



**GUILFORD COUNTY SCHOOLS
REQUEST FOR QUOTES
Re-Bid RFQ 6395 Fire Extinguisher
& Kitchen Exhaust Hood
Inspections**
Purchasing Department
501 W. Washington Street
Greensboro, NC 27401

Direct all inquiries to:	REQUEST FOR QUOTES: 6395
Cynthia Bryant	RFQ due date: Thursday, September 30, 2021 by 2:00PM EST
Phone: 336-574-5220 Email: bryantc2@gcsnc.com	Commodity: Fire Extinguisher & Kitchen Exhaust Hood Fire Suppression System Inspections

NOTICE TO BIDDERS

Bids, subject to the conditions made a part hereof, will be received by until 2:00 PM, **Thursday September 30, 2020.**

EXECUTION

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, the undersigned Vendor certifies that this bid is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Failure to execute/sign bid prior to submittal shall render bid invalid and it WILL BE REJECTED. Late bids will not be accepted.

Offer valid for 60 days from date of bid opening, unless otherwise stated. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

1.0 PURPOSE AND BACKGROUND

Per attached Instructions to Bidders, vendors are to supply all labor to perform NFPA testing and inspection of fire extinguishers and Kitchen Exhaust Hood Fire Suppression systems in all Guilford County Schools locations.

It is the intent of this bid proposal invitation to obtain contract proposals for portable Fire Extinguisher Inspection services and Kitchen exhaust hood fire suppression system inspections to encompass all properties owned and operated by Guilford County Schools. All products and/or services rendered by the vendor must meet all requirements of this invitation and be completely satisfactory to Guilford County Schools.

By submission of a proposal, the Contractor acknowledges that he/she has a complete understanding of the required scope of work, either as defined herein or as described orally by the designated representative.

2.0 GENERAL INFORMATION

The Guilford County School System is accepting Quotes from companies to perform the inspection and testing of all the fire extinguishers and all Kitchen Hood Fire Suppression Systems at all Guilford County Schools sites per NFPA guidelines and Guilford County Schools specifications.

The Contractor shall provide all labor and equipment required and/or implied for the complete and satisfactory performance of Fire Extinguisher & Hood Inspection services for Guilford County Schools. The fire extinguisher inspection, testing, and maintenance work shall be performed in a safe manner and in accordance with all relevant local, state, and federal guidelines.

The Contractor will receive work orders each month for inspections needing completion. In addition, emergency work orders may also be sent as necessary from the Guilford County Schools representative. The Contractor employees shall report to the main office at each facility to sign in upon arrival. Each visit to any Guilford County Schools facility will be accompanied by a copy of the GCS work order describing the fire extinguisher inspection and kitchen hood inspections need. This will need to be presented upon arrival at the facility. Upon completion of any and all action(s), documentation of the visit must be provided and signed by a staff member of the facility visited. Information provided should include services performed, and any recommendations. A copy of this form is to be sent to the Building Services Health/Safety administrator ebertj@gcsnc.com and is also to be included with the invoice.

TAXES

Guilford County Schools is **NOT** tax-exempt. Unless otherwise indicated, tax must be computed and added to your bid. Any itemized shipping charges are also subject to tax. When invoiced, tax should be invoiced as a separate line item.

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE)

The Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, 168A-3. GCS Board of Education promotes full and equal access to business opportunities with Guilford County Schools. Minority businesses are encouraged to submit bids for this project. All vendors shall have a fair and reasonable opportunity to participate in GCS business opportunities.

INSURANCE

Certificate of Insurance

Each vendor shall furnish GCS a certificate of insurance showing that the required workmen's compensation and public liability insurance are carried by the Contractor. The certificate of insurance should show that it is issued to or at the request of the Guilford County Board of Education, High Point, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina.

The certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after ten (10) days' written notice of such cancellation or alteration has been sent by certified mail to the Guilford County Board of Education, Greensboro North Carolina.

Public Liability Insurance

The vendor shall maintain public liability insurance covering his liability for bodily injury and property damage which may arise from his operations, contractual obligations, products and completed operations, as well as operations performed by independent contractors, in not less than the following amounts:

1. A combined single limit (CSL) of \$1,000,000 each occurrence, or
2. A \$1,000,000 limit for Bodily Injury Liability, and \$1,000,000 limit for Property Damage Liability.

An occurrence form of policy will be required, and the certificate of insurance submitted by the Contractor must be personally signed by a resident licensed agent of each of the companies listed on that form.

Worker's Compensation Insurance

The Contractor shall maintain during the life of his contract all such workmen's compensation insurance as is or may be required by the laws of North Carolina.

Terms and Conditions

It shall be the vendor's responsibility to read the instructions, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued relating to this RFQ.

3.0 SPECIFIC INFORMATION

PRE-BID CONFERENCE WILL NOW BE SITE VISITS PER INFORMATION BELOW:

A **Non-Mandatory** pre-bid conference will be held on, **Thursday, September 23, 2021 at 2:00PM** at 501 W Washington Street Room 100, Greensboro NC.27401. Each Vendor interested in participating on this bid opportunity is required to attend. All vendors must sign in upon arrival. The purpose of the pre-bid conference is to discuss the requirements of the bid and to acquaint perspective bidders with the conditions and requirements of the task to be performed.

RFQ QUESTIONS

Upon review of the RFQ documents, vendors may have questions to clarify or interpret the RFQ to submit the best quote possible. To accommodate the bid questions process, vendors shall submit any such questions by email to Cynthia Bryant bryantc2@gcsnc.com no later than 1:00PM, **Friday, September 24, 2020**. All questions and answers will be posted on the GCS website www.gcsnc.com click on Departments, Purchasing and then click on Bid Solicitations on the left. Find this RFQ 6386 and the questions and answers will be in an addendum that is posted there. **Questions and answers will be posted by 2:00PM on Monday, September 27, 2020**

Instructions:

Written questions shall be emailed to Cynthia Bryant by the date and time specified above. Vendors will enter "RFQ 6395 – Questions" as the subject for the email. Question submittals will include a reference to the applicable RFQ section and be submitted in a format shown below:

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

Questions received prior to the submission deadline date, GCS's response, and any additional terms deemed necessary by GCS will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any GCS personnel, whether made in response to a question or otherwise regarding this RFQ, shall be considered authoritative or binding. Vendors shall be entitled to rely **only** on written material contained in an addendum to this RFQ.

BID SUBMITTAL

Sealed bids, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated below, as described herein. **One (1) Original should** be addressed in an envelope with the RFP number as shown below: It is the responsibility of the bidder to have the bid in the Guilford County Schools Purchasing office by the specified time and date of opening.

Bids shall be marked on the outside of the sealed envelope with the Vendor's name, bid number and date and time of opening. If Vendor is submitting more than one bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed bids from a single Vendor may be included in the same outer package.

Attempts to submit a bid via facsimile (FAX) machine, telephone or electronic means, including but not limited to email, in response to this Request for Proposals will **not** be accepted. Bids are subject to rejection unless submitted with the information above included on the outside of the sealed bid package.

MAILING INSTRUCTIONS

Sealed bids, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated below, as described herein. **One (1) Original** should be addressed in an envelope with the RFP number as shown below: It is the responsibility of the bidder to have the bid in the Guilford County Schools Purchasing office by the specified time and date of opening.

Guilford County Schools
Purchasing Department
Attn: Cynthia Bryant
RFQ 6386
501 W Washington Street
Greensboro NC 27401

REFERENCES

Guilford County Schools reserves the right to require upon request a list of references from other school districts or similar service agencies for which the company has provided the services or goods solicited in this IFB. GCS may contact these users to determine quality level. Such information may be considered in the evaluation of the bid.

WARRANTY

The vendor warrants to the owner that all equipment furnished under these specifications will be new, of good material and workmanship, and agrees to replace promptly any part or parts which by reason of defective material or workmanship shall fail under normal use, free of negligence or accident, for a minimum period of 12 months from date put in operation. Such replacement shall include all parts, labor, and transportation cost to the location where equipment is down, free of any charge to the owner or his representative.

If applicable, please be sure to describe your best warranty offering, any special training or special benefits at no charge that may be available, and any unique benefits you may offer. Award may be determined by best value analysis—not necessarily the lowest price received.

TRANSPORTATION CHARGES

Free on board (FOB) to designated sites in Guilford County, NC, with all transportation charges prepaid and included in the bid price.

4.0 AWARD AND BID EVALUATION

REVIEW AND AWARD

It is the intent of Guilford County Schools (GCS) to award this RFQ to the responsible bidder(s) who best matches the needs of Guilford County Schools School Building Services Department. Guilford County Schools reserves the right to reject any or all bids presented and to waive any informalities and irregularities. Award of this bid may be in whole or in part as deemed to be in the best interest of GCS. All projects are awarded contingent upon funding. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 120 days.

The awarded vendor will enter into an initial contract for a one (1) year period, with the option to renew for four (4) additional one (1) year periods upon mutual agreement from both parties. Price negotiations will **only** be considered during renewal negotiation periods. This contract may be cancelled by either party with a 30-day written notice. Either party may terminate this agreement for any reason without penalty upon 30 days written notice to the other party.

Minimum Qualifications

All bidders must possess the following minimum qualifications to be considered for this project:

1. Technical knowledge on all fire extinguishers and Kitchen Hood Fire Suppression systems.
2. State of North Carolina Fire/ Life/ Safety technician certification.
3. Knowledgeable about NFPA-10 and North Carolina Fire Code.
4. Successfully provided similar Fire Extinguisher, and Kitchen Hood Fire Suppression Systems Inspections for at least five (5) years.

SCOPE OF SERVICES

Schools and Administrative Sites

Fire Extinguisher Inspections & Kitchen Exhaust Hood Inspections will be conducted at each of the following sites:

SCHOOL NAME	PHONE
Academy @ Lincoln 1016 Lincoln St Greensboro, NC 27401	336-370-3471
Academy @ Smith 2225 South Holden Rd Greensboro, NC 27407	336-316-5866
Alamance ES 3600 Williams Dairy Rd Greensboro, NC 27406	336-697-3177
Alderman ES 4211 Chateau Dr Greensboro, NC 27407	336-294-7320
Allen Jay ES 1311 East Springfield Rd High Point, NC 27263	336-434-8490
Allen Jay Middle - A Preparatory Academy 1201 East Fairfield Rd High Point, NC 27263	336-819-2164
Allen MS 1108 Glendale Dr Greensboro, NC 27406	336-294-7325
Andrews HS 1920 McGuinn Dr High Point, NC 27265	336-819-2800
Archer ES 2610 Four Seasons Blvd Greensboro, NC 27407	336-294-7335
Bessemer ES 918 Huffine Mill Rd Greensboro, NC 27405	336-375-2585
Bluford-Peeler STEAM Academy (Science, Technology, Engineering, Arts & Math) 1901 Tuscaloosa St Greensboro, NC 27401	336-370-8120
Brightwood ES 2001 Brightwood School Rd Greensboro, NC 27405	336-375-2565
Brooks Global Studies 1215 Westover Terr Greensboro, NC 27408	336-370-8228
Brown Summit MS 4720 NC Hwy 150 East Browns Summit, NC 27214	336-656-0432
Christine Joyner Greene Education Center 604 East Main St Jamestown, NC 27282	336-454-7440

<p>Claxton ES 3720 Pinetop Rd Greensboro, NC 27410</p>	<p>336-545-2010</p>
<p>Colfax ES 9112 West Market St Colfax, NC 27235</p>	<p>336-992-6060</p>
<p>Cone ES 2501 North Church St Greensboro, NC 27405</p>	<p>336-375-2595</p>
<p>Dean B. Pruett SCALE School 900 English Rd High Point, NC 27262</p>	<p>336-878-5380</p>
<p>Doris Henderson Newcomers School 411 Friendway Rd Greensboro, NC 27410</p>	<p>336-316-5883</p>
<p>Dudley HS 1200 Lincoln St Greensboro, NC 27401</p>	<p>336-370-8130</p>
<p>Early College @ Guilford 5608 West Friendly Ave Greensboro, NC 27410</p>	<p>336-316-2860</p>
<p>Eastern HS 415 Peeden Dr Gibsonville, NC 27249</p>	<p>336-449-6311</p>
<p>Eastern MS 435 Peeden Dr Gibsonville, NC 27249</p>	<p>336-449-4255</p>
<p>Erwin Montessori 3600 Williams Dairy Road Greensboro, NC 27406</p>	<p>336-370-8151</p>
<p>Fairview ES 608 Fairview St High Point, NC 27260</p>	<p>336-819-2890</p>
<p>Falkener ES 3931 Naco Rd Greensboro, NC 27401</p>	<p>336-370-8150</p>
<p>Ferndale MS 701 Ferndale Blvd High Point, NC 27262</p>	<p>336-819-2855</p>
<p>Florence ES 7605 Florence School Rd High Point, NC 27265</p>	<p>336-819-2120</p>
<p>Foust ES 2610 Floyd St Greensboro, NC 27406</p>	<p>336-370-8155</p>
<p>Frazier ES 4215 Galway Dr Greensboro, NC 27406</p>	<p>336-294-7340</p>

Gateway Education Center 3205 East Wendover Ave Greensboro, NC 27405	336-375-2575
General Greene ES 1501 Benjamin Pkwy Greensboro, NC 27408	336-545-2015
Gibsonville ES 401 East Joyner St Gibsonville, NC 27249	336-449-4214
Gillespie Park ES 1900 Martin Luther King Jr Dr Greensboro, NC 27406	336-370-8640
Greensboro College MC 815 West Market St Greensboro, NC 27401	336-370-8300
Grimsley HS 801 Westover Terr Greensboro, NC 27408	336-370-8180
Guilford ES 920 Stage Coach Trail Greensboro, NC 27410	336-316-5844
Guilford eLearning Virtual Academy (K-5) @ Hunter ES 1305 Merritt Drive Greensboro, NC 27407	336-522-6320
Guilford eLearning University Prep (6-8) @ Jackson MS 2200 Ontario Street Greensboro, NC 27403	336-894-9678
Hairston MS 3911 Naco Rd Greensboro, NC 27401	336-378-8280
Haynes Inman Education Center 200 Haynes Rd Jamestown, NC 27282	336-881-7170
Herbin Metz Education Center 400 O'Ferrell St., Greensboro, NC 27405	336-333-7065
High Point Central HS 801 Ferndale Blvd High Point, NC 27262	336-819-2825
Hunter ES 1305 Merritt Dr Greensboro, NC 27407	336-294-7345
Irving Park ES 1310 Sunset Dr Greensboro, NC 27408	336-370-8225
Jackson MS 2200 Ontario St Greensboro, NC 27403	336-294-7350

Jamestown ES 108 Potter Dr Jamestown, NC 27282	336-819-2110
Jamestown MS 301 Hayes Rd., Jamestown, NC 27282	336-819-2100
Jefferson ES 1400 New Garden Rd Greensboro, NC 27410	336-316-5870
Jesse Wharton ES 5813 Lake Brandt Rd Greensboro, NC 27455	336-545-3700
Johnson St Global 1601 Johnson St High Point, NC 27262	336-819-2900
Jones ES 502 South St Greensboro, NC 27406	336-370-8230
Joyner ES 3300 Normandy Rd Greensboro, NC 27408	336-545-2020
Kearns Academy @ Central 700 Chestnut Dr., High Point, NC 27262	336-885-7905
Kernodle MS 3600 Drawbridge Pkwy Greensboro, NC 27410	336-545-3717
Kirkman Park ES 1101 North Centennial St High Point, NC 27262	336-819-2905
Kiser MS 716 Benjamin Pkwy Greensboro, NC 27408	336-370-8240
Lindley ES 2700 Camden Rd Greensboro, NC 27403	336-294-7360
Madison ES 3600 Hines Chapel Rd McLeansville, NC 27301	336-375-2555
McLeansville ES 5315 Frieden Church Rd McLeansville, NC 27301	336-698-0144
McNair ES 4603 Yanceyville Rd Browns Summit, NC 27214	336-691-5460
Mendenhall MS 205 Willoughby Blvd Greensboro, NC 27408	336-545-2000
MC @ NC A&T 1601 East Market St Greensboro, NC 27411	336-691-0941

MC @ Bennett 108 Hodgin Hall - 1601 East Market Street Greensboro, NC 27401	336-522-6338
MC @ GTCC - GSO 3505 East Wendover Ave Greensboro, NC 27405	336-375-2466
MC @ GTCC - HP 901 South Main St High Point, NC 27260	336-819-4111
MC @ GTCC - Jamestown 601 East Main St Jamestown, NC 27282	336-819-2957
MC @ UNCG 1408 Walker Ave Greensboro, NC 27412	336-334-3662
Millis Road ES 4310 Millis Rd Jamestown, NC 27282	336-819-2125
Monticello-Brown Summit ES 5006 NC Highway 150 East Browns Summit, NC 27214	336-656-4010
Montlieu Academy 1105 Montlieu Ave High Point, NC 27262	336-819-2910
Morehead ES 4630 Tower Rd Greensboro, NC 27410	336-294-7370
Murphey Academy 2306 Ontario St Greensboro, NC 27403	336-294-7380
Nathanael Greene ES 2717 NC Highway 62 East Liberty, NC 27298	336-685-5000
Northeast HS 6700 McLeansville Rd., McLeansville, NC 27301	336-375-2500
Northeast MS 6720 McLeansville Rd McLeansville, NC 27301	336-375-2525
Northern ES 3801 NC Hwy 150 East Greensboro, NC 27455	336-656-4032
Northern HS 7101 Spencer Dixon Rd Greensboro, NC 27455	336-643-8449
Northern MS 616 Simpson-Calhoun Rd Greensboro, NC 27455	336-605-3342
Northwest HS 5240 Northwest School Rd Greensboro, NC 27409	336-605-3300
Northwest MS 5300 Northwest School Rd Greensboro, NC 27409	336-605-3333

Northwood ES 818 West Lexington Ave High Point, NC 27262	336-819-2920
Oak Hill ES 320 Wrightenberry St High Point, NC 27260	336-819-2925
Oak Ridge ES 2050 Oak Ridge Rd. Oak Ridge, NC 27310	336-643-8410
Oak View ES 614 Oakview Rd. High Point, NC 27265	336-819-2935
Page HS 201 Alma Pinnix Dr Greensboro, NC 27405	336-370-8200
Parkview ES 325 Gordon St. High Point, NC 27261	336-819-2945
Pearce ES 2006 Pleasant Ridge Rd. Greensboro, NC 27410	336-605-5480
Peck ES 1601 West Florida St Greensboro, NC 27403	336-370-8235
Penn-Griffin School for the Arts 825 Washington Dr High Point, NC 27260	336-819-2870
Pilot ES 4701 Chimney Springs Dr Greensboro, NC 27407	336-316-5820
Pleasant Garden ES 4833 Pleasant Garden Rd Pleasant Garden, NC 27313	336-674-4321
Ragsdale HS 1000 Lucy Ragsdale Dr Jamestown, NC 27282	336-454-7400
Rankin ES 1501 Spry St Greensboro, NC 27405	336-375-2545
Reedy Fork ES 4571 Reedy Fork Pkwy Greensboro, NC 27405	336-656-3723
SCALE – GSO 116 Pisgah Church Rd. Greensboro, NC 27455	336-545-2031
Sedalia ES 6120 Burlington Rd. Sedalia, NC 27342	336-449-4711
Sedgefield ES 2905 Groometown Rd Greensboro, NC 27407	336-316-5858
Shadybrook ES 503 Shadybrook Rd. High Point, NC 27265	336-819-2950

<p>Simkins ES 3511 East Lee St Greensboro, NC 27406</p>	<p>336-697-3070</p>
<p>Smith HS 2407 South Holden Rd Greensboro, NC 27407</p>	<p>336-294-7300</p>
<p>Southeast HS 4530 Southeast School Rd Greensboro, NC 27406</p>	<p>336-674-4300</p>
<p>Southeast MS 4825 Woody Mill Rd Greensboro, NC 27406</p>	<p>336-674-4280</p>
<p>Southern ES 5720 Drake Rd Greensboro, NC 27406</p>	<p>336-674-4325</p>
<p>Southern HS 5700 Drake Road Greensboro, NC 27406</p>	<p>336-674-4250</p>
<p>Southern MS 5747 Drake Rd Greensboro, NC 27406</p>	<p>336-674-4266</p>
<p>Southwest ES 4372 Southwest School Rd High Point, NC 27265</p>	<p>336-819-2992</p>
<p>Southwest HS 4364 Barrow Rd High Point, NC 27265</p>	<p>336-819-2970</p>
<p>Southwest MS 4368 Southwest School Rd High Point, NC 27265</p>	<p>336-819-2985</p>
<p>STEM EC @ A&T 402 Laurel St. Greensboro, NC 27411</p>	<p>336-370-8580</p>
<p>Sternberger ES 518 North Holden Rd Greensboro, NC 27410</p>	<p>336-294-7390</p>
<p>Stokesdale ES 8025 US Highway 158 Stokesdale, NC 27357</p>	<p>336-643-8420</p>
<p>Summerfield ES 7501 Summerfield Rd Summerfield, NC 27358</p>	<p>336-643-8444</p>
<p>Sumner ES 1915 Harris Dr Greensboro, NC 27406</p>	<p>336-316-5888</p>
<p>Swann MS 811 Cypress St. Greensboro, NC 27405</p>	<p>336-370-8110</p>
<p>Triangle Lake Montessori 2401 Triangle Lake Rd High Point, NC 27262</p>	<p>336-819-2883</p>

<p>Union Hill ES 3523 Triangle Lake Rd High Point, NC 27260</p>	<p>336-819-2130</p>
<p>Vandalia ES 407 East Vandalia Rd Greensboro, NC 27406</p>	<p>336-370-8275</p>
<p>Washington Montessori School 1110 East Washington St Greensboro, NC 27401</p>	<p>336-370-8290</p>
<p>Weaver Academy 300 South Spring St Greensboro, NC 27401</p>	<p>336-370-8282</p>
<p>Welborn Academy 1710 McGuinn Dr. High Point, NC 27265</p>	<p>336-819-2880</p>
<p>Western HS 409 Friendway Rd Greensboro, NC 27410</p>	<p>336-316-5800</p>
<p>Western MS 320 Lindley Rd Greensboro, NC 27410</p>	<p>336-316-5833</p>
<p>Wiley ES 600 West Terrell St Greensboro, NC 27406</p>	<p>336-370-8295</p>

5.0 BID DOCUMENT

Please return the next 3 pages of this **Bid Document** signed and price listed on last page as your quote and agreement **price per hour** to perform all duties required for this NFPA-10 Portable Extinguishers and Kitchen Exhaust Hoods Inspection Project.

Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid

Bid Document

The vendor will be required to perform the following duties:

- ❖ The company must inspect all fire extinguishers and Kitchen Hoods in all 121 schools and 5 GCS administrative buildings.
- ❖ All inspections, testing, and documentation must be completed monthly after receipt of monthly work orders. All testing and inspections must be coordinated thru the Building Services Department and approved by the principal at each site.
- ❖ All systems are known to be functional at the time of the issuing of the work order. If a system is found non-functional please notify the Guilford County Schools Building Services Department by email to Todd Ebert eberj@gcsnc.com as soon as possible before proceeding with the inspection.

Additional Requirements

All inspections shall be performed at a time and in a way that does not interfere or disturb the instructional day. The Service Provider will be responsible for coordinating the time of the inspection and testing with the Todd Ebert ebertj@gcsnc.com and the school principal.

Upon arrival and departure at each location, Service Provider must sign in and out at the school office.

Service Provider will provide a single point of contact with which the Guilford County School District shall conduct all contracted related business. Full contact information, including emergency/ after normal working hour contact information will be provided for said representative.

Initial inspections will commence upon receipt by the vendor of the Purchase Order issued for this project and the first month work order from Todd Ebert. Inspections, testing shall be performed in accordance with and meet the requirements of the most current NFPA 10 Portable Fire Extinguishers regulations.

The Guilford County School System, Building Services technicians shall inspect the work quality, completeness, timeliness, and cleanup of job site. Invoices will be compared to the contractual work performed.

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	FAX NUMBER:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		TITLE	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Total Hourly Price for fire extinguishers
& kitchen hood inspections:

\$ _____

Section II - Portion of the Work to be Performed by Minority Firms

I will expend a minimum of _____% of the total dollar amount of the contract with MWBE. MWBE will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if necessary)

Name and Phone Number	*MWBE Category	Work description	Dollar Value

*MWBE categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature:

INSTRUCTIONS TO BIDDERS

1. **READ, REVIEW AND COMPLY:** It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO BIDDERS:** All bids are subject to the provisions of the Instructions to Bidders, special terms and conditions specific to this Invitation for Bids, the specifications, and the North Carolina General Contract Terms and Conditions. The Guilford County Schools (GCS) objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any language appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **DEFINITIONS:**
 - **BIDDER:** Company, firm, corporation, partnership, individual, etc., submitting a response to an Invitation for Bids.
 - **TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities only.
 - **STATEWIDE TERM CONTRACT:** A term Contract for all agencies, unless exempted by statute, rule, or special term and condition specific to this bid.
 - **AGENCY SPECIFIC TERM CONTRACT:** A Term Contract for a specific agency.
 - **OPEN MARKET CONTRACT:** A contract for the purchase of a commodity not covered by a term contract.
4. **EXECUTION:** Failure to sign under EXECUTION section will render bid invalid.
5. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, (3) North Carolina General Contract Terms and Conditions, and (4) Instructions to Bidders.
6. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, bidder's offer shall be valid for 45 days from the date of bid opening. Preference may be given to bids allowing not less than 45 days for consideration and acceptance.
7. **PROMPT PAYMENT DISCOUNTS:** Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
8. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
9. **INFORMATION AND DESCRIPTIVE LITERATURE:** Bidder is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
10. **RECYCLING AND SOURCE REDUCTION:** It is the policy of this 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 company remains responsible for providing packaging that will protect the commodity and contain it for its intended use. Companies are strongly urged to bring to the attention of the purchasers in the Division of Purchase and Contract those products or packaging they offer which have recycled content and that are recyclable.
11. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum from the Division of Purchase and Contract. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
12. **ACCEPTANCE AND REJECTION:** GCS reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
13. **REFERENCES:** GCS reserves the right to require a list of users of the exact item offered. GCS may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
14. **TAXES:**
 - **FEDERAL:** All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.
 - **OTHER:** 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.
 - Any applicable taxes shall be invoiced as a separate item.
15. **AWARD OF CONTRACT:** As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to GCS as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by GCS to be pertinent or peculiar to the purchase in question. Unless otherwise specified by GCS or the bidder, GCS reserves the right to accept any item or group

of items on a multi-item bid.

In addition, on TERM CONTRACTS, GCS reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by GCS to be pertinent or peculiar to the purchase in question.

All contracts are awarded contingent upon the availability of funds.

16. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, GCS 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.
17. **CONFIDENTIAL INFORMATION:** As provided by statute and rule, the GCS will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
18. **SAMPLES:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the bidder's expense. Request for the return of samples must be made within 10 days following date of bid opening. Otherwise the samples will become GCS property. Each individual sample must be labeled with the bidder's name, bid number, and item number. A sample on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.
19. **PROTEST PROCEDURES:** When an offeror wants to protest a contract awarded pursuant to this solicitation, that is over \$10,000, they must submit a written request to the State Purchasing Officer at the address given in the solicitation document entitled "Mailing Instructions". This request must be received in the Division of Purchase and Contract within thirty (30) consecutive calendar days from the date of the contract award, and must contain specific reasons and any supporting documentation for the protest. **Note:** Contract award notices are sent **only** to those actually awarded contracts, and not to every person or firm responding to this solicitation. Bid status and Award notices are posted on the Internet at <http://www.state.nc.us/PandC/>. **All protests will be handled pursuant to the North Carolina Administrative Code, Title 1, Department of Administration, Chapter 5, Purchase and Contract, Section 5B.1519.**
20. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.
21. **DEFAULT AND PERFORMANCE BOND:** In case of default by the contractor, Guilford County Schools (GCS) may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. GCS reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to GCS.

22. SPECIAL REQUIREMENTS REGARDING CRIMINAL BACKGROUND

- A. Criminal Background Investigations of individuals working on school property (sites occupied with students and sites not occupied with students).

At a minimum, the contractor shall obtain a complete North Carolina statewide criminal background investigation for all employees and subcontractors who will work on this project, covering a period for the last seven (7) years. If the contractor or subcontractor is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. All costs associated with these criminal background checks is the responsibility of the contractor.

Each prime contractor will be responsible for all their employees and all of their subcontractors working under them.

On sites that are occupied with students and staff, a daily sign-in sheet will be presented by each prime contractor to the principal and SRO – Student Resource Officer by 9:00 a.m. each morning. If there is no SRO – provide to the Principal. This list will contain the name of each person on site and the company they work for.

Any individual with the following criminal convictions or pending charges will NOT be permitted on any school project or property.

1. Child Molestation or Abuse or indecent liberties with a child;
2. Rape;
3. Any Sexually Oriented Crime;
4. Drugs: Felony use, possession or distribution;
5. Murder, manslaughter or other death related charge; or
6. Assault with a deadly weapon or assault with intent to kill.

Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be banned (not allowed) from any school project or property.

Each person on site must wear a plastic laminated identification badge that identifies the name of the company and the person's name. These badges are to be computer produced at a font large enough to be clearly visible. All costs associated with these criminal background checks is the responsibility of the contractor. The ID badge template will be made available to the successful prime contractors at the Pre-Construction Meeting.

Guilford County Schools, may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property.

GENERAL CONTRACT TERMS AND CONDITIONS

1. **DEFAULT AND PERFORMANCE BOND:** In case of default by the contractor, Guilford County Schools (GCS) may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. GCS reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to GCS.
2. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the contractor to notify, in writing, the issuing purchasing office at once, indicating the specific regulation which required such alterations. GCS reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
3. **AVAILABILITY OF FUNDS:** Any and all payments to the contractor are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this agreement. No goods or services should be shipped or provided prior to issuance of a Purchase Order to the vendor/contractor by Guilford County Schools.
4. **TAXES:** Any applicable taxes shall be invoiced as a separate item.

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 refuse 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 bid document the vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.

5. **SITUS:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
6. **GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
7. **INSPECTION AT CONTRACTOR'S SITE:** GCS reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for GCS 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.
8. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods, whichever is later. The using agency is responsible for all payments to the contractor under the contract. Payment by some agencies may be made by procurement card and it shall be accepted by the contractor for payment if the contractor accepts that card (Visa, Mastercard, etc.) from other customers. If payment is made by procurement card, then payment may be processed immediately by the contractor.
9. **AFFIRMATIVE ACTION:** The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
10. **CONDITION AND PACKAGING:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.
11. **STANDARDS:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.
12. **PATENT:** The contractor shall hold and save GCS, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.
13. **ADVERTISING:** Contractor agrees not to use the existence of this contract or the name of the State of North Carolina as part of any commercial advertising.
14. **ACCESS TO PERSONS AND RECORDS:** The State Auditor and the using agency's internal auditors shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance).

15. **ASSIGNMENT:** No assignment of the contractor's obligations nor the contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the contractor, may:
- Forward the contractor's payment check directly to any person or entity designated by the contractor, and
 - Include any person or entity designated by contractor as a joint payee on the contractor's payment check.
- In no event shall such approval and action obligate the State to anyone other than the contractor and the contractor shall remain responsible for fulfillment of all contract obligations.
16. **INSURANCE COVERAGE:** - During the term of the contract, the contractor 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. As a minimum, the contractor shall provide and maintain the following coverage and limits:
- Worker's Compensation** - The 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 minimum limits of \$150,000.00, covering all of contractor's employees who are engaged in any work under the contract. If any work is sublet, the contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
 - 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 cost shall be in excess of the limit of liability.)
 - Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.
- REQUIREMENTS:** Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this 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 Commissioner of Insurance to do business in North Carolina. The contractor 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 this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.
17. **GENERAL INDEMNITY:** The contractor shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses, with the exception of consequential damages, 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 in the performance of this contract and that are attributable to the negligence or intentionally tortuous acts of the contractor provided that the contractor is notified in writing within 30 days that the State has knowledge of such claims. The contractor 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 contractor goods to the State. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.
18. **ELECTRONIC PROCUREMENT (APPLIES TO ALL CONTRACTS THAT INCLUDE E-PROCUREMENT AND ARE IDENTIFIED AS SUCH IN THE BODY OF THE SOLICITATION DOCUMENT):** Purchasing shall be conducted through the Statewide E-Procurement Service. The State's third party agent shall serve as the Supplier Manager for this E-Procurement Service. The contractor shall register for the Statewide E-Procurement Service within two (2) business days of notification of award in order to receive an electronic purchase order resulting from award of this contract.
19. **THE SUCCESSFUL BIDDER(S) SHALL PAY A TRANSACTION FEE OF 1.75% (.0175) ON THE TOTAL DOLLAR AMOUNT (EXCLUDING SALES TAXES) OF EACH PURCHASE ORDER ISSUED THROUGH THE STATEWIDE E-PROCUREMENT SERVICE** This applies to all purchase orders, regardless of the quantity or dollar amount of the purchase order. This transaction fee shall neither be charged to nor paid by the State, or by any State approved users of the contract. The transaction fee shall not be stated or included as a separate item in the proposed contract or invoice. There are no additional fees or charges to the contractor for the services rendered by the Supplier Manager under this contract. Contractor will receive a credit for transaction fees they paid for the purchase of any item(s) if an item(s) is returned through no fault of the contractor. Transaction fees are non-refundable when an item is rejected and returned, or declined, due to the contractor's failure to perform or comply with specifications or requirements of the contract.

Contractor or its Authorized Reseller, as applicable, will be invoiced monthly for the State's transaction fee by the Supplier Manager. The transaction fee shall be based on purchase orders issued for the prior month. Unless Supplier Manager receives written notice from the Contractor identifying with specificity any errors in an invoice within thirty (30) days of the receipt of invoice, such invoice shall be deemed to be correct and Contractor shall have waived its right to later dispute the accuracy and completeness of the invoice.

Payment of the transaction fee by the Contractor is due to the account designated by the State within thirty (30) days after receipt of the correct invoice for the transaction fee, which includes payment of all portions of an invoice not in dispute. Within thirty (30) days of the receipt of invoice, contractor may request in writing an extension of the invoice payment due date for that portion of the transaction fee invoice for which payment of the related goods by the governmental purchasing entity has not been received by the Contractor. If payment of the transaction fee is not received by the State within this payment period, it shall be considered a material breach of contract. The Supplier Manager shall provide, whenever reasonably requested by the contractor in writing (including electronic documents), supporting documentation from the E-Procurement Service that accounts for the amount of the invoice.

The Supplier Manager will capture the order from the State approved user, including the shipping and payment information, and submit the order in accordance with the E-Procurement Service. Subsequently, the Supplier Manager will send those orders to

the appropriate contractor on State Contract. The State or State approved user, not the Supplier Manager, shall be responsible for the solicitation, bids received, evaluation of bids received, award of contract, and the payment for goods delivered.

Contractor agrees at all times to maintain the confidentiality of its user name and password for the Statewide E-Procurement Services. If a contractor is a corporation, partnership or other legal entity, then the contractor may authorize its employees to use its password. Contractor shall be responsible for all activity and all charges by such employees. Contractor agrees not to permit a third party to use the Statewide E-Procurement Services through its account. If there is a breach of security through the contractor's account, contractor shall immediately change its password and notify the Supplier Manager of the security breach by e-mail. Contractor shall cooperate with the State and the Supplier Manager to mitigate and correct any security breach.

20. **ELECTRONIC PROCUREMENT (APPLIES ONLY TO STATEWIDE TERM CONTRACTS):** Within ten (10) calendar days of notice, the contractor shall provide supplier information, contract pricing and other product-related information requested by the State or the Supplier Manager. This information shall include such information as contractor name, SKU, brand/manufacturer, product name and a brief description, unit of measure, price, and other similar information or properly requested by the State or the Supplier Manager to facilitate purchasing from the contract. This information shall be posted by the contractor in the format provided by the Supplier Manager, or as otherwise provided in a template or format required by the State. No costs or expenses associated with providing this information shall be charged to the State, its agents (including Supplier Manager) or State approved users of the contract. For the purposes of this contract, the contractor warrants that it is authorized and empowered to and hereby grants the State and the Supplier Manager the right and license to use, reproduce, transmit, distribute and publicly display this information. In addition, for the purposes of this contract, the contractor warrants that it is authorized and empowered to and hereby grants the State and the Supplier Manager the right and license to reproduce and display contractor's trademarks, service marks, logos, trade dress or other branding designation that identifies the goods available under the contract. The Supplier Manager shall create and maintain, with contractor's timely assistance, web-based placement of contract information, where appropriate, that includes the contract items distributed by the contractor within the appropriate contract categories. The State shall provide any price adjustment/product modification information that it has approved during the course of the contract, to the Supplier Manager immediately upon such change.
- If the contractor is not the manufacturer, then it shall be the contractor's responsibility to obtain authorization from the manufacturer to comply with the provisions of this contract, including any appropriate intellectual property rights of the manufacturer. If the contractor is the manufacturer, then the manufacturer shall only authorize dealers, outlets, distributors, value added resellers, etc. (together, "Authorized Resellers") within their network that can comply with the provisions of this contract.

CONTRACTOR IS AND SHALL REMAIN RESPONSIBLE FOR PAYING THE TRANSACTION FEE ON BEHALF OF ITS AUTHORIZED RESELLERS IN THE EVENT THAT THE AUTHORIZED RESELLER(S) DEFAULTS.

21. **CANCELLATION (TERM CONTRACTS ONLY):** All contract obligations shall prevail for at least 180 days after the effective date of the contract. After that period, in addition to the provisions of the paragraph entitled Price Adjustments, for the protection of both parties, this contract may be canceled in whole or in part by either party by giving 30 days prior notice in writing to the other party. Such notice of cancellation, as required herein, shall be transmitted via U.S. MAIL, Certified, Return Receipt Requested. The 30 days' notice for cancellation shall begin on the day the return receipt is signed and dated.
22. **QUANTITIES (TERM CONTRACTS ONLY):** The award of a term contract neither implies nor guarantees any minimum or maximum purchases thereunder.
23. **PRICE ADJUSTMENTS (TERM CONTRACTS ONLY):** Any price changes, downward or upward, which might be permitted during the contract period must be general, either by reason of market change or on the part of the contractor to other customers.
- a. **Notification:** Must be given to GCS, in writing, concerning any proposed price adjustments. Such notification shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
- b. **Decreases:** GCS shall receive full proportionate benefit immediately at any time during the contract period.
- c. **Increases:** All prices shall be firm against any increase for 180 days from the effective date of the contract. After this period, a request for increase may be submitted with GCS reserving the right to accept or reject the increase, or cancel the contract. Such action by GCS shall occur not later than 15 days after the receipt by GCS of a properly documented request for price increase. Any increases accepted shall become effective not later than 30 days after the expiration of the original 15 days reserved to evaluate the request for increase.
- d. **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variance with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate item.