

# Beaufort County Schools NC

Every Student, Every Class, Every Day

**REQUEST FOR PROPOSAL**

**CUSTODIAL SUPPLIES AND SERVICES**

**PROPOSAL SUBMISSION DEADLINE: May 13, 2025**

Beaufort County Schools

Maintenance Department

1010 Pennsylvania Ave

Washington NC 27889

Phone: 252-946-3735

**ADMINISTRATION INFORMATION**

* **Contacts**

All questions should be submitted via email with the subject heading:

“RFP 2025-2026 Custodial Supplies and Services”

Inquiries regarding project specifics will not be accepted by telephone.

Questions or inquiries should be sent to [jstokes@beaufort.k12.nc.us](mailto:jstokes@beaufort.k12.nc.us)

* **Due Date**

Proposals must be received no later than **May 13, 2025, at 12:00 pm** in the Maintenance Department Office, located at Beaufort County Schools Plant Operations, 1010 Pennsylvania Ave, Washington, NC, 27889.

**To be considered for the award, all packages must be received at the appropriate location by the required time. Any package not received on time at the noted location may be rejected.**

Refer to the Submissions Requirements section of this document for further details.

**PROJECT**

* **OVERVIEW**

Beaufort County Schools is seeking a contract with a firm to provide all supplies, materials, dispensers, service, training, periodic follow-up evaluations, and all additional tasks necessary for a complete and successful custodial program. This proposal should be provided as a yearly cost. Beaufort County Schools will pay the equal monthly payment (total yearly proposal divided by 12 months). This proposal MUST include all after-hour school events or summer camps. There will not be an additional cost to Beaufort County Schools for any after-school events or summer camps.

This proposal should not include any cleaning products for kitchens.

* **BACKGROUND**

Beaufort County Schools is currently home to approximately 5,640 students supported by approximately 875 faculty and staff members. 12 schools, and 8 administrative buildings all totaling 1,400,000 Sq. Ft.

* **SCOPE**

Vendor(s) shall include a complete description of the products and services offered in their proposal to meet the criteria outlined in the above overview.

1. **Cleaning Products and Equipment**:

Vendor(s) shall provide Beaufort County Schools with projects, including but not limited to: cleaning solutions, floor care projects, paper products, plastic products, tools, dispensers, and other related equipment.

* The Vendor must provide a description of the manufacturer’s intended method for dispensing and storing products.
* The Vendor must identify procedures, methods, techniques and systems that will increase productivity.
* The Vendor shall provide technical support and yearly training for Beaufort County Schools’ custodial equipment.
* The Vendor will provide recommendations for solving cleaning problems and make recommendations for reducing costs and maximizing the utilization of labor.
* The Vendor must provide a description of the equipment required for the cleaning systems recommended.
* The restrooms will be stocked with quality paper, hand washing soap, and disposable towels. Any dispenser changes recommended should include information about removal, disposal, and replacement procedures.
* All proposals shall include the dilution ratios for each cleaning chemical proposed.
* All proposals should include all necessary summer floor care products.
* Beaufort County Schools welcomes submissions which include alternate products that would enhance our custodial program. Wherever a brand name, trademark, or manufacturer’s name is used it is to be understood that this designation is used for clarification of a description only, and that an equal product may be proposed. **Beaufort County Schools require Spartan Ishine Floor Finish. Alternate must meet or exceed the specification of this product.**
* All proposed substitutions must, at a minimum, include the following for thorough evaluation:
* Written statement of the product specifications including but not limited to:
  + - Manufacturer Specification Sheet
    - Applicable Product Brochures
    - Model number
    - Warranties
    - Safety Data Sheets
    - Dilution Ratio
* Beaufort County Schools will be the sole determiner of whether or not any proposed equals are equal in construction quality and aesthetic.
* Beaufort County Schools shall have the right to accept alternatives in any order or combination.
* All substitutions must be clearly identified as such within submission documents.
* Vendor(s) shall provide samples of the proposed product(s) upon request from the Director of Maintenance or their Designee.
* All materials supplied under this bid shall be new and of first quality and all deliveries should take place once a month. All shipping pallets must be removed from the premises.
* Items which are used, demonstrators, obsolete, seconds or which have been discontinued are unacceptable.

**B**.**Training**:

Comprehensive training programs and packages shall be provided, at no additional cost to Beaufort County Schools, by the vendor and made available as needed to ensure that all Beaufort County Schools custodial employees are properly trained in the use of chemicals, floor care systems, materials, and equipment.

* Vendor shall provide hands-on training concerning preventive maintenance on equipment, individual training on trouble areas, and new employee training.
* Vendor shall provide an annual training meeting with all custodians to cover the following items:
  + OSHA training and compliance
  + Blood borne pathogens
  + Bio-hazardous training
  + Proper cleaning methods, tools, techniques, and any other issues deemed necessary by Beaufort County Schools.
* The training program will include, but not be limited to, activities that address the economical use of the chemicals, safety procedures in the use of equipment and chemicals, time management/scheduling, and compliance with current law and regulations including OSHA requirement and the American with Disabilities Act.
* Vendor(s) shall provide at each site with a book containing Safety Data Sheets (SDS) of all chemicals issued procedure sheets and 24-hour emergency phone number to the product distributor.
* Vendors shall be on site at Beaufort County Schools a minimum of once monthly to inspect the use of materials, verify proper care of equipment, check supplies quantity to verify proper ordering.
* Vendors shall report the date and findings of monthly assessments to the Director of Maintenance afterwards.
* Vendors must have a representative from the company be available to be on site within 3 hours of an emergency.

**C. Administrative**

* Ordering and Reporting
  + The Vendor shall have ordering procedures that are efficient and user friendly.
  + The Vendor shall provide, at no additional cost to Beaufort County Schools reports as requested. These reports will be capable of providing movement of supplies from the supplier’s warehouse to final delivery. These reports will provide monthly, seasonal, and yearly usage by schools.
  + The Vendor shall provide ordering sheets containing all contract items, with product descriptions.
  + The Vendor will perform monthly inspections with reporting provided from those inspections for each building shared with the Director of Maintenance.
* Inventory:
  + The Vendor will store and inventory enough of all monthly occurring products and supplies at their facilities.
  + If a proposed product does not have the availability requested or becomes unavailable, the vendor must notify the Director of Maintenance or their Designee immediately.

**D. Warranties:**

* All Vendors must submit/include any/all warranty information with submissions whether it is expressed or implied.
* Vendor shall guarantee the original purchase of equipment for a period of not less than one year from the date of acceptance by owner, that vendor will replace or repair any defective product during the guarantee period, excluding any item which has been subjected to accident, alterations, abuse, misuse, or neglect by Beaufort County Schools or its employees or that is cause by normal wear and tear.
* Any standard Manufacturer Guarantee or Warranty for a period longer than one year shall not be nullified by the above general guarantee.

**E. Product Delivery and Dispenser Installation Requirements:**

* If the dispenser system, or any additional equipment, proposed requires removal of existing system and installation of a new dispenser system, removal and installation cost shall be the responsibility of the awarded vendor. Installation could be in multiple buildings within Beaufort County Schools and include buildings which may have stairs and no elevator available.
* Awarded vendor shall provide all labor for delivery and dispenser installation.
* Delivery costs are the responsibility of the awarded vendor and must be included in bid pricing and paid for by the awarded vendor for immediate needs purchases.
* It shall be the responsibility of the awarded vendor to be aware of delivery days and receiving hours for all Beaufort County Schools’ locations Beaufort County Schools shall not be responsible for any additional charges should the contractor fail to observe specific delivery days and receiving hours.
* Delivery is FOB destination, inside delivery, to the ordering entity's specified address. The vendor shall deliver all equipment, accessories, and supplies in a timely manner to prevent any schools from running out of supplies.
* The vendor shall properly package and handle all items ordered under the resulting contract, in accordance with all applicable regulations.
* Vendor shall deliver equipment, accessories, and supplies pursuant to the resulting contract in accordance with the terms and conditions stated in this RFP. Repeated failure to meet specified delivery requirements may result in contract termination or Beaufort County Schools may pursue any other remedies that might be available, at its discretion.

**F. Instillation:**

* The vendor shall not enter or have access to any space in the buildings to perform the work without first having given timely notice to Beaufort County Schools so that the necessary arrangements may be made to enter or to have access to such space.
* In entering, passing through, or working in any space in the building in the performance of the work, the vendor shall always furnish and maintain proper protection for the floor, ceilings, walls, fixtures, equipment, furniture, and/or other property of Beaufort County Schools including but not limited to landscaping, paving, and interior finishes.
* The vendor shall maintain the areas free of debris and other safety codes and regulations.
* All protective coverings are to be removed from items once all installation is completed and all items are to be wiped clean.

**G. Freight Damages:**

* Immediately upon the delivery of product by the carrier, the awarded vendor shall inspect the outside of all containers for dents, tears, crushing, or other indication of damage and shall have notation of the same made by the carrier on the delivery seat. The vendor shall open all containers, inspect contents, process, and remedy all freight claims and damages.
* Vendor shall replace all damaged items at their own expense.
* All damaged products must be removed from the building and repaired off site. No damaged items to be left on site for repairs.

**H. Pricing:**

* Proposals must be disclosed and include any and all fees, cost, or expenses to be charged for the goods and services provided.
* Delivery, storage, and installation costs are the responsibility of the awarded vendor and must be incorporated in bid pricing and paid for by the awarded vendor.
* Separate charges for training will not be permitted. Training costs should be free of charge to Beaufort County schools.
* Separate charges for shipping, delivery, and fuel surcharges will not be permitted.

**TERM OF AGREEMENT:**

* The anticipated contractual period will be for three (3) years with two (2) possible renewals of one year each, subject to budgetary approval on a yearly basis. Beaufort County Schools reserves the right to alter this period upon review of all proposals.

**NOTE:** To better align with Beaufort County Schools' fiscal year, the first year of the initial proposed contract will begin on July 1st, 2025. All subsequent years will run from July 1st of the applicable year and end on June 30th of the following year.

* Beaufort County Schools reserves the right to terminate the awarded vendor's services for cause at any time during the term of the contract.
* In the event that Beaufort County Schools terminates services, written notice will be provided thirty (30) days in advance of termination date.
* The awarded vendor may not assign, sell or sub-contract its obligations under the contract to any third party without prior approval in writing by Beaufort County Schools.
* If the contract is terminated either by contract expiration or by voluntary termination by Beaufort County Schools, the vendor must continue all services until new services become completely operational.
* The vendor will be responsible for any additional costs incurred by Beaufort County Schools in utilizing any replacement firm.

**PROCEDURAL REQUIREMENTS & AMENDMENTS:**

* The awarded vendor will comply with all procedural instructions that may be issued from time to time by Beaufort County Schools or designee.
* During the contract period, no change is permitted in any of its conditions and specifications unless the awarded vendor receives written approval from Beaufort County Schools or designee.
* Should the awarded vendor find at any time that existing conditions make modification of requirements desirable; it shall promptly report such matters to Beaufort County Schools Director of Maintenance or respective designee of Beaufort County Schools for consideration and decision.
* During the period of the contract or any extension thereof, Beaufort County Schools reserves the right to add or delete specific products. The awarded vendor will be given thirty (30) days' notice to effect requested changes.
* The awarded vendor's engagement partner and/or manager may be required to meet periodically with the Director of maintenance or his/her representatives, to discuss services.
* Beaufort County Schools may make changes in the general scope of the contract services provided by the vendor by written notice. The vendor shall promptly comply with the notice and shall bring all subsequent services in conformance with the notice.
* If any such changes cause a material increase or decrease in the vendor's cost of operation or the time required for attainment of required service levels, an equitable adjustment in the contract cost or time allotted for fulfillment of the contract shall be negotiated and the contract modified with the Director of Maintenance accordingly. Any change, alteration, or modification of any contract will be valid and binding only if there is a submission of a bid. Vendor hereby agrees to negotiate on good faith.

**INSURANCE REQUIREMENTS:**

* Proof of Insurance: Vendors must document and detail their insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include, at a minimum, general liability insurance coverage and professional liability insurance coverage.
* The awarded vendor shall assume all responsibility for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this agreement. The vendor shall carry sufficient insurance to protect it and Beaufort County Schools from any property damage or bodily injury claims arising out of the contracted work.
* The Proposer agrees to carry the insurance policies described herein and submit to Beaufort County Schools at execution of this Agreement evidence thereof in the form of current certificates of insurance clarifying all coverage, all policies and certificates of insurance, except workers' compensation
* The insurance coverage required shall be primary coverage and shall not relieve the Bidder of any liability where liability for injury, death, and property damage is greater than the insurance coverage.
* Coverage may be provided through a combination of primary and excess policies. Maintenance of the minimum amounts of insurance listed should in no way be construed as limiting in any way the vendor's obligations to defend, indemnify and hold Beaufort County Schools harmless as stipulated in the "Hold Harmless and Indemnification" section.
* The Bidder agrees to obtain, pay for, and maintain Workers Compensation Coverage and Employers' Liability insurance covering all their employees in accordance with the laws of the state of hire of said employees and for employers' liability for bodily injury by accident at a minimum limit of five hundred thousand dollars ($500,000) for Employers Liability, throughout the term of this Agreement, including any potential extension period, and provide evidence thereof.
* The Bidder agrees to obtain, pay for, and maintain Comprehensive General Liability insurance coverage with a minimum of one million dollars ($1,000,000) combined single limit per occurrence, throughout the term of this Agreement, including any potential extension period, and provide evidence thereof. Such insurance shall be primary over other collectible insurance that may apply and shall include coverage for the indemnification required by this Agreement.
* The successful proposer agrees to defend, indemnify, and hold harmless Beaufort County Schools and its officers, agents, staff members and employees, from all actions, claims, and demands whatsoever that may be asserted by, or on behalf of anyone, against Beaufort County Schools, its officers, agents, staff members and employees because or as a result of, any accident, injury, or illness that may occur to or be sustained by any person, agency, or company that arises out of the activities conducted under this RFP by the proposer, their employee, or anyone acting on the proposer's behalf.
* Beaufort County Schools will not indemnify vendors in any form.
* The Proposer agrees to obtain, pay for, and maintain Business Automobile Liability insurance coverage for all owned, non-owned, or hired vehicles throughout the term of this Agreement, including any potential extension period, and provide evidence thereof with at least one million dollars ($1,000,000) combined single limit per occurrence.
* The Proposer shall submit to Beaufort County Schools annually and upon execution of this Agreement an insurance certificate evidencing all coverage noted herein.
* Evidence of current insurance coverage shall be provided in the form of a certificate, which shall be submitted no later than ten (10) days after receipt of notice of intent to award the contract.
* All required insurance coverage must be in effect not later than 12:01 AM at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.
* Liability insurance must remain in effect for the duration of the contract, including any extensions, and for the ninety days following termination of all work.
* Vendors may, if they so desire, include with their proposal the applicable certificate of insurance. This will expedite the contract award process for the awarded vendor.
* The awarded vendor shall forward all Certificates to: Beaufort County Schools Director of Maintenance, 1010 Pennsylvania Ave., Washington, NC 27889.
* Each policy of insurance should contain endorsement as follows: S. "It is understood and agreed that Insurance Company shall notify in writing, the Director of maintenance, Beaufort County Schools, thirty (30) days in advance of the effective date of any reduction in or cancellation of this policy."
* The successful applicant/vendor must have liability insurance sufficient to protect Beaufort County Schools from any liability arising out of services performed pursuant to this RFP throughout the term of this contract and for at least five (5) full years thereafter. If the vendor fails to provide liability insurance, naming Beaufort County Schools as an additional insured, Beaufort County Schools may, at its option, procure equivalent insurance coverage and the vendor shall be liable for the cost of the premium thereof. The obligations set forth in this provision shall survive the termination of the contract.
* Policy/policies shall include coverage for claims made that may arise out of the activities described in this RFP and that may be presented while this policy is in force. Coverage shall cover any liability resulting from pollution or environmental contamination as determined by Beaufort County Schools Risk Manager. The minimum acceptable coverage is $5,000,000. Any deductible shall not exceed $25,000.

**VENDOR PERSONNEL:**

* While on Beaufort County Schools property:
  + All personnel shall observe all the rules and regulations in effect at Beaufort County Schools governing safety and personal conduct.
  + Vendor employees shall be subject to control of Beaufort County Schools but under no circumstances shall such persons be deemed to be employees of Beaufort County Schools.
  + The vendor or his personnel shall not represent themselves or be considered as employees of Beaufort County Schools or the State of North Carolina.
* **CRIMINAL BACKGROUND CHECKS ARE MANDATORY** for all non-school personnel performing work on Beaufort County Schools. Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to ensure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.
* The proposer shall be solely responsible for all damage or unauthorized destruction to any Beaufort County Schools buildings, equipment, premises, or facilities, lease, lent, or in the care, custody, or control of Beaufort County Schools or State.
* The Vendor shall remove from Beaufort County Schools workplace any of its employees who are found to be unacceptable by Beaufort County Schools. Such requests will not be unreasonable.
* While on Beaufort County Schools premises, all vendor employees must wear attire that identifies them as a vendor's employee with identification visible.
* All vendor motorized vehicles shall be identified with the company's name and/or logo in clear view.

**COMPLIANCE LAWS:**

* The awarded vendor must comply with all local, state and federal laws, rules and

regulations applicable to this contract and to the work to be done hereunder.

* Beaufort County Schools is committed to affirmative action and equal opportunity in all areas of operation. Those submitting proposals must certify that their firm has an updated affirmative action/equal opportunity program.
* All vendors submitting proposals must not be barred or otherwise suspended from doing business with government entities.
* Where conflict among the compliance requirements or with these specifications exists the most stringent requirements shall be utilized.
* The most recent edition of any relevant regulation, standard, document, or code shall be in effect.

**REPRESENTATIONS AND WARRANTIES:**

* In submitting a bid for this offering, the vendor expressly warrants that:
  + The vendor has legal capacity to execute and perform any Agreement arising from this RFP.
  + Any Agreement arising from the award of this RFP is a valid and binding Agreement enforceable against the vendor according to its terms.
  + The execution and performance of an agreement by the vendor does not, and will not, violate or conflict with the terms of any existing Agreement or understanding of which the vendor is a party.
  + The execution and performance of an Agreement by the vendor does not, and will not, violate or conflict with any law, rule, regulation, judgment or order of any court or other adjudicative entity binding the vendor.
  + The vendor knows of no reason why the vendor is in any way, physically, legally, or otherwise, precluded from performing the obligations under an Agreement arising from this RFP, in accordance with its terms, including without limitation those relating to health and safety.
  + Such warranties shall survive and shall not be deemed waived by delivery or acceptance of, or payment for the goods and services.
  + The vendor warrants and represents those products, when delivered, shall meet or exceed all applicable standards as mandated by State and Federal regulation.

**INDEMNITY:**

* The awarded vendor agrees to indemnify, protect, save harmless, and defend Beaufort County Schools, its officers, employees, and agents from and against any and all claims, losses, costs, damages, and expenses, including legal costs and attorney fees, and demands of any kind whatsoever, whether for bodily injury, including death, damage to property, including the loss of work performed by the Proposer, its agents or employees, alone or with others, or resulting from or arising out of services provided jointly by the Proposer, its agents or employees or servants.
* Vendor shall reimburse, and make good to Beaufort County Schools all monies, which Beaufort County Schools or its representatives shall pay, or cause to be paid, or become liable to pay, because of such claims, or in connection with any litigation, investigation, or other matters connected therewith.
* This indemnification obligation is not limited by but is in addition to the insurance obligations contained in this agreement.

**DEFAULT:**

* In case of failure to deliver goods or services in accordance with the contract(s) terms and conditions, Beaufort County School, after due oral or written notice, may procure substitute goods or service from other sources and hold the vendor(s) responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other solution which Beaufort County Schools may have.

**SALE OR BANKRUPTCY OF BUSINESS:**

* If during the life of this Agreement, the awarded vendor disposes of its business by sale, transfer, force of law or by any means to another party, all obligations are transferred to such purchaser. In this event, the new owner(s) may, in Beaufort County Schools' discretion, be required to submit a performance bond in the amount of the value of services to be delivered pursuant to this Agreement.
* In the event of the institution of any proceedings by or against the awarded vendor, voluntarily or involuntarily, in bankruptcy or insolvency, or under the provisions of the Federal Bankruptcy Act, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of the vendor, Beaufort County Schools shall have, in addition to the rights previously stated, the right to cancel this Agreement forthwith.

**GENERAL:**

* Beaufort County Schools may need to issue one or more addenda related to this RFP. Such an addenda shall be added to the original RFP document and posted in writing and provided by Beaufort County Schools Maintenance Director. It will be the responsibility of the prospective vendors and other interested parties to familiarize themselves with any updated information or addenda related to this RFP.
* Short procedural inquiries may be accepted by telephone by the buyer noted for this project. However, oral explanations or instructions given over the telephone should not be binding upon Beaufort County Schools. The proposers shall not contact any person within Beaufort County Schools directly, in person, or by telephone, other than the assigned buyer, concerning this project.
* If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture shall be submitted with the joint venture's submission.
* The awarded firm may not assign, sell, or sub-contract its obligations under the contract to any third party without prior approval in writing by Beaufort County Schools.
* Any modifications to the bidding document, prior to the award, may invalidate the entire submission.
* Beaufort County Schools reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, Beaufort County Schools may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
* Patents: The Suppliers shall hold and save Beaufort County Schools, its officers, agents, and employees, harmless from liability of any nature or kind, including cost and expense for or on account of any patented or unpatented invention, article, or applicable manufacturer or use in materials and forms of construction as will satisfy Beaufort County Schools' requirements.
* Submission is Public Information and Property of Beaufort County Schools. Submissions will be held confidential during the bid process until such time as the final contract is executed, upon such time the bid submittals may be subject to the Open Public Records Act for non- proprietary information. It is the responsibility of the prospective vendor to indicate what submitted information is proprietary.
* All submissions will become the property of Beaufort County Schools. Submitted packages will not be returned to respondents unless they are received late.
* In submitting a bid, the Vendor agrees, unless specifically authorized in writing by an authorized representative of Beaufort County Schools on a case-by-case basis, that it shall have no right to use, and shall not use, the name of Beaufort County Schools, or its officials or employees, or the Seal of Beaufort County Schools:
  + A. In any advertising, publicity, promotion.
  + B. To express or imply any endorsement of the agency’s services.
  + C. To use the name of the State, its officials or employees or Beaufort County Schools or seal in any manner (whether similar to uses prohibited by (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by Beaufort County Schools.
* The preparation of a bid shall be at the expense of the respondent. Beaufort County Schools will not reimburse firms for any costs associated with the preparation or submission of a response.
* Beaufort County Schools does not allow payment of attorney fees for litigation regardless of disposition of matter.
* By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.
* Submissions which, in the sole judgment of Beaufort County Schools, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.
* Beaufort County Schools will not accept jurisdiction in any State except North Carolina.
* The vendor shall be solely responsible for all damage or unauthorized destruction to any Beaufort County Schools buildings, equipment, premises or facilities, lease, lent, or in the care, custody or control of Beaufort County Schools or State.
* Beaufort County Schools reserves the right to reject any or all submissions or to award as a whole or in part if deemed in the best interest of Beaufort County Schools to do so.
* Protest of restrictive specifications or improprieties in the solicitation, by an interested party, must be received by the Maintenance Department in writing not less than ten (10) working days before the closing date for receipt of submissions.
* Unless specifically noted within this RFP, Beaufort County Schools' Standard Terms and Conditions take precedence over any special terms and conditions contained in this RFP.
* Proposers assume sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a proposer's failure to be knowledgeable of all the requirements of this RFP. By submitting a bid in response to this offer, the proposer states that it has satisfied itself, from its own investigation, of all the requirements of this RFP.
* Beaufort County Schools has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Maintenance Director shall provide advanced, written notice to the vendor.
  + Upon receipt of such written notice, the vendor will submit, within five (5) working days, to the Maintenance Director, an itemization of the work effort already completed by task or subtasks. The vendor shall be compensated for such work effort according to the applicable portions of its cost proposal.
  + The Maintenance Director may, for valid reasons, issue a stop order directing the vendor to suspend work under the contract for a specific time. The vendor shall be paid until the effective date of the stop order. The vendor shall resume work upon the date specified in the stop order or upon such other date as the Maintenance Director may thereafter direct in writing. The period of suspension shall be deemed added to the vendor's approved schedule of performance. The Maintenance Director and the vendor shall negotiate an equitable adjustment, if any, to the contract price.
  + Beaufort County Schools reserves the right to cancel this contract with thirty (30) days written notice to the vendor(s) with or without cause.
  + No party, including any respondent to this RFP, is granted any rights hereunder.
  + The proposal submitted by the vendor shall be binding on the vendor.
  + Beaufort County Schools reserves the right to seek clarification and additional information at any point in connection with vendor information or other communication regarding this RFP.

**SUBMISSION REQUIREMENTS:**

Conditional submissions will not be considered.

In order to be considered, vendors must submit a complete response to this RFP.

Proposals must be placed in a sealed envelope and clearly labeled with the title "RFP 2025-2026 Janitorial Supplies and Services" and the firm's name and business address.

The RFP should be concise and should be organized in a manner so the selection committee may quickly access pertinent information.

Every effort should be made to avoid duplicating the information presented in the RFP. The RFP must include and will be evaluated based on the following criteria.

Each team's RFP must include an index and be organized by discrete sections corresponding to the criteria and in the same order as listed below.

Submissions in any other format will be considered informal and may be rejected.

**SUBMISSION FORMAT:**

Letter of Transmittal

* + Each submission must be accompanied by a letter of transmittal not exceeding two (2) pages. The letter must include the full legal name and business address of the firm.

Vendor Service Plan

* + A summary of the products and services to be provided.
  + A timeline showing how the Vendor plans to deliver products and services to fulfill any order issued because of this RFP, as applicable.
  + Any resource requirements on the part of Beaufort County Schools are necessary for the Vendor to meet its obligations under an agreement resulting from this RFP,
  + Any hardware, software, or other technology Beaufort County Schools must use the Vendors products or services.
  + Any alternative ideas or proposals that should be considered by Beaufort County Schools in addition to the base proposal.

Financial Proposal

* + The vendor shall submit a fully executed copy of the proposal page.
  + The vendor shall submit any added value, incentives, and/or additional discounts offered. The value added is defined as complimentary additions to core offerings. Examples of value added are inspection service plans, scholarships, and free equipment.

References and experience including similar projects and fill rate history

* + Provide a listing of at least three (3) references from current and former clients at institutions like Beaufort County Schools. Please include the name, title, and telephone number of a contact person at each institution. Beaufort County Schools reserves the right, but is not obligated to, contact any organization or institution as a reference.
  + Bid submissions must include a history of experience in projects of this nature - similar size and complexity*.* Suppliers must demonstrate success in previous projects of a similar size.
  + The vendor is required to provide information on their fill rate history. Include number of back-orders, average length of back-order and items in short supply. In addition, provide information on the vendor's plan to ensure inventory of Beaufort County Schools required products on hand at all times. Submit Fill Rate History and products-on-hand plan.

**Addendum A**

* + Proposals should include all information requested in Addendum A (Required Documentation) of this RFP and should also address services listed in the Scope of Services, Submission Requirements and other sections above.

**Contract Deliverables and Requirements:**

**Instructions:**

* + To be considered for the award, all proposals must be received at the appropriate location by the required time. Any package not received on time at the noted location may be rejected.
  + Respondents are cautioned that reliance on the US Postal Service, other mail delivery, and/or courier service for timely delivery of proposals is at their risk. Mailing submissions should allow for normal mail delivery time and internal circulation within Beaufort County Schools to ensure timely receipt of their submissions by the Maintenance Department. Beaufort County Schools will not be responsible for submissions which do not meet the RFP deadline.
  + Submit one (1) original and 2 paper copies of your submission package no later than 12:00 pm on the due date to:

Beaufort County Schools

Jamie Stokes

Maintenance Department

1010 Pennsylvania Ave

Washington, NC 27889

**NOTE:**

Original submission packages should be clearly labeled as such. The required forms noted on 'Addendum A' of this RFP should be included in the original submission package. However, copies of proposal submissions do not need to contain the required forms on 'Addendum A'. The only exception is the Proposal Page, which should be included in the original, as well as all copies of the submissions for evaluation purposes.

Please label all Submissions:

"**RFP 2025-2026 Custodial Supplies and Services"**

Evaluation and Selection Criteria:

* An initial screening of all submissions will be conducted to determine overall responsiveness. Submissions determined to be incomplete or non-responsive may be disqualified.
* Selection of the awarded vendor(s) shall be based solely on the Review Committee's evaluation of the submissions and the criteria set forth above. Beaufort County Schools reserves the right to interview the respondents. Beaufort County Schools also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Beaufort County Schools. In addition, Beaufort County Schools reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, Beaufort County Schools may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
* Submission of a Proposal against this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the proposer responsible who is determined to be the most advantageous to Beaufort County Schools. Beaufort County Schools reserves the right to reject any or all submissions or to award as a whole or in part if deemed in the best interest of Beaufort County Schools to do so.
* By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.
* Requests for Clarification by Beaufort County Schools: Beaufort County Schools may request that any proponent clarify or supplement any information contained in any Proposal. Proposers are required to provide a written response within two (2) business days of receipt of any request for clarification by Beaufort County Schools.
* The award of this RFP will be based upon a review and analysis of all proposals to determine which proposal/proposals best meets Beaufort County Schools' needs. The contract award will be based on a point- earned matrix derived from a service and financial evaluation.

Firms will be awarded points in the following categories:

|  |  |
| --- | --- |
| **Category** | **Potential Points** |
| Vendor Service Plan | 0-25 |
| Financial Proposal | 0-30 |
| Reference History | 0-20 |
| Fill Rate History | 0-20 |

Provide the name and contact information of the individual in your firm that Beaufort County Schools should contact regarding questions about your RFP submission:

|  |  |
| --- | --- |
| **Contact Name for Project** |  |
| **Contact Email** |  |
| **Contact Phone** |  |

**Proposal Page:**

The undersigned proposer, in response to Beaufort County Schools' Request for Proposal for Janitorial Supplies and Services at Beaufort County Schools, RFP 2025-2026, having carefully examined the bid documents and being familiar with the conditions surrounding the proposed project, hereby proposes to provide such products and services meeting the requirements outlined in this RFP, in accordance with the bid attached hereto.

Please Print.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Vendor Name |  |
| Address |  |
| Phone |  |
| Email |  |
| Proposer’s Signature |  |

All changes made to this proposal page must be initial and dated by the Proposer. No edit(s) will be accepted without the Proposer’s initials and date, next to all corrections.

Addendum A - Goods, Professional Services and General Service Projects

UNLESS NOTED OTHERWISE, ALL APPLICABLE ITEMS MUST BE RETURNED WITH SUBMISSION PACKAGE OR SUBMISSION MAY BE REJECTED

* Proposal Pages Fully Executed

* Attachments

A - Assurance of Non-Collusion

B - Certification Regarding Debarment, Suspensions, And Other Responsibility Matters - Primary Covered Transactions

C - Historically Underutilized Business (HUB) Certification

D- Evidence of Insurance

E - Iran Divestment Act

F - NC Lunsford Act

G - Decline to Bid

Yearly cost to provide services listed in RFP 2025-2026

Monthly cost to provide services listed in RFP 2025-2026

\*If a contract is awarded the agreed pricing CANNOT change until the contract is renegotiated at the new school year.

\*If a contract is awarded the agreed pricing CANNOT be increased for coverage of basketball games, tournaments, facility rentals, summer camps or any after-hour events held at the schools.

ATTACHMENT A 2025-2026 ASSURANCE OF NON-COLLUSION

Neither the Contractor nor any business entity represented by the Contractor has received compensation for participation in the preparation of the item’s specifications or the General Terms and Conditions related to this RFP.

This Bid has been arrived at independently and is submitted without collusion with any other Contractor, with any competitor or potential competitor, or with any other person or entity to obtain any information or gain any special treatment or favoritism that would in any way limit competition or give any Contractor an unfair advantage over any other Contractor with respect to this RFP.

The Contractor has not accepted, offered, conferred or agreed to confer, and will not in the future accept, offer, confer, or agree to confer any benefit or anything of value to any person or entity related to the School District or any of its members in connection with any information or submission related to this bid, any recommendations, decision, vote or award related to this bid, or the exercise of any influence or discretion concerning the sale, delivery, or performance of any product or service related

to this bid.

Neither the Contractor, nor any business entity represented by the Contractor, nor anyone acting for such business entity, has violated the Federal Antitrust Laws or the Antitrust Laws of the State of North Carolina with regard to this Bid; furthermore, this Bid has not been knowingly discussed with nor disclosed to, and will not be knowingly discussed with nor disclosed to another Contractor, competitor, potential competitor or School District officials prior to the opening of Bids.

No attempt has been or will be made to induce any other person or entity to submit or to not submit a Bid.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Printed Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company City, State, Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone E-Mail Date

ATTACHMENT B 2025-2026 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a)are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) have not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and (d) have not within a three-year period preceding this application/bid had one or more public transactions (Federal, State or Local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name (Type) Signature of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Print Authorized Representative Name

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in this document in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," ineligible," "lower tier covered transaction," "participant," "person," "primary" covered transaction," "principal," "bid," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this bid is submitted for assistance in obtaining a copy of the regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

*By signing and submitting this form, the prospective Contractor is providing certification they have accessed and verified at the following website: http://www.doa.state.nc.us/PandC/actions.asp that the Contractor is not currently debarred or suspended from conducting business in the state of North Carolina.*

Attachment C Vendor Registration Form

Please fill out this form COMPLETELY and return, Beaufort County Schools, 1010 Pennsylvania Ave., Washington, NC 27889

Name as appears with Federal Taxpayer ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DBA if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_1099 required - Please check here if you are required by law to submit a 1099 to the IRS

\_\_\_\_\_Service \_\_\_\_\_Commodity \_\_\_\_\_State Contract \_\_\_\_Corporation

\_\_\_\_\_Non-Profit \_\_\_\_\_Sub Chapter S \_\_\_\_Medical/Health \_\_\_\_\_LLC

\_\_\_\_\_Other \_\_\_\_\_Type, if Other

\_\_\_\_\_Currently registered as a HUB Vendor with the North Carolina Department of Administration Office of Historically Underutilized Business

\_\_\_\_\_Minority Owned \_\_\_\_\_Women Owned \_\_\_\_\_Disabled Owned

\_\_\_\_\_Disabled Business \_\_\_\_\_Non-Profit Work \_\_\_\_\_A Small Business

\_\_\_\_\_Person w/Disability \_\_\_\_\_Women Owned \_\_\_\_\_African American

\_\_\_\_\_Hispanic/Latino \_\_\_\_\_Asian American \_\_\_\_\_Coharie Intra-Tribal

\_\_\_\_\_Lumbee Indian Tribe \_\_\_\_\_Eastern Cherokee \_\_\_\_\_Meherrin Indian

\_\_\_\_\_Haliwa-Saponi \_\_\_\_\_Indian of Person County \_\_\_\_\_All other Vendors

(Information requested for reporting purposes to the North Carolina Department of Administration Office of Historically Underutilized Business)

\_\_\_\_\_Employed with Beaufort County Schools within the last twelve months

Fed. Tax ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Remittance Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACHMENT D 2025-2026 EVIDENCE OF INSURANCE

Attach a copy, or evidence, of required Property, General Liability and Worker's Compensation Insurance as required.

Attachment E CERTIFICATION OF ELIGIBILITY

Under the Iran Divestment Act

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 et seq.\* requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Title

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address:

<https://www.nctreasurcr.com/inside-the-department/OpenGovernment/Pagcs/Iran-Oinvestment-Act-Resource?.EJ>

and will be updated every 180 days.

For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at Meryl.Murtagh@nctreosurer.com or (919) 814-3852.

\* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 et seq., but has been renumbered for codification at the **direction of the Revisor of Statutes.**

ATTACHMENT F 2025-2026 NC LUNSFORD ACT N.C. General Statute 14-208.18

The Contractor acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to people required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.

**CRIMINAL BACKGROUND CHECKS**: The Contractor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on a NC School District property. The contractor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such checks shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. Contractor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of student or school personnel. Each NC School District reserves the right to prohibit any individual employee of Contractor from providing services on School District property or at any School District events if the School District(s) determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others.

By signing this form, the Contractor agrees to conduct criminal background checks and not hire a person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Also, that the contractor conducts an ANNUAL check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry for employee names.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Printed Name Title

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Name of Company City, State, Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone E-Mail Date

ATTACHMENT G - DECLINE TO BID FOR 2025-2026

Please return Attachment G, signed and dated below if the contractor declines the invitation to bid on services as specified in this RFP. Attachment G is the only form to return.

Mail Original Completed Form to:

Beaufort County Schools

Maintenance Department

1010 Pennsylvania Ave.

Washington, NC 27889

ATTN: Jamie Stokes, Director of Maintenance

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature

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Printed Name Title

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Name of Company City, State, Zip Code

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Telephone E-Mail Date