

STATE OF NORTH CAROLINA
North Carolina Office of Recovery and Resiliency (NCORR)

Assignment of Residential Rehabilitation, Demolition, and Elevation/Mitigation Services

ASSIGNMENT REHAB #77

ASSIGNMENT ISSUE DATE: 11/22/2022

VENDOR RESPONSE DUE DATE/TIME: 11/28/2022 BY 5:00 PM

TOTAL PROJECT COST: \$28,056.99

**** VENDOR MUST SUBMIT SIGNED CONTRACT, SECTION 3, HUB UTILIZATION, AND INSURANCE DOCUMENTATION WITHIN 48 HOURS OF BEING ISSUED THIS ASSIGNMENT CONTRACT (e.g. INTENT TO AWARD). OTHERWISE, NCORR MAY CONTACT THE NEXT VENDOR ON THE PRE-QUALIFIED CONTRACTOR LIST.****

This Assignment is per the Program Delivery Office (PDO) and the PDO policies for determining assignment. By executing this Contract, the Vendor agrees to perform the functions set forth herein at the prices indicated.

COMPLETE/FORMAL NAME OF VENDOR: <i>Opportunities Industrialization Center</i>	DUNS NUMBER: <i>109632334</i>
STREET ADDRESS: <i>402 E. Virginia Street</i>	CITY & STATE & ZIP CODE: <i>Rocky Mount, NC 27801</i>
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: <i>Gregory Royal General Contractor</i>	EMAIL: <i>groyal@oicone.org</i>
VENDOR'S AUTHORIZED SIGNATURE: <i>Gregory Royal</i>	DATE: <i>11/23/22</i>

Return the executed document to Construction@ReBuild.nc.gov.

FOR STATE USE ONLY: Assignment awarded this <u>16th</u> day of <u>December</u> , 2022 by <u>Margaret Serapin</u> (Authorized Representative of NCORR)

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1.0 PURPOSE

NCORR is seeking highly skilled prime construction contractors to perform, or cause to be performed: rehabilitation, demolition, elevation and/or mitigation services of eligible structures through NCORR recovery programs. See rebuild.nc.gov for the State's Action Plan(s) and Program Manual(s) defining these construction activities.

2.0 GENERAL INFORMATION

2.1 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **APPLICATION:** The Request for Prequalification ("RFPQ") and Contractor's Application.
- b) **AUDIT:** The contract(s) awarded pursuant to the Assignment Contract are subject to audits by state and federal agencies and/or their authorized independent auditors. The auditors may conduct contract performance, financial and/or forensic/fraud audits.
- c) **ASSIGNMENT PRICING BOOK:** The State has prepared a Benchmark Assignment Pricing Book that will be used for project assignments. Contractors shall accept the pricing contained in NCORR's Pricing Book.
- d) **CDBG-DR:** The Community Development Block Grant – Disaster Recovery. This is a federal grant award issued to support Hurricane Matthew recovery efforts, and related disaster events in North Carolina authorized and funded by the U.S. Department of Housing and Urban Development and is awarded to the State of North Carolina. For the purposes of this RFPQ, CDBG-DR will also include Community Development Block Grant – Mitigation funds.
- e) **CONSTRUCTION MANAGER or CM:** A North Carolina-licensed general GC with construction management experience awarded a contract by NCORR that will provide NCORR construction management services.
- f) **CONTRACTOR(S) or GC(s):** The Contractors prequalified pursuant to a Request for Prequalification.
- g) **DPS:** North Carolina Department of Public Safety.
- h) **NCORR:** North Carolina Department of Public Safety, Office of Recovery and Resiliency.
- i) **PE:** Professional Engineer.
- j) **RA:** Registered Architect.
- k) **SCOPE OF WORK:** The agreed upon duties and responsibilities of the general contractor for each project site. The Scope of Work may only be altered by a change order.
- l) **STATE:** The State of North Carolina, including any of its sub-units and political subdivisions recognized under North Carolina law.
- m) **STATE AGENCY:** For purposes of this Assignment Contract, any sub-unit within the executive branch of the State, State Officials or Council of State Agencies that may have statutory, managerial or regulatory duties arising from or related to this RFP, CDBG-DR, State Disaster Recovery Acts of 2016, 2017 and 2018, and subsequent acts, and/or Hazard Mitigation Grant Program (HMGP) and these sub-units include but are not limited to: North Carolina Office of Recovery and Resiliency (NCORR), Governor's Office, Department of Public Safety (including NCORR and Division of Purchase & Logistics), Department of Administration (including State Construction Office and

Purchase and Contract), State Building Commission, Department of Insurance, Department of Labor, Department of Insurance, Office of State Auditor, Office of the State Controller, Office of State Budget and Management, State Treasurer, Office of the Attorney General, and State licensing boards.

- n) **WORK ORDER:** Specific, written authorization to perform the task(s) listed therein.

2.2 PREQUALIFICATION CONTENTS

The below items are required to be submitted by the Contractor. Contractor shall populate all attachments that require the Contractor to provide information and include an authorized signature where requested.

- a) All pages of this Assignment Contract shall be returned.
- b) Completed and signed EXECUTION PAGE (page1).
- c) ATTACHMENT A: ASSIGNMENT WORKSHEET
- d) Completed ATTACHMENT B; LOCATION OF WORKERS UTILIZED BY CONTRACTOR
- e) Completed ATTACHMENT C: HUB UTILIZATION
- f) Completed ATTACHMENT D: SECTION 3 UTILIZATION
- g) ATTACHMENT E: CONSTRUCTION GENERAL CONDITIONS
- h) ATTACHMENT F: FEDERAL FUNDS PROVISIONS
- i) All Scope documents that are located within the designated SharePoint folder included in Attachment A: Assignment Worksheet. These documents are included by reference.

3.0 REQUIREMENTS

3.1 APPROVED PRICING CHARGES AND COSTS

Construction Costs: GCs will have to agree to the pricing, which is different depending upon the price of the project awarded, as explained below.

Projects under \$30,000: GCs will be awarded based upon an assignment factor applied to the Estimated Cost of Repair ("ECR"). The assignment factor will be set by NCORR which will include overhead, and profit for all prequalified GCs who wish to participate in projects under \$30,000. The GCs will then either accept or reject the assignment factor. GCs that do not accept the assignment factor will not be awarded contracts below \$30,000.

Demolition: The Lump Sum fixed price for each project site includes but are not limited to: all labor, personnel, equipment, materials, fees, mobilization, bonds, project management, overhead and profit, daily and weekly project site reporting, insurance, compliance with contractual reporting requirements, maintenance, safety, site security, temporary facilities, temporary utilities, dumpster and disposal fees, in-ground and above-ground fuel tanks, and any expenses associated with the scope of work. No additional charges outside the lump sum fixed price will be allowed, unless approved by NCORR in the form of a change order. It is the responsibility of the GC to assess each property prior to accepting the Assignment Contract.

Lead-based paint, Asbestos, or Environmental Abatement (“Abatement”): GCs that discover Asbestos, Lead paint, and Radon in the work area shall provide a change order to the NCORR Construction Manager for this additional Scope of Work. Once the Scope of Work is agreed upon by NCORR in writing, pricing will be negotiated with and approved by NCORR prior to performing the work.

GC shall only invoice for amounts specifically allowed for in the Assignment Contract.

3.2 INVOICES

After award of the Assignment Contract the GC will be provided training by NCORR how to invoice for payment. Unless otherwise instructed, GCs will only submit payment applications to NCORR through the CM.

The standard format for invoicing shall be Single Invoices meaning that the Contractor shall provide NCORR with an invoice for each Work Order. Invoices shall include detailed information, supporting documentation and/or deliverables requested in a Work Order to allow NCORR or their designee to verify fees, costs and/or expenses. At a minimum, the following fields shall be included on all invoice packages:

Contractor's Contact Information, NC Contract Number, Work Order Date, Item Descriptions (including pricing), and Scope Performed.

3.3 INSURANCE

GCs shall submit a copy of insurance coverage and limits with this executed Assignment. Specific requirements (shown below) are described in detail in Attachment E, Section 15.

At a minimum, Contractor shall provide and maintain the following coverage and limits and obtain the required performance bond:

- a. **Worker's Compensation** – Contractor shall provide and maintain Worker's Compensation insurance, as required by the laws of North Carolina, as well as employer's liability coverage with Insurance minimum limits of **\$250,000.00**, covering all of Contractor's employees who are engaged in any work under this contract.
- b. **Commercial General Liability** – Contractor shall maintain General Liability Coverage on a Comprehensive Broad Form on a cost occurrence basis in the minimum amount of **\$500,000.00**, Combined Single Limit. (Defense costs shall be in excess of the limit of liability.)
- c. **Automobile** – Contractors shall maintain automobile insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this 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.
- d. **Property Insurance** (Builder's Risk/Installation Floater) – Contractor shall purchase and maintain property insurance until final acceptance, upon the entire work at the site to the full insurable value thereof. This insurance shall include the interests of Owner, Contractor, the subcontractors and sub-subcontractors in the work and shall insure against the perils of fire, wind, rain, flood, extended coverage, and vandalism and malicious mischief. If Owner is damaged by failure of Contractor to purchase or maintain such insurance, then Contractor shall bear all reasonable costs properly attributable thereto. Contractor shall affect and maintain similar property insurance on portions of the work stored off the site when request for payment per articles so includes such portions.

- e. **Deductible** – Any deductible, if applicable to loss covered by insurance provided, is to be borne by Contractor.

3.4 BONDS; PERFORMANCE AND PAYMENT

All projects will require 100% performance and payment **bonds**, individually or as a whole, **after** issuance of the Notice to Proceed (NTP) and Work Order (WO). Failure to submit bonds **5 calendar days** after the issuance of the Notice to Proceed (NTP) and Work Order (WO) will result in default on the contract.

4.0 SCOPE OF SERVICES

4.1 DESCRIPTION OF SERVICES AND REQUIREMENTS

GCs must be familiar with North Carolina, local, and/or regional Housing Guidelines, if applicable. Each local/regional program will be nuanced depending on local construction requirements, community recovery needs, program goals, and other applicable locally approved program requirements.

NCORR's focus is on customer service for the citizens participating in the program, as well as compliance with all applicable HUD guidelines and regulations.

a) Housing Standards

NCORR's commitment is to provide decent, safe, and sanitary housing to eligible program participants.

b) Americans with Disabilities Act of 1990 requirements

HUD has established standards of compliance that must be followed by every GC on every project where it is mandatory. In addition, GCs will have to adhere to all local, state, and federal rules and regulations.

c) Customer Service

All participants shall be treated with dignity and respect. The State expects responsiveness to the State and the homeowner, first-class customer service, and interactions and communications that are easily understood, prompt, and courteous.

4.2 DEMOLITION SCOPE OF WORK

The scope of work for each structure will vary, but may include, although not be limited to, the following:

- a) Obtaining all necessary state and local permits and approvals prior to commencement of the work for each structure;
- b) Removal of any above and/or in-ground oil tanks identified at the project site. The scope of work for this activity includes but is not limited to any permitting requirements, removal, cleaning, and disposal of tank, including all the tank contents, and remediation of any stained soils or surfaces;
- c) Marking and identification of all utilities passing through the area; prepare the property prior to commencement of structure demolition;
- d) Identify, remove and properly dispose of all universal and household hazardous wastes remaining in the structures;
- e) Perform baiting;
- f) Provide protection of adjacent properties and pedestrians, where applicable;

- g)** Prepare the property prior to commencement of structure demolition to include, but are not limited to:
 - erecting orange hi-viz safety fence around structures to be demolished;
 - establishing silt fence and erosion control barriers as well as covering and protecting storm drains to prevent debris and soil run-off;
 - placing 6 to 8 ft. chain-link fence panels across the front of the property to aid in site control;
 - erecting any signage required by local, State, and Federal regulations.
- h)** Erosion control measures must be maintained in proper condition at all times and expanded when necessary to cover any additional downslope areas that may be disturbed during the demolition and restoration processes. These measures must be installed and maintained prior to the areas being disturbed, and include measures to prevent offsite migration of soil and silt from soil piles. These erosion control measures must remain in place, and be maintained in good working condition, until all backfill and restoration tasks have been completed including seeding and re-vegetation of the property;
- i)** Submit a Hazardous Material Handling and Disposal Plan to the CM describing the methods to be employed during the inventory, identification, packaging, and offsite disposal of universal and household hazardous wastes that may be encountered during pre-demolition preparation of the housing units. Plans must be submitted within fifteen (15) days of the signing event;
- j)** Verify that each house listed for demolition has been abated (if applicable), that the house they are about to demolish is the correct house, and that all activities identified by their pre-demolition survey have been conducted and the house cleared for demolition, and proper permits acquired, before commencing demolition. Asbestos Containing Material (ACM) survey reports will be available for each property where ACM has been identified. Unless identified at property during demolition operations, asbestos abatement will be completed by separate contractor prior to General Contractor receiving control of the property. If ACM is discovered at a project site, NCORR shall be notified immediately and all work shall be stopped until the suspect materials can be sampled and analyzed. If materials come back positive for ACM, abatement must occur prior to any demolition work continuing at project site;
- k)** Full demolition, including removal of slabs, foundations, and basements with the end goal being an empty lot devoid of any items except for pre-existing vegetation, trees, and shrubbery;
- l)** Where driveways cross sidewalks, if existing joints are not present, the sidewalk/drive must be scored so that the driveway can be removed without damaging the sidewalk. Sidewalks and curbs are to remain intact and undamaged by demolition activities;
- m)** All sub-surface holes (such as low areas under removed building foundations and basements, or holes created by the removal of basements and in-ground pools) will be backfilled, compacted and graded utilizing certified clean fill that meets the analytical requirements of the State of North Carolina for unrestricted, residential use. The backfill source must be identified prior to commencing demolition, and certification of the fill, and any analysis performed to verify the fill is clean, must be submitted for approval before material is brought on site. Backfill of basements or deep sub-surface areas will be compacted in minimum one foot increments unless more stringent requirements are provided for under local regulations;
- n)** The area affected by demolition operations shall be cleared of all debris, backfilled, and graded, and the area covered with a layer of topsoil and seeded utilizing a seed mix suitable for the area where the work has taken place;
- o)** Backfill specifications shall be per any local municipal, County, and State of North Carolina rules and regulations governing that type of activity or per requirements under local building codes, however the fill must consist of clean sand, gravel, or soil. No asphalt, slag, fly-ash, broken concrete, demolition debris, or similar materials shall be permitted for backfill use;

- p) Maintain the property and perform watering of the seed until a thick vegetative cover is established. Once the vegetation has been re-established and NCORR determines demolition work has been completed, the Contractor shall remove the site security measures, taking care not to disturb vegetation in the process;
- q) Provide photo documentation of the entire demolition process to include pictures of the structure prior to demolition; photos of pre-demolition preparations to include locating and disconnect of utilities; pre-demolition securing of the property; bracing and shoring (if applicable); erosion control measures; protection of adjacent properties; removal of universal waste and household hazardous waste; baiting; demolition of the structure; backfill, grading and compaction of subsurface areas; and the topsoil, seeding, and final restoration of the property. Pre-demolition photo-documentation shall also show any appreciable drop in elevation from the front to the back of the various properties to aid in proper grading and restoration efforts. Backfill and restoration activities may require erection of additional silt fence and erosion control barriers until re-vegetation of the property has occurred. The pre-demolition inspection shall include photo documentation of the interior as well as the exterior of the structure to establish that all universal and household hazardous wastes have been removed and proof that all storm drains in the vicinity of the demolition work have been adequately protected to prevent intrusion of silt and debris;
- r) Perform perimeter and personnel air monitoring during demolition of the structures. At a minimum perimeter air monitoring shall include total particulates / dust and must be continuous during demolition operations. Personnel air monitoring should address both dust and lead. The frequency of air monitoring and the types of monitoring instruments to be employed must be addressed in the Contractor's Site-Specific Health and Safety Plan (HASp).

4.3 REHABILITATION SCOPE OF WORK

It is anticipated that structures eligible for rehabilitation will require an array of repairs ranging from minor to major. The scope of work for each repaired structure will vary, but may include, although not be limited to, the following:

- a) Obtaining all necessary state and local permits and approvals prior to commencement of the work for each structure;
- b) Providing architectural and house plan renderings;
- c) Demolition of damaged interior and exterior materials;
- d) Foundation leveling, repair, excavation and/or elevation;
- e) Structural damage repair;
- f) Building envelope repair, including:
 - o Roof repair or replacement and attendant damage, including shingles, gutters, and shutters
 - o Door and window replacement/repair, or removal
 - o Siding /veneer repair or replacement, or removal
 - o Mechanical (HVAC), replacement of electrical (including panels) and plumbing systems repair, reconfigure, and replacement
 - o Drywall repair or replacement
 - o Rough and trim carpentry;
- g) Surface preparation and painting;
- h) Flooring repair, replacement/removal;
- i) Cabinet and appliance repair or replacement;

- j) Lead-based paint, asbestos and other environmental abatement;
- k) Specialty construction elements associated with historic properties, including coordination with the North Carolina Historical Commission or State Historic Preservation Office (SHPO), as well as other local historic districts and stakeholders in other jurisdictions;
- l) Wind mitigation and retrofitting measures;
- m) Specialty construction elements associated with Green Building Construction techniques (as required by HUD);
- n) Accessibility and design of projects to comply with the American with Disabilities Act of 1990 (if applicable) unless a HUD exception applies;
- o) Conducting close-outs for each project, which may include obtaining certificate(s) of occupancy from applicable state and local authorities; and
- p) Survey/elevation certificate requirements.

Training and Certification. As the State sees fit, GCs will complete Program-developed and -provided training to certify its understanding and ability to comply with Program standards, Program reporting requirements, Program invoicing requirements, and the Program scoring methodology used to evaluate Contractor performance and allocate future work.

4.4 ELEVATION/MITIGATION SCOPE OF WORK

Each structure elevation shall consist of steps to produce the construction documents for the local authority having jurisdiction approval. These steps will require multiple site visits by various professionals to develop the necessary documents needed for complete construction documents. GC and PE/RA shall schedule or provide services as follows:

- a) **Site Survey.** All homes that are deemed to need elevation will require a land survey and elevation certificate. The site survey shall be scheduled by GC to visit the home to conduct a survey. The survey shall include property lines, existing setback measurements, the footprint of existing home, elevation heights, and grade heights. When the survey has been completed, a copy of the land survey shall be submitted to the PE/RA for review then submitted to the authority having jurisdiction.
- b) **Geotechnical Soil Borings.** Geotechnical soil borings will be needed for clarification on soil types at properties where home elevation is required. The GC will endeavor to schedule the land survey visit at the same time as the geotechnical soil boring visit, so as to lessen timeframes and inconvenience for the homeowner. Two soil borings are required per property and test results shall be submitted to the PE/RA office for review. The PE/RA could deem the soil test is not required if testing results are already supplied for adjacent homes, this will be the decision of the PE/RA who will then notify the GC.
- c) **Architectural Consultation Process.** Homeowner will review pre-developed design concepts of the PE/RA and, at the time homeowner agrees to the elevation process, the PE/RA will conduct a survey of pre-existing conditions. When the consultation is completed the PE/RA can proceed with completing the construction documents for the GC.
- d) **Homeowner Construction Document Presentation.** Once the construction documents are completed by the PE/RA, and approved and signed by the homeowner, a new permit shall be secured by the GC and construction may begin.
- e) Required permits and certificates
- f) Disconnecting & deactivation of utilities
- g) Extending/reconfiguring utilities to be reconnected/reactivated

- h) Elevation of decks/porches to meet code compliance
- i) ADA Compliance to include, although not limited to, ramps and lifts where required.
- j) MEP drawings for modifications to existing mechanical, electrical, and plumbing systems where required.
- k) Miscellaneous repairs/rehabilitations due to elevation

4.5 ADDITIONAL REQUIREMENTS

- a) Provide professional labor, equipment, and materials adequate to perform the work in accordance with the Scope of Work issued for each eligible applicant's residential structure while ensuring that all applicable housing standards and codes are met;
- b) Comply with all applicable local, state, and federal laws, regulations, and guidelines, which may include: HUD Community Development Block Grant disaster laws, regulations, and guidelines; the Davis-Bacon Act (for repairs to properties containing more than four (4) units or more); Section 3 of the Housing and Urban Development Act of 1968; and M/WBE regulations;
- c) Provide documentation and tracking of construction progress;
- d) Meet with individual property owners to review the Scope of Work to be performed, including establishing a work schedule acceptable to property owners and NCORR and reviewing work upon final inspection;
- e) Meet NCORR's time frames for work completion requirements from the Notice to Proceed, homeowner consent/contract execution and/or permitting, whichever is later, and subject to environmental abatements that may impact a GC's schedule;
- f) Meet all federal, state, and local requirements for the transport and disposal of municipal solid, industrial, hazardous, and other wastes from demolished structures; and
- g) Provide a one-year workmanship warranty, a two-year MEP systems warranty and a ten-year structural warranty.
- h) Assist homeowners in vacating their damaged home, if necessary. Moving services will primarily be authorized to support the elderly and disabled homeowners, and NCORR will coordinate with the approved GCs to minimize risk in the administration of these services.
- i) To ensure homeowners are not out of their homes longer than necessary NCORR has established standards for timely completion of contracted work. Completion standards begin the day NCORR issues the vendor a Notice to Proceed (NTP) and ends when home passes final inspection and the homeowner accepts key turnover. The State will assess liquidated damages for each day that exceeds required timeframes from NTP to construction passing final inspection and homeowner accepting keys. The State assesses liquidated damages of **two hundred fifty dollars (\$250) a day for each day** that exceeds approved contractual timeframe from NTP to construction passing final inspection and homeowner accepting keys. The timeframe from NTP to homeowner accepting keys is colloquially known as the Period of Performance and includes the initial period with the original scope plus any NCORR-approved time extensions. Liquidated damages are assessed for any days beyond that Period of Performance.

5.0 SCOPE OF WORK AUTHORIZATION AND COMPENSATION

NCORR may request GC to perform certain projects as described above, subject to specific work authorization in the form of a General Work Order (Work Order). All Work Orders shall be in writing, signed by both the GC and NCORR (or its designee), and shall include a Scope of Services, a list of tasks to be performed by GC, a time schedule, a list of deliverables, if any, and such other information or special conditions as may be necessary for the work requested.

6.0 PROJECT AWARDING METHODOLOGY

Contracts up to \$29,999.99 will be awarded via assignment to a GC pursuant to N.C.G.S. § 143-131.

Awarding of Projects Under \$30,000

As defined in N.C.G.S. § 143-131, contracts under \$30,000 do not require competitive bidding or award to the lowest, responsive, responsible bidder. These contracts will be awarded with an assignment factor that will be applied to the ECR. The assignment factor will be set by NCORR, that will include overhead and profit for projects under \$30,000. The GCs will then either accept or reject the assignment factor.

Attachments begin on the next page.

ATTACHMENT A: ASSIGNMENT WORKSHEET

All information needed (ECR's, Tier 1 and Tier II requirements, ACM/LBP Survey's (if applicable), Assignment Worksheet) is located as attachments to the Intent to Award email:

Project ID	Address	City	County	ECR Cost	Assignment Factor	Multiplier (w/63.9%)	Final Cost
APP-10022-CM	[REDACTED]	Colerain	Bertie	\$8,559.18	2.00	\$14,028.50	\$28,056.99

ATTACHMENT B: LOCATION OF WORKERS UTILIZED BY VENDOR

In accordance with N. C. Gen. Stat. § 143-59.4, the Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of this Contract. The State will evaluate the additional risks, costs, and other factors associated with such utilization prior to making an award. Please complete items a, b, and c below.

a) Will any work under this Contract be performed outside the United States?	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If the Vendor answered "YES" above, Vendor shall complete items 1 and 2 below:	
1. List the location(s) outside the United States where work under this Contract will be performed by the Vendor, any sub-Contractors, employees, or other persons performing work under the Contract:	
2. Describe the corporate structure and location of corporate employees and activities of the Vendor, its affiliates or any other sub-Contractors that will perform work outside the U.S.:	

b) The Vendor agrees to provide notice, in writing to the State, of the relocation of the Vendor, employees of the Vendor, sub-Contractors of the Vendor, or other persons performing services under the Contract outside of the United States.

YES NO

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

c) Identify all U.S. locations, outside of North Carolina, if any, at which performance will occur:

None

ATTACHMENT C: HUB UTILIZATION

North Carolina statute requires a 10% goal for HUB participation. This form should contain a detailed description of the supplies and/or services to be provided by each North Carolina certified HUB vendor under this Contract. Attach additional sheets if necessary.

The percentage should be determined by adding all "Anticipated Dollar Value of Subcontracts" from this form and dividing it by the total assignment amount.

If the 10% HUB goal is not met, then documentation MUST be attached which explains the good faith efforts made to reach the 10% HUB goal (not rounded). NCORR will evaluate the good faith efforts and, in its sole discretion, will determine if the efforts made are sufficient. If the goal is not met and sufficient good faith efforts (as determined solely by NCORR) are not made then the assignment will be deemed non-responsive.

North Carolina HUB certified vendors are located at [Search for Vendor Information \(state.nc.us\)](http://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h) or <https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>. Vendors should confirm the subcontracts listed in the below form are North Carolina certified prior to completing the below form.

Complete the following form.

North Carolina HUB <i>Certified</i> Supplier/Subcontractor (Name, Address, and Phone Number)	Detailed Description of HUB Suppliers/Services to be Provided under this Assignment	<i>Anticipated</i> Dollar Value of HUB Suppliers/Subcontracts
Array Expediting LLC	Expediting Service	300. ⁰⁰
Total Anticipated Value of HUB Suppliers/Subcontracts		\$ 300. ⁰⁰
Total Amount for this Assignment		\$ 28,056.99
Percent (%) of HUB Participation		3%

ATTACHMENT D: SECTION 3 UTILIZATION

This form should contain a detailed description of the supplies and/or services to be provided by each certified Section 3 Business under this Contract. Attach additional sheets if necessary.

At least one (1) subcontract MUST be listed.

Section 3 vendors can be found at <https://hudapps.hud.gov/OpportunityPortal/>

Complete the following form.

<u>Certified</u> Section 3 Supplier / Subcontractor (Name, Address, and Phone Number)	Detailed Description of Section 3 Suppliers / Services to be Provided under this Assignment	<u>Anticipated</u> Dollar Value of Section 3 Suppliers / Subcontracts
Hero Heating Cooling	HVAC	\$ 800.00