



WATER RESOURCES

Request for Quote #: 320-120521CH

Wastewater Treatment Plant Grass Cutting

Date of Issue: June 4, 2021

Quote Due Date: June 16, 2021

At 04:00 PM ET

Direct all inquiries concerning this RFQ to:

Cheryl House

Purchasing Clerk

Email: Cheryl.House@rockymountnc.gov

Phone: 252-972-1229



City of Rocky Mount Imperial Centre for the Arts and Sciences

Refer <u>ALL</u> Inquiries regarding this RFQ to: Cheryl House Purchasing Clerk	Request for Quote # 320-120521CH Quotes will be due: 06/16/2021 Contract Type: Service
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EXECUTION

In compliance with this Request for Quote, 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 quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote 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 quote, 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 City department. 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 RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of any response in this quote, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Offer valid for at least 120 days from date of quote opening, unless otherwise stated here: days.

ACCEPTANCE OF QUOTE

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Quote along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept and Contract awarded this _____ day of _____, 2021 in the amount of \$ _____ as indicated on the attached certification, by _____

(Authorized Representative of City of Rocky Mount)

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

 Finance Director Date

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1.0 PURPOSE AND BACKGROUND

The WWTP has four (4) areas which require services under this solicitation. The normal cutting cycle will be July 1, 2021 to October 31, 2021 and March 15, 2022 to June 30, 2022. During the normal cutting cycle grass shall be cut every two (2) weeks unless otherwise approved by a contract amendment. During the period of November 1, 2021 through March 15, 2022 the grass will not require cutting. The WWTP Superintendent reserves the right to adjust the cutting frequency depending on weather and grass height. As many as three (3) additional cuts may be requested by the WWTP Superintendent during the course of the year. Pricing shall include the normal cutting cycle for every two (2) weeks and the potential three (3) additional cuts.

Quotes shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR QUOTE DOCUMENT

The RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference. Vendor may attach its quote to this RFQ for submission; however, any and all additional, modified or conflicting terms and conditions submitted on or with Vendor's quote shall be disregarded and shall not be considered a part of any contract arising from this RFQ. Any attempt to delete or avoid the force of the previous sentence shall render Vendor's quote invalid, and it shall not be considered.

2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the Cities' 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 are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFQ.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFQ (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT QUOTE. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's quote. This applies to any language appearing in or attached to the document as part of the Vendor's quote that purports to vary any terms and conditions or Vendors' instructions herein or to render the quote non-binding or subject to further negotiation. *Vendor's quote shall constitute a firm offer.* **By execution and delivery of a quote in response to this RFQ, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's quote as nonresponsive. Any quote that contains language that indicates the quote is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFQ other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFQ or in the manner specified by this RFQ shall constitute grounds for rejection of said Vendor's offer, at the Cities election.

2.3 RFQ SCHEDULE

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

Event	Responsibility	Date and Time
Submit Written Questions No Later Than	Vendor	Wednesday 9, 2021

Quote Number:320- 120521CH

Vendor: [Redacted]

Provide Responses to Questions	City	Friday June 11, 2021
Submit Bids	Vendor	Wednesday June 16, 2021 4:00 p.m.
Contract Award	City	No later than Wednesday June 23, 2021
Contract Start Date	Vendor	Thursday July 1, 2021

2.4 QUESTIONS ABOUT QUOTE

Purpose: Upon review of the RFQ documents, Vendors may have questions to clarify or interpret the RFQ in order to submit the best quote possible. To accommodate the Quote Questions process, Vendors shall submit any such questions by the above due date.

Instructions: Written questions shall be emailed to Cheryl.House@rockymountnc.gov by the date and time specified above. Vendors should enter "RFQ # _____ – Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFQ section and be submitted in a format shown below:

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

Questions received prior to the submission deadline date, the City 's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing webpage <https://rockymountnc.gov/bids>, and/or the North Carolina's Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with 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. The dated noted in the RFQ schedule for the City to provide responses to questions also serves as the addendum deadline. If you do not receive a courtesy email notification regarding the addendum by that date do check the City of Rocky Mount Purchasing webpage.

2.5 EMAILING OR MAILING INSTRUCTIONS

Instructions: Quotes, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein.

MAILING ADDRESS FOR DELIVERY OF QUOTE VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY, OR BY ANY OTHER CARRIER
QUOTE NUMBER: 320-120521CH Attn: Cheryl House, Purchasing Clerk Address: PO BOX 1180 Rocky Mount, NC 27802	QUOTE NUMBER: 320-120521CH Attn: Cheryl House, Purchasing Clerk Address: 331 S. Franklin Street Rocky Mount, NC 27802

Vendors shall deliver either **one (1) signed electronic emailed copy** to Cheryl.House@rockymountnc.gov response or one **(1) signed original executed quote** to the address identified in the table in this Section. Address package and insert quote number as shown in the table above.

Quote number shall be marked on the outside of the sealed envelope with the Vendor's name and date and time of opening.

IMPORTANT NOTE: It is the responsibility of the Vendor to have the signed quote physically in this Office by the specified time and date quotes are due, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each quote when received, and any quote received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the City 's Mail Service Center. Vendors are cautioned that quotes sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the quote deadline. All Vendors are urged to take the possibility of delay into account when submitting a quote.

If quote is hand delivered please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a City employee.

2.6 QUOTE CONTENTS

Vendor shall populate all attachments of this RFQ that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFQ, and signed receipt pages of any addenda released in conjunction with this RFQ.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: ACCEPTANCE OF TERMS AND CONDITIONS
- d) ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.
- c) **RFQ:** Request for Quote.
- d) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Quote.

3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The City may obtain quotes from one or more potential Vendors. All quotes will be evaluated, and award will be based on lowest responsive quote meeting specifications.

Local Preference Policy. The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price .An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/vendor>

3.2 QUOTE EVALUATION PROCESS

- a) Quotes are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any quote on the basis of fit, form and function as well as cost.

- b) The City shall review the responses to this RFQ to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City .

CONFIDENTIALITY DURING PROCESS: During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor's offer from further evaluation or consideration in the discretion of the City.

3.3 INTERPRETATION OF TERMS AND PHRASES

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

4.0 REQUIREMENTS

This Section lists the requirements related to this RFQ. By submitting a quote, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFQ. If Vendor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing department Contract Lead as specified in this RFQ.

4.1 PRICING

Quote price shall constitute the total cost to Buyer for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this Quote. Complete ATTACHMENT A: PRICING FORM and include with Quote.

4.2 INVOICES

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed

line item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyers Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

4.3 MINORITY BUSINESS PARTICIPATION

The Owner has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Owners even MWBE/HUBs to obtain the aspirational goal where sub-contracting opportunities exist. The contractor shall include with his/her proposal the following completed HUB/MWBE related forms:

- 1. Identification of HUB Certified/Minority Business Participation

4.4 REFERENCES

Vendors shall provide at least two (2) references for which your company has provided Services of similar size and scope to that proposed herein. The City may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Vendor’s performance has been satisfactory. The information obtained may be considered in the evaluation of the quote.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

4.5 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.6 VENDOR’S REPRESENTATION

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the City under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor’s proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.

- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

5.1 GENERAL

The WWTP has four (4) areas which require services under this solicitation. The normal cutting cycle will be July 1, 2021 to October 31, 2021 and March 15, 2022 to June 30, 2022. During the normal cutting cycle grass shall be cut every two (2) weeks unless otherwise approved by a contract amendment. During the period of November 1, 2021 through March 15, 2022 the grass will not require cutting. The WWTP Superintendent reserves the right to adjust the cutting frequency depending on weather and grass height. As many as three (3) additional cuts may be requested by the WWTP Superintendent during the course of the year. Pricing shall include the normal cutting cycle for every two (2) weeks and the potential three (3) additional cuts.

The grass may be cut between the hours of 7:00 am and 5:00 pm Mondays through Fridays. Upon completion of a "cutting" for the entire facility, a payment ticket will be submitted to the WWTP Superintendent and upon successful inspection payment will be recommended. Areas with standing water will not be cut. There will be no open discharge on mowers. All equipment will be in good working order and all applicable OSHA policies and procedures will be followed. Any herbicides that are applied must be applied by certified personnel.

5.2 TASK/DELIVERABLE

AREA #1. Pistol Range

- 1.9 acres
- Trim work (weed eating)
- Trash pick-up, removal and proper disposal prior to grass cutting
- Herbicide treatment on gravel surfaces to keep weeds and grass out

AREA #2. City Cabin

- 2 acres
- Trim work (weed eating)
- Trash pick-up, removal and proper disposal prior to grass cutting

AREA #3. Highway 97 East Pump Station

- 7.4 acres
- Trim work (weed eating)
- Trash pick-up, removal and proper disposal prior to grass cutting
- Fence line to one (1) foot outside of the fence line will be maintained
- Herbicide treatment on gravel surfaces to keep weeds and grass out
- No herbicides will be used around trees or in rock beds that would lead to surface waters
- HWY 97 road ditch in front of the pump station will be maintained from the fence to the road pavement, including trash removal

AREA #4. WWTP Plant Site (3031 Treatment Plant Road)

- 57 acres
- Grass shall be cut from Hwy 97 down to the river where effluent discharges into the river
- Grass shall be cut on right of way from main entrance off HWY 97 to the entrance gate
- Approximately 830 feet of fence line around the entrance gate will be maintained
- Trim work (weed eating) around ponds, buildings, ditches, hills and structures
- Trash pick-up, removal and proper disposal prior to grass cutting

- Herbicide treatment on gravel surfaces to keep weeds and grass out
- No herbicides will be used around ponds or flower beds

5.3 ACCEPTANCE OF WORK

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, the City shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation or testing, as applicable of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria or otherwise fail to conform to the contract, the City may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

Attachments to this RFQ begin on the next page.

ATTACHMENT A: PRICING FORM

ITEM #	FREQUENCY (July -Oct. & Apr. – June)	AREA	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	18	1	Pistol Range, per scope of work section 5.2	\$ _____	\$ _____
2	18	2	City Cabin, per scope of work section 5.2	\$ _____	\$ _____
3	18	3	HWY 97 East Pump Station, per scope of work section 5.2	\$ _____	\$ _____
4	18	4	WWTP Plant Site (3031 Treatment Plant Road), per scope of work section 5.2	\$ _____	\$ _____
TOTAL FY 2021/2022					\$ _____
<p>COST PER ACRE FOR ANY ADDITIONAL GRASS CUTTING: \$ </p>					



ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

City of Rocky Mount General Terms and Conditions

Review Terms and Conditions: <https://rockymountnc.gov/vendor>

Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

This Space Is Intentionally Left Blank

ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

a) Is Vendor a Historically Underutilized Business (African American, Latin American, Asian American, American Indian or Female)? **Yes** **No**

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

If so, state HUB classification: [REDACTED]

VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that has not completed the online vendor registration also complete the form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

rockymountnc.gov/vendor

Identification of Non-certified HUB / Minority Business Participation

I, _____,
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB / minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work Type

*Minority
Category

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

Non-certified HUB and MWBE vendors/contractors will be counted towards the City participation goals but not the State participation.

The total value of minority business contracting will be (\$) _____.