



Request for Proposal
Carteret County Government Custodial Services



Carteret County, North Carolina

Issued: March 4, 2024
Pre-Conference: March 14, 2024
Day 1 Site Visit: March 14, 2024
Day 2 Site Visit: March 15, 2024
Submission Deadline: March 28, 2024 by 9:00 AM, EST.

CARTERET COUNTY GOVERNMENT



Phone: 252-648-7877

REQUEST FOR PROPOSAL

Date: 3/4/2024
To: Interested Contractors
Project Name: Carteret County Government Custodial Services

Scope of Work:

Carteret County Government is requesting proposals for Custodial Cleaning Services throughout Carteret County Government's facilities. The Contractor shall provide the services discussed in this scope of work with its own workforce. The Contractor may propose to subcontract portions of the work provided that their proposals clearly indicate what work they plan to subcontract and to whom and that all information required about the prime contractor is also included for each proposed subcontractor. The County reserves the right to approve all subcontractors. This scope of work is for complete custodial/janitorial services five (5) days per week for the specific buildings listed. The Contractor shall provide all necessary labor, chemicals and cleaning equipment for the following services. Carteret County Government will supply all paper products, hand soaps, hand sanitizer, batteries and liners.

General Daily Cleaning Services

The Contractor shall provide the following services, no less frequently than the schedule specified. A County representative will inspect the premises at random times to ascertain whether the services are being provided to the County's expectations.

Daily Cleaning

1. Empty all outside cigarette urns.
2. Empty all trash and waste receptacles (wash if needed). Plastic liners are to be used.
3. Main exterior entrances shall be cleaned of leaves and other debris.
4. Deposit all trash and boxes in dumpsters or other areas designated for that purpose.
5. Sweep/Mop all hard-surfaced floors, mats, stairs etc. All floors shall be kept clean free of dirt, stains and debris. Spots or stains shall be removed immediately.
6. Carpets shall be thoroughly vacuumed twice a week before 8:00 AM. "Thoroughly Vacuumed" is defined as vacuuming all carpet: i.e. under chairs, tables, desk etc. All carpet shall be spot vacuumed (traffic aisles) daily. Carpets shall be kept clean and free of dirt, dust, debris and stains; pile must not be allowed to become flat or matted.
7. Clean and shine all chrome/metal fixtures including moldings.
8. Water fountains shall be cleaned and disinfected daily.
9. Clean and vacuum elevators, spot clean and disinfect elevator walls, doors, panels, buttons and tracks.
10. Vacuum all interior entry floor mats.
11. Clean and disinfect all customer service counters, work stations, furniture, phones etc.
12. Refill all disinfectant stations.

Daily Restroom Maintenance

1. Replenish all restroom supplies including but not limited to soaps, paper towels, toilet tissue, toilet seat covers.
2. Sweep floor. Mop at least three times a week with approved cleaning product.
3. Clean and sanitize toilets, seats, urinals, partitions, sinks, faucets, changing tables, doors and light switches.
4. Clean all dispensers.
5. Clean/wipe and polish all chrome surfaces and mirrors.
6. Dust and/or wash all walls, ledges, registers, doors and partitions as needed to keep free of dust, dirt and stains.
7. Empty all trash receptacles and replace with clean liners.
8. Empty sanitary disposal boxes and replace with waxed bag or plastic liner.
9. Ensure that toilets, urinals, faucets and drains are working and report issues to Public Buildings staff.
10. Clean showers as applicable to specific locations.
11. All restrooms shall have a log, provided by the Contractor, that states who and when cleaned that particular restroom.
12. Replace batteries for paper towel dispensers when required.

Daily Staff Break Room Cleaning

1. Clean and mop floors.
2. Clean sinks, tabletops, chairs, counters, inside and outside of microwaves, outsides of refrigerators.
3. Clean and disinfect vending machines.
4. Replenish paper towels, soaps and other items if applicable.
5. Empty all trash and waste receptacles (wash if needed). Plastic liners shall be used.
6. Replace batteries for paper towel dispensers when required.

Weekly Services

1. High and low dusting, dust ledges, including stairwells and windowsills. Dust bare surfaces or work stations, furniture and partition tops.
2. Thoroughly vacuum upholstered furniture in conference rooms, private offices and public areas before 8:00 AM.
3. Spot clean all walls and doors.
4. Sweep/vacuum stairways and landings, clean hand railings in stairwells.
5. Using glass cleaner, clean all glass surfaces.
6. Clean/dust all window blinds.
7. Clean/dust all exhaust vents, HVAC registers as needed.
8. Polish pews, rails, Judges Bench with non-oily polish in all courtrooms.
9. Recycle Bins shall be placed to curb when applicable.
10. Clean all glass surfaces, including but not limited to interior windows, storefronts, mirrors, doors etc.

Annual Services

1. All hard floor surfaces terrazzo, tile, VCT, concrete, etc. shall be top scrubbed removing a layer of finish, dirt and other debris. The floor shall then be recoated using the manufactures recommended floor finish sealer. Sheens/products TBD by site which shall be provided by the Contractor.
2. Carpets shall be cleaned two-times (2x) per year at all facilities. This shall include steam clean, apply protector that aids in the prevention of damage and applying a carpet deodorizer.

Special Additional Services

The Contractor shall have at least one person on duty during County business hours (8:00 AM – 5:00 PM on Monday thru Friday) at two locations: 1) The Courthouse Complex in Beaufort and 2) the Health Department in Morehead City. The Contractors staff can still be cleaning but shall remain available at any given time for accidental spills, blood borne pathogens, vomiting, etc. These incidences shall be cleaned immediately followed by a deep clean. Cleaning staff shall have less than a two (2) hour response time for these incidences and shall be equipped with a carpet cleaning extractor that cleans and dries, blowers and any other items pertaining to the cleanliness and safety of these areas. Cleaning staff shall report any light bulbs out, water leaks and other safety issues noticed to Public Buildings. As a means to prevent the spread of COVID-19 and other viruses, the Contractor shall circulate through the facilities while wiping down/disinfecting commonly touched surfaces during regular business hours. The Contractor may also be required to address areas of concern, such as complete disinfection of individual offices following a probable or confirmed case. The Contractor shall be properly equipped with PPE and sufficient tools/equipment to perform disinfection in accordance with CDC Guidelines. Special cleanings of areas which have had furniture, equipment or boxes moved. These areas should be brought up to the same level of cleanliness and appearance as surrounding or adjacent areas within the same day. Wash (squeegee) exterior of entrance glass on a monthly basis. Some services may be required afterhours or on weekends.

General Procedures

All exterior and interior office doors (unless otherwise noted) shall be locked upon leaving the facility. All interior lights except those needed for security purposes shall be turned off. Only employees or designated representatives of the Contractor are allowed on the premises during performance of duties. Carteret County will not be held liable for nonadherence to this policy. Each employee shall have a picture ID on their person at all times. It is the sole responsibility of the Contractor providing the services to adhere to the policies and procedures presented herein. The Contractor shall ensure that they are enforced; any deviation will result in the immediate termination of the contractual service being rendered pending the 30-day notification clause per contract for said facility.

Equipment and Supplies

The Contractor shall provide all necessary labor, chemicals, cleaning supplies, and equipment (adequate in kind, quantity and quality) including but not limited to, cleansers, detergents, bleach, cleaning cloths, dusting cloths, vacuum cleaners with HEPA filters, buffers, burnishers, carts, spray bottles, mops, mop buckets, brooms, etc. for professionally performing all contract work.

The Contractor shall provide Safety Data Sheets (SDS) for all chemicals used.

Carteret County Government will supply consumables such as, paper towels, toilet tissue, nose tissue, hand soap, hand sanitizer, batteries and plastic waste can liners. The Contractor shall prepare a list of items needed per facility along with suggestions, if any, on the products that work the best. These supplies shall be picked up by the Contractor from the Administration building in Beaufort.

Utilities

Carteret County Government will provide the Contractor with all normal utilities necessary for performing this contract (electric, lights, water, etc.).

Storage

Carteret County Government will provide the Contractor with reasonable storage space for its supplies and equipment. Carteret County Government will also provide reasonable security to protect the Contractor from a loss of equipment and supplies. The Contractor shall keep all janitor closets, storage rooms, and other space assigned clean, orderly and locked at all times. Exceptions shall be made only with prior written permission from Carteret County Government.

Schedule

Evening Services: Custodial schedules vary between facilities. Unless otherwise noted, evening custodial services are typically performed after normal business hours.

Daytime Services: Due to business operations, security issues and other factors, some facility locations require daytime services versus evening services. Some services may be required for afterhours. The Contractor shall complete the custodial services with the least amount of disruption to the general public and business operations.

Contractor Employee Policy

The Contractor agrees to be responsible for and shall provide general supervision of all its employees working under this contract. Whenever any employee(s) is working, there shall be a designated supervisor directing their work. Each employee of the Contractor shall have a minimum of six (6) months of experience as a janitorial employee. Supervisory employees shall have a minimum of one (1) year of experience as a cleaning supervisor. Each employee shall be at least eighteen (18) years old. The Contractor shall be responsible for requesting and paying for criminal background checks on all individuals providing services under this contract who will be obtaining County identification or keys. Background checks may be provided by any vendor, or from a North Carolina State agency, providing the criminal history check is done nationwide. A criminal history will not automatically disqualify an employee from employment on this contract unless explicitly mandated by law. The Contractor shall update these checks and provide them to a designated County representative on an annual basis.

Employees working in the Courts and Sheriff's area shall be fingerprinted. Prior to working at the Sheriff's Office, the Contractor shall provide Carteret County Government with the names of each employee for purposes of background checks for suitability of employment in the department. The Sheriff may deny the acceptance of any employee into the offices. This decision has no appeal and requires no explanation.

Prior to working in Court related offices (DA, Clerk of Court, Public Defender, Probation, Guardian Ad Litem, Health Department and Department of Social Services) the Contractor shall provide the names of each employee for purposes of background checks for suitability of employment in the department. Carteret County Government may deny the acceptance of any employee into the offices. This decision has no appeal and requires no explanation.

All Contractor employees working at County facilities shall be bonded.

The Contractor shall ensure all its employees abide by the following rules set forth by Carteret County Government.

1. They shall wear an identification badge and/or distinct uniform provided by the Contractor at all times while on County premises.
2. They shall be of good integrity and character.
3. They shall not disturb any papers, boxes or other materials except that in trash receptacles or designated areas for trash unless such material is properly identified as trash.
4. They shall report any property loss or damage to their supervisor immediately. The supervisor shall report such damage or loss within 24 hours to Carteret County Government in writing, specifying the location, time and extent of the damage or loss. Failure to report such damage or loss, as required, may be construed as default of the contract.
5. They shall not open drawers, file cabinets, or use any computer or telephone unless given specific approval by Carteret County Government.

6. They shall not leave keys in doors or admit anyone into any building or office who is not a designated employee of the Contractor. All doors which were locked upon entry shall be immediately re-locked.
7. They shall not clean or move copy machines or other office machines except specifically requested by Carteret County Government.
8. They shall not engage in idle or unnecessary conversation with County employees, other employees of the Contractor, tenants, or visitors to the building(s).
9. They shall abide by the rules and regulations set forth by Carteret County Government which affects the performance of the work.
10. They shall not remove any article or materials from the premises, regardless of its value or regardless of any employee's or tenant's permission. This is to include the contents of any item found in trash containers or trash cans designated for that purpose.
11. They shall be respectful and use appropriate language at all times.
12. They shall not carry any weapons, alcoholic beverages, drugs (except those prescribed by a physician) while on County premises.

Upon written request by Carteret County Government to the Contractor, any Contractor's employees who fail to abide by these or other rules established by the Contracting Agency will be immediately pulled off the job and replaced at no contract cost adjustment.

Terms and Conditions

The term of this contract will be for a period of three (3) years beginning **July 1, 2024 and ending on June 30, 2027**. The option to renew this contract may be offered for two (2) one (1) year renewals at the discretion of Carteret County Government.

Insurance

The Contractor shall provide and maintain during the life of this contract such Public Liability and Property Damage Insurance as shall protect him/her and any subcontractor performing work covered by this contract, from claims for damage for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operation be by the Contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be as follows:

Public Liability Insurance in an amount of \$1,000,000 for Bodily Injury/Property Damage to any one person and subject to the same limit for each person, in amount not less than \$2,000,000.00 Total Policy Limit or Aggregate.

Umbrella coverage in the amount not less than \$5,000,000.00.

Automobile Liability in the amount not less than \$1,000,000.00.

The Contractor shall provide and maintain during the life of this contract Worker's Compensation Insurance for all employees employed at the site of work under his/hers contract as required by North Carolina State Law. The Contractor shall furnish such additional special insurance as may be required by General Statutes of North Carolina for the work.

Upon award of a contract, the Contractor shall provide a Certificate of Insurance stating coverage discussed herein. Each Certificate of Insurance shall include "Carteret County Government, 302 Courthouse Square, Beaufort, NC 28516" as additional insured on the liability policy.

Each Certificate of Insurance shall bear the provision that the policy cannot be canceled, reduced in amount or coverage eliminated in less than thirty (30) days after mailing written notice to the insured and/or the Owner of such alteration or cancellation, sent by registered mail.

A Third-Party Fidelity Bond in the amount of \$50,000.00 shall be provided for employees working in County Facilities.

Care of Property

The Contractor agrees that it shall be responsible for the proper custody and care of any property maintained by the Contractor in accordance with this contract. The Contractor shall reimburse Carteret County Government for loss or damage of such property.

Health and Safety

The Contractor shall adhere and be responsible for initiating, maintaining and supervising to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards and revisions thereto as adopted by General Statutes or North Carolina while providing Custodial Services under this contract.

The Contractor shall be responsible for marking safety hazards such as wet slippery floors and other conditions resulting from cleaning operations. In addition, every employee shall be supplied with proper safety attire, PPE, SDS and be instructed in the use of all cleansers and cleaning equipment.

Contractor-Subcontractor Relationships

The Contractor agrees that the terms of these contract documents shall apply equally to a subcontractor as to the Contractor, and that the subcontractor is bound by those terms as an employee of the Contractor.

Equal Opportunity

1. The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.
2. The Contractors agree not to discriminate against any employees or applicant for employment because of physical or mental handicap about any position for which the employees or applicant is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Minority Business Participation

1. It is the intent of the County to encourage Contractors in making every effort to utilize Minority Business Enterprises for subcontracted work. The County has established efforts to record participation of such Enterprises by the attached "Appendix E – MBE DOCUMENTATION FOR CONTRACT PAYMENTS". The Contractor shall include the attached Appendix E with each pay application.
2. Bidders can use the Office for Historically Underutilized Business website <http://www.doa.state.nc.us/doa/hub/> to locate HUB contractors.
3. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

E-Verify Employer Compliance

The Contractor represents and covenants that the Contractor and its subcontractors comply with the requirement of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS). In this E-Verify Compliance section, "Contractor" "its subcontractors" and "comply" shall have the meanings intended by NCGS 153A-499 (b). The County is relying on this section in entering into this contract. The parties agree to this section only to the extent authorized by law. If this section is held to be unenforceable or invalid in whole or in part, it shall be deemed amended to the extent necessary to make this contract comply with NCGS 153A-499 (b).

Superintendent

The Contractor shall employ a competent superintendent who shall represent the Contractor and have the authority to make field decisions necessary for performing the work. Competency must be demonstrated by performing high quality custodial work on time according to Contractor's approved schedule. County reserves the right to require replacement of the superintendent by Contractor without explanation from the County.

Indemnification

The Contractor shall hold and save Carteret County Government, 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 this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Contractor, or its Sub-contractors, or their employees, or agents, in the performance of this contract and that are attributable to the negligence or intentionally tortious acts of the Contractor provided that the Contractor is notified in writing within 30 days after Carteret County Government has knowledge of such claims.

Governing Law

This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina. The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in the contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined. The Contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, included those of the Board of Fire Underwriters, Federal, State and local agencies having jurisdiction. This shall include but not be limited to minimum wages, labor and equal employment opportunity laws.

Inspection

The Contractor shall accompany a designated representative(s) on inspections of the work at any time during business hours of Carteret County Government. Carteret County Government reserves the right to make determination as to whether service is being performed satisfactorily.

Work Conferences

Carteret County Government may subject the Contractor at least every thirty (30) days for a conference and tour to evaluate the performance of this contract. A written monthly performance report may be requested by Carteret County Government.

Payment

1. Carteret County is not exempt from North Carolina State Sales and Use Taxes on labor, material and equipment to be incorporated in the work. Said taxes shall be included in invoices submitted by the Contractor. Contractor in submitting their invoices shall break out all sales taxes as a separate item and County where purchase was made.
2. Carteret County Government will issue one (1) payment every thirty (30) days to the Contractor based on services rendered.

Termination

1. Carteret County Government shall have the right, at its sole option and discretion, to terminate this contract at any time without any default on the part of the Contractor by giving written notice to the Contractor at least thirty (30) days prior to the effective date of termination.
2. Carteret County Government shall have the right to terminate this contract immediately by written notice to the Contractor if the Contractor fails to execute the services promptly and to Carteret County Governments satisfaction, or fails to perform any obligation imposed by any provisions of this Contract. In the event of termination for default, Carteret County Government has against the Contractor all remedies provided by law and equity.
3. The Contractor at its sole option and discretion shall have the right to terminate this contract at any time by giving written notice to Carteret County Government at least ninety (90) days prior to the effective date of termination.
4. In the event of termination of the contract by either party, the Contractor shall terminate all services under this contract to the extent and on the date specified in the Notice of Termination and until such date shall, to the extent stated in the Notice of Termination, do such services and be compensated only for such services as may be necessary as determined by Carteret County Government to preserve the services in progress and to protect the facility(s) of Carteret County Government. Carteret County Government may then proceed with the remainder of the service in any lawful manner which it may elect.

Evaluation and Award Criteria

It is understood and agreed that by submitting a proposal that the Contractor has examined these contract documents and specifications and has visited the sites within, and has satisfied themselves relative to the work to be performed. Based on the evaluation criteria outlined below, all Proposals will be evaluated and scored by a Committee designated by Carteret County Government. Written or oral discussions may be requested.

Proposals will be evaluated using the following criteria:

1. Experience in providing custodial services for this size contract.
2. Demonstrated ability to meet commitments requested within this RFP.
3. Qualifications of staff to be used.
4. Specific operational and safety plans and methods for providing the proposed services.
5. References from at least three similar clients.
6. Financial stability
7. Price

Award of Contract

Carteret County Government reserves the right to award to multiple Contractors deemed to be fully qualified and best suited among others submitting proposals on the basis of the evaluation factors included within this RFP. Once the proposals are ranked by Carteret County Governments Committee and the qualified contractor is determined, Carteret County Government may conduct further negotiations, and/or request presentations to any or all Contractors. Carteret County Government reserves the right to accept or reject, in whole or in part, proposals directed to the best interest of the County. Each Contractor shall fill out the required information within this RFP, submit Certificate of Insurance for liability and Worker's Compensation in order for the proposal to be qualified. Contractors must **submit three (3) sealed original hard copies** of this contract. Carteret County Government reserves the right to reject any or all proposals for any reason.

Carteret County POC

All inquiries concerning the Scope of Services, Proposal Submission Requirements or Site Visits should be directed to:

Mr. Ray Farnum
Project Coordinator
5231 Business Drive, Newport, NC 28570
Email: Ray.farnum@carteretcountync.gov
Telephone: 252-648-7877

All post-award communications shall filter through the Carteret County POC below:

Mr. Aaron Elms
Public Buildings Director
5231 Business Drive, Newport, NC 28570
Email: Aaron.elms@carteretcountync.gov
Telephone: 252-648-7877

Proposals shall be mailed and/or hand delivered to the address of the POC shown above, and the sealed envelope shall clearly state the name of this RFP. It is the sole responsibility of the Contractor to ensure that their proposal arrives by the designated submission date assigned.

While the Pre-Conference and Site Visits are optional, the interested Contractor shall attend the Pre-Conference if they choose to attend the Site Visits.

Details below.

Issued Date: March 4, 2024

Pre-Conference: March 14, 2024 at 8:00AM-8:55AM – General Services Operation Facility, Room # 140 – 5231 Business Drive, Newport, NC 28570

Optional Site Visit Day 1: March 14, 2024 - 9:00AM-3:00PM

Optional Site Visit Day 2: March 15, 2024 - 8:00AM-1:00PM

Due Date - Three copies of sealed bids must be mailed or hand delivered to the General Services Facility to the attention of Mr. Aaron Elms located at 5231 Business Drive, Newport, NC 28570 no later than **March 28, 2024 by 9:00 AM EST.**

Bid Opening - Sealed bids will be opened on **March 28, 2024 @ 9:05 AM EST** in the main conference room at the General Services Facility located at 5231 Business Drive, Newport, NC 28570. Qualified Contractors are invited.

Please see the Site Visit(s) schedule below

Day 1 Site Visit Schedule (03/14/24)

Location/Time	Address
General Services 9AM-9:30AM	5231 Business Dr. Morehead City, NC 28570
Health Department 9:45AM-10:20AM	3820 Bridges Street, Morehead City, NC 28557
Senior Center 10:30AM-10:45AM	3820 Galantis Dr, Morehead City, NC 28557
Veterans Affairs 10:50AM-11:00AM	3710 John Platt Dr # B, Morehead City, NC 28557
Rape Crisis 11:05AM-11:15AM	300 Penny Lane, Morehead City, NC 28557
Newport Library 11:45AM-12:15PM	210 Howard Blvd, Newport, NC 28570
Western Library 12:45PM-1:15PM	230 Taylor Notion Rd, Cape Carteret, NC 28584
Western Office 1:30PM-1:45PM	701 Cedar Point Blvd, Cedar Point, NC 28584
Bogue Banks Library 2:15PM-Completion of Day 1 Site Visits	320 Salter Path Rd #W, Pine Knoll Shores, NC 28512

Day 2 Site Visit Schedule (03/15/24)

Location	Address
Courthouse/Admin/Annex 8:00AM-9:00AM	302 Courthouse Square, Beaufort, NC 28516
Guardian Ad Litem 9:05AM-9:15AM	302 Courthouse Square, Beaufort, NC 28516
Sheriff/Magistrate 9:20AM-9:35AM	304 Craven St, Beaufort, NC 28516
“402” 9:45AM-10:00AM	402 Broad Street, Beaufort, NC 28516
Old Library (New Admin) 10:05AM-10:15AM	210 Turner Street, Beaufort, NC 28516
DSS 10:25AM-10:45AM	210 Craven St, Beaufort, NC 28516
Beaufort Square Library/BOE/Parks and Rec 11:00AM-11:30AM	1702 Live Oak St STE 100, Beaufort, NC 28516
Down East Library 12:00PM-Completion of Day 2 Site Visits	108 Straits Rd, Beaufort, NC 28516

Locations to Receive Services

Location	Address	Sqft	Per Week Service	Price Per Facility
Courthouse/Admin/Annex	302 Courthouse Square, Beaufort, NC 28516	51,431	5	
Guardian Ad Litem	302 Courthouse Square, Beaufort, NC 28516	2,500	5	
Sheriff/Magistrate	304 Craven St, Beaufort, NC 28516	19,826	5	
“402”	402 Broad Street, Beaufort, NC 28516	6,000	5	
DSS	210 Craven St, Beaufort, NC 28516	22,884	5	
Down East Library	108 Straits Rd, Beaufort, NC 28516	500	2	
Beaufort Square Library/BOE/Parks and Rec	1702 Live Oak St STE 100, Beaufort, NC 28516	24,016	3	
New Admin	210 Turner Street, Beaufort, NC 28516	7,086	5	
Veterans Affairs	3710 John Platt Dr # B, Morehead City, NC 28557	3,472	3	
Rape Crisis	300 Penny Lane, Morehead City, NC 28557	2,400	3	
Health Department & Land Use Center	3820 Bridges Street, Morehead City, NC 28557	42,179	5	
Senior Center	3820 Galantis Dr, Morehead City, NC 28557	19,231	5	
General Services	5231 Business Dr. Morehead City, NC 28570	4,000	4	
Newport Library	210 Howard Blvd, Newport, NC 28570	2,500	3	
Bogue Banks Library	320 Salter Path Rd #W, Pine Knoll Shores, NC 28512	3,405	3	
Western Library	230 Taylor Notion Rd, Cape Carteret, NC 28584	10,718	3	
Western Office	701 Cedar Point Blvd, Cedar Point, NC 28584	3,432	3	

Vendor Name: _____

Contact Information: _____

References

Provide at least three (3) references

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Contact Information: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Contact Information: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Contact Information: _____

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 147-86.59**

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 147-86.59(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned
-

N.C.G.S. 147-86.59(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/iran and will be updated every 180 days.

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

SCO Project ID: _____

Pay Application #: _____ Period: _____

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

MBE FIRM NAME	* TYPE OF MBE	AMOUNT PAID THIS MONTH (With This Pay App)	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

*Minority categories: Black (B), Hispanic (H), Asian American (AA), American Indian (AI), White Female (WF), Socially and Economically Disadvantaged (SED)

Approved/Certified By:

Name

Title

Date

Signature

SUBMIT WITH EACH PAY REQUEST - FINAL PAYMENT - FINAL REPORT

PROPOSAL AND CONTRACT

Carteret County Government Custodial Services

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with Carteret County for the furnishing of all materials, equipment, and labor necessary to complete the Carteret County Government Custodial Services described in these documents in full and complete accordance with requirements, specifications, and contract documents, and to the full and entire satisfaction of Carteret County for the sum of:

\$ _____
Monthly Proposed Cost

The Contractor shall provide a price for future additions that may require Custodial Services.

\$ _____ Price Per Sqft

Contractor: _____

Federal ID#: _____

By: _____

Witness: _____

Title: _____

President)

(Owner, partner, corp. Pres. or Vice

Address: _____

Attest: *(corporation)*

Email Address: _____

(Corporate Seal)

By: _____ License #: _____

Title: _____

(Corporation.Secretary./Ass't Secretary.)

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Contract to be executed by their duly authorized office or agent.

COUNTY OF CARTERET

Tommy Burns, County Manager

(Seal)

Contractor: _____

Authorized Representative

(Seal)

Printed Name

Title

This instrument has been pre-audited
In the manner required by the
Local Government Budget and Fiscal
Control Act.

Approved as to form:

Dee Meshaw, County Finance Officer

County Attorney

**NORTH CAROLINA
COUNTY OF CARTERET GOVERNMENT**

I, _____ a Notary Public of the State and County aforesaid certify that
Tommy Burns acknowledged that he is the County Manager of County of Carteret, and that authority duly
given as the act of the Board signed the foregoing instrument signed in its name by the County Manager,
sealed with its corporate seal.

WITNESS my hand and official seal, this ____ day of _____, 2024

Notary Public

My Commission expires: _____