating future storm impact. NCORR manages all aspects of these grants, including planning and policy development, recovery program administration, compliance and monitoring, program financial management, and grant closeout. The programs that NCORR administers under the CDBG-DR and CDBG-MIT grants include, but are not limited to: single-family home repair, eligible repair reimbursement, rehabilitation, and reconstruction; repair and replacement of manufactured homes; repairs to public infrastructure; rehabilitation of public housing units; rehabilitation of multi-family rental housing units; buyouts and acquisition of flood-prone properties; and the small business recovery loan program.

1.1 CONTRACT TERM

The contract term is described as the completion and acceptance of all requirements within the scope of work.

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 BIDS DOCUMENT

The IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this IFB in advance of any Contract award are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: This is not an NC eProcurement solicitation. The E-Procurement fee does not apply to this solicitation. Paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions do not apply to this solicitation.

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

<http://eprocurement.nc.gov/training/vendor-training>.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the State's 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 concerning this IFB.

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

State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this Q and A process or negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s bid or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s bid that purports to vary any terms and conditions or Vendors’ instructions herein or to render the bid non-binding or subject to further negotiation. Vendor’s bid shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

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. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s bid as nonresponsive. The State may exercise its discretion to consider Vendor proposed modifications.

2.4 IFB SCHEDULE

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

Event	Responsibility	Date and Time
Issue IFB	State	June 13, 2022
Hold Pre-Bid Meeting	State	June 16, 2022 at 11:00 am ET via TEAMS and Call In Number
Submit Written Questions	Vendor	June 20, 2022 by 11:00 am ET <i>Please attend the Pre-Bid Conference prior to submitting questions.</i>
Provide Responses to Questions (issue Addendum via Sourcing Tool)	State	June 22, 2022
Submit Bids (electronic via Sourcing Tool)	Vendor	June 27, 2022 by 2:00 pm ET
Contract Award	State	As soon as possible after bid opening. NCORR will make every effort possible to award June 29.

2.5 PRE-BID CONFERENCE

Urged and Cautioned Pre-Bid Conference

- Date: June 16, 2022
- Time: 11:00 am Eastern Time
- Location: Virtual via TEAMS [Click here to join the meeting](#)
- Call In # (Audio ONLY): (984) 204-1487 Phone Conference ID: 704 992 281#

Instructions: Vendor representatives are URGED and CAUTIONED to attend the pre-bid conference and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this IFB. A non-mandatory pre-bid conference is scheduled for this IFB. 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 pre-bid conference, 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.

E-mail angie.dunaway@ncdps.gov by 9:00 am ET on Wednesday, June 15, 2022 the name and email address of the individual(s) attending the pre-bid conference; and the company the individual is representing. As a courtesy, Angie will email these individuals a TEAMS invite to facilitate joining the meeting. Enter as the subject of the email message "MHU Pre-Bid Conference Attendee".

2.6 BID QUESTIONS

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

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter "MHU Questions - 19-IFB-446351328-DAD" as the subject of the message. Question submittals should include a reference to the applicable IFB section.

The questions should be submitted in the following format:

Citation	Vendor Question
IFB Section Number and Section Title	
IFB Page Number	

PLEASE attend the pre-bid conference prior to submitting questions.

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

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

2.7 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. 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. 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.

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

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

Tips for Using the Sourcing Tool:

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

The Sourcing Tool has two (2) fields to upload the ENTIRE (all pages) of the Invitation for Bid (IFB), which includes the Vendor response to all questions, completion of all attachments, and all required documentation.

- The first file upload field specifies to upload one (1) **signed UN-REDACTED** offer that contains **ALL pages of the IFB**, with ALL information completed. **Vendor must return all the pages of this solicitation with its offer. Offer must be submitted on the forms** provided herein. Prices and any other entry made hereon by the Vendor shall be considered firm and not subject to change.
- The second file upload field (optional for vendor to upload a file) specifies to upload one (1) **REDACTED** copy (all Proprietary and Confidential Information removed); ***IF the vendor determines their offer contains confidential information.***

Redacting refers to the blacking out of information, so it is not visible.

The North Carolina Department of Public Safety, in responding to public records requests, will release the contents of the Redacted file provided by the Vendor. If no redacted file is provided the North Carolina Department of Public Safety will release the un-redacted version in response to public records requests. It is the sole responsibility of the Vendor to ensure that the Redacted file complies with the requirements of Paragraph 14, CONFIDENTIAL INFORMATION, of the INSTRUCTIONS TO VENDORS. **Under no circumstances shall price information be designated as confidential.**

2.8 BID CONTENTS

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

Vendors shall upload (in one document) the following items and attachments in the Sourcing Tool:

- a) Completed and signed **EXECUTION PAGE**, and any Addenda released in conjunction with the IFB.
- b) Completed ATTACHMENT A: **PRICING** (Excel file in the Sourcing Tool)
- c) Completed ATTACHMENT D: **Historically Underutilized Businesses** (HUB)
- d) Completed ATTACHMENT E: **Location of Workers Utilized by Vendor**
- e) Body of the IFB (*All pages of the IFB should be returned*)
- f) ATTACHMENT B: INSTRUCTIONS TO VENDORS
- g) ATTACHMENT C: NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **AGENCY SPECIFIC TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities for a single entity.
- b) **BAFO:** Best and Final Offer, submitted by a Vendor to alter its initial bid, made in response to a request by the issuing agency.
- c) **BUYER:** The employee of the State or Other Eligible Entity that places an order with the Vendor.
- d) **CONTRACT LEAD:** Representative of the Department of Public Safety identified on the first page of this IFB who will correspond with potential Vendors concerning solicitation issues and will contract with the Vendor providing the best offer to the State, and is the individual who will administer The Contract for the State.
- e) **DPS:** Department of Public Safety
- f) **ET:** Eastern Time.
- g) **FOB-DESTINATION:** Title changes hand from Vendor to purchaser at the destination point of the shipment; Vendor owns commodity in transit and files any claims, and Vendor pays all freight and any related transportation charges. A solicitation may request a Vendor to separately identify freight charges in its bid, but no amount or charge not included as part of the total bid price will be paid.
- h) **IFB:** Invitation for Bids.
- i) **LOT:** A grouping of similar products within this IFB.
- j) **ON-TIME DELIVERY:** The delivery of all items within a single order to the receiving point designated by the ordering entity
- k) **OPENING DATE:** Responses will only be accepted up until the specified time and date listed in the bid and then publicly opened. NO responses will be accepted after that time and date.
- l) **QUALIFIED BID:** A responsive bid submitted by a responsible Vendor.
- m) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.

- n) **SOURCING TOOL:** The North Carolina eProcurement System module that provides vendors the opportunity to submit proposals to the State electronically.
- o) **STATE:** The State of North Carolina, including any of its sub-units recognized under North Carolina law.
- p) **STATE AGENCY:** Any of the more than 400 sub-units within the executive branch of the State, including its departments, boards, commissions, institutions of higher education and other institutions.
- q) **THE CONTRACT:** A contract resulting from or arising out of Vendor responses to this solicitation document.
- r) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to an Invitation for Bids. Following award of a contract, the term refers to an entity receiving such an award.

2.10 CONTRACT MONITORING

Per *NC Senate Bill 1213 (Session Law 2010-194)* any contract which results from the award of this Invitation for Bid shall include contract monitoring as a regular process of evaluating post award Vendor contract performance based on measurable deliverables and verifying Vendor compliance with the terms and conditions in the contract.

The general purpose of monitoring will be to 1) improve Vendor contract performance through early identification of questions and issue resolution; 2) identify potential contract problems, financial or technical, that may require additional scrutiny; 3) evaluate Vendor contract performance controls to ensure there is a reliable basis for validating deliverables and minimizing risk of contract default; 4) assure that Vendor financial documentation is adequate and accurate as it relates to contract payments.

Specifically, contract monitoring may include but are not limited to the following areas;

- Verify contractor performance for purposes of payment;
- Identify material breach of contract by assessing the difference between contract performance and material non-performance;
- Determine if corrective action is necessary and take such action if required.

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

This IFB will be awarded in accordance with State and Federal law. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law. North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest.

All responsive bids will be reviewed, and an award or awards will be based on the responsive bid(s) offering the lowest price that meets the specifications provided herein.

The pricing methodology for evaluation purposes only is:

MHU price at 95% and the daily hold rate for four months (beyond the included 60 day hold included in MHU price) will be 5% to equal the 100% price for evaluation.

While the intent of this IFB is to award a Contract(s) to multiple Vendors, the State reserves the right not to 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

From the issuance date of this IFB through the date the contract is awarded, each Vendor submitting a bid (including its representatives, sub-contractors and/or suppliers) 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, department secretary, agency head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Vendor's bid or qualifications, the contents of another Vendor's bid, another Vendor's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of bids and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the State's discretion that the communication was harmless, that it was made without intent to influence and that the best interest of the State would not be served by the disqualification. A Vendor's bid may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB or general inquiries directed to the purchaser regarding requirements of the IFB (prior to bid submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

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

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

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

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and the name of the Vendor and total cost offered may be announced. 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.

If negotiation is anticipated under 01 NCAC 05B.0503, pricing may not be public until award.

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.

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) under the IFB number for this solicitation.

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

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT E: 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 and to ensure that any award will be in the best interest of the State—how that performance may affect or be affected by the following factors:

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

3.5 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the State to receive a better bid, the Vendor is urged and cautioned 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

Contract price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, storage,

administrative and other similar fees. Complete ATTACHMENT A: PRICING and include in Bid. The individual pricing items provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become the price for each element on the resulting Contract. There is no overall not to exceed contract price for this contract but the pricing is binding for the MHU units individually and for the daily hold rates individually.

4.2 INVOICES

Vendor shall provide the invoice to the NCORR Construction Manager.

The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the NCORR Construction Manager with an invoice for each Project (Application number; homeowner address). Invoices shall include detailed line item information to allow the NCORR Construction Manager to verify pricing matches the correct price from the contract. At a minimum, the following fields shall be included on all invoices:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Project Number (Application number; homeowner address), Item Descriptions, Price, Quantity, and Unit of Measure.

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

1. A deposit of **25%** to start production (or hold in stock units) of any of the homes to which bidder was awarded a contract.
2. Progress Payment of **25%** of contract price when the MHU is delivered to Bidder's regional/local office, facility, or lot and the unit has been inspected and approved as compliant by NCORR and a Certificate of Origin has been submitted to NCORR. All units must be within 150 miles of Raleigh, NC for inspection to occur.
3. Progress Payment of **45%** of contract balance when installation of the MHU on the lot is performed; both the local authority having jurisdiction and NCORR pass final inspections and issue certificate of occupancy of the MHU; and completion of all punch list items.
4. Final Retainage Payment of remaining **5%** will be paid after submission of all manufacturer and subcontractor warranties to owner(s) and delivery to NCORR copies of all relevant inspection and permitting documentation to include all ancillary certifications from other statutory agencies with jurisdiction.

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor certifies by execution 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. Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

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 OPTIONAL 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 State.

4.6 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

4.7 VENDOR'S REPRESENTATIONS

If Vendor's bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.8 AGENCY INSURANCE REQUIREMENTS MODIFICATION

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

- Small Purchases
- Total MHU value** (total on Column L in Attachment A)
- Contract value in excess of \$1,000,000.00

4.9 FEDERAL COVID-19 VACCINATION REQUIREMENT

President Biden issued Executive Order 14042 requiring that all employees working on or in connection with a federal contract be fully vaccinated against COVID-19. By responding to this solicitation, Vendor acknowledges and agrees to comply with the federal COVID-19 vaccination requirements.

5.0 SPECIFICATIONS AND SCOPE OF WORK

Specifications for All MHUs:

A. Permanent Placement on Real Property (i.e., foundation, means of Egress, etc.)

1. Brick skirting with 18" x 24" door for crawlspace (see below)
2. All towing apparatus removed

3. The bidder will be responsible for proper placement of the MHU on the lot in compliance with current zoning requirements.

B. MHU Minimum Requirements:

1. Minimum square footage (but able to be code-compliantly placed upon the property) and bed/bath composition as shown per each unit in Attachment A.
2. Model must include living/family room, kitchen and eating area.
3. Ceiling lights in each bedroom and in living/family room operated from wall switch.
4. **Wind Zone 2 or 3 as required by code** (minimum 25 or 30-year shingle with corresponding warranty).
5. Appliances that must be included in bid are refrigerator; dishwasher; range (combination oven and stovetop); microwave/range hood combination or separate range hood depending on standard package for MHU model.
6. All entrance doors must have steps leading to them built in accordance with the North Carolina Regulations for Manufactured Homes section 3.11.
7. No Plastic Plumbing Fixtures (sinks, faucets, etc.).
8. MHU must meet U.S. Department of Housing and Urban Development's specifications for manufactured homes.
9. Footings, pier spacing, and anchorage shall meet the current North Carolina Regulations for Manufactured Homes and the Manufacturer's Installation Instructions. Electrical, plumbing, and mechanical work shall meet the requirements of the National Electrical Code, North Carolina Plumbing and North Carolina Mechanical Codes, respectively, along with the North Carolina Regulations for Manufactured Homes. Connection of plumbing systems shall be performed by a NC licensed plumbing contractor.
10. Foundation system and tie-downs must be installed in accordance with the installation instructions for new homes.
11. All footer blocks shall be covered with earth.
12. Underneath the home is to be graded to prevent water ponding. Additional fill should be added where necessary, if the interior (crawl space) grade is lower than the exterior to ensure there is positive drainage and balanced fill.
13. A GFCI convenience receptacle should be located adjacent to mechanical equipment in accordance with the requirements of NEC (550.32(E)).
14. Additional external GFI protected receptacles shall be provided adjacent to the front and rear exit doors. Receptacles shall be installed in accordance with the requirements of *NC Regulations for Manufactured Homes section 3.12.3*.
15. The electrical system shall be complete with proper conductor and overcurrent device sizes.
16. At least one (1) outlet must be accessible from the ground (no higher than sixty (60) inches from the adjoining grade). If this outlet is below the known flood elevation for this home, then it must be installed in accordance with NFIP guidelines (a Dedicated circuit fed either from the interior distribution panel or directly from the meter base pole mounted panel, and the outlet must be GFCI, weather and tamper resistant rated.)
17. The water supply is installed in accordance with North Carolina Regulations for Manufactured Homes section 3.13.6.
18. All hose bibs have means for back flow prevention.
19. The sewer line is run with correct fall and the connection to septic tank exposed for the inspection.
20. All mechanical equipment must be installed with proper overcurrent protection device.
21. All mechanical equipment located outside is leveled and placed on an elevated platform at a height no less than the height of the lowest finished floor of the installed MHU.
22. Any ductwork run under the home should be supported every 4'-0".

23. Include the cost of transportation, cost of code approved set-up, costs of connecting to electrical utility, water supply and sewer, costs of all permits (if applicable), taxes (if applicable), and all other work or services required to obtain a certificate of occupancy from the local authority having jurisdiction as required.

C. ADA compliant unit requirements

All requirements listed within this section are in addition to requirements listed above at 5.0(B). ADA units are listed in Attachment A.

1. ADA/Comfort Height Toilet in Master Bath
2. Low Threshold/Walk in Shower with a flexible water dam in Master Bathroom
3. Countertop max height 36"
4. Removable cabinet or no cabinet under kitchen sink
5. D-shaped cabinet handles
6. All doors must have leavers for doorknobs
7. Blocking for grab bars at toilets, tubs, and showers
8. Grab bars in bathrooms at toilet and shower
9. Vinyl floors throughout unit instead of carpet
10. Handicap Accessible shower with seat 36" max
11. 32" – 48" wide doors
12. Low exterior door thresholds
13. Lever-handled locksets for exterior doors
14. Stove must have front controls
15. Refrigerator and Dishwasher must have pull handles

D. MHU specification preferences:

1. Home shall have OSB exterior wall cladding (sheathing) *if available from the manufacturer*
2. Drywall wall finishes, not paneling, in all living spaces *if available from the manufacturer*

E. MHU Delivery:

1. **After award of the contract** the vendor must receive the unit on the lot within the 150 miles radius of Raleigh, NC within **65 days**.
2. Vendor must **hold the unit until a Notice to Proceed** is issued by NCORR. Should the Notice to Proceed be issued before vendor receives the unit on the lot, then liquidated damages (if applicable) will be assessed daily as stated at 6.4.
3. Vendor must be willing for the unit to **remain on their lot** for a minimum of **60 days prior to delivery and installation**. The cost for this shall be included in the MHU price itself.
4. Any day required to be **stored beyond 60 days** after Notice to Proceed is issued shall be **paid** at a **daily rate** which is given in Attachment A.
5. Once a **Notice to Proceed** is given, Vendor must **deliver** the unit and **receive Certificate of Occupancy** from the AHJ and approval by NCORR **within 30 days**. Delays made by the AHJ may result in a time extension.

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 PROJECT MANAGER AND CUSTOMER SERVICE

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

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor shall be required to meet weekly (virtually) with the State for Project Review meetings. The purpose of these meetings is to discuss the status of residents moving out of their current MHU, the status of NCORR completing demolition of the existing MHU, and the projected date NCORR will be ready for the new MHU to be delivered and installed. The awarded vendor will advise when they have delivery and installation crews available; and mutually, the parties will determine the earliest date the MHU can be delivered and installed. The weekly meeting will address outstanding issues, review problem resolution, provide direction, and discuss any other pertinent topics.

6.3 ACCEPTANCE OF WORK

Performance of the delivery and installation of the MHU 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 MHU installation is approved as acceptable by the NCORR Construction Manager. NCORR shall not be deemed to have accepted performance or receipt of the MHU until installation is complete and approved by NCORR and the AHJ.

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

- Delivery and installation of the MHU offered and awarded (e.g. 4 bedroom/2 bathroom, 3 bedroom/2 bathroom; Make and Model)
- Providing the NCORR Construction Manager all required permits signed off by the applicable inspector
- Providing the NCORR Construction Manager the Certificate of Occupancy

The State 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 State 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, the State 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 FAITHFUL PERFORMANCE

Any Contract may include terms ensuring a Vendor's performance such as: (1) a bond, or similar assurance; (2) liquidated damages; (3) a percentage of the Contract value held as a retainage; (4) withholding final payment

contingent on acceptance of the final deliverable; and (5) any other provision that assures performance of the Vendor. The parties agree that the Vendor shall be subject to the following faithful performance requirements:

1. Fully Compliant MHUs per contract specifications.
2. Delivery to local lot for inspection within contract timeline.
3. Delivery and installation of unit within contract timeline.
4. Receipt of all pertinent permits and certificates within contract timeline.

Should Vendor not meet these Faithful Performance items, then NCORR shall assess Liquidated Damages of \$250 a day until Faithful Performance has been met. Liquidated Damages shall be deducted from any future payments and/or directly billed to Vendor.

6.5 DISPUTE RESOLUTION

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

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

6.6 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in Writing by the State and the Vendor

Attachments to this IFB begin on the next page.

ATTACHMENT A: PRICING

Download and complete Excel Spreadsheet in Sourcing Tool.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

1. **READ, REVIEW AND COMPLY:** It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Vendors or elsewhere in this IFB document.
2. **LATE BIDS:** Late bids, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure the timely delivery of bids at the designated office by the designated time.
3. **ACCEPTANCE AND REJECTION:** The State reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the Vendor, to accept any item in the bid. If either a unit price or an extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded. Regardless of error or omission, a Vendor shall not be permitted to increase its pricing after the deadline for submitting bids.
4. **BASIS FOR REJECTION:** Pursuant to 01 NCAC 05B .0501, the State reserves the right to reject any and all offers, in whole or in part, by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered, non-compliance with the requirements or intent of this solicitation, lack of competitiveness, error(s) in specifications or indications that revision would be advantageous to the State, cancellation or other changes in the intended project or any other determination that the proposed requirement is no longer needed, limitation or lack of available funds, circumstances that prevent determination of the best offer, or any other determination that rejection would be in the best interest of the State.
5. **EXECUTION:** Failure to execute page 1 of the IFB (Execution Page) in the designated space shall render bid non-responsive, and it will be rejected.
6. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this solicitation or those in any resulting contract documents, the order of precedence shall be (high to low) (1) any special terms and conditions specific to this IFB, including any negotiated terms; (2) requirements and specifications and administration provisions in Sections 4, 5 and 6 of this IFB; (3) North Carolina General Contract Terms and Conditions in ATTACHMENT C: NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS; (4) Instructions in ATTACHMENT B: INSTRUCTIONS TO VENDORS; (5) ATTACHMENT A: PRICING FORM, and (6) Vendor's Bid.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** Vendor shall furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this bid, each Vendor shall submit with its bid any sketches, descriptive literature and/or complete specifications covering the products and Services offered. Reference to literature submitted with a previous bid or available elsewhere will not satisfy this provision. Failure to comply with these requirements shall constitute sufficient cause to reject a bid without further consideration.
8. **RECYCLING AND SOURCE REDUCTION:** It is the policy of the State to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable and less toxic to the extent that the purchase or use is practicable and cost-effective. We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The Vendor remains responsible for providing packaging that will adequately protect the commodity and contain it for its intended use. Companies Vendors are strongly urged to bring to the attention of purchasers those products or packaging they offer which have recycled content and that are recyclable.
9. **CERTIFICATE TO TRANSACT BUSINESS IN NORTH CAROLINA:** As a condition of contract award, each out-of-State Vendor that is a corporation, limited-liability company or limited-liability partnership shall have received, and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A State contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered as transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.
10. **SUSTAINABILITY:** To support the sustainability efforts of the State of North Carolina we solicit your cooperation in this effort. Pursuant to Executive Order 156 (1999), it is desirable that all responses meet the following:

-
- a) All copies of the bid are printed double sided.
 - b) All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30%.
 - c) Unless absolutely necessary, all bids and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
 - d) Materials should be submitted in a format which allows for easy removal, filing and/or recycling of paper and binder materials. Use of oversized paper is strongly discouraged unless necessary for clarity or legibility.
11. **HISTORICALLY UNDERUTILIZED BUSINESSES:** The State is committed to retaining Vendors from diverse backgrounds, and it invites and encourages participation in the procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. In particular, the State encourages participation by Vendors certified by the State Office of Historically Underutilized Businesses, as well as the use of HUB-certified vendors as subcontractors on State contracts.
 12. **RECIPROCAL PREFERENCE:** G.S. 143-59 establishes a reciprocal preference requirement to discourage other states from favoring their own resident Vendors by applying a percentage increase to the price of any bid from a North Carolina resident Vendor. To the extent another state does so, North Carolina applies the same percentage increase to the bid of a vendor resident in that state. Residency is determined by a Vendor's "Principal Place of Business," defined as that principal place from which the overall trade or business of the Vendor is directed or managed.
 13. **INELIGIBLE VENDORS:** As provided in G.S. 147-86.59 and G.S. 147-86.82, the following companies are ineligible to contract with the State of North Carolina or any political subdivision of the State: a) any company identified as engaging in investment activities in Iran, as determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, and b) any company identified as engaged in a boycott of Israel as determined by appearing on the List of restricted companies created by the State Treasurer pursuant to G.S. 147-86.81. A contract with the State or any of its political subdivisions by any company identified in a) or b) above shall be void *ab initio*.
 14. **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, the State will maintain as confidential trade secrets in its bid that the Vendor does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Vendor, with specific trade secret information enclosed in boxes, marked in a distinctive color or by similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Vendor may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled as confidential constitutes a representation by the Vendor that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. 132-1.2. Vendors are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible. If a legal action is brought to require the disclosure of any material so marked as confidential, the State will notify Vendor of such action and allow Vendor to defend the confidential status of its information.
 15. **PROTEST PROCEDURES:** When a Vendor wishes to protest the award of The Contract, a Vendor shall submit a written request addressed to the Department of Public Safety, NCORR Chief Procurement Officer at: Department of Public Safety, Purchasing and Logistic, 3030 Hammond Business Place, Raleigh, NC 27603. The protest request must be received in the proper office within thirty (30) consecutive calendar days from the date of the Contract award. Protest letters **shall** contain specific grounds and reasons for the protest, how the protesting party was harmed by the award made and any documentation providing support for the protesting party's claims. **Note:** Contract award notices are sent only to the Vendor actually awarded the Contract, and not to every person or firm responding to a solicitation. Bid status and Award notices are posted on the Internet at <https://www.ips.state.nc.us/ips/>. All protests will be handled pursuant to the North Carolina Administrative Code, 01 NCAC 05B .1519.
 16. **MISCELLANEOUS:** Any gender-specific pronouns used herein, whether masculine or feminine, shall be read and construed as gender neutral, and the singular of any word or phrase shall be read to include the plural and vice versa.
 17. **COMMUNICATIONS BY VENDORS:** In submitting its bid, the Vendor agrees not to discuss or otherwise reveal the contents of its bid to any source, government or private, outside of the using or issuing agency until after the award of the Contract or cancellation of this IFB. All Vendors are forbidden from having any communications with the using or issuing agency, or any other

representative of the State concerning the solicitation, during the evaluation of the bids (i.e., after the public opening of the bids and before the award of the Contract), unless the State directly contacts the Vendor(s) for purposes of seeking clarification or another reason permitted by the solicitation. A Vendor shall not: (a) transmit to the issuing and/or using agency any information commenting on the ability or qualifications of any other Vendor to provide the advertised good, equipment, commodity; (b) identify defects, errors and/or omissions in any other Vendor's bid and/or prices at any time during the procurement process; and/or (c) engage in or attempt any other communication or conduct that could influence the evaluation or award of a Contract related to this IFB. Failure to comply with this requirement shall constitute sufficient justification to disqualify a Vendor from a Contract award. Only those communications with the using agency or issuing agency authorized by this IFB are permitted.

18. **TABULATIONS:** Bid tabulations can be electronically retrieved at the Interactive Purchasing System (IPS), <https://www.ips.state.nc.us/ips/BidNumberSearch.aspx>. Click on the IPS BIDS icon, click on Search for Bid, enter the bid number, and then search. Tabulations will normally be available at this web site not later than one working day after the bid opening. Lengthy or complex tabulations may be summarized, with other details not made available on IPS, and requests for additional details or information concerning such tabulations cannot be honored.
19. **VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** The North Carolina electronic Vendor Portal (eVP) allows Vendors to electronically register free with the State to receive electronic notification of current procurement opportunities for goods and Services of potential interests to them available on the Interactive Purchasing System, as well as notifications of status changes to those solicitations. Online registration and other purchasing information is available at the following website: <http://ncadmin.nc.gov/about-doa/divisions/purchase-contract>.
20. **WITHDRAWAL OF BID:** Bids that have been delivered by hand, U.S. Postal Service, courier or other delivery service may be withdrawn **only** in writing and if receipt is acknowledged by the office issuing the IFB prior to the time for opening bids identified on the cover page of this IFB (or such later date included in an Addendum to the IFB). Written withdrawal requests shall be submitted on the Vendor's letterhead and signed by an official of the Vendor authorized to make such request. Any withdrawal request made after the opening of bids shall be allowed only for good cause shown and in the sole discretion of the Division of Purchase and Contract.
21. **INFORMAL COMMENTS:** The State shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the State during the competitive process or after award. The State is bound only by information provided in writing in this IFB and in formal Addenda issued through IPS.
22. **COST FOR BID PREPARATION:** Any costs incurred by Vendor in preparing or submitting offers are the Vendor's sole responsibility; the State of North Carolina will not reimburse any Vendor for any costs incurred or associated with the preparation of bids.
23. **VENDOR'S REPRESENTATIVE:** Each Vendor shall submit with its bid the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's bid.
24. **INSPECTION AT VENDOR'S SITE:** The State reserves the right to inspect, at a reasonable time, the equipment, item, plant or other facilities of a prospective Vendor prior to Contract award, and during the Contract term as necessary for the State's determination that such equipment, item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.

ATTACHMENT C: NORTH CAROLINA GENERAL CONTRACT TERMS & CONDITIONS

1. PERFORMANCE:

- a) It is anticipated that the tasks and duties undertaken by the Vendor under the contract which results from the State solicitation in this matter (Contract) shall include Services, and/or the manufacturing, furnishing, or development of goods and other tangible features or components, as deliverables.
- b) Except as provided herein, and unless otherwise mutually agreed in writing prior to award, any deliverables not subject to an agreed Vendor license and provided by Vendor in performance of this Contract shall be and remain property of the State. During performance, Vendor may provide proprietary components as part of the deliverables that are identified in this Contract. Vendor grants the State a personal, permanent, non-transferable license to use such proprietary components of the deliverables and other functionalities, as provided under this Contract. Any technical and business information owned by Vendor or its suppliers or licensors made accessible or furnished to the State shall be and remain the property of the Vendor or such other party, respectively. Vendor agrees to perform under the Contract in at least the same or similar manner provided to comparable users and customers. The State shall notify the Vendor of any defects or deficiencies in performance or failure of deliverables to conform to the standards and specifications provided in this Contract. Vendor agrees to timely remedy defective performance or any nonconforming deliverables on its own or upon such notice provided by the State.
- c) Vendor has a limited, non-exclusive license to access and use State Data provided to Vendor, but solely for performing its obligations under and during this Agreement and in confidence as further provided for herein or by law.
- d) Vendor or its suppliers, as specified and agreed in the Contract, shall provide support assistance to the State related to all Services performed or other deliverables procured hereunder during the State's normal business hours. Vendor warrants that its support, customer service, and assistance will be performed at a minimum in accordance with generally accepted and applicable industry standards.
- e) The State may document and take into account in awarding or renewing future procurement contracts the general reputation, performance and performance capabilities of the Vendor under this Contract as provided by G.S. 143-52 and 143-135.9 (a) and (b) (Best Value).

2. DEFAULT AND TERMINATION.

- a) In the event of default by the Vendor, the State may, as provided by NC law, procure goods and services necessary to complete performance hereunder from other sources and hold the Vendor responsible for any excess cost occasioned thereby. *See*, G.S. 25-2-712. In addition, and in the event of default by the Vendor under the Contract, or upon the Vendor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Vendor, the State may immediately cease doing business with the Vendor, terminate the Contract for cause, and take action to recover relevant damages, and if permitted by applicable law, debar the Vendor from doing future business with the State. 01 NCAC 05B.1520.
- b) If, through any cause, Vendor shall fail to fulfill in a timely and proper manner the obligations under the Contract, including, without limitation, in these North Carolina General Terms and Conditions, the State shall have the right to terminate the Contract by giving thirty days written notice to the Vendor and specifying the effective date thereof. In that event, any or all finished or unfinished deliverables that are prepared by the Vendor under the Contract shall, at the option of the State, become the property of the State (and under any applicable Vendor license to the extent necessary for the State to use such property), and the Vendor shall be entitled to receive just and equitable compensation for any acceptable deliverable completed (or partially completed at the State's option) as to which such option is exercised. Notwithstanding, Vendor shall not be relieved of liability to the State for damages sustained by the State by virtue of any breach of the Contract, and the State may withhold any payment due the Vendor for the purpose of setoff until such time as the exact amount of damages due the State from such breach can be determined. The State, if insecure as to receiving proper performance or provision of goods deliverables, or if documented Vendor Services performance issues exist, under this Contract, may require at any time a performance bond or other alternative performance guarantees from a Vendor without expense to the State as provided by applicable law. G.S. 143-52(a); 01 NCAC 05B.1521; G.S. 25-2-609.

- c) If this Contract contemplates deliveries or performance over a period of time, the State may terminate this Contract for convenience at any time by providing 60 days' notice in writing from the State to the Vendor. In that event, any or all finished or unfinished deliverables prepared by the Vendor under this Contract shall, at the option of the State, become its property, and under any applicable Vendor license to the extent necessary for the State to use such property. If the Contract is terminated by the State for convenience, the State shall pay for those items or Services for which such option is exercised, less any payment or compensation previously made.

3. INTERPRETATION, CONFLICT OF TERMS.

- a) The definitions in the Instructions to Vendors in the relevant solicitation for this Contract, and in 01 NCAC 05A.0112 are specifically incorporated herein.
- b) If federal funds are involved in the transactions under this Contract, the Vendor shall comply with all applicable state and federal requirements and laws, except where State requirements are more restrictive. See the additional federal requirements included in the "Federal Funds Provisions" section below.
- c) "Purchasing Agency" herein is as defined in 01 NCAC 05A.0112, except that if this Contract has been entered into by the NC Department of Administration, Division of Purchase and Contract (P&C) as indicated in the Contract (e.g., a State Term Contract), then P&C will then be a Purchasing Agency for the purposes herein and in the Federal Funds Provisions, below.
- d) Contracts made in contravention of General Statutes, Chapter 143, Article 3 and the Rules in 05 NCAC Chapter 5, are void. G.S. 143-58.
- e) In the event of conflict of terms between applicable provisions of the Federal Funds Provisions and the other provisions of these North Carolina General Contract Terms and Conditions, the more restrictive provision will govern.

4. GOVERNMENTAL RESTRICTIONS: In the event any Governmental restrictions are imposed which necessitate alteration of the goods, material, quality, workmanship, or performance of the Services offered, prior to acceptance, it shall be the responsibility of the Vendor to notify the State Contract Lead or Administrator indicated in the Contract at once, in writing, indicating the specific regulation which requires such alterations. The State reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Contract.

5. AVAILABILITY OF FUNDS: Any and all payments to the Vendor shall be dependent upon and subject to the availability of funds appropriated or allocated to the agency for the purpose set forth in the Contract.

6. TAXES: Any applicable taxes shall be invoiced as a separate item.

- a) G.S. 143-59.1 bars the Secretary of Administration from entering into Contracts with Vendors if the Vendor or its affiliates meet one of the conditions of G.S. 105-164.8(b) and refuses to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G.S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the Vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the proposal document the Vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.
- b) The agency(ies) participating in the Contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the Vendor will be executed and returned by the using agency.
- c) Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.

7. SITUS AND GOVERNING LAWS;

- a) This Contract is made under and shall be governed by and construed in accordance with the laws of the State of North Carolina, including, without limitation, the relevant provisions of G.S. Chapter 143, Article 3, and the Rules in 01 NCAC Chapter 05, and any applicable successor provisions, without regard to its conflict of laws rules, and within which State all matters, whether sounding in Contract, tort or otherwise, relating to its validity, construction, interpretation and enforcement shall be determined. G.S. 22B-3.
- b) Vendor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with the Contract, including those of

federal, state, and local agencies having jurisdiction and/or authority, and including, without limitation, the applicable requirements in the Federal Funds Provisions, below.

- c) Non-resident Vendor corporations not formed under NC law must be domesticated in the Office of the NC Secretary of State in order to contract with the State of North Carolina. G.S. 55A-15-01.

8. NON-DISCRIMINATION COMPLIANCE:

To the extent federal funding is involved in this procurement, in whole or in part, compliance with the following is required:

- a) The Vendor shall comply with all Federal Funds Provisions requirements (below) and not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- b) The Vendor shall, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin:
- c) The Vendor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Vendor's legal duty to furnish information.
- d) The Vendor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Vendor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e) The Vendor shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f) The Vendor shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and shall permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g) In the event of the Vendor's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts or federally assisted construction Contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h) The Vendor shall include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Vendor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a Vendor (or herein "applicant," as applicable in context within these Federal Funds Provisions) becomes involved in, or is threatened

with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Vendor may request the United States to enter into such litigation to protect the interests of the United States.

- i) The Vendor further agrees that it shall be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the Vendor so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the Contract.
- j) The Vendor agrees that it shall assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of Vendors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it shall furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it shall otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
- k) The Vendor further agrees that it shall refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a Vendor debarred from, or who has not demonstrated eligibility for, Government Contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon Vendors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the Vendor agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part any relevant grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the Vendor under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such Vendor; and refer the case to the Department of Justice for appropriate legal proceedings.

9. **PAYMENT TERMS:** Payment terms are net not later than 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. The Procuring Agency is responsible for all payments to the Vendor under the Contract. Payment by some agencies may be made by procurement card. If the Vendor accepts Visa, MasterCard, etc., from other customers, it shall accept procurement card payment by the State under the terms provided for the procurement card. 01 NCAC 05B.1523. If payment is made by procurement card, then payment for amounts then due may be processed immediately by the Vendor.

The State does not agree in advance, in contract, pursuant to Constitutional limitations, to pay costs such as interest, late fees, penalties or attorney's fees. This Contract will not be construed as an agreement by the State to pay such costs, and will be paid only as ordered by a court of competent jurisdiction.

10. **CONDITION AND PACKAGING:** Unless otherwise expressly provided by special terms and conditions or specifications in the Contract or by express, specific federal law or rule, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose, is newly manufactured, and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.
11. **INTELLECTUAL PROPERTY WARRANTY AND INDEMNITY:** Vendor shall hold and save the State, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, resulting from infringement of the rights of any third party in any Services or copyrighted material, patented or patent-pending invention, article, device or appliance delivered in connection with the Contract.
- a) Vendor warrants to the best of its knowledge that:
 - i) Performance under the Contract does not infringe upon any intellectual property rights of any third party; and
 - ii) There are no actual or threatened actions arising from, or alleged under, any intellectual property rights of any third party;
 - b) Should any deliverables supplied by Vendor become the subject of a claim of infringement of a patent, copyright, trademark or a trade secret in the United States, the Vendor, shall at its option and expense, either procure for the State the right to continue using the deliverables, or replace or modify the same to become non-infringing. If neither of these options can reasonably be taken in Vendor's judgment, or if further use shall be prevented by injunction, the Vendor agrees to cease provision of any affected deliverables and refund any sums the State has

paid Vendor for such deliverables and make every reasonable effort to assist the State in procuring substitute deliverables. If, in the sole opinion of the State, the cessation of use by the State of any such deliverables due to infringement issues makes the retention of other items acquired from the Vendor under this Agreement impractical, the State shall then have the option of terminating the Agreement, or applicable portions thereof, without penalty or termination charge; and Vendor agrees to refund any sums the State paid for unused Services or other deliverables.

- c) The Vendor, at its own expense, shall defend any action brought against the State to the extent that such action is based upon a claim that the deliverables supplied by the Vendor, their use or operation, infringe on a patent, copyright, trademark or violate a trade secret in the United States. The Vendor shall pay those costs and damages finally awarded or agreed in a settlement against the State in any such action. Such defense and payment shall be conditioned on the following:
 - i) That the Vendor shall be notified within a reasonable time in writing by the State of any such claim; and
 - ii) That the Vendor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise provided, however, that the State shall have the option to participate in such action at its own expense.
- d) Vendor will not be required to defend or indemnify the State to the extent any claim by a third party against the State for infringement or misappropriation results solely from the State's material alteration of any Vendor-branded deliverables or Services, or from the continued use of the Services or other deliverables after receiving written notice from the Vendor of the claimed infringement.

12. ADVERTISING: Vendor agrees not to use the existence of the Contract or the name of the State of North Carolina as part of any commercial advertising or marketing of products or Services except as provided in 01 NCAC 05B.1516. A Vendor may inquire whether the State is willing to be included on a listing of its existing customers.

13. ACCESS TO PERSONS AND RECORDS: During, and after the term hereof during the relevant period required for retention of records by State law (G.S. 121-5, 132-1 *et seq.*, typically five years), the State Auditor and any Purchasing Agency's internal auditors shall have access to persons and records related to the Contract to verify accounts and data affecting fees or performance under the Contract, as provided in G.S. 143-49(9). However, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the such retention of records period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the record retentions period, whichever is later.

14. ASSIGNMENT OR DELEGATION OF DUTIES.

- a) As a convenience to the Vendor, the State may include any person or entity designated by the Vendor in writing as a joint payee on the Vendor's payment check. In no event shall such approval and action obligate the State to anyone other than the Vendor.
- b) If Vendor requests any assignment, or delegation of duties, the Vendor shall remain responsible for fulfillment of all Contract obligations. Upon written request, the State may, in its unfettered discretion, approve an assignment or delegation to another responsible entity acceptable to the State, such as the surviving entity of a merger, acquisition or a corporate reorganization if made as part of the transfer of all or substantially all of the Vendor's assets. 01 NCAC 05B.1507. Any purported assignment or delegation made in violation of this provision shall be void and a material breach of the Contract. G.S. 143-58.

15. INSURANCE: This section provides minimum insurance coverage rates that are applicable to most moderate risk solicitations. Agency Risk Analysis will determine if higher insurance coverage amounts are needed based on the likelihood and severity of exposure to the State. The analysis is documented in writing in the official file and considers the following non-exclusive factors:

1. Potential for damage to State property or property of a third party,
2. Potential for bodily injury to State employees or third parties,
3. Whether Vendor will transport State property, clients, or employees,
4. Use of a vehicle to accomplish the work or to travel to or from State locations,
5. Anticipated physical contacts of the Vendor with the State,
6. Anticipated number and activity of Vendor personnel within the State, and
7. Any other unique considerations that could result in harm, bodily injury, or property damage.

The Purchasing Agency has specified elsewhere in this Contract any increase in the minimum insurance coverage requirements below if the risk from the above factors is high.

a) REQUIREMENTS - Providing and maintaining adequate insurance coverage is a material obligation of the Vendor and is of the essence of the Contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the NC Commissioner of Insurance to do business in North Carolina. The Vendor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or the Contract. The limits of coverage under each insurance policy maintained by the Vendor shall not be interpreted as limiting the Vendor's liability and obligations or the indemnification requirements under the Contract. As provided above, a State agency is authorized, upon written evaluation and substantiation in the official file of the significant risk of bodily injury and/or property or other damage in the contract, to require and enforce higher coverage limits to mitigate the potential risk of liability to the State.

b) COVERAGE - During the term of the Contract, the Vendor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. At a minimum, the Vendor shall provide and maintain the following coverage and limits, subject to higher requirements by an agency after the risk analysis indicated above:

1. **For Small Purchases** as defined under North Carolina Administrative Code 01 NCAC 05A.0112 (35) and 05B.0301 (1), the minimum applicable insurance requirements for Worker's Compensation and Automobile Liability will apply as required by North Carolina law. The Purchasing Agency may require Commercial General Liability coverage consistent with the assessed risks involved in the procurement.
2. **For Contracts valued in excess of the Small Purchase threshold, but up to \$1,000,000.00 the following limits shall apply:**
 - i. **Worker's Compensation** - The Vendor shall provide and maintain Worker's Compensation Insurance, as may be required by the laws of North Carolina, as well as employer's liability coverage, with minimum limits of \$250,000.00, covering all of Vendor's employees who are engaged in any work under the Contract in North Carolina. If any work is sub-Contracted, the Vendor shall require the sub-contractor to provide the same coverage for any of its employees engaged in any work under the Contract within the State.
 - ii. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$500,000.00 Combined Single Limit. Defense costs shall be in excess of the limit of liability.
 - iii. **Automobile** - Automobile Liability Insurance, to include liability coverage covering all owned, hired and non-owned vehicles, used within North Carolina in connection with the Contract. The minimum combined single limit shall be \$250,000.00 bodily injury and property damage; \$250,000.00 uninsured/under insured motorist; and \$2,500.00 medical payment.
3. **For Contracts valued in excess of \$1,000,000.00 the following limits shall apply:**
 - i. **Worker's Compensation** - The Vendor shall provide and maintain Worker's Compensation Insurance, as may be required by the laws of North Carolina, as well as employer's liability coverage, with minimum limits of \$500,000.00, covering all of Vendor's employees who are engaged in any work under the Contract in North Carolina. If any work is sub-Contracted, the Vendor shall require the sub-contractor to provide the same coverage for any of its employees engaged in any work under the Contract within the State.
 - ii. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. Defense costs shall be in excess of the limit of liability.
 - iii. **Automobile** - Automobile Liability Insurance, to include liability coverage covering all owned, hired and non-owned vehicles, used within North Carolina in connection with the Contract. The minimum combined single limit shall be \$500,000.00 bodily injury and property damage; \$500,000.00 uninsured/under insured motorist; and \$5,000.00 medical payment.

- 16. GENERAL INDEMNITY:** The Vendor shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with the performance of the Contract, and also from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor in the performance of the Contract that are attributable to the negligence or intentionally tortious acts of the Vendor, provided that the Vendor is notified in writing within 30 days from the date that the State has knowledge of such claims. The Vendor represents and warrants that it shall make no claim of any kind or nature against the State's agents who are involved in the delivery or processing of Vendor deliverables or Services to the State. As part of this provision for indemnity, if federal funds are involved in this procurement, the Vendor warrants that it will comply with all relevant and applicable federal requirements and laws, and will indemnify and hold and save the State harmless from any claims or losses resulting to the State from the Vendor's noncompliance with such federal requirements or law in this Contract. The representations and warranties in the preceding two sentences shall survive the termination or expiration of the Contract. The State does not participate in indemnification due to Constitutional restrictions, or arbitration, which effectively and unacceptably waives jury trial. *See, G.S. 22B-3, -10.*
- 17. ELECTRONIC PROCUREMENT: RESERVED.**
- 18. SUBCONTRACTING:** Performance under the Contract by the Vendor shall not be subcontracted without prior written approval of the State's assigned Contract Lead. Unless otherwise agreed in writing, acceptance of a Vendor's proposal shall include approval to use the subcontractor(s) that have been specified therein.
- 19. CONFIDENTIALITY:** Vendor information that cannot be shown to be, e.g., a trade secret, may be subject to public disclosure under the terms of the State Public Records Act (SPRA), beginning at G.S. 132.1. Blanket assertions of confidentiality are not favored, but confidentiality of specific material meeting one or more exceptions in the SPRA will be honored. Vendors are notified that if the confidentiality of material is challenged by other parties, the Vendor has the responsibility of defending the assertion of confidentiality. G.S. 143-52(a).
- 20. CARE OF STATE DATA AND PROPERTY:** Any State property, information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided to the Vendor under the Contract shall be kept as confidential, used only for the purpose(s) required to perform the Contract and not divulged or made available to any individual or organization without the prior written approval of the State.
- The State's data and property in the hands of the Vendor shall be protected from unauthorized disclosure, loss, damage, destruction by a natural event or another eventuality. The Vendor agrees to reimburse the State for loss or damage of State property while in Vendor's custody. Such State Data shall be returned to the State in a form acceptable to the State upon the termination or expiration of this Agreement.
- The Vendor shall notify the State of any security breaches within 24 hours as required by G.S. 143B-1379. For further information, *see, G.S. 75-60 et seq.* **Notice** is given to the Vendor that the NC Department of Information Technology (DIT) has requirements relating to the security of the State network, and rules relating to the use of the State network, IT software and equipment, that the Vendor must comply with, as applicable. *See, e.g., G.S. 143B-1376.*
- 21. OUTSOURCING:** Any Vendor or subcontractor providing call or contact center services to the State of North Carolina or any of its agencies shall disclose to inbound callers the location from which the call or contact center services are being provided.
- If, after award of a Contract, and consistent with any applicable NC DIT security provisions, the Contractor wishes to relocate or outsource any portion of performance to a location outside the United States, or to Contract with a subcontractor for any such performance, which subcontractor and nature of the work has not previously been disclosed to the State in writing, prior written approval must be obtained from the State Purchasing Agency. Vendor shall give notice to the Purchasing Agency of any relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons providing performance under a State Contract to a location outside of the United States. *See, G.S. 143-59.4.*
- 22. ENTIRE AGREEMENT:** The Contract (including any documents mutually incorporated specifically therein) resulting from a relevant solicitation represents the entire agreement between the parties and supersedes all prior oral or written statements or agreements. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.
- 23. ELECTRONIC RECORDS:** The State will digitize all Vendor responses to the relevant solicitation, if not received electronically, as well as any awarded Contract together with associated procurement-related documents. These electronic

copies shall constitute a preservation record and shall serve as the official record of this procurement with the same force and effect as the original written documents comprising such record. Any official electronic copy, printout or other output readable by sight shown to reflect such record accurately shall constitute an "original."

24. **AMENDMENTS:** This Contract may be amended only by a written amendment duly executed by the State and the Vendor.
25. **NO WAIVER:** Notwithstanding any other language or provision in the Contract or in any Vendor-supplied material, nothing herein is intended nor shall be interpreted as a waiver of any right or remedy otherwise available to the State under applicable law. The waiver by the State of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.
26. **FORCE MAJEURE:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including, without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, other catastrophic epidemic or pandemic, natural event or Act of God.
27. **SOVEREIGN IMMUNITY:** Notwithstanding any other term or provision in the Contract, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or other State or federal constitutional provision or principle that otherwise would be available to the State under applicable law.

28. **FEDERAL FUNDS PROVISIONS**

Where federal funds are utilized in connection with this procurement, and to the extent applicable and absent stricter or controlling State provisions, the following federal provisions (in addition to the North Carolina General Terms and Conditions above) may apply consistent with Uniform Guidance in 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, and its Appendix II. Relevant federal authorities may require additional provisions depending on the scope and context of the Contract. Failure or unwillingness of the Vendor to continually meet any of these requirements, as applicable, may result in Contract termination.

- a) **No governmental non-competes.** Vendor shall not impose or enforce any non-competition agreement upon the employees included in Vendor's bid that would prevent those employees from accepting any offer of employment from the State of North Carolina outside of the first Term of the Contract. By executing this Contract, the Vendor affirms this condition. This affirmation is a material condition for the State's award of any work under this Contract.
- b) **Program Monitoring.** Vendor agrees to assist and cooperate with the Federal grantor or funding agency and the relevant Purchasing Agency or their duly designated representatives in the monitoring of the project or projects to which this Contract relates, and to provide in form and manner approved by the Purchasing Agency such monitoring reports, progress reports, and the like as may be required and to provide such reports at the times specified.
- c) **Remedies and Termination,** For purposes of this section the State Remedies and Termination provisions above apply as written.
- d) **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).**

Compliance with the Contract Work Hours and Safety Standards Act.

1. *Overtime requirements.* No Vendor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in 29 C.F.R. §5.5(b)(1) the Vendor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Vendor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in 29 C.F.R. §5.5(b)(1), in the sum of \$26 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in 29 C.F.R. §5.5(b)(1).
3. *Withholding for unpaid wages and liquidated damages.* The Purchasing Agency shall upon its own action or upon

written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Vendor or subcontractor under any such contract or any other Federal contract with the same prime Vendor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Vendor, such sums as may be determined to be necessary to satisfy any liabilities of such Vendor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in 29 C.F.R. §5.5(b)(2).

4. *SubContracts*. The Vendor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of 29 C.F.R. §5.5 and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Vendor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in 29 C.F.R. §5.5(b)(2) through (4).

e) **CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT.**

Clean Air Act

1. The Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Vendor agrees to report each violation to the Purchasing Agency and understands and agrees that the Purchasing Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Vendor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

Federal Water Pollution Control Act

1. The Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Vendor agrees to report each violation to the Purchasing Agency and understands and agrees that the Purchasing Agency will, in turn, report each violation as required to assure notification to the federal agency providing funds hereunder, and the appropriate Environmental Protection Agency Regional Office.
3. The Vendor agrees that these requirements will be included in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

f) **Debarment and Suspension.**

1. This Contract, if federal funding is used, is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Vendor is required to verify that none of the Vendor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
2. The Vendor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
3. This certification is a material representation of fact relied upon by a federal agency providing federal funds herein and the Purchasing Agency. If it is later determined that the Vendor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to federal agency providing federal funds herein and the Purchasing Agency, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
4. The Vendor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of the Contract resulting from a relevant solicitation herein. The Vendor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

g) **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) (as Amended).**

To the extent applicable, Vendors that apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal

Contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Required Certification. If applicable, Vendors must sign and submit to the Purchasing Agency the certification. See the latest version of "Certification for Contracts, Grants, Loans, and Cooperative Agreements" found at <https://ncadmin.nc.gov/documents/vendor-forms>.

h) Procurement of Recovered Materials.

1. Unless specified otherwise in the Contract, in the performance of this Contract, the Vendor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
 - Competitively within a timeframe providing for compliance with the Contract performance schedule;
 - Meeting Contract performance requirements; or
 - At a reasonable price.
2. Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines web site: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
3. The Vendor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

i) Access to Records. In addition to the North Carolina General Contract Terms & Conditions section entitled "**ACCESS TO PERSONS AND RECORDS**" included in this Contract, the following access to records requirements apply to this Contract:

1. The Vendor agrees to provide the Purchasing Agency, the Administrator of the federal agency providing funds hereunder, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Vendor which are directly pertinent to this Contract for the purposes of making audits, examinations, excerpts, and transcriptions.
2. The Vendor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
3. The Vendor agrees to provide the Administrator of the federal agency providing funds hereunder or his authorized representative access to construction or other work sites pertaining to the work being completed under the Contract.
4. In compliance with the Disaster Recovery Act of 2018, the Purchasing Agency and the Vendor acknowledge and agree that no language in this Contract is intended to prohibit audits or internal reviews by the Administrator of the federal agency providing funds hereunder or the Comptroller General of the United States.

j) Modifications to Contract. Modifications to the Contract are governed by the North Carolina General Contract Terms & Conditions section above entitled "**AMENDMENTS**," except as approval and signature by any federal official may also be required.

k) Records Retention. All records required to be kept on the project shall be maintained for at least five (5) years after final payments and until all other pending matters under the grant for this project have been closed. However, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the five (5) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the five (5) year period, whichever is later.

l) Energy Efficiency. All participants in the projects funded hereby shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163).

m) Program Fraud and False or Fraudulent Statements or Related Acts. Vendor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the Contract.

n) No Obligation by Federal Government. The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the non-Federal entity, Vendor, or any other party pertaining to any matter resulting

from the Contract.

- o) **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that federal financial assistance will be used to fund all or a portion of the Contract. The Vendor will comply with all applicable Federal law, regulations, executive orders, the policies of the federal agency(ies) providing funding, procedures, and directives.
 - p) **Federal Seals, Logos, and Flags.** In addition to the prohibitions of the North Carolina General Contract Terms & Conditions section above entitled "**ADVERTISING**," the Vendor shall not use the seal(s), logos, crests, or reproductions of flags of a federal agency providing funding herein, or likenesses of federal agency officials without specific pre-approval of the relevant federal agency.
 - q) **System for Awards Management.** Vendor shall be responsible to ensure that it has checked the federal System for Awards Management (SAM) <https://www.sam.gov/SAM> and the State Debarred Vendors Listing, <http://www.pandc.nc.gov/actions.asp> to verify that Contractors or sub-Recipients have not been suspended or debarred from doing business with federal or State government.
- 29. ESCALATION CLAUSE:** Prices offered herein shall be firm for a period of one (1) year from the date of initial contract performance. If the contract provides for an option year(s) and the Department exercises that option(s), the contractor may request a price increase for that year but it must not exceed the change in points during the previous twelve (12) month period in the *Consumer Price Index-All Items (All Urban Consumers) or 5%, whichever is less. If the requested increase is in compliance with these specified limitations, the new price will be effective thirty (30) days from the date the request is received by the Department.

Consumer Price Index: U. S. Department of Labor, Bureau of Labor Statistics; www.bls.gov

- 30. ALCOHOL/DRUG FREE WORK PLACE POLICY:** A copy of the Department's Alcohol/Drug Free Work Place Policy is attached (ATTACHMENT G) to this solicitation. The contractor shall use reasonable and good faith efforts to ensure that employees/staff are aware of the Department's policy. The contractor understands that its employees/staff are required to abide by these standards. The contractor further understands that possession, use, manufacture, or distribution of illegal drugs or alcohol in violation of this policy, by employees/staff participating in the performance of this contract, may result in immediate termination of this contract for cause.
- 31. PREA:** The NC Department of Public Safety is committed to a standard of zero-tolerance pertaining to unduly familiar or sexually abusive behavior either by another juvenile or by staff, volunteer, vendor, contractor or party. Staff, volunteers, vendors, contractors or parties are strictly prohibited from engaging in personal dealings or any conduct of a sexual nature with any inmate or juvenile. Conversation and conduct with any inmate or juvenile must be professional at all times. Sexual acts between a juvenile or inmate and staff, volunteer, vendor, contractor or party may violate North Carolina law. Additionally, sexual acts between a juvenile or inmate and staff member will contradict the standards of the federal Prison Rape Elimination Act of 2003 (PREA). Such acts also may be punishable, at a minimum, as a Class E felony in North Carolina. Under North Carolina, consent of the inmate or juvenile may not available as a defense for an individual who is charged criminally based on sexual conduct with the inmate or juvenile. Also, pursuant to PREA standards, no juvenile or inmate can consent to engage in sexual activity with staff, volunteers, vendors, contractors or parties. Any contractual facility will comply with the national standards to prevent, detect, and respond to PREA (115.12, 212, 312) and permit the Department to monitor this aspect of the contract to ensure compliance with the PREA standards.

As a valued partner with DPS, it is important to remember that if you become aware of a report of any incidents of unduly familiar or sexually abusive behavior or sexual harassment, you have a duty to report this information immediately to your contact person with the Agency, by email to prea@ncdps.gov, or the DPS Communications office at (800) 368-1985.

Additionally, it may violate North Carolina law to sell or give an inmate or juvenile any alcoholic beverages, barbiturate or stimulant drug, or any narcotic, poison or poisonous substance, except upon the prescription of a physician; and it may violate North Carolina law to give an inmate or juvenile any tobacco or tobacco products, alcohol, or cell phones. It may also violate NCDPS policy to convey to or take from any juvenile or inmate any letters, or verbal messages; to convey any weapon or instrument by which to effect an escape, or that will aid in an assault or insurrection; to trade with any inmate for clothing or stolen goods or to sell any inmate any article forbidden by NCDPS policy.

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

ATTACHMENT D: HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

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) of the 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, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question a) and b) below.

a) Is Vendor a Historically Underutilized Business? Yes No

b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification: _____

1. For Commodity 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 E-mail	Contact Phone #	NC HUB certified?	Percentage of Total Proposal Price

2. 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 E-mail	Contact Phone #	NC HUB certified?	Percentage of Total Proposal Price

Add additional sheets if necessary.



Roy Cooper, Governor
Eddie M. Buffalo, Jr., Secretary

Casandra Skinner Hoekstra, Chief Deputy Secretary
Douglas Holbrook, Chief Financial Officer
Joanne B. Rowland, Director

Purchasing & Logistics

IMPORTANT BID ADDENDUM

June 22, 2022

**FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS
MAY SUBJECT YOUR BID TO REJECTION ON THE AFFECTED ITEM(S):**

Bid Number: 19-IFB-446351328-DAD

COMMODITY/SERVICE: **Manufactured Housing Units**

ADDENDUM Number: 01

USING AGENCY: NCORR

PURCHASER: Angie Dunaway

OPENING DATE/TIME: **June 27, 2022 at 2:00 pm ET**

QUESTIONS AND ANSWERS:

Below are the responses to questions received by the 11:00 AM ET June 20, 2022 deadline for questions.

Question #	Reference	Question(s)	Answer(s)
1	Section 1.0 Purpose and Background Page 7	Who is responsible for engineering reports and foundation plans? Who is responsible for poured concrete footers? Who is responsible for elevation of home?	NCORR's Engineering and Architectural vendor. The Contractor who is responsible for the elevation. The Contractor who is awarded or assigned the elevation for that project.
2	Sec. 3.1, Method of Award Page 12	Please clarify " <i>while the intent of this IFB is to award a Contract(s) to multiple vendors...</i> " Does this mean that the state will award the lowest responsive bidder for each bid item individually?	Award will be made to the lowest responsive, responsible bidder per line item of Attachment A: Pricing based on the pricing methodology for evaluation

MAILING ADDRESS:
4227 Mail Service Center
Raleigh, NC 27699-4200
www.ncdps.gov



An Equal Opportunity Employer


OFFICE LOCATION:
3030 Hammond Business Place
Raleigh, NC 27603-3666
Telephone (919) 743-8141
Fax (919) 715-3731

			purposes stated in Section 3.1 METHOD OF AWARD.
3	Sec. 4.2, Invoices Page 15	This section states "Invoices may not be paid until an inspection has occurred and the goods or services accepted" Please confirm no inspection is needed for the 25% deposit invoice. Please confirm this invoice is 25% of Contract, value not 25% of the MHU price.	An inspection is not needed for the 25% deposit invoice. It is 25% of the MHU price.
4	Section 5.0 Specifications and Scope of Work Page 16	Please provide the specifications for the decks and ramps where applicable.	The front deck shall be 5'x5', and the rear deck shall be 10'x10'. The decks are required to meet or exceed all local, state, and federal code requirements, as well as any additional AHJ specifications as applicable.
5	Sec. 5.0, MHU Delivery Page 18	This section states "Vendor must receive the unit on the lot within 65 days." Please confirm that an NTP will not be issued before the 65 days. If the NTP comes in this 65 day period, please confirm that no liquidated damages will be issued until after the 65 days.	NTP's will be issued in the best interests of the State of North Carolina. No liquidated damages will be issued until after the 65 th day.
6	Section 1.0 Purpose and Background Page 7	The last sentence in paragraph one states "Demolition of the existing structure, site design and preparation, and homeowner move-out and move-in assistance is not part of this solicitation. If the site preparation does not meet HUD Code requirements who will be responsible for making corrections?	The vendor who is responsible for the demolition, and site prep will be responsible for making the corrections to the site. Not the MHU vendor.
7	Section 1.0 Purpose and Background Page 7	Who is responsible for providing storage for the applicant's belongings during construction?	The awarded or assigned vendor who is responsible for the move-out and move-in assistance.
8	Sec. 3.1, Method of Award Page 12	Does the State plan on making multiple awards?	See answer to Question #2.
9	Section 5.0, Specifications and Scope of Work > Permanent Placement on Real Property	Are all homes installations under this program considered Permanent Placement?	All MHU's are not considered permanent placement. The awarded Vendor is required

	Page 16		to meet all local, state, and federal code requirements.
10	Section not provided	If the bids are based on price, how does the State plan on evaluating and making multiple awards?	See answer to Question #2.
11	Section 5.0, Specifications and Scope of Work > Permanent Placement on Real Property Page 16	Will the program approve brick veneer skirting in place of the brick skirting?	Vendor shall follow all specifications listed in Section 5.0. As long as the material is brick, and it meets local, state, and federal code requirements, it is acceptable.
12	Section not provided	Are there any specs or requirements on the brick skirting?	See answer to Question #11.
13	Section 5.0, Specifications and Scope of Work > Permanent Placement on Real Property Page 17	What does this mean?	See answer to Question #9.
14	Section 5.0, Specifications and Scope of Work > Permanent Placement on Real Property Page 17	#11 States "All footer blocks shall be covered with earth". HUD allows footers to be ABS pads in place of blocks. Will the state require the ABS pads to be covered with earth?	Vendor shall follow all specifications listed in Section 5.0. The IFB requires all footers be covered with earth. ABS is a type of footer. The footers must meet all local, state, and federal building codes and requirements.
15	Section not provided	Are the minimum square footage on Attachment A code-compliant?	Yes.
16	Section not provided	Will any work on septic tanks be performed as needed under a change order?	Yes.
17	Section 5.0 B, Specifications and Scope of Work Page 18	Will substitutions or alternatives the MHU minimum requirement be accepted?	All minimum requirements must be met or exceeded.
18	Section 6.4, Faithful Performance Page 19 & 20	What are the time frames the work must be completed?	See Section 5.0, subpart E: MHU Delivery.
19	Section not provided	Are bonds required?	Bonds may be required in pursuant to Attachment C, Section 2: Default and Termination, Subpart b.

Execute Addendum:

VENDOR: Shepherd Response, LLC

AUTHORIZED SIGNATURE: 

NAME and TITLE (Print or Typed): Christian Baumgardner
Chief Financial Officer